

**COUNCIL MEETING MINUTES  
JANUARY 11, 2021**

**DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, JANUARY 11, 2021**

**CONVENED** The meeting convened at 7:07 p.m. with Mayor Swenson presiding.

**ROLL CALL**

Mayor Swenson	Present -via video conferencing
Councilor Carney	Present -via video conferencing
Councilor Cornwell	Present -via video conferencing
Councilor Schaub	Present -via video conferencing
Councilor Swanson	Present- via video conferencing
Councilor Puente	Present -via video conferencing
Councilor Cabrales	Present -via video conferencing

**Staff Present** (via video conferencing): City Administrator Derickson, City Attorney Shields, Assistant City Administrator Row, Economic Development Director Johnk, Police Chief Ferraris, Deputy Police Chief Pilcher, Community Development Director Kerr, Public Works Project and Engineering Director Liljequist, Finance Director Turley, Assistant City Attorney Granum, Human Resources Director Gregg, Parks and Recreation Manager Cuomo, City Recorder Pierson

**ANNOUNCEMENTS**

City Hall and the Library will be closed on January 18 for Martin Luther King Jr. Day.

**APPOINTMENTS**

Mayor Swenson proposed the following reappointments:

- **Woodburn Budget Committee**  
Mihei Egoroff (new appointment) – Position 1
  
- **Woodburn Planning Commission**  
Maria Elena Guerra (reappointment) – Position 1  
Ellen Bandelow (reappointment) – Position 4

**Carney/Cornwell**...approve the appointments. The motion passed unanimously.

**PRESENTATIONS**

**COVID-19 Vaccine Status**– Parks and Recreation Manager Cuomo and Dr. Antonio Germann provided information on the COVID-19 Vaccine.

**CONSENT AGENDA**

- A. Woodburn City Council minutes of December 14, 2020,
- B. December 29, 2020 Public Hearing minutes on 2020 Community Development Block Grant from Business Oregon,
- C. Intergovernmental Agreement – Participation in Support of an Application for CDBG COVID-19 Funding for Rental Assistance,
- D. Crime Statistics through November 2020,
- E. Building Activity for December 2020.

**Carney/Cabrales**.... adopt the Consent Agenda. The motion passed unanimously.

# COUNCIL MEETING MINUTES

## JANUARY 11, 2021

### **COUNCIL BILL NO. 3141 - RESOLUTION SETTING AMOUNT OF THE PARKS AND RECREATION SYSTEMS DEVELOPMENT CHARGES UNDER AN EXISTING METHODOLOGY; ESTABLISHING AN ALTERNATIVE RATE REVIEW FEE; AND SETTING AN EFFECTIVE DATE FOR IMPOSITION OF THE FEES AND CHARGES**

Carney introduced Council Bill No. 3141. City Recorder Pierson read the bill by title only since there were no objections from the Council. Assistant City Administrator Row provided a staff report. On roll call vote for final passage, the bill passed unanimously. Mayor Swenson declared Council Bill No. 3141 duly passed.

### **AWARD A CONTRACT FOR ENGINEERING SERVICES FOR A WATER SUPPLY SYSTEM RISK & RESILIENCY ASSESSMENT TO MURRAYSMITH, INC.**

Public Works Project and Engineering Director Liljequist provided a staff report. Carney/Cornwell... award a Contract for engineering services for the Woodburn Water Supply System Risk & Resiliency Assessment to Murraysmith, Inc. in the amount of \$75,007 and authorize the City Administrator to sign the Agreement. The motion passed unanimously.

### **OTHER BUSINESS**

The Mayor and City Councilors discussed the reasons they ran for City Council and the goals they have for the City.

### **CITY ADMINISTRATOR'S REPORT**

The City Administrator reported the following:

- The Police Chief Recruitment work is ongoing and there will be a need for community involvement and a significant interview process.
- Received questions on open carry of firearms in Woodburn. Chief Ferraris provided information on the laws regarding the open carry of firearms in Oregon.
- The City is trying out a new service that will allow users to listen to the City Council meetings in Spanish.
- Discussions have begun on summer activities and events such as Fiesta post COVID.
- Will be providing a new Councilor Orientation on Thursday.

### **MAYOR AND COUNCIL REPORTS**

Councilor Cornwell wished everyone a Happy New Year and stated that she is glad to be back.

Councilor Puente thanked those who work on the CERT team for their efforts and the gift cards that were distributed. He also gave a shout out to law enforcement and thanked for their great work.

Councilor Carney complimented Parks and Recreation Manager Cuomo on his presentation.

Mayor Swenson stated that Thursday is the Planning Commissions third annual discussion on affordable housing in Woodburn. He also noted that he is working on the State of the City Address and explained how he sees it working this year.

### **ADJOURNMENT**

Mayor Swenson stated that the next meeting will be January 25. Carney/Schaub...Mayor Swenson adjourned the meeting at 9:19 p.m.

**COUNCIL MEETING MINUTES  
JANUARY 11, 2021**

APPROVED \_\_\_\_\_  
ERIC SWENSON, MAYOR

ATTEST \_\_\_\_\_  
Heather Pierson, City Recorder  
City of Woodburn, Oregon



# Agenda Item

January 25, 2021

TO: Honorable Mayor and City Council through City Administrator

FROM: Eric Liljequist, Public Works Projects & Engineering Director

SUBJECT: **Acceptance of a Statutory Warranty Deed for Right-of-Way Dedication and a Public Utility Easement at 1414 Commerce Way, Woodburn, OR 97071 (Tax Lot 051W08CB05000)**

**RECOMMENDATION:**

Authorize the acceptance of a Right-of-Way dedication and Public Utility Easement to be granted by Don Burlingham Family Corp, owners of the property located at 1414 Commerce Way, Woodburn, OR 97071 (Tax Lot 051W08CB05000).

**BACKGROUND:**

As a condition of approval of conditional use design review (CU 2020-02 Excp 2020-06), the property owner is required to provide a 20-foot wide right-of-way dedication, and a 5-foot wide Public Utility Easement to comply with the cross-sectional street requirements of the Woodburn Transportation System Plan.

**DISCUSSION:**

The 20-foot wide Right-of-Way dedication is located along the western boundary of the property, adjacent to Commerce Way. The 5-foot wide Public Utility Easement is located along both the western boundary of the property, adjacent to Commerce Way. The Public Utility Easement dedication provides a permanent Right-of-Way and permanent easement to construct, reconstruct, and operate public and franchised utilities.

**FINANCIAL IMPACT:**

There is no cost to the City for the Right-of-Way Dedication and Public Utility Easement.

**ATTACHMENTS**

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Agenda Item Review: City Administrator  City Attorney  Finance

A Copy of the Statutory Warranty Deed and Public Utility Easement documents are included in Exhibit "A" and Exhibit "B" for each dedication.

After Recording Return to:  
City Recorder  
City of Woodburn  
270 Montgomery Street  
Woodburn, Oregon 97071

Send Tax Statements to:  
City Recorder  
City of Woodburn  
270 Montgomery Street  
Woodburn, Oregon 97071

**STATUTORY WARRANTY DEED**

Don Burlington Family Corp INC Grantor, conveys and warrants to CITY OF WOODBURN, a municipal corporation of the State of Oregon, Grantee, the following described real property free of encumbrances except as specifically set forth herein:

Description: 20-foot Right-of-Way Dedication

Exceptions: None

The true and whole consideration for this conveyance is \$ 0

**BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.**

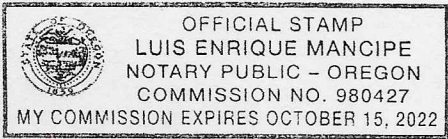
Dated this 12 day of January, 2021.

Don Burlington Family Corp

Signed: by [Signature]  
GRANTOR

STATE OF OREGON           )  
  ) ss  
County of Marion (clockwise)

This instrument was acknowledged before me on 11/12, 2021,  
by Scott, 102-g.



By: [Signature]  
Notary Public for Oregon  
My Commission Expires: Oct 15, 2022

City of Woodburn  
270 Montgomery Street  
Woodburn, OR 97071

---

(Grantee's Name and Address)

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

City Recorder:

Heather Pierson

**EXHIBIT "A"**  
**DESCRIPTION OF LAND TO BE DEEDED TO THE CITY OF WOODBURN, OR:**  
**A PORTION OF THE LAND DESCRIBED IN WARRANTY DEED RECORDED IN**  
**REEL 2645 AT PAGE 198, MARION COUNTY DEED RECORDS, MARION**  
**COUNTY, OREGON**

20' RIGHT OF WAY DEDICATION LEGAL DESCRIPTION

A PORTION OF THE LAND DESCRIBED IN WARRANTY DEED RECORDED IN REEL 2645 AT PAGE 198, MARION COUNTY DEED RECORDS, BEING A PORTION OF LOT FIVE (5) AND LOT SIX (6) IN OCOBOCK'S ADDITION TO WOODBURN, MARION COUNTY, OREGON, BEING 20.00 FEET WIDE, LYING 20.00 FEET NORTHWEST OF THE FOLLOWING DESCRIBED LINE:

COMMENCING AT A FOUND REBAR WITH PLASTIC CAP MARKED "WILHELM LS 2413" AS SHOWN ON RECORD OF SURVEY FILED AS NO. 36371, RECORDED ON OCTOBER 21, 2003, RECORDS OF SAID COUNTY AND STATE; THENCE, ALONG THE NORTHEAST BOUNDARY LINE OF SAID LOT 6, AS SHOWN ON SAID SURVEY, SOUTH 46°58'46" EAST, 20.00 FEET TO THE POINT OF BEGINNING;

THENCE SOUTH 43°00'24" WEST, 280.08 FEET TO THE POINT OF TERMINUS.

DEDICATION PER CITY OF WOODBURN CONDITIONAL USE CU 2020-02 AFFECTING PARCEL 051W08CB05000, COMMONLY KNOWN AS 1414 COMMERCE WAY, WOODBURN, OR 97071 FOR THE BENEFIT OF A PROPOSED AT&T CELL TOWER.

REGISTERED  
 PROFESSIONAL  
 LAND SURVEYOR

*Dan L. Gilbert*

OREGON  
 JULY 11, 2000  
 DAN L. GILBERT  
 60121

*EXP 6-30-21*

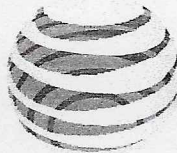
BY:



410 E. SOUTHERN AVE.  
 TEMPE, ARIZONA 85282  
 PH. (480) 659-4072  
 www.ambitconsulting.us

ambit consulting

FOR:



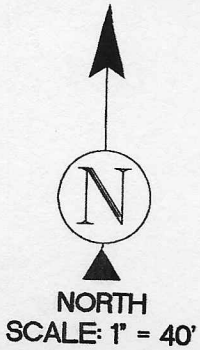
**at&t**

REV:	BY:	CHKD:	DATE:
0	RAG	DG	06/04/20
1	PD	DG	06/15/20
2	CK	DG	11/16/20
3	MF	DG	12/02/20



**EXHIBIT "B"**

**DIAGRAM OF LAND TO BE DEEDED TO THE CITY OF WOODBURN, OR:  
A PORTION OF THE LAND DESCRIBED IN WARRANTY DEED RECORDED IN REEL  
2645 AT PAGE 198, MARION COUNTY DEED RECORDS, MARION COUNTY, OREGON**



**P.O.C.**  
REBAR WITH PLASTIC CAP  
STAMPED "WILHELM LS 2413"

S46°58'46"E  
20.00'

**P.O.B.** 20' RIGHT OF WAY DEDICATION

60' RIGHT-OF-WAY

NORTHEAST  
BOUNDARY LINE  
LOT 6

**COMMERCE WAY**

S43°00'24"W 280.08'

DEDICATION PER CITY OF  
WOODBURN CONDITIONAL USE  
CU 2020-02 AFFECTING  
PARCEL 051W08CB05000,  
COMMONLY KNOWN AS 1414  
COMMERCE WAY, WOODBURN,  
OR 97071 FOR THE BENEFIT  
OF A PROPOSED AT&T CELL  
TOWER.

20' RIGHT OF WAY DEDICATION

35' TO  $\odot$

**PARENT PARCEL  
APN: R107727**

**P.O.T.** 20' RIGHT OF WAY DEDICATION

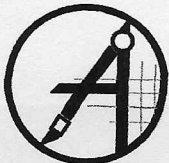
**BOUNDARY  
LINE**

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JULY 11, 2000  
DAN L. GILBERT  
60121

EXP 6-30-21

BY:



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ambit consulting

FOR:



**at&t**

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3	MF	DG	12/02/20

AFTER RECORDING RETURN TO:

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

**CITY OF WOODBURN, OREGON  
PUBLIC UTILITY EASEMENTS  
(Temporary and Permanent)**

Don Burlington Family Corp INC, GRANTOR, grants to the CITY OF WOODBURN, OREGON, hereinafter called CITY, a permanent easement and right-of-way, including the permanent right to construct, reconstruct, operate, and maintain public utilities on the following described land:

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

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

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

The true consideration of this conveyance is Zero (\$0.0), and other valuable consideration, the receipt of which is acknowledged by GRANTOR.

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

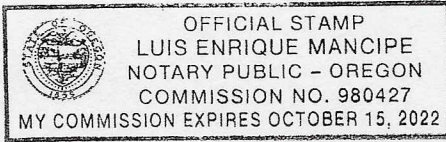
DATED this 12 day of Jan, 2021.

BY: Don Burlington Family Corp  
[Signature]

PERSONAL ACKNOWLEDGEMENT

STATE OF OREGON, County of clackamas ss.

The foregoing instrument was acknowledged before me this 12<sup>th</sup>  
day of January, 2021 by Scott Neering



Luis Enrique Mancipe  
NOTARY PUBLIC FOR OREGON  
My Commission Expires: Oct 15, 2022

City of Woodburn  
270 Montgomery Street  
Woodburn, OR 97071

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

City Recorder:

Heather Pierson

**EXHIBIT "A"**  
**LEGAL DESCRIPTION OF PERMANENT EASEMENT**  
**A PORTION OF THE LAND DESCRIBED IN WARRANTY DEED RECORDED IN**  
**REEL 2645 AT PAGE 198, MARION COUNTY DEED RECORDS, MARION**  
**COUNTY, OREGON**

5' PUBLIC UTILITY EASEMENT LEGAL DESCRIPTION

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COMMENCING AT A FOUND REBAR WITH PLASTIC CAP MARKED "WILHELM LS 2413" AS SHOWN ON RECORD OF SURVEY FILED AS NO. 36371, RECORDED ON OCTOBER 21, 2003, RECORDS OF SAID COUNTY AND STATE; THENCE, ALONG THE NORTHEAST BOUNDARY LINE OF SAID LOT 6, AS SHOWN ON SAID SURVEY, SOUTH 46°58'46" EAST, 20.00 FEET TO THE POINT OF BEGINNING;

THENCE SOUTH 43°00'24" WEST, 280.08 FEET TO THE POINT OF TERMINUS.

EASEMENT PER CITY OF WOODBURN CONDITIONAL USE CU 2020-02 AFFECTING PARCEL 051W08CB05000, COMMONLY KNOWN AS 1414 COMMERCE WAY, WOODBURN, OR 97071 FOR THE BENEFIT OF A PROPOSED AT&T CELL TOWER.

REGISTERED  
PROFESSIONAL  
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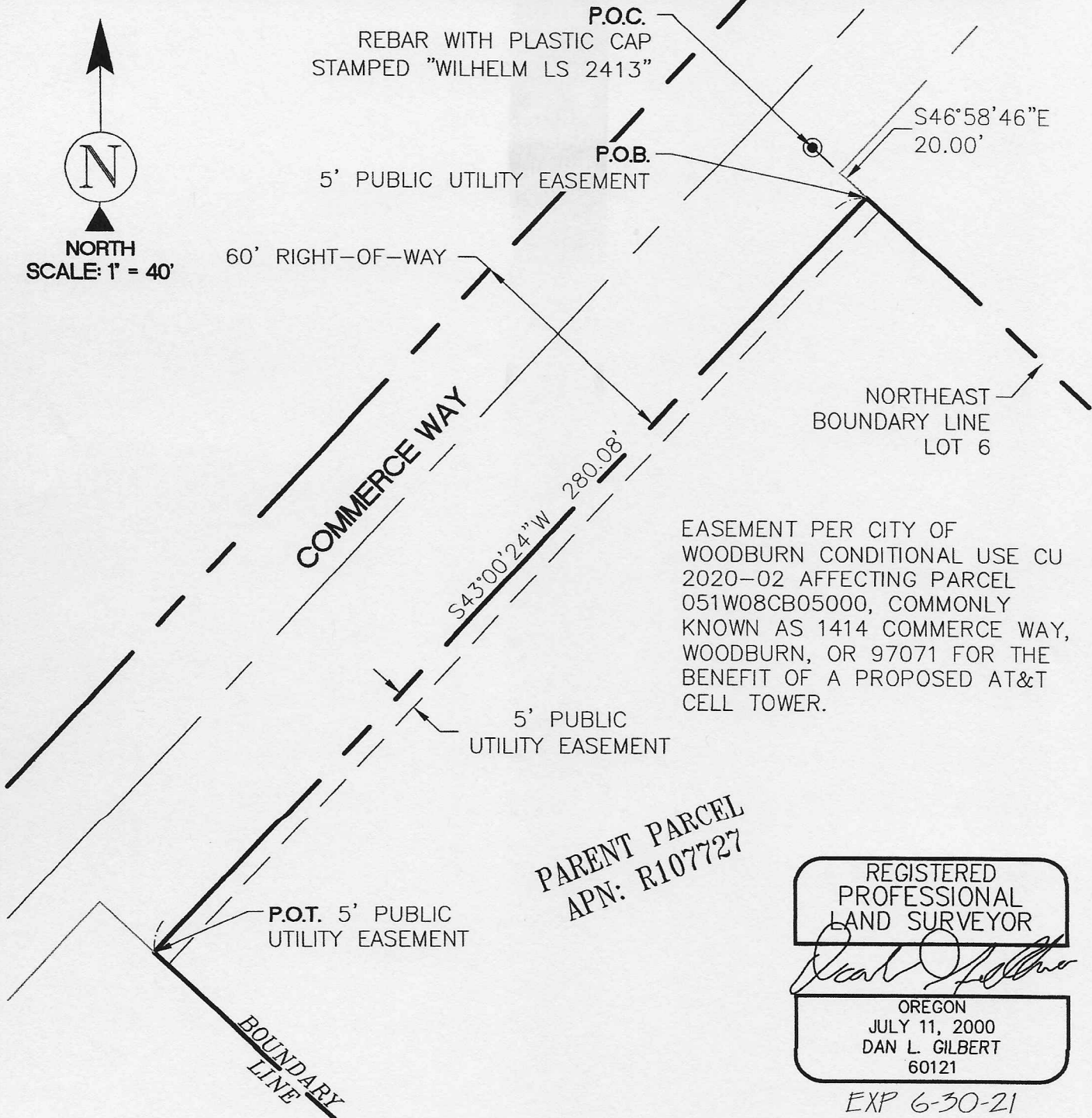
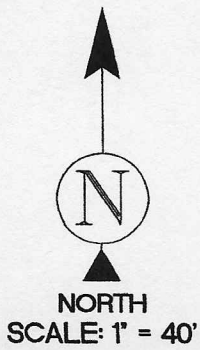


**at&t**

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0	RAG	DG	06/04/20
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2	CK	DG	11/16/20
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# EXHIBIT "B"

SKETCH FOR LEGAL DESCRIPTION OF PERMANENT EASEMENT  
 A PORTION OF THE LAND DESCRIBED IN WARRANTY DEED RECORDED IN REEL  
 2645 AT PAGE 198, MARION COUNTY DEED RECORDS, MARION COUNTY, OREGON



EASEMENT PER CITY OF  
 WOODBURN CONDITIONAL USE CU  
 2020-02 AFFECTING PARCEL  
 051W08CB05000, COMMONLY  
 KNOWN AS 1414 COMMERCE WAY,  
 WOODBURN, OR 97071 FOR THE  
 BENEFIT OF A PROPOSED AT&T  
 CELL TOWER.

PARENT PARCEL  
 APN: R107727

REGISTERED  
 PROFESSIONAL  
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# Woodburn Police Department

## MONTHLY ARRESTS BY OFFENSES

### 2020 Year to Date

CHARGE DESCRIPTION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
AGGRAVATED ASSAULT	2	0	0	3	1	4	1	2	3	0	2	7	25
ANIMAL CRUELTY	0	0	0	0	1	0	0	0	1	0	0	1	3
ANIMAL ORDINANCES	2	2	0	0	2	3	1	0	1	1	1	0	13
ARSON	1	0	0	0	0	0	1	0	1	0	0	0	3
ASSAULT SIMPLE	14	7	5	9	8	12	9	6	7	6	11	5	99
ATTEMPTED MURDER	0	0	0	0	0	0	0	1	0	0	0	0	1
BURGLARY - BUSINESS	0	1	0	0	0	0	0	1	1	0	2	0	5
BURGLARY - OTHER STRUCTURE	0	1	0	0	0	0	0	0	0	0	0	1	2
BURGLARY - RESIDENCE	0	1	1	0	0	1	1	0	0	1	1	0	6
CHILD NEGLECT	0	0	0	0	1	0	0	0	0	0	0	0	1
CRIME DAMAGE-NO VANDALISM OR ARSON	2	2	3	4	2	0	0	3	1	0	1	1	19
CRIMINAL MISTREATMENT	0	0	0	0	0	0	0	0	0	0	0	1	1
CURFEW	0	0	0	1	0	0	0	0	0	0	0	0	1
CUSTODY - MENTAL	4	0	0	8	4	5	3	3	1	8	4	4	44
DISORDERLY CONDUCT	8	9	5	7	10	3	4	5	7	3	8	2	71
DRINKING IN PUBLIC	0	0	0	0	4	0	0	0	0	0	0	0	4
DRIVING UNDER INFLUENCE	5	9	3	1	3	8	8	9	16	11	7	23	103
DRUG LAW VIOLATIONS	16	17	10	9	21	18	6	15	18	11	4	5	150
DWS/REVOKED - FELONY	0	0	0	0	0	1	0	0	2	0	0	0	3
DWS/REVOKED-MISDEMEANOR	2	1	2	3	3	3	5	3	2	4	2	1	31
ELUDE	0	0	2	4	0	3	0	1	1	0	3	0	14
ESCAPE FROM YOUR CUSTODY	1	1	0	1	0	0	0	0	1	0	0	1	5
EXTORTION/BLACKMAIL	0	1	0	3	0	1	1	1	0	1	0	0	8
FAIL TO DISPLAY OPERATORS LICENSE	0	3	0	1	1	0	0	0	1	2	1	0	9
FAILURE TO REGISTER AS SEX OFFENDER	0	0	1	0	1	0	0	0	0	0	0	0	2
FORCIBLE RAPE	0	0	1	0	0	0	1	0	0	0	3	0	5
FORGERY/COUNTERFEITING	0	1	0	0	1	0	0	1	0	0	0	0	3
FRAUD - BY DECEPTION/FALSE PRETENSES	0	2	0	0	0	0	0	0	0	0	0	0	2
FRAUD - CREDIT CARD/AUTOMATIC TELLER MACHINE	0	1	0	0	1	0	0	0	0	0	0	0	2
FRAUD - OF SERVICES/FALSE PRETENSES	0	0	0	0	0	1	0	0	0	1	1	0	3
FUGITIVE ARREST FOR ANOTHER AGENCY	47	24	23	19	33	35	32	39	35	31	25	29	372
GARBAGE LITTERING	0	0	0	0	1	0	0	0	0	0	0	0	1
HIT AND RUN FELONY	0	0	0	0	0	0	0	0	1	0	0	0	1
HIT AND RUN-MISDEMEANOR	4	4	2	2	1	3	3	4	1	3	1	4	32
IDENTITY THEFT	0	1	0	0	1	0	0	0	0	0	0	2	4
INTIMIDATION /OTHER CRIMINAL THREAT	5	4	2	4	4	5	2	3	2	1	8	1	41
KIDNAP - FOR ADDITIONAL CRIMINAL PURPOSE	0	2	0	0	0	0	1	0	1	2	1	1	8
MINOR IN POSSESSION	0	1	2	1	0	0	5	3	0	0	0	0	12
MOTOR VEHICLE THEFT	2	4	6	12	7	3	1	7	3	3	0	1	49
OTHER	4	3	6	4	10	3	6	2	3	4	2	5	52
PROPERTY RECOVER FOR OTHER AGENCY	0	0	0	1	0	0	0	1	1	1	0	0	4
PROVIDE FALSE INFORMATION TO LAW ENFORCEMENT	0	0	0	0	0	0	0	0	0	0	0	1	1
RECKLESS DRIVING	2	4	2	4	1	4	0	3	3	2	2	1	28
RECKLESSLY ENDANGERING	3	2	0	2	1	1	0	2	1	0	3	1	16
RESTRAINING ORDER VIOLATION	3	2	0	2	1	0	1	1	1	0	1	1	13
ROBBERY - BUSINESS	0	0	0	0	1	0	0	0	0	0	1	0	2
ROBBERY - CAR JACKING	0	0	0	0	0	0	0	0	1	0	0	0	1
ROBBERY - CONV.STORE	0	0	0	0	0	1	0	0	0	0	0	0	1
ROBBERY - OTHER	1	1	0	0	0	0	0	0	0	0	0	0	2
ROBBERY - RESIDENCE	1	0	0	0	0	0	0	0	0	1	0	0	2
RUNAWAY	0	1	0	1	0	0	0	0	0	0	0	0	2
SEX CRIME - CONTRIBUTE TO SEX DELINQUENCY	0	0	0	0	0	0	0	1	0	0	0	0	1
SEX CRIME - EXPOSER	1	0	0	0	0	0	0	2	0	0	0	1	4
SEX CRIME - FORCIBLE SODOMY	0	0	1	0	0	0	0	0	0	0	1	0	2

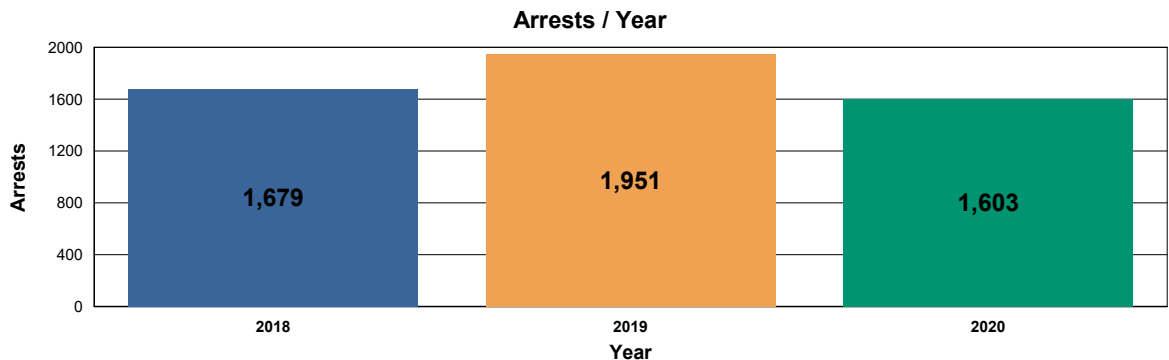
# Woodburn Police Department

## MONTHLY ARRESTS BY OFFENSES

### 2020 Year to Date

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
SEX CRIME - INCEST	0	0	1	0	0	0	0	0	0	0	0	0	1
SEX CRIME - MOLEST (PHYSICAL)	2	1	1	0	0	0	0	0	0	0	1	0	5
SEX CRIME - NON-FORCE RAPE	0	0	0	0	0	1	0	0	0	0	0	0	1
SEX CRIME - SEXUAL ASSAULT WITH AN OBJECT	0	0	0	0	0	0	0	0	1	0	0	0	1
STALKER	1	0	0	1	0	1	1	1	1	0	1	1	8
STOLEN PROPERTY - RECEIVING,BUYING,POSSESSING	1	2	0	1	1	0	0	4	1	0	2	0	12
SUICIDE	0	0	0	0	0	1	0	0	0	0	0	0	1
THEFT - BUILDING	0	0	0	3	0	0	0	1	0	0	1	1	6
THEFT - FROM MOTOR VEHICLE	1	1	0	2	0	0	0	1	0	0	0	0	5
THEFT - MOTOR VEHICLE PARTS/ACCESSORIES	2	0	0	0	0	0	0	0	0	0	0	0	2
THEFT - OTHER	2	7	3	2	1	0	2	1	1	1	0	4	24
THEFT - PICKPOCKET	0	0	0	0	0	0	0	0	0	0	0	1	1
THEFT - SHOPLIFT	4	4	3	0	3	11	2	1	1	1	3	2	35
TRAFFIC VIOLATIONS	7	4	4	1	5	6	1	3	5	9	6	9	60
TRESPASS	8	3	7	7	5	7	3	6	2	3	12	0	63
UNAUTHORIZED ENTRY INTO MOTOR VEHICLE	0	1	2	3	1	1	0	1	0	0	1	0	10
VANDALISM	0	1	0	1	1	2	3	2	2	2	5	0	19
VEHICLE RECOVERD FOR OTHER AGENCY	0	0	0	1	3	1	1	0	4	0	1	3	14
WEAPON - CARRY CONCEALED	1	1	2	1	2	0	1	2	0	0	1	0	11
WEAPON - EX FELON IN POSSESSION	0	1	0	0	1	0	0	0	0	0	1	0	3
WEAPON - OTHER	0	0	0	1	0	0	0	0	0	0	0	0	1
WEAPON - POSSESS ILLEGAL	1	1	3	3	1	4	3	1	2	2	4	1	26
WEAPON - SHOOTING IN PROHIBITED AREA	1	0	2	0	0	0	0	1	0	0	0	0	4
WILLFUL MURDER	0	0	0	0	0	0	0	0	1	0	0	0	1

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>2020 Total</b>	<b>161</b>	<b>139</b>	<b>105</b>	<b>133</b>	<b>149</b>	<b>153</b>	<b>109</b>	<b>144</b>	<b>138</b>	<b>115</b>	<b>135</b>	<b>122</b>	<b>1,603</b>
<b>2019 Total</b>	<b>178</b>	<b>115</b>	<b>157</b>	<b>146</b>	<b>172</b>	<b>174</b>	<b>231</b>	<b>172</b>	<b>134</b>	<b>172</b>	<b>149</b>	<b>151</b>	<b>1951</b>
<b>2018 Total</b>	<b>187</b>	<b>111</b>	<b>138</b>	<b>136</b>	<b>147</b>	<b>101</b>	<b>162</b>	<b>155</b>	<b>144</b>	<b>136</b>	<b>101</b>	<b>161</b>	<b>1679</b>



# Woodburn Police Department

## MONTHLY CRIMINAL OFFENSES

### 2020 Year to Date

CHARGE DESCRIPTION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
AGGRAVATED ASSAULT	2	4	0	4	3	6	4	4	5	1	6	5	44
ANIMAL CRUELTY	0	0	0	0	1	1	0	0	1	0	0	1	4
ANIMAL ORDINANCES	2	1	0	0	4	2	1	0	1	1	1	0	13
ARSON	1	1	0	0	0	2	3	0	1	0	0	0	8
ASSAULT SIMPLE	18	16	9	10	15	17	13	14	15	11	11	5	154
ATTEMPTED MURDER	0	0	0	0	0	0	1	1	0	0	0	0	2
BURGLARY - BUSINESS	1	5	1	1	3	3	0	2	2	2	5	7	32
BURGLARY - OTHER STRUCTURE	1	1	3	0	1	1	0	1	2	2	1	3	16
BURGLARY - RESIDENCE	2	8	2	1	0	5	3	4	0	2	3	2	32
CHILD NEGLECT	0	0	0	0	1	0	0	1	0	0	0	0	2
CITY ORDINANCE	0	0	0	1	0	0	0	0	0	1	0	0	2
CRIME DAMAGE-NO VANDALISM OR ARSON	9	23	4	12	15	13	16	12	10	10	8	15	147
CRIMINAL MISTREATMENT	1	0	0	0	0	0	1	0	0	0	0	1	3
CURFEW	0	0	0	1	0	0	0	0	0	0	0	0	1
CUSTODY - MENTAL	5	0	0	8	4	5	3	3	1	8	4	4	45
DISORDERLY CONDUCT	8	6	4	6	5	3	8	5	8	2	7	4	66
DRINKING IN PUBLIC	0	0	0	0	1	0	0	0	0	0	0	0	1
DRIVING UNDER INFLUENCE	5	10	2	1	3	8	9	8	17	11	7	22	103
DRUG LAW VIOLATIONS	13	9	7	9	17	14	9	10	12	9	4	5	118
DRUG PARAPHERNALIA	0	0	0	0	0	1	0	0	0	0	0	0	1
DWS/REVOKED - FELONY	0	0	0	0	0	1	0	0	2	0	0	0	3
DWS/REVOKED-MISDEMEANOR	2	1	2	3	3	3	6	2	2	4	2	1	31
ELUDE	1	2	2	4	1	4	0	4	8	3	4	3	36
ESCAPE FROM YOUR CUSTODY	1	1	1	1	0	0	0	0	1	0	0	1	6
EXTORTION/BLACKMAIL	0	0	0	3	0	1	1	1	0	2	0	0	8
FAIL TO DISPLAY OPERATORS LICENSE	0	3	0	1	1	0	0	0	1	2	1	0	9
FAILURE TO REGISTER AS SEX OFFENDER	0	0	1	0	1	0	0	0	0	0	0	0	2
FAMILY-OTHER	0	0	0	0	0	0	0	0	0	1	0	0	1
FORCIBLE RAPE	2	3	3	1	2	6	1	0	1	1	4	0	24
FORGERY/COUNTERFEITING	2	5	4	4	2	3	3	1	2	3	1	2	32
FRAUD - BY DECEPTION/FALSE PRETENSES	3	5	9	2	4	4	6	4	6	3	4	5	55
FRAUD - CREDIT CARD/AUTOMATIC TELLER MACHINE	3	4	2	1	1	1	1	2	1	2	2	2	22
FRAUD - NOT SUFFICIENT FUNDS CHECK	0	0	2	0	0	0	0	0	0	0	0	0	2
FRAUD - OF SERVICES/FALSE PRETENSES	0	0	0	0	0	1	0	0	0	1	0	1	3
FRAUD - WIRE	0	0	0	1	0	0	2	0	0	0	0	0	3
FUGITIVE ARREST FOR ANOTHER AGENCY	35	20	15	13	19	26	22	25	26	24	23	23	271
GARBAGE LITTERING	0	0	0	0	1	0	0	0	0	0	0	0	1
HIT AND RUN FELONY	0	1	0	0	0	0	0	0	2	1	1	0	5
HIT AND RUN-MISDEMEANOR	18	14	9	14	16	18	19	38	13	17	20	22	218
IDENTITY THEFT	3	5	6	1	3	4	0	2	3	5	4	5	41
INTIMIDATION /OTHER CRIMINAL THREAT	3	5	4	1	5	6	5	4	0	2	8	2	45
KIDNAP - FOR ADDITIONAL CRIMINAL PURPOSE	1	1	0	0	0	0	2	0	3	1	0	1	9
MINOR IN POSSESSION	0	2	2	1	0	0	2	0	0	0	0	0	7
MISCELLANEOUS	24	19	15	12	17	14	27	26	18	18	15	16	221
MOTOR VEHICLE THEFT	8	12	26	31	53	30	22	30	20	18	6	11	267
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	1	0	0	0	0	0	1
NON CRIMINAL DOMESTIC DISTURBANCE	15	6	13	21	14	16	16	16	21	20	13	15	186
OTHER	3	4	3	6	8	8	5	2	6	6	4	4	59
PROPERTY - FOUND LOST MISLAID	5	1	4	0	6	3	3	6	2	1	2	4	37
PROPERTY RECOVER FOR OTHER AGENCY	0	0	0	0	1	1	0	3	2	1	1	0	9
PROSTITUTION - ENGAGE IN	0	0	0	0	0	0	0	0	0	1	0	0	1
PUBLIC HEALTH AND SAFETY ORDINANCES	0	0	0	1	0	0	0	0	0	0	0	0	1
RECKLESS DRIVING	4	6	1	4	2	4	0	4	6	4	4	2	41
RESTRAINING ORDER VIOLATION	5	2	0	2	1	0	1	1	1	2	1	1	17
ROBBERY - BUSINESS	0	1	0	0	1	0	0	0	0	0	1	1	4
ROBBERY - CAR JACKING	0	0	0	0	0	0	0	0	1	0	0	0	1
ROBBERY - CONV.STORE	0	0	0	0	0	1	0	0	0	0	2	0	3



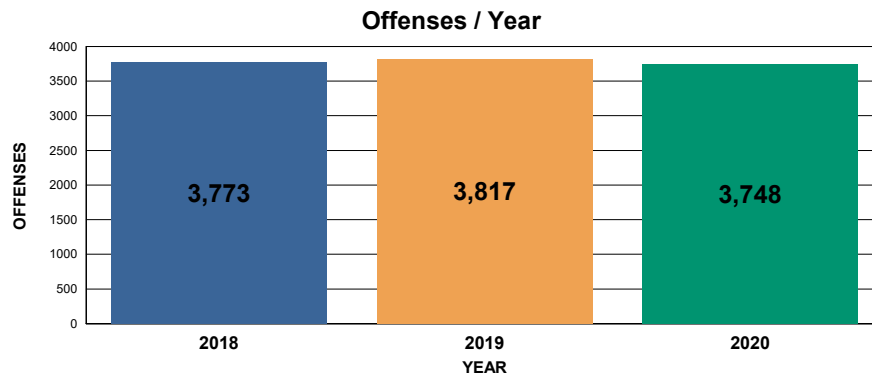
# Woodburn Police Department

## MONTHLY CRIMINAL OFFENSES

### 2020 Year to Date

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
ROBBERY - HIGHWAY	0	0	1	0	0	0	0	0	0	0	0	0	1
ROBBERY - OTHER	4	2	0	0	0	0	1	1	0	0	1	0	9
ROBBERY - RESIDENCE	0	0	0	0	0	0	0	0	1	0	0	0	1
RUNAWAY	1	4	1	2	0	2	2	1	6	1	1	1	22
SEX CRIME - CONTRIBUTE TO SEX DELINQUENCY	1	1	0	0	0	1	1	0	0	0	0	0	4
SEX CRIME - EXPOSER	0	1	1	0	1	0	0	2	0	0	0	1	6
SEX CRIME - FORCIBLE SODOMY	1	0	0	0	0	1	0	0	2	0	0	0	4
SEX CRIME - INCEST	0	0	1	0	0	0	0	0	0	0	0	0	1
SEX CRIME - MOLEST (PHYSICAL)	3	2	2	1	1	1	0	0	0	0	1	0	11
SEX CRIME - NON-FORCE RAPE	0	0	1	0	0	1	1	0	0	0	0	0	3
SEX CRIME - OBSCENE PHONE CALL	0	0	0	0	0	0	0	0	1	0	0	0	1
SEX CRIME - OTHER	1	0	0	0	0	0	0	0	0	1	1	1	4
SEX CRIME - PORNOGRAPHY/OBSCENE MATERIAL	0	0	1	0	0	1	0	0	0	0	0	0	2
SEX CRIME - SEXUAL ASSAULT WITH AN OBJECT	0	0	0	0	0	0	0	0	1	0	1	0	2
STALKER	1	0	0	1	0	3	1	1	1	0	2	5	15
STOLEN PROPERTY - RECEIVING,BUYING,POSSESSING	1	2	1	0	1	0	1	0	1	0	2	0	9
SUICIDE	0	0	0	0	0	1	0	0	0	0	1	0	2
THEFT - BICYCLE	2	2	3	3	3	3	2	3	0	0	0	0	21
THEFT - BUILDING	2	4	1	4	0	1	2	0	0	1	4	1	20
THEFT - COIN OP MACHINE	0	2	1	0	1	0	1	1	0	1	1	0	8
THEFT - FROM MOTOR VEHICLE	14	15	18	25	29	18	14	17	14	16	22	15	217
THEFT - MOTOR VEHICLE PARTS/ACCESSORIES	4	4	6	5	8	10	4	7	8	2	3	0	61
THEFT - OTHER	15	23	13	7	18	14	13	5	17	14	7	8	154
THEFT - PICKPOCKET	0	1	0	0	0	0	0	2	0	1	0	1	5
THEFT - PURSE SNATCH	0	0	0	0	0	0	0	0	0	0	1	0	1
THEFT - SHOPLIFT	12	16	8	5	7	16	14	16	10	8	15	8	135
TRAFFIC VIOLATIONS	8	11	6	1	5	4	1	6	9	7	6	10	74
TRESPASS	11	5	5	7	7	8	4	5	2	5	16	3	78
UNAUTHORIZED ENTRY INTO MOTOR VEHICLE	2	0	2	0	5	7	2	0	3	3	8	3	35
VANDALISM	14	15	14	22	20	31	36	15	13	14	16	14	224
VEHICLE RECOVERD FOR OTHER AGENCY	1	1	1	7	14	11	10	7	14	1	4	3	74
WEAPON - CARRY CONCEALED	1	1	1	1	2	1	2	1	0	0	1	0	11
WEAPON - EX FELON IN POSSESSION	0	1	1	2	0	1	0	0	1	0	2	0	8
WEAPON - OTHER	0	0	1	0	0	0	0	0	0	0	0	0	1
WEAPON - POSSESS ILLEGAL	1	2	2	2	1	4	6	3	2	2	4	4	33
WEAPON - SHOOTING IN PROHIBITED AREA	1	0	1	1	3	0	2	0	2	3	1	0	14
WILLFUL MURDER	0	0	0	0	0	0	0	0	1	0	0	0	1

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>2020 Total</b>	<b>307</b>	<b>322</b>	<b>249</b>	<b>278</b>	<b>361</b>	<b>376</b>	<b>336</b>	<b>329</b>	<b>332</b>	<b>283</b>	<b>301</b>	<b>274</b>	<b>3,748</b>
<b>2019 Total</b>	<b>330</b>	<b>235</b>	<b>325</b>	<b>297</b>	<b>371</b>	<b>374</b>	<b>352</b>	<b>346</b>	<b>282</b>	<b>336</b>	<b>268</b>	<b>301</b>	<b>3,817</b>
<b>2018 Total</b>	<b>409</b>	<b>284</b>	<b>317</b>	<b>342</b>	<b>316</b>	<b>309</b>	<b>311</b>	<b>308</b>	<b>292</b>	<b>298</b>	<b>243</b>	<b>344</b>	<b>3,773</b>



# Woodburn Police Department

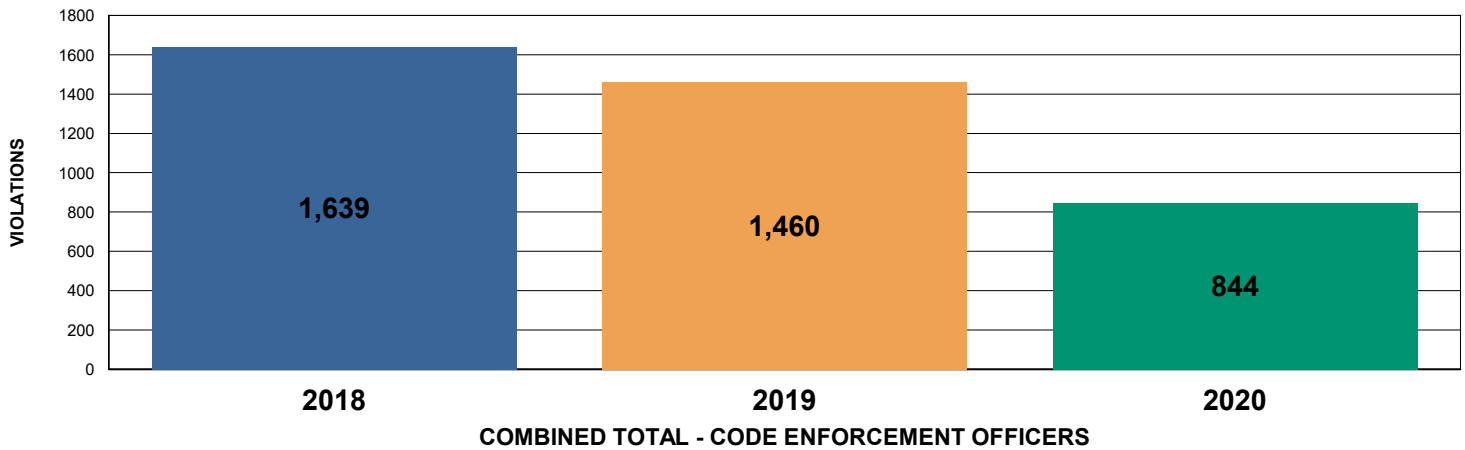
## ORDINANCE VIOLATIONS

### 2020 Year to Date

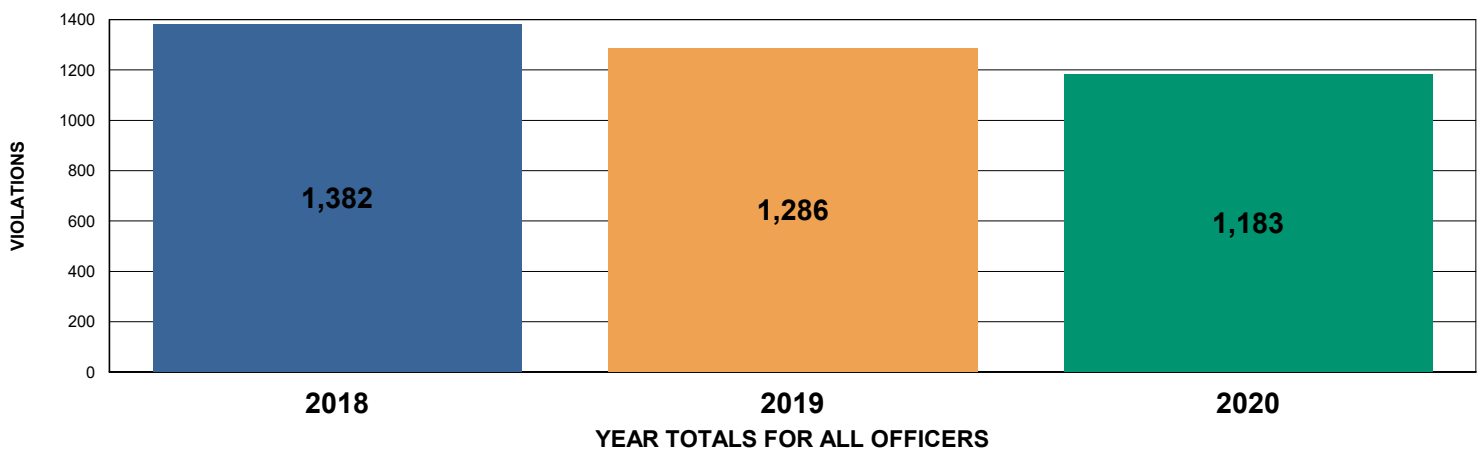
1/19/2021

Ordinance Discription	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Animal Complaint	49	43	35	26	45	37	35	27	30	52	34	23	<b>436</b>
Ordiinance - Abate/Nuisances	0	0	1	2	0	0	0	0	0	0	1	0	<b>4</b>
Ordinance - Abandoned Vehicles	21	47	34	17	21	26	35	23	27	21	11	19	<b>302</b>
Ordinance - Abate Graffiti	4	1	0	1	0	0	1	1	0	0	0	0	<b>8</b>
Ordinance - Land Use Violations	1	2	2	4	7	3	4	0	4	3	5	1	<b>36</b>
Ordinance - Oth Violation	34	28	25	30	26	26	20	22	18	20	12	12	<b>273</b>
Ordinance - Tall Grass	0	0	0	0	57	31	19	17	0	0	0	0	<b>124</b>
<b>2020 Total</b>	<b>109</b>	<b>121</b>	<b>97</b>	<b>80</b>	<b>156</b>	<b>123</b>	<b>114</b>	<b>90</b>	<b>79</b>	<b>96</b>	<b>63</b>	<b>55</b>	<b>1,183</b>
<b>2019 Total</b>	<b>141</b>	<b>99</b>	<b>148</b>	<b>116</b>	<b>205</b>	<b>197</b>	<b>173</b>	<b>207</b>	<b>144</b>	<b>145</b>	<b>111</b>	<b>88</b>	<b>1,774</b>
<b>2018 Total</b>	<b>176</b>	<b>133</b>	<b>156</b>	<b>182</b>	<b>223</b>	<b>167</b>	<b>140</b>	<b>205</b>	<b>121</b>	<b>185</b>	<b>107</b>	<b>117</b>	<b>1,912</b>

### Ordinance Violations / Code Enforcement Officers



### Ordinance Violations / Year





# Agenda Item

January 25, 2021

TO: Honorable Mayor and City Council through City Administrator

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

SUBJECT: **Annexation of Approximately 8.62 Acres of Territory Known as the Ivanov Property at 2145 Molalla Rd NE (ANX 2019-01) and Approval of Related Land Use Applications for Development into the Woodburn Eastside Apartments**

## **RECOMMENDATION:**

Conduct a public hearing and make a motion to tentatively approve the land use applications, directing staff to submit an ordinance for consideration at the next City Council meeting.

## **BACKGROUND:**

The item before the Council is action on annexation application ANX 2019-01 by Multi/Tech Engineering on behalf of Ivanov Construction Co. for property at 2145 Molalla Road NE totaling approximately 8.62 gross acres and located about halfway between Cooley Road and June Way along the north side of the road.

The territory is eligible for annexation because it is within the City urban growth boundary (UGB).

Upon annexation, the City would need to designate the property with City zoning. The Comprehensive Plan land use map designates the territory Commercial. Per Comprehensive Plan Policy Table 1, the default compatible zoning district is the Commercial General (CG) zoning district, which the applicant accepts.

Because the applicant proposes also to develop the subject property with 220 apartments, there are also corollary development applications:

- Conditional Use CU 2019-04: "Multiple-family dwellings" – that is, apartments – are a "conditional use" in the CG zoning district per WDO

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Agenda Item Review: City Administrator \_\_\_x\_\_\_ City Attorney \_\_\_x\_\_\_ Finance \_\_\_x\_\_\_

Table 2.03A, header E Residential, row 4. A “conditional” use is called such because (a) it’s conditional upon discrete approval by the City, and (b) the City can condition physical or operational aspects of a proposal; including on issues particular to the case at hand and above and beyond what WDO provisions directly address.

- Design Review DR 2019-06: This relates to the site plans and the overall physical site development.
- Variance VAR 2020-05: The request is to vary from WDO 3.05.03C by proposing 39% compact parking, which exceeds the maximum of 20%.

The Planning Commission on October 22, 2020 heard and unanimously recommended approval of the consolidated applications package. The applicant was the only individual to testify at that hearing. Later, staff received testimony in advance of the Council hearing. (See Attachment 3 of this staff memo.)

**DISCUSSION:**

Annexation is a policy decision by the Council and is also a land use decision under Oregon law.

Decision-making criteria for annexation are in Woodburn Development Ordinance (WDO) 5.04.01C. The attached Planning Commission staff report of October 22, 2020, particularly its Attachment 102 Analyses & Findings, addresses the criteria and finds them met.

The Council reviews and decides upon the consolidated applications package for the development project because per WDO 4.01.07, the City reviews a package at the highest land use review type among the application types. (In this context, it’s the annexation application type, which is Type IV – a Council decision.)

**FINANCIAL IMPACT:**

Annexing the territory into city limits would subject it to City taxing authority, including property tax that generates the largest source of funding for general fund services such as the library, policing, and parks and recreation.

The City permanent tax rate is \$6.0534 per thousand dollars – equal to a millage rate of 6.0534 mils – as set by Oregon Ballot Measure 50 in 1997-98. The property had a rural dwelling, now demolished. The table below simplifies and grossly estimates tax revenue, not accounting for increase resulting from development:

<i>Address</i>	<i>Tax Lot</i>	<i>Marion County Assessed Value (AV)</i>	<i>Gross Estimate of City Property Tax (6.0534 mils)</i>
2145 Molalla Rd NE	051W09B000900	\$204,050	\$1,235.20

The estimate neither accounts for how the City might assess property value differently than Marion County nor excludes the unknown cost of providing basic utility services to the properties that the City does not already provide. Crucially, site development would increase both the number of residences and assessed valuation (AV) while also increasing City utility and other service costs.

**Attachments:**

1. Planning Commission October 22, 2020 Staff Report and select attachments:
  101. Marked Tax Map
  102. Analyses & Findings (82 pages)
  - 102A. Public Works comments (Oct. 13, 2020)
  103. Application materials / site plans (Sept. 23, 2020; 17 sheets)
  104. Transportation System Plan (TSP) Fig. 2 “Functional Roadway Classification”
  - 105A. OR 211 Corridor Lot Area and Frontage Spreadsheet
  - 105B. Spreadsheet Map
  106. Transportation System Plan (TSP) Fig. 6 “Local Street Connectivity Plan”
2. New Attachment 107. Annexation Service Provider Letters (SPLs)
  - A. City Public Works (June 19, 2019)
  - B. Woodburn Fire Dist. (June 10, 2019)
  - C. Woodburn School Dist. (June 14, 2019)
3. Testimony by Sarah Jeske-Smith on behalf of the owner of 2115 Molalla Rd, e-mail Nov. 19, 2020; 2 pages)



# Staff Report

**To:** Planning Commission

**Through:** Chris Kerr, AICP, Community Development Director *CK*

**From:** Colin Cortes, AICP, CNU-A, Senior Planner

**Meeting Date:** October 22, 2020 (Prepared October 15, 2020)

**Item:** 2145 Molalla Rd NE, “Woodburn Eastside Apartments” (ANX 2019-01)

**Tax Lot(s):** 051W09B 000900

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## Issue before the Planning Commission

Annexation ANX 2019-01 (Type IV) with proposed site development DR 2019-06 Woodburn Eastside Apartments: Commission recommendation to the City Council.

Council staff memo  
Attachment 1

## Executive Summary

### *Location*

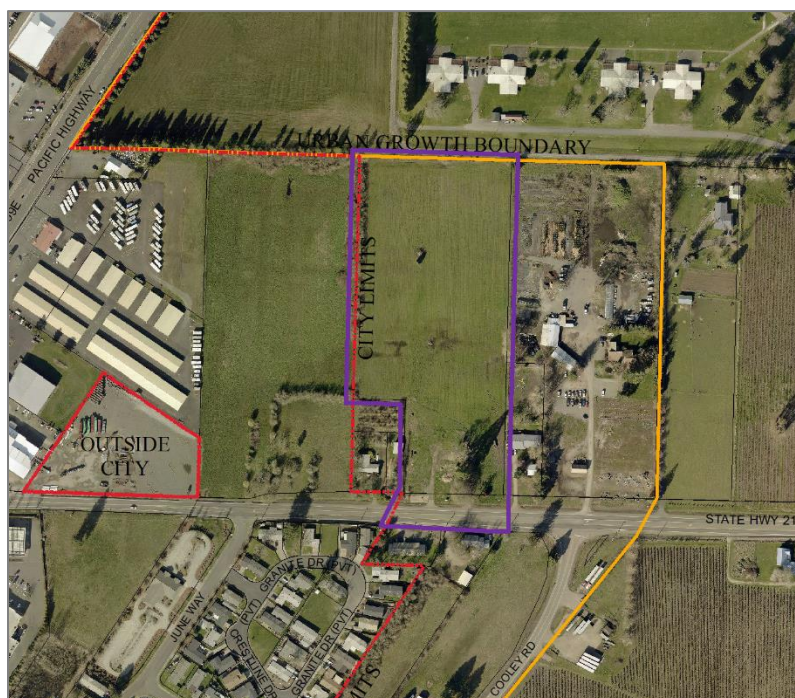
The proposal is to annex one tax lot of 8.62 acres addressed as 2145 Molalla Road NE from Marion County. The rural residential territory is located at northeast city limits along the north side of Oregon Highway 211 (OR 211), also known as Molalla Road, and slightly closer to Cooley Road than to June Way.

### *Design Review*

The applicant proposes redevelopment into Woodburn Eastside Apartments, a conventional new construction apartment complex of 220 apartments across 19 buildings and with a common building and common area improvements.

### *Annexation & Zoning Designation*

Because the Comprehensive Plan land use map designates the territory Commercial and per Comprehensive Plan Policy Table 1 the default corresponding zoning district is the Commercial General (CG) zone, along with an annexation ordinance, the Council would by separate ordinance designate the annexed territory as CG.



*Annexation territory outlined in purple; outline includes OR 211 right-of-way (ROW) also to be annexed*

### *Conditional Use*

Along with annexation, the applicant/developer applied for a conditional use (CU) for the apartments themselves.

The Commission might remember that in 2019 the Council adopted Ordinance No. 2573 to no longer allow apartments as a permitted use in CG and instead to prohibit it in that area of CG near I-5, continue to permit it in the Gateway Overlay District that is just east of downtown, and most relevant to the subject proposal to allow it conditionally elsewhere within CG.

A “conditional” use is called such because (1) it’s conditional upon discrete approval by the City, and (2) the City can condition physical or operation aspects of a proposal, including on issues particular to the case at hand and above and beyond what Woodburn Development Ordinance (WDO) provisions directly address.

### *The Proposal*

Staff and the developer have worked to produce a good site development by focusing on five things:

1. Site layout, including common area improvements;
2. Frontage/street improvements including sidewalk and street trees;
3. Off-site bicycle and sidewalk improvements connecting the frontage to the west and south with existing bicycle and sidewalk infrastructure;
4. Additional off-site improvements or fees in lieu of construction to alleviate traffic congestion and improve walking, cycling, local and regional bus ridership, and vanpooling; and
5. Identification and reservation of part of Street Corridor “C” for a future street.

The staff analyses and findings (Attachment 102), especially the Conditional Use Provisions section, provide much more detail, and the recommended conditions of approval secure the above things.

### *Variance*

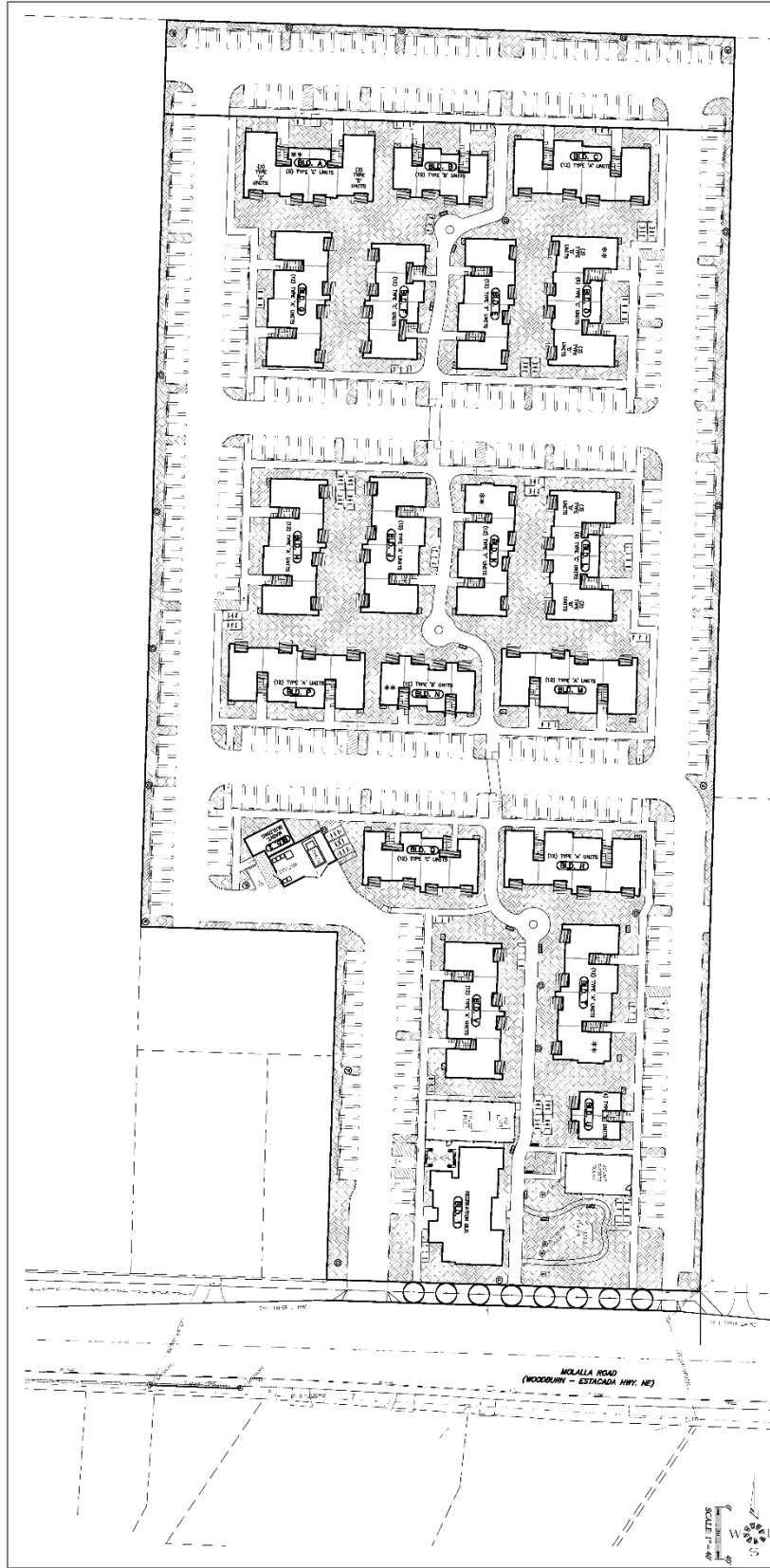
The applicant/developer submitted a Variance applicant with one request: to vary from the compact parking percentage maximum of 20% of parking. The proposal is 39%.

### *Site Plan*

A site plan excerpt follows on the next page, and a larger version is among the attached site plans (Attachment 103).

Staff finds that the proposal meets applicable Woodburn Development Ordinance (WDO) provisions per the analyses and findings (Attachment 102).





Site plan (Sheet SDR8 excerpt); north is up

## Recommendation

Approval: Staff recommends that the Planning Commission consider the staff report and attachments and recommend to the City Council that it approve the annexation application.

## Conditions of Approval

The conditions are copied from towards the end of the analyses and findings (Attachment 102):

### *General*

G1. As part of building permit application, the applicant shall submit revised site plans meeting the conditions of approval and obtain Planning Division approval through sign-off on permit issuance.

G2. The applicant or successors and assigns shall develop the property in substantial conformance with the final plans submitted and approved with these applications, except as modified by these conditions of approval. Were the applicant to revise plans other than to meet conditions of approval or meet building code, even if Planning Division staff does not notice and signs off on building permit issuance, Division staff retains the right to obtain restoration of improvements as shown on an earlier land use review plan set in service of substantial conformance.

G3. References: The descriptions below define certain words, phrases, and assumptions in the context of the conditions of approval:

- “Access way” means an on-site walkway paved at least nine (9) feet wide to serve as a bicycle/pedestrian path, also known as a multi-use path, to and from sidewalk – or to and from an off-street public bicycle/pedestrian path – and that is ADA-compliant and not gated.
- “ADA” refers to the federal Americans with Disabilities Act of 1990.
- “apt” refers to apartment.
- “D1 & “D2” driveways refer to the two driveways from west (main) to east (secondary).
- “County” refers to Marion County.
- “Director” refers to the Community Development Director.
- “EV” refers to electric vehicle.
- “exc.” means excluding.
- “ft” refers to feet.
- “grove” refers to the cluster of four Significant Trees as WDO 1.02 defines in the southeast front yard.
- “max” means maximum.
- “min” means minimum.

- “Modal share” means the percentage of travelers using a particular type of transportation or number of trips using a type, as examples walking, cycling, riding transit, and driving.
- “Modal shift” means a change in modal share.
- “MUTCD” refers to *Manual on Uniform Traffic Control Devices* of the U.S. Department of Transportation (U.S. DOT) Federal Highway Administration (FHWA).
- “NE” means northeast.
- “NW” means northwest.
- “OAR” refers to Oregon Administrative Rules.
- “o.c.” refers to on-center spacing, such as of trees or shrubs.
- “ODOT” refers to the Oregon Department of Transportation.
- “OR 211” refers to Oregon Highway 211 / Molalla Road.
- “Parking court” means each of three peninsulas of on-site surface parking extending southeast and framed by a “U” of five buildings. Phase 1 has one and Phase 2 has two.
- “PLA” refers to property line adjustment.
- “PUE” refers to public utility easement.
- “PW” refers to Public Works (the department) or public works (civil infrastructure) depending on context.
- “Root barrier” refers to that illustrated by PW SS&Ds, Drawing No. 1 “Street Tree Planting New Construction”.
- “ROW” refers to right-of-way.
- “SDCs” refers to system development charges, also known as impact fees.
- “SE” means southeast.
- “Speed table” means an access way or walkway crossing of a drive aisle that: is concrete; with a tabletop that is raised at least four (4) inches above drive aisle grade, at least 9 ft wide for an access way or 6 ft wide for a walkway, flat, and scored, stamped, or otherwise treated (such as with bricks or pavers) to have a pattern; and, with the vehicular ramps striped in compliance with *MUTCD* Figure 3B-30, Option A, and with minimum and maximum slope ratios of 1:25 and 1:10 respectively.
- “sq ft” refers to square feet.
- “SS&Ds” refers to PW standard specifications and drawings.
- “Street Corridor ‘C’” refers to a conceptual alignment of a street that implements TSP Figure 6 Local Street Connectivity Plan (2019), which through three blue arrows indicates street extensions into the northeastern area of the UGB east of U.S. 99E and north of OR 211, one each from U.S. 99E, June Way, and Cooley Road. The conceptual alignment as a street with 72 ft of ROW extends Cooley Road – hence the letter “C” – northwesterly towards the subject property, west across the north end of the subject property, and continuing west to U.S. 99E. The corridor refers to both the alignment and a public easement that reserves the segment of the corridor on the subject property (“reservation”) while allowing construction of private surface improvements other than buildings – and other than structures like carports and trash enclosures – and their use for an indefinite time.

- “Street trees” refer to trees that conform to the WDO, including 3.06.03A and Tables 3.06B & C.
- “SW” means southwest.
- “TPU” means the Transit Plan Update Approved Final Report dated November 8, 2010.
- “TDM” refers to transportation demand management, which means according to the TSP (p. 82), “a policy tool as well as a general term used to describe any action that removes single occupant vehicle trips from the roadway during peak travel demand periods”, and according to Wikipedia as of October 13, 2020, “the application of strategies and policies to reduce travel demand, or to redistribute this demand in space or in time.”
- “TSP” means the Woodburn Transportation System Plan (TSP).
- “UGB” means urban growth boundary.
- “Walkway” refers to what would otherwise be called sidewalk except the paved walking surface is on private property outside of any of ROW or an easement granting public access.
- “WDO” refers to the Woodburn Development Ordinance.
- “WTS” refers to the Woodburn Transit System.
- “VCA” refers to vision clearance area as WDO 1.02 and 3.03.06 establish or as a specific condition establishes.

G4. Due dates / public improvements:

- a. By application: Unless a condition specifies otherwise, conditions including those relating to any of final subdivision, final partition, property line adjustment or lot consolidation recordation are due by building permit application. Prior to both any recordation of any final subdivision, final partition, or property line adjustment and building permit application, the applicant shall submit and obtain approval of an Address Assignment Request.
- b. By issuance: Unless a condition specifies otherwise, ROW and easement dedications and recordation(s), construction of frontage/street improvements, and construction of off-site, park, and other public improvements are due by building permit issuance. Where phasing is relevant, building permit issuance means issuance for the phase in which the conditioned improvement is located.

G5. Recordation due dates: The applicant shall apply to the County for recordations of items that the City requires no later than six (6) months prior to expiration of the land use approval as WDO 4.02.04B establishes, and shall complete recordations no later than three years past the land use “final decision” date. The due date to complete recordations shall not supersede when recordations are due relative to the building permit stage.

G-PW. Public Works: Follow the appended Public Works comments (October 13, 2020; Attachment 102A). If conflict arises between implementation of public works conditions and referenced standards in that document with implementation of the remaining conditions in this document, the Assistant City Administrator would arbitrate or mediate based on guidance from legal counsel, the Director, the Public Works Engineering Director, and the City Engineer.

*Conditional Use 2019-04*

CU1. Frontage/street improvements: These shall be:

- a. Planter strip: 8 ft wide min, exc. curb dimension.
- b. Street trees: 1 per 30 ft of frontage, equaling 10 trees per frontage. For up to no more than one of the min trees required along the frontage, the developer may pay a fee in-lieu of \$125 per tree. This fee provision is intended to substitute for the applicant invoking WDO 3.06.03A.3 (Director modification/relocation).
- c. Sidewalk: 8 ft wide min, which may overlap the PUE with granting of public access via either the PUE or separate easement, and with the gap between its east dead-end and the OR 211 shoulder connected diagonally with pavement.

CU2. Tree preservation:

- a. ROW: Street improvements, including both frontage and off-site improvements, shall preserve any existing alive trees, including through meandering sidewalk.
- b. On-site: Development shall preserve the grove.

CU3. Access way & walkways:

- a. Access way: It shall be:
  - (1) Extent: Extend as proposed (via land use review Sheets SDR1, 4, & 5) most of the subject property depth at least as far north as the south side of the northernmost east-west drive aisle and follow a route among the common building, grove, and 12 min of the apt buildings.
  - (2) Decorative paved areas: At least 1,500 sq ft of access way shall be either paved with any of decorative bricks or pavers or paved with concrete that is scored, stamped, or otherwise treated to have a pattern. (The intent is for the developer to apply this to the proposed three circular bulges along the access way and excludes the square footage of unpaved holes in the doughnut shapes of these areas.)
  - (3) Speed table: Each crossing of a drive aisle shall be a speed table as a General (G) definitions condition specifies.
  - (4) Trees: At each of the landings on the south side, a landscaped island 8 ft wide min between insides of curbing and extending 14½ ft min, exc. curb dimension. Each island shall have a tree. Along the length of the access way within 6 ft of the west edge, 19 trees min.
  - (5) VCA: Each crossing shall have two small VCAs, one each at the north landing, east side and the south landing, west side. The VCA triangles shall measure from 6 by 6 ft from the intersecting edges of access way and drive aisle, and no parking stall shall overlap VCA.

- b. Walkways: 6 ft wide min, excepting the walkway north of the pool, the walkway southeast of the trash enclosure, and walkways from any of emergency exit / employee-only mandooors or a maintenance shed. Exceptions shall be 4 ft wide min. Walkway crossings of drive aisles shall be zebra-striped. The developer shall install at least 2 crossings not only as striping but also as extensions of poured concrete: the west crossing of each of the middle and south east-west drive aisles.

CU4. Common area improvements: They shall include:

- a. Benches: 12 min, each 6 ft wide min, and 75.0% min with backs. A concrete or masonry seat wall may substitute for a backless bench for each segment that is 6 ft wide min, 1½ ft high and deep min, and includes a cap of smoother concrete. Place 8 min benches along the access way preferably near the major deflections, 2 min in or near the grove, and 1 min at the common building. Benches shall be set back 1½ ft min from edge of access way or walkway.
- b. Picnic benches: 2 min, each square. 1 min ADA-compliant (with one of the four sides omitting a bench seat) on a paved pad. Place 1 min in the shelter.
- c. BBQ: As proposed, a barbeque (BBQ) grill.
- d. Patio: As proposed, a patio adjacent to the common building.
- e. Shelter: At least one gazebo, pavilion, or shelter with narrowest dimension of 12 ft, 288 sq ft min, ceiling height 10 ft min, and placed near the grove.
- f. Path: A bark dust or wood chip path 3 ft wide min shall connect the access way from near the common building through the grove to the walkway along the east north-south drive aisle.

Administrative minor adjustment by the Director to common area improvements is permissible.

CU5. Trash enclosure: Shall include a separate pedestrian entrance 3 ft, 4 inches wide min. If gated, the gate shall be a push gate that either swings into the enclosure or in both directions.

CU6. Balconies and patios: WDO 3.07.05B.1 (area/size and narrowest dimension) shall apply as min standards, except that for whatever balconies and patios among those proposed exceed these dimensions, their larger areas/sizes and wider narrowest dimensions shall be the min standards for those:

- a. Patios: 8 ft min narrowest dimension and 96 sq ft min.
- b. Balconies: 8 ft min narrowest dimension and 80 sq ft min.

*Parking*

CU7. Maximizing available parking for residents:

- a. Mail carrier stall: The proposed stall designated for mail carrier parking shall be available for resident parking on official postal holidays, Sundays, and remaining days outside the hours of 8 a.m. to 6 p.m. A sign 1½ by 1 ft min shall note the range of hours when a space is limited to mail carrier parking and specify that it is available for resident parking outside the specified hours.
- b. Visitor parking: If the developer or property management company were to designate and mark a number of parking spaces as leasing office visitor parking, then the spaces shall be available for resident parking before and after office hours. A sign 1½ by 1 ft min shall note the range of hours when a space is limited to visitor parking, for example 10 a.m. to 6 p.m., and specify that it is available for resident parking outside the specified hours.

*Landscaping*

CU8. Bark dust: 5.0% max of landscaped area may be bark dust.

CU9. Evergreen: 4 min of trees new to the site. The 4 shall be 1 min of the following coniferous or evergreen species:

Cedar, Western Red	Madrone, Pacific
Douglas-Fir	Oak, Oregon White
Fir, Grand	Pine, Ponderosa; and
Hemlock, Western	Yew, Pacific

CU10. Front yard trees: The front yard shall have a loose row of trees that complements the row of street trees. 9 min, placed at an approximate average o.c. spacing of 1 per 30 ft of frontage, and with trees new to the site placed at least 4 ft from edge of sidewalk and 20 ft max from ROW.

CU11. Overhang / wheel stops:

- a. Overhang: In parking aisles along the rear and sides of the subject property, standard size stalls shall overhang curbing and landscaping by 1 ft min, as WDO Figure 3.05C allows up to 2 ft max.
- b. Wheel stops: Wheel stops anywhere within the site development shall be 4 inches high max.

CU12. Parking area trees:

- a. Each parking aisle shall have between the ends of the aisle at least one landscaped island that is 6½ ft wide min between insides of curbing and extends 14½ ft min, exc.

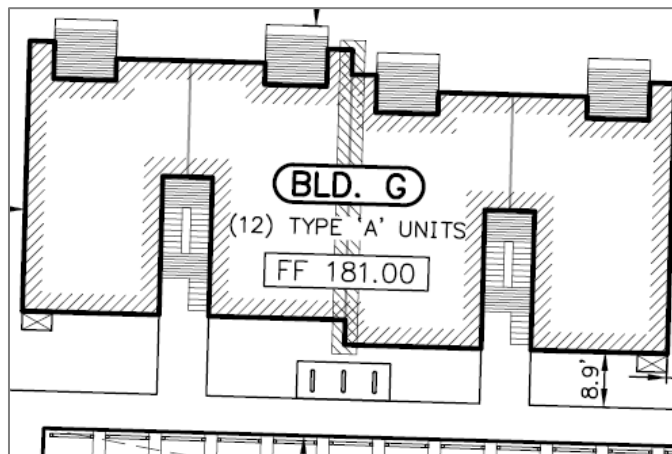
curbing, into aisles with perpendicular or angled stalls and at least 7½ ft, exc. curbing, into aisles with parallel parking. A drive aisle with parking on both sides has two parking aisles, and the access way crossing landscaped islands conditioned elsewhere do not count towards this condition.

- b. Each island shall have a tree.

CU13. Screening: Evergreen hedge or shrubbery shall be screen at-grade electrical and mechanical equipment along their sides, excepting the side intended for technician access.

CU14. Bicycle parking:

- a. Amount and distribution on site: The developer shall provide bicycle parking as follows:
  - (1) Outdoor closets (220): 1 stall min per dwelling in each dwelling in the outdoor closet of the balcony or patio in which the developer shall install a wall-mounted folding or retractable hook designed for the hanging of a bicycle;
  - (2) Outdoors (242): 242 stalls min outdoors, outside of patio and balcony closets. 2 stalls min within 10 to 15 ft of ROW (as guest parking), and 62 min along the access way;
  - (3) Stairwells (37 to 74): The developer may meet some of the outdoors min by placing 1 stall min at the base of each building stairwell, with each of these locations having a bicycle parking sign 1½ by 1 ft min;
  - (4) Guest: Of the stalls outdoors 2 stalls min within 10 to 15 ft of ROW and along or near the access way;
  - (5) Front: 2 stalls min outside each apt building spaced to conform to the 50-foot distance provision of WDO 3.05.03E as applied through a Design Review (D) condition – and in addition to and more specifically than that condition, also near the front of each building. The diagram below illustrates what “near the front” means:



*Exhibit Example Building Context*

The diagram below represents the exhibit example building context.:



n/a	n/a			n/a
n/a	Corner	Back	Corner	n/a
	Left side	Building	Right side	
	Corner	Front	Corner	
Meets*	Meets "Front" condition			Meets*

*Exhibit Example Building Context*

\*Stalls partially in a left or right "Meets" area would count as if they were fully in such area.

- (6) In no case shall the total number of bicycle parking stalls equal fewer than 1.1 per dwelling, which equals 242 stalls, and in no case shall the min coverage/sheltering from precipitation of bicycle parking be for fewer than 120 stalls exc. outdoor closet and stairwell stalls.
- b. Bicycle standards: Stalls shall conform to City of Portland Title 33, Chapter 33.266.220C (amended 2/01/2017, of which staff has a copy), except that the applicant may ignore subsections C6, C7, & C5c, and that C4b does not apply to the outdoor storage closets for which the min stall depth from wall instead shall be 4 ft min. Vertical clearance instead shall be 8 ft min or, where a stall is under stairs, 6 ft min.
- c. Cover/shelter: 50.0% min of bicycle parking outdoors shall be covered or sheltered from the elements. Bicycle parking within patio and balcony closets and building stairwells do not count towards this requirement.

CU15.

- a. Lighting: If proposed, exterior light fixtures shall be full cut-off or fully shielded and limited in height as follows:
  - (a) Full cut-off: Exterior lighting fixtures shall be full cut-off or fully shielded models.
  - (b) Heights: As measured to the underside of a fixture:
    - a. Wall: Exterior wall-mounted fixtures shall be 8 ft max above walkway finished grade. (This height limit is not applicable to emergency egress lighting and permanent wall signs allowed through WDO 3.10 were they to have interior illumination.)
    - b. Parking pole: Exterior pole-mounted fixtures within 4 ft of or in parking, loading, and vehicular circulation areas shall be 14½ ft high max above vehicular finished grade.
    - c. Other pole: Remaining exterior pole-mounted fixtures, if any, shall be 10 ft high max above grade.
  - (c) Front yard: The common building south elevation is limited to one exterior wall-mounted fixture, and the first 20 ft of front yard are limited to one pole-mount.
  - (d) Any on-site permanent signage shall also be subject to (a).

CU16. Window area: The common building west elevation, which is the building front, shall have 30.0% min window area and the south elevation, which faces OR 211, 21.5% min, both through transparent glass.

CU17. Parking management: This shall be as follows:

- a. Survey: The applicant or any successor and assigns such as a property manager shall collect data about off-street parking usage or allocation and provide it to the City to the attention of the Director.
  - (1) Reporting period: Collect data by each half of a year – January through June and July through December. Submit each biannual report by the last City business day in the last month of the next quarter of a year and that is not a federal holiday. (For example, a report for January through June 2022 would be due by September 30, 2022.)
  - (2) First report: The first report shall cover whatever irregular length of time would pass between phase occupancy and the end of the next half of a year ending June or December.
  - (3) Attributes: Collect and report on:
    - (a) Geography: Report numbers divided between Phases 1 & 2 (as defined in Condition G3).
    - (b) The number of off-street spaces/stalls that are available and how many, if any, are closed due to occasional events such as parking area resurfacing, temporary outdoor events, outdoor storage, or the stationing of large trucks or truck trailers.
    - (c) Track stalls and usage by type: regular standard size, regular compact, accessible/ADA/handicap, EV, and any other type (such as those designated for visitors, leasing office employees, staff golf cart, or mail carrier).
    - (d) Collection: The property manager shall do field counts as per condition subpart (4 “field count”) below and also provide a separate set of assumed counts based on lease agreements, i.e. what tenant households are allocated a stall or stalls and for what periods, assumed that stalls are occupied as lease agreements describe.
    - (e) Usage: Report how many stalls are used and allocated. For vacant apartments in the context of assumed counts, record stalls associated with vacant apartments as unallocated.
    - (f) If and when a parking area resurfacing project were to happen, provide written notice to the Director of approximate start date and duration, location, and number of stalls involved.
    - (g) Format: Use tables to report by phase absolute numbers and percentages of stall type occupancies. Include phase and sitewide totals.
  - (4) Field count: The property manager shall do at least two field counts per reporting period, meaning to travel the project and count in real time occupied and vacant

stall types such as by marking a project site plan. Each count shall be on Tuesday, Wednesday, or Thursday that is neither a federal holiday nor within a week (7 days) of a federal holiday. One count shall be daytime starting no earlier than 9:30 a.m. and concluding no later than 4:30 p.m., and one count shall be nighttime starting no earlier than 10:00 p.m. and concluding no later than 12:30 a.m. Report when on a given date the counts were done and how long it took, for example, from 11:30 a.m. to noon.

- (5) Bicycle parking: For outdoor bicycle parking stalls, including those within stairwells but excluding outdoor closets, the property manager shall also do field counts the same way as per condition subpart (4) above and as part of the larger report confirm the total number of existing outdoor bicycle stalls.
- (6) Parking demand management: The reporting that a parking demand management condition requires, if it exists, may be incorporated with the parking usage data collection report.
- (7) Context: In each report, cite the project name, phases, street addresses, master/parent case file number ANX 2019-01 and child case file number CU 2019-04, and the condition identification(s), state what period the report covers, state the number of vacant apartments and when and how the number was determined given fluctuation over six months, and provide an employee name and direct contact information for questions City staff might have.
- (8) Intent: It is not the express intent of this condition to police property management or punish tenants or management for perceived misuse of parking, but instead without judgment to collect data on how parking is actually used in a conventional large apartment complex.
- (9) Change of ownership: If and when property ownership were to change, the property manager shall pass along record of the conditions of approval to the contract purchaser and successive property manager.
- (10) Expiration: This parking usage/allocation data collection condition becomes optional as of July 1, 2031. If reporting were to cease, the last report – for the January to June 2031 period – would be due September 30, 2031.

CU18. Buildings: It shall be:

a. Windows:

- (1) Proportion: All windows shall be square or vertically proportioned, except that horizontally proportioned windows are allowed if they have grilles or muntins dividing lights or panes so as to be vertically proportioned.
- (2) Per room: Within apts, every habitable room abutting a building exterior wall shall have min one window.
- (3) Insect screens: All operable windows shall have insect screens.

b. Scuppers: Any building rainwater scuppers shall not to dump onto the pavement of an access way or walkway.

CU19. EV: Electric vehicle parking shall be as follows:

- a. Number: Influenced by OAR 918-020-0380 “Electric Vehicle Ready Parking” and as proposed, a minimum of either 9 stalls or 2.0% of minimum required parking— whichever is greater – shall be a designated EV stall or stalls and with a Level 2 or higher charging station or stations, which the landowner may limit to tenant use.
- b. Placements: In 3 groups min, and with group distribution of 2 groups min in the south east-west drive aisle and a group min in the middle east-west drive aisle.
- c. Striping: Stripe each stall in lettering 1 ft high min “ELECTRIC VEHICLE CHARGING” or similar and stencil of an EV image or logo.
- d. Signage: Post at each stall a wall-mounted or pole-mounted sign for “Electric Vehicle Charging Only” or similar and include an EV image or logo. Each sign 1½ by 1 ft min with top of a posted sign between 5½ and 6½ ft high max above vehicular grade.
- e. Management/operations: The property manager:
  - (1) Shall keep EV stalls available for EVs and plug-in hybrid vehicles and keep conventional gasoline vehicles from parking in them. Priority users shall be tenants and property management company employees; guests/visitors would be secondary.
  - (2) May charge EV stall users for the costs of charging an EV through a charging station, but shall not (a) charge tenants for either simply parking an EV or plug-in hybrid vehicle in an EV stall or for leaving such a vehicle parked without actively charging, and (b) shall charge to recoup costs to the property manager and not generate profit for the property manager. (This does not preclude the property manager contracting with a for-profit company to manage EV charging stations).
  - (3) Shall not charge any fee that discriminates among particular EV parking stalls based on the perception of some stalls being more convenient or otherwise desirable than others.

*Design Review 2019-06*

D1. ROW: To meet WDO Figure 3.01B, as part of recordations and regarding OR 211, the applicant shall dedicate (a) variable width ROW resulting in half-street ROW that is uniform 50 ft wide min measured from road centerline, and (b) along the ROW a PUE 10 ft min.

D2. Street corridor: To meet WDO 3.01, as proposed as part of recordations and regarding Street Corridor “C”, the developer shall dedicate a PUE of 82 ft min width across the north end of the subject property, and shall revise the draft easement text to contain:

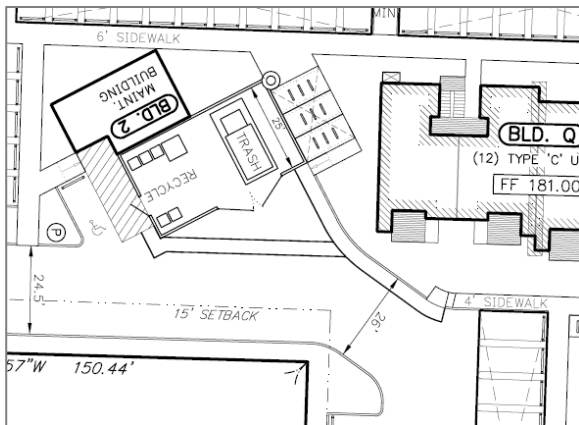
- a. In the body or an Exhibit C, a description that the easement serves to implement Woodburn Comprehensive Plan Policy H-2.2 and Transportation System Plan (TSP) Figure 6 (2019) by reserving on the subject property a segment of Street Corridor "C" for a future street that would connect Cooley Road and either or both June Way and U.S. 99E and that would be ROW of 72 ft width with remainder 5-ft PUEs along the south side or both sides; and
- b. One instance min of the phrase "street reservation and public utility easement" in any of the title, body, map Exhibit B, or an Exhibit C.

D3. Driveways:

- c. Number: To meet WDO 3.04.03B.1 regarding access management, the number of driveways shall be limited as follows:
  - (1) D1, 32 ft wide max; and
  - (2) D2 and its throat being one-way exit-only, 12 ft wide max, and with a do-not-enter sign that complies with MUTCD Figure 2B-11, sign R5-1 placed at a location within the ROW or PUE as ODOT directs.



- d. Approach / apron / curb cut: Driveways shall conform to PW SS&Ds, Section 4150, unless overridden by ODOT choosing to apply its standards.
- e. Traffic control: To meet WDO 3.05.02J: As proposed, a striped walkway near and to the trash enclosure shall delineate the edge of the min drive aisle width, the delineated width being 24 min and 26 max, to discourage over-swing by turning drivers.



D4. Cross access: To meet WDO 3.04.03B, the developer shall:

- a. Extend a drive aisle stub to the property line along each of the following properties:

<i>Tax Lot</i>	<i>Address</i>	<i>Description</i>
051W09B000700	2155 Molalla Rd NE	Ashland Brothers Landscapes, Inc.
051W09B000800	2149 Molalla Rd NE	Lin rural residence
051W09B001000	none	Carson-Jeske rural residence extra rear yard
051W08A005200	2045 Molalla Rd NE	Undeveloped church property

- b. At the interface of a property line and a drive aisle stub, fixed obstructions including curbing is prohibited. (The developer may instead place signed barricades atop the pavement.)
- c. To meet WDO 3.04.03B.1 & 3, establish a public access easement and private maintenance agreement to the satisfaction of the Director and revocable only with the concurrence of the Director.
- d. The public access easement shall grant public access to and from Highway 211 via at least the western driveway if not both driveways.
- e. The easement width shall be minimum twenty (20) feet, centered on driveway and drive aisle centerlines, and span between the driveway(s) and each of the drive aisle stubs.

D5. Parking striping: The developer shall:

- a. Signage/striping: To meet WDO 3.05.02J, designate compact stalls “COMPACT” in lettering one 1 ft high min.
- b. Double striping: To meet WDO 3.05.02K, delineate parking stalls with double parallel lines pursuant to WDO Figure 3.05C.

D6. Bicycle parking near main entrance: To meet WDO 3.05.03E, prior to building permit final inspection the applicant shall provide bicycle parking within fifty (50) ft of a main entrance. In the context of a new construction apartment complex with conventional three-story buildings with open stairwells, each apartment building has two main entrances as follows:

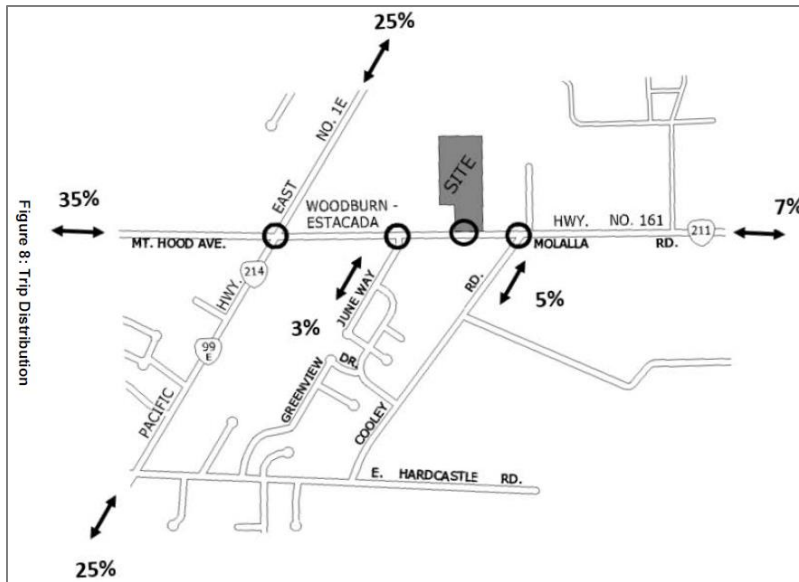
- a. In all apartment buildings except Building U there are four points where a building main wall plane intersects the walkway serving building ground floor entrances and the stairwell to upper floor entrances;
- b. A Building U there are two such points;
- c. Each building has either (a) two walkways with two points each totaling the four or (b) one walkway with two points total; and so
- d. The condition shall apply to three points min for all except Building U, one point min for Building U, and apply to one point minimum per walkway.

D7. Patios: Visual separation shall conform to WDO 3.07.05B.1a as follows:

- a. Pavement: As proposed, patios shall be paved with brick, concrete pavers, or poured concrete.

- b. Railings/fencing & gate: The outermost edges of patio concrete slabs that do not abut building walls shall have either metal or wood railings or cedar wood fencing at least 3 ft high. If the latter, then opacity shall be full, but if fencing is higher than the minimum height, it shall be no more than 90% opaque, such as by being fully opaque from grade but from the top having a lattice pattern. The railings or fencing shall have a gated opening at least 2 ft and 4 inches wide.
- c. Height maximum: the railings or fencing maximum height shall be either 5 ft or, where a patio faces the access way, 3½ ft.
- d. Shrubbery: Evergreen shrubbery shall line fully the outermost edges of patio concrete slabs, except along the gated opening.

*Design Review 2019-06: Transportation*



*Exhibit T Vicinity map*

T-A1. U.S. 99E & OR 211/214:

- a. Signal timing: The developer shall pay a mitigation fee or fee in-lieu of \$10,000 to fund a transportation study, specifically a study of signal timing, appropriate mitigation of the operational (mobility) deficiency and elevated crash rate, and related details in coordination with ODOT. [TIA & TSP R14]
- b. Mitigation for Operational and safety deficiencies: this proposal exacerbates existing and projected mobility/volume-to-capacity deficiencies as well as an existing elevated crash rate. The applicant shall contribute a proportionate share contribution toward a mitigation project to alleviate these deficiencies. There are two options for this mitigation, one from the TSP, the other from ODOT agency commentary (April 6, 2020) on the TIA:
  - (1) Add a southbound left-turn lane on Highway 99E and a short-length receiving lane on Molalla Road; or
  - (2) Reconfigure the westbound approach at the intersection to provide a dedicated right-turn lane or pocket that leads to Highway 99E northbound through one of the following.
- c. As this intersection is under ODOT jurisdiction, the agency would need to approve of the appropriate mitigation project in concert with the City Engineer. The forum for this decision would be the signal study noted in Condition T-A1(a). The approved mitigation project shall determine civil engineering details such as channelization, signal modification(s), length, width, placement relative to centerline, markings, ADA-compliant sidewalk/pedestrian crossing improvements and street tree preservation.
- d. To determine the applicable mitigation fee or fee in-lieu for a proportionate fair share of the mitigation project, the trip contribution method described above yields an estimated 10.1% contribution of this project to the mitigation project's total cost. The signal study could address the need to determine the estimate cost of the mitigation project, or the applicant has the option to provide their own estimate based on a study drafted by a licensed civil engineer, advised upon by ODOT, and agreed to by the City Engineer prior to building permit application.
- e. The developer shall forward a cost estimate with cover letter and contextual documents to the City Engineer and courtesy copy the Director no later than either (i) 5 City business days following the date the City Council authorizes the Mayor or Council President to the sign the land use "final decision" document, or (ii) the effective date of the ANX 2019-01 annexation ordinance. The City Engineer shall choose (i) or (ii) for the developer and identify such in writing to the developer and courtesy copy the Director.



T-BP1. Sidewalk connection / off-site extension: To further TDM through walking, in addition to the required half-street sidewalk, the developer shall do one of the following:

- a. Extend sidewalk at 6 ft width min west to the east leg of the T-intersection of OR 211 & June Way, approximately 425 ft distance, and at a point aligned with the east leg, the sidewalk shall turn south and meet the roadway;
- b. Install a mid-block crossing from the frontage sidewalk, or from a short west extension of said sidewalk, south to existing sidewalk along the south side of OR 211, and with the crossing conforming to PW SS&Ds unless overridden by ODOT choosing to apply its standards; or
- c. A combination of a. and b. whereby the length of the sidewalk per a. would shorten in relation to how far east of June Way the developer would install a mid-block crossing.
- d. If the developer were to opt for b., and were either ODOT or City written or drawn public works standards not to exist yet be necessary to establish to administer b., then the developer and City shall default to these improvement elements:
  - (1) At both ends of the crossing, an ADA-compliant transition between sidewalk and roadway;
  - (2) White striping in the form of either two parallel bars or as zebra stripes;
  - (3) The type, number, and placements of signage compliant with the MUTCD for a mid-block crosswalk; and
  - (4) That either ODOT or the City Engineer may require either or both (i) installation of a street light or lights in addition to those required as part of frontage improvements, and/or (ii) that the crossing be actuated or semi-actuated. [TSP Fig. 5]

T-BP2. Crosswalk installation: To further TDM through walking, the developer shall upgrade the east leg of the T-intersection of OR 211 & June Way into a marked crosswalk and one that conforms to PW SS&Ds, unless overridden by ODOT choosing to apply its standards.

- a. Either ODOT or the City Engineer may require either or both (1) installation of a street light at or near the north end of the crossing, and/or (2) that the crossing be actuated or semi-actuated.
- b. Were either ODOT or City written or drawn public works standards not to exist yet be necessary to establish to administer this condition, then the developer and City shall default to these improvement elements:
  - (1) At the north end, an ADA-compliant transition between sidewalk and roadway;
  - (2) White striping in the form of either two parallel bars or as zebra stripes; and
  - (3) The type, number, and placements of signage compliant with the *MUTCD* for a crosswalk along the leg of an intersection.
- c. There shall result a physical change to existing pavement and/or striping serving as an obvious indication for most pedestrians, cyclists, and drivers.
- d. Regarding a Condition T-BP1 for sidewalk connection / off-site extension, were the developer to opt for its part b. or c., then this Condition T-BP2 would not apply. [TSP Fig. 5]

T-BP3. Bicycle lane off-site extension: To further TDM through cycling, the developer shall do one of the following:

- a. Widen the off-site sidewalk, which a separate condition requires, into a bicycle/pedestrian path 8 ft wide min;
- b. Extend the bicycle lane at 6 ft wide min (per WDO Figure 3.01B) west to the east leg of the T-intersection of Highway 211 & June Way and to the north end of that crosswalk, approximately 425 ft distance. The developer shall add roadway pavement to accommodate both a bicycle lane and either (1) whatever ODOT establishes as road shoulder min width or (2) a buffered bicycle lane such that the lane is min 2 ft away from the edge of travel lane, and towards the west where both the shoulder and ROW narrow, then the developer may taper the buffer to a close; or
- c. Pay a fee in-lieu of \$113,000.  
[TSP B16]

T-BP4. Wayfinding: To further TDM, the developer shall do one of the following:

- a. Install 2 min devices, such as signage, that provide wayfinding to bicycle routes, multi-use paths, parks, schools, and other essential destinations. If the developer were to opt for signage and assuming pole signage, sign face min dimensions shall be 2 ft by 1 ft and the placements shall be one at or near the junction of the access way and sidewalk and one at the T-intersection of OR 211 & June Way. (Note: The developer may mimic the typical wayfinding signage the City approved for the Mill Creek Greenway as Smith Creek Development [ANX 2017-05] adapted from the City of Tualatin, Oregon greenway trail system signage which it in turn had adapted from the Regional Trails Signage Guidelines of The Intertwine Alliance, a trails coalition in the Portland metro area.)
- b. Pay a fee in-lieu of \$3,000. [TSP B40 “wayfinding”/P62]

T-T1. Bus transit and vanpool fee: To further TDM through bus transit and vanpooling, the developer shall pay a mitigation fee that is a rate per dwelling of \$368.41. [This condition relates to TSP projects T1, 2, 4, & 16, TDM1, TSP Fig. F5, and TPU projects 1, 2, 3, 11, 12, 13, 15, & 20.]

T-T2. Bus stop bicycle parking: To further TDM through bus transit, the developer shall at each of the following WTS bus stops provide for bicycle parking to the specs specified by the Assistant City Administrator or designee by either (1) installing a bicycle rack in a 6 by 4 ft min concrete pad or (2) paying a fee in-lieu of \$510.20:

- a. U.S. 99E northbound (Express Stop 2) adjacent to Tax Lot 051W08DB02600 (1400 N. Pacific Hwy; Jehovah’s Witnesses);
- b. OR 214 westbound (Stop 17) adjacent to Tax Lot 051W08A005400 (1561 Mt. Hood Ave; Pacific Plaza strip mall); and

- c. OR 214 eastbound (Stop 13) adjacent to Tax Lot 051W08DB01300 (1540 Mt. Hood Ave; Bi-Mart, Mega Foods). [TSP T18]

T-T3. Bus stop shelters: To further TDM through bus transit, regarding the WTS U.S. 99E northbound stop that is adjacent to Tax Lot 051W08DB02600 (1400 N. Pacific Hwy) the developer shall provide for a bus shelter to the specs specified by the Assistant City Administrator or designee by either (a) installing a shelter or (b) paying a fee in-lieu of \$12,000. [TPU 9]

T-TDM1. Car share: Until July 1, 2025, the Director may invoke as a requirement that the property management team shall contract with a car share company or service, designate and mark a minimum number of parking spaces – which shall be at least one – for one or more shared vehicles for tenant use, and follow program details that the Director establishes as necessary to implement the requirement.

#### *Variance 2020-05*

##### V1. Compact parking (WDO 3.05.03C):

- a. Percentage: The compact parking max as a percentage of the required parking ratio min shall be 39%; instead of 20% typical) and 100% of any amount in excess of the min required. At least 20% of the min amount of stalls shall be compact.
- b. Striping: The applicant shall stripe each stall with the word “COMPACT” in lettering one 1 ft high min.

## **Actions**

The Planning Commission may instead act on the land use application to:

1. Approve with modified conditions, or
2. Deny, based on WDO criteria or other City provisions.

If the Planning Commission were to act upon the recommendation, staff would proceed to a City Council hearing, tentatively scheduled for November 9, 2020, with the Commission recommendation. (Were the Council to approve the consolidated application package, it would do so by adopting two ordinances, one for annexation and one to confirm application of the CG zoning district, and authorizing a final decision document for the applications besides the annexation.)

## **Attachment List**

101. Marked Tax Map
102. Analyses & Findings
- 102A. Public Works comments (Oct. 13, 2020)
103. Application materials / site plans (Sept. 23, 2020; 17 sheets)
104. Transportation System Plan (TSP) Fig. 2 “Functional Roadway Classification”
- 105A. OR 211 Corridor Lot Area and Frontage Spreadsheet
- 105B. Spreadsheet Map
106. Transportation System Plan (TSP) Fig. 6 “Local Street Connectivity Plan”

05 1W 09B

05 1W 09B  
WOODBURN



MARION COUNTY, OREGON  
NW1/4 SEC9 T5S R1W W.M.  
SCALE 1" = 200'

LEGEND

LINE TYPES

- Taxlot Boundary
- Road Right-of-Way
- Railroad Right-of-Way
- Private Road ROW
- Subdivision/Plat Bndry
- Waterline - Taxlot Bndry
- Historical Boundary
- Easement
- Railroad Centerline
- Taxcode Line
- Map Boundary
- Waterline - Non Bndry

CORNER TYPES

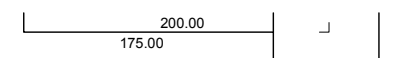
- + 1/16TH Section Cor.
- ⊙ DLC Corner
- ⊕ 1/4 Section Cor.
- ⊕ Section Corner

NUMBERS

- Tax Code Number  
**000 00 00 0**
- Acres  
**0.25 AC**
- All acres listed are Net Acres, excluding any portions of the taxlot within public ROWs

NOTES

Tick Marks: A tick mark in the road indicates that the labeled dimension extends into the public ROW



CANCELLED NUMBERS


DISCLAIMER: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY



Assessors Office  
Cartography Dept

FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT [www.co.marion.or.us](http://www.co.marion.or.us)

PLOT DATE: 1/23/2018

WOODBURN  
05 1W 09B

103 00 03 5

103 00 03 5

103 00 03 5

WOODBURN  
FRUIT  
FARMS

Attachment 101

05 1W 09B

# Analyses & Findings

This attachment to the staff report analyzes the application materials and finds through statements how the application materials relate to and meet applicable provisions such as criteria, requirements, and standards. They confirm that a given standard is met or if not met, they call attention to it, suggest a remedy, and have a corresponding recommended condition of approval. Symbols aid locating and understanding categories of findings:

<i>Symbol</i>	<i>Category</i>	<i>Indication</i>
✓	Requirement (or guideline) met	No action needed
✗	Requirement (or guideline) not met	Correction needed
⊖	Requirement (or guideline) not applicable	No action needed
▲	<ul style="list-style-type: none"> <li>Requirement (or guideline) met, but might become unmet because of condition applied to meet separate and related requirement that is not met</li> <li>Plan sheets and/or narrative inconsistent</li> <li>Other special circumstance benefitting from attention</li> </ul>	Revision needed for clear and consistent records
■	Variance	Request to vary from requirement

Section references are to the [Woodburn Development Ordinance \(WDO\)](#).

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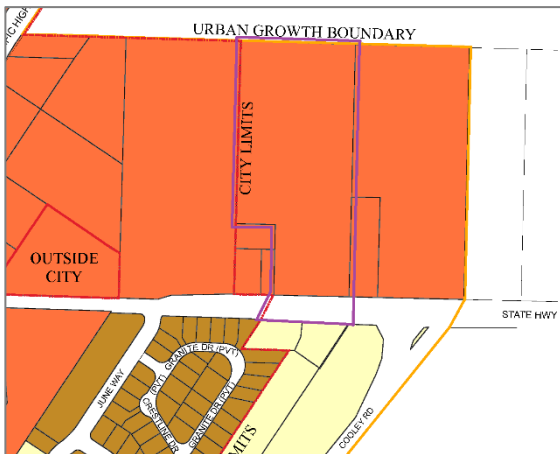
## Location

<i>Address(es)</i>	2145 Molalla Rd NE (OR Hwy 211)
<i>Tax Lot(s)</i>	051W09B 000900
<i>Nearest intersection</i>	Molalla & Cooley Rds

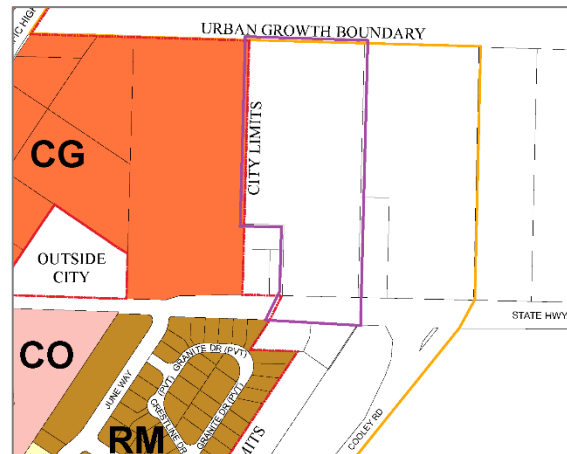
## Land Use & Zoning

<i>Comprehensive Plan Land Use Designation</i>	Commercial
<i>Zoning District</i>	Commercial General (CG), upon annexation
<i>Overlay District(s)</i>	None
<i>Existing Use(s)</i>	Vacant following demolition of rural dwelling

For context, the comprehensive plan land use map designations and zoning are illustrated below with excerpts from the City geographic information system (GIS) and the zoning is tabulated further below:



*Comprehensive Plan land use map excerpt*



*Zoning map excerpt*

<i>Cardinal Direction</i>	<i>Adjacent Zoning</i>
North	No City zoning because not annexed and outside the City urban growth boundary (UGB); MacLaren youth state prison
East	No City zoning because not yet annexed; rural development
South	No City zoning because not yet annexed; would be RS; a rural duplex and a rural house
West	Northerly: CG; undeveloped Southerly: No City zoning because not yet annexed; would be CG; rural house and outbuilding

## Statutory Dates

<i>Application Completeness</i>	October 1, 2020
<i>120-Day Final Decision Deadline</i>	January 29, 2021 per Oregon Revised Statutes (ORS) <a href="#">227.178</a> . (The nearest and prior regularly scheduled City Council date is January 11, 2021.)*

\*However, the Assistant City Attorney had counseled staff on January 16, 2018 that an annexation request is not subject to the 120-day deadline for final action per 227.178(8).



## Design Review Provisions

The project name is Woodburn Eastside Apartments.

### 4.01.07 Consolidated Applications

An applicant may request, in writing, to consolidate applications needed for a single development project. Under a consolidated review, all applications shall be processed following the procedures applicable for the highest type decision requested. It is the express policy of the City that development review not be segmented into discrete parts in a manner that precludes a comprehensive review of the entire development and its cumulative impacts.

### 5.03.02 Design Review, Type III

A. Purpose: The purpose of Type III design review is to ensure that new buildings or additions to existing buildings comply with Land Use and Development Guidelines and Standards of this Ordinance (Sections 2 and 3).

B. Type III Design Review is required for the following:

1. Non-residential structures in residential zones greater than 1,000 square feet in the RS, R1S, RM, and P/SP zones.
2. Multi-family dwellings not meeting all architectural design guidelines and standards.
3. Structures greater than 2,000 square feet in the CO, CG, MUV, DDC, and NNC zones.
4. Structures greater than 3,000 square feet in the IP, IL, and SWIR zones.
5. For sites with existing buildings in the CO, CG, MUV, DDC, NNC, IP, IL, and SWIR zones; expansions or new buildings that increase lot coverage by more 25%.
6. Change of use that results in a greater than 25% increase in required parking.

Because the proposal is for buildings totaling greater than 2,000 square feet (sq ft) in the CG zoning district, per subsection 3. it requires a Type III Design Review. Additionally, the applicant submitted the Type IV application type of Annexation, which per 4.01.07 cited above elevates the consolidated applications package to the highest level required among the individual application types. The applicant submitted site plans on June 7, 2019 and revised site plans through September 23, 2020 (within Attachment 103). (Staff hosted a pre-application meeting on May 1, 2019.)

✓ The requirement is met.

## 2.03 Commercial Zones

A. The City of Woodburn is divided into the following commercial zones:

2. The Commercial General (CG) zone is the community’s primary commercial area, providing for businesses requiring extensive land intensive outdoor storage and display of merchandise, equipment, or inventory.

B. Approval Types (Table 2.03A)

1. Accessory Uses (A) are allowed outright, subject to the general standards of this Ordinance.

2. Conditional Uses (CU) may be allowed, subject to the general development standards of this Ordinance and conditions of Conditional Use approval.

3. Permitted Uses (P) are allowed outright, subject to the general development standards of this Ordinance.

Uses Allowed in Commercial Zones Table 2.03A		
Use		Zone
Accessory Uses (A) Conditional Uses (CU) Permitted Uses (P) Special Permitted Uses (S) Specific Conditional Uses (SCU)		CG
E	Residential	
4	Multiple-family dwellings	CU <sup>9</sup>

<sup>9</sup>Except allowed as a permitted use in the Gateway Overlay District and prohibited in the Interchange Management Area Overlay District (Amended by Ordinance 2573, passed June 24, 2019)

The proposed use matches E.4, which is a conditional use. (The subject property is not in either overlay district.)

✓ The requirement is met.

Commercial General (CG) - Site Development Standards Table 2.03C				
Lot Area, Minimum (square feet)			No minimum	
Lot Width, Minimum (feet)			No minimum	
Lot Depth, Minimum (feet)			No minimum	
Street Frontage, Minimum (feet)			No minimum	
Front Setback and Setback Abutting a Street, Minimum (feet)			5 <sup>1</sup>	
Side or Rear Setback, Minimum (feet)	Abutting RS, R1S, or RM zone		10 <sup>4</sup>	
	Abutting CO, CG, DDC, NNC, P/SP, IP, SWIR, or IL zone		0 or 5 <sup>4,5</sup>	
Setback to a Private Access Easement, Minimum (feet)			5	
Lot Coverage, Maximum			Not specified <sup>2</sup>	
Residential Density (units per net acre)	Minimum	Row house		12
		Child care facility, group home, or nursing home		12
		Multi-family dwelling	Stand-alone	12
			In mixed use development	No minimum
	Maximum	Row house		24
		Child care facility, group home, or nursing home		32
		Multi-family dwelling	Stand-alone	32
			In mixed use development	32
Building Height, Maximum (feet)	Primary or accessory structure	Outside Gateway subarea		70
		Western Gateway subarea		50
		Eastern Gateway subarea		40
	Features not used for habitation		100	
<ol style="list-style-type: none"> <li>1. Measured from the Special Setback (Section 3.03.02), if any</li> <li>2. Lot coverage is limited by setbacks, off-street parking, and landscaping requirements.</li> <li>3. Only allowed in the Gateway Overlay District</li> <li>4. A house of worship shall be set back at least 20 feet from a property line abutting a residential zone or use.</li> <li>5. A building may be constructed at the property line, or shall be set back at least five feet.</li> </ol>				

*Lot Dimensions*

The CG zoning district has no minimum lot size, width, depth, or street frontage or maximum lot coverage.

## *Setbacks*

Determining setbacks requires first determining what lot lines are front, sides, and rear as 1.02 defines because these influence the applying of setback minimums:

### **1.02 Definitions**

...

**Lot Line: The property lines forming the exterior boundaries of a lot.**

- **Front Lot Line:**
  1. In the case of an interior lot, a line separating the lot from the street.
  2. In the case of a corner lot, a line separating the lot from the street from the architectural front of the existing or contemplated primary building.
  3. In the case of a flag lot, the lot line which is most nearly parallel to the street that provides access to the interior lot.
- **Rear Lot Line:**
  1. In the case of an irregular, triangular, diamond, or 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
  2. In any other case, the lot line opposite and most distant from the front lot line.
- **Side Lot Line: Any lot line, which is not a front or rear lot line.**

Based on the definition of front and rear lot lines, south is front, north is rear, and east and west are sides. The building closest to a property line is the common building (leasing office) at 15 ft from front, that is, the right-of-way (ROW).

Because the application materials include cross access easements, the 5-foot setback is applicable. Because all are along the centerlines of drive aisles wider than the easements and with most driveways lined curbing and most with parking stalls, buildings are set back more than 5 ft.

## *Density*

Both the Comprehensive Plan and WDO 1.02 define density. Because they conflict, per state law the Comprehensive Plan definition supersedes. It is found as a footnote to Policy Table 1 (p. 7):

“The net buildable area of a parcel excludes land dedicated for public rights-of-way or stormwater easements, common open space, and unbuildable natural areas. For example, if a parcel has 10 acres, and 2 acres are removed for streets and 2 acres are within the floodplain / riparian area, then 6 net buildable acres would remain. The range of allowable densities is calculated based on net buildable acres. An acre has 43,560 square feet. Allowable densities may be increased through the discretionary planned unit development review process.”

The proposal falls under the residential building type / use of “multi-family dwelling” per 1.02 under “Dwellings ... Multiple-Family Dwelling”:

“A building on a single lot containing three or more dwelling units. Note: This definition does not include row houses, where attached single-family dwelling units are located on separate lots.”

The project is also stand-alone, meaning a conventional apartment complex that includes no other primary uses such as commercial retail and is more suburban in nature than urban.

Therefore, the applicable minimum and maximum densities are 12.0 and 32.0.

Looking to the proposal itself, the proposal involves no environmental constraints such as a creek, wetlands, or remnant old forest, a stormwater easement, or common open space of the kind understood in the context of a planned unit development (PUD) managed by an association that charges maintenance dues, with open space often being in its own platted tract or tracts. (Staff considers apartment complexes as having open space, but that remains a subarea of a platted lot under the direct control of a landlord and property manager, and so open space is not common open space.)

Therefore, obtaining net acreage is as simple as subtracting ROW dedication – and none is proposed or required (as staff later examines for 3.01). The resulting density is:

Acreage	Dwelling units (DUs)	DUs per acre
8.62	220	25.5

The proposed density is 79.8% into the range between 12.0 and 32.0, meeting the density provisions.

### *Height*

The sheets illustrating building elevations note that the 19 apartment buildings are at the height limit as measured per 1.02 “Building Height” and Figure 1.02A, meeting the provision.

✓ The site development provisions are met.

## **2.05 Overlay Districts**

– None would apply upon annexation.

## **2.06 Accessory Structures**

### **2.06.02 Fences and Walls**

#### **C. Height in Non-Residential Zones**

- 1. In commercial, industrial, or public zones, the maximum height of a fence or wall located in a yard abutting a street shall be 6 feet, relative to the ground elevation under the fence or wall. Fence height may increase to 9 feet once flush with the building face, or 20 feet from**

street right-of-way.

2. Fences and walls may be constructed in the special setback provided the property owner agrees to removal at such time as street improvements are made.

#### D. Fence Materials

1. Fences and walls shall be constructed of any materials commonly used in the construction of fences and walls, such as wood, stone, rock, or brick, or other durable materials.
2. Chain link fences are acceptable as long as the fence is coated and includes slats made of vinyl, wood or other durable material. Slats may not be required when visibility into features such as open space, natural areas, parks and similar areas is needed to assure visual security, or into on-site areas in industrial zones that require visual surveillance.
3. For manufacturing, assembly, fabricating, processing, packing, storage and wholesale and distribution activities which are the principle use of a building in industrial districts, the preceding standards apply when visible from, and within 20 feet of, a public street.

#### 2.06.03 Structures

- A. Accessory structures attached to a primary building shall be considered as a portion of the primary building and subject to the same requirements as the primary building.
- B. The minimum separation between detached accessory structures and the primary building shall be six feet.

The site plans propose fencing (and free-standing walls for the recycling and trash enclosure). Because the subject property is to be commercially instead of residentially zoned, the stair-stepped maximum heights of fencing and walls are not applicable. The enclosure is at least 6 ft from a building. Fencing can and will meet standards through a fence permit per 5.01.03.

✓ The provisions are met.

## 2.07 Special Uses

⊖ None apply.

(Note: Staff interprets 2.07.04 Community Club Buildings and Facilities to not apply because a “community club building” [clubhouse] requires its own parking only for stand-alone clubhouses or in the context of residential subdivisions including those that are part of planned unit developments [PUDs], and that apartment complex so-called clubhouses are not subject to the special use.)

### 3.01 Streets

#### 3.01.02 General Provisions

A. No development shall be approved, or access permit issued, unless the internal streets, boundary streets and connecting streets are constructed to at least the minimum standards set forth in this Section, or are required to be so constructed as a condition of approval.

D. The standards of this Section may be modified, subject to approval of an Exception to Street Right-of-Way and Improvement Requirements.

3.01.04B. All public streets under the jurisdiction of the City of Woodburn shall comply with the cross-sections depicted in this Section.

3.01.04C. For local residential streets which are not identified in the Comprehensive Plan, rights-of-way and improvements are determined by the Director at the time of development, based upon the existing and future estimated average daily trips of the development and surrounding development.

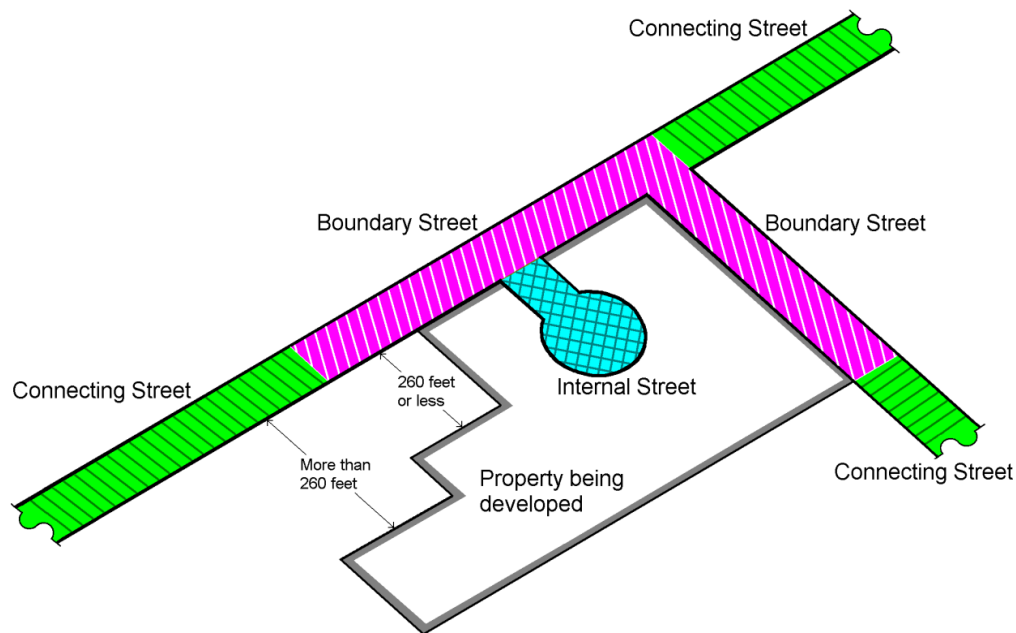
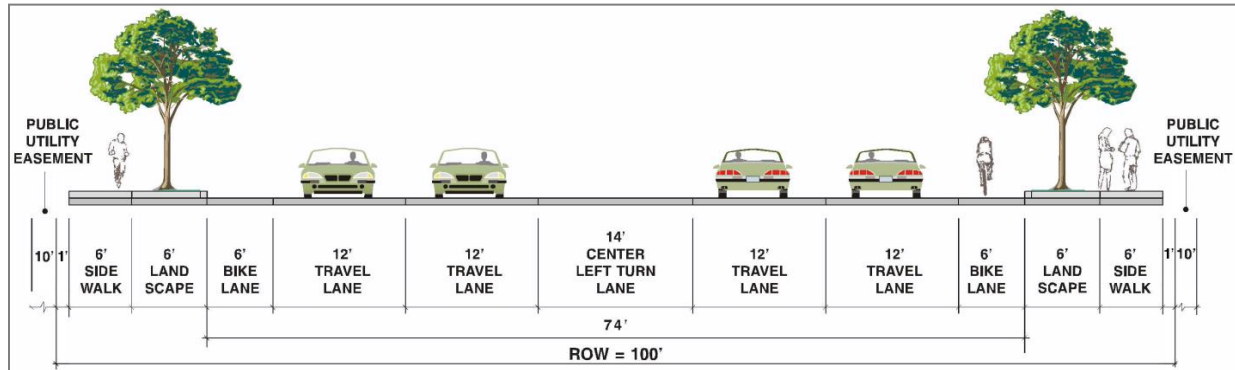


Figure 3.01A – Internal, Boundary, and Connecting Streets

The subject property has one frontage: Oregon Highway 211 (OR 211) also named Molalla Road.

Note: On September 23, 2019, the City Council adopted the 2019 major update of the 2005 TSP via Legislative Amendment LA 2018-01 as Ordinance No. 2575. Because the proposed site development depends on the master/parent application for annexation, staff applies adopted plans and the WDO as they would apply upon an annexation ordinance taking effect – including the TSP 2019 major update.

Per Transportation System Plan (TSP) [Figure 2 “Functional Roadway Classification”](#) (Attachment 104), OR 211 is a Major Arterial, which is a rise from the 2005 TSP Figure 7-1 per which it was a Minor Arterial. For a Major Arterial, WDO Figure 3.01B applies:



**Figure 3.01B – Major Arterial**

Frontage/public/street improvements are required to upgrade the frontages to present standards.

**ROW**

Because the planned ROW is 100 ft (50 ft “half-street”, each side of centerline), and the existing ROW varies from about 103 ft at the east to about 95 ft at the west (53 ft from centerline at the east and about 45 ft at the east), variable width dedication is required.

**Improvements**

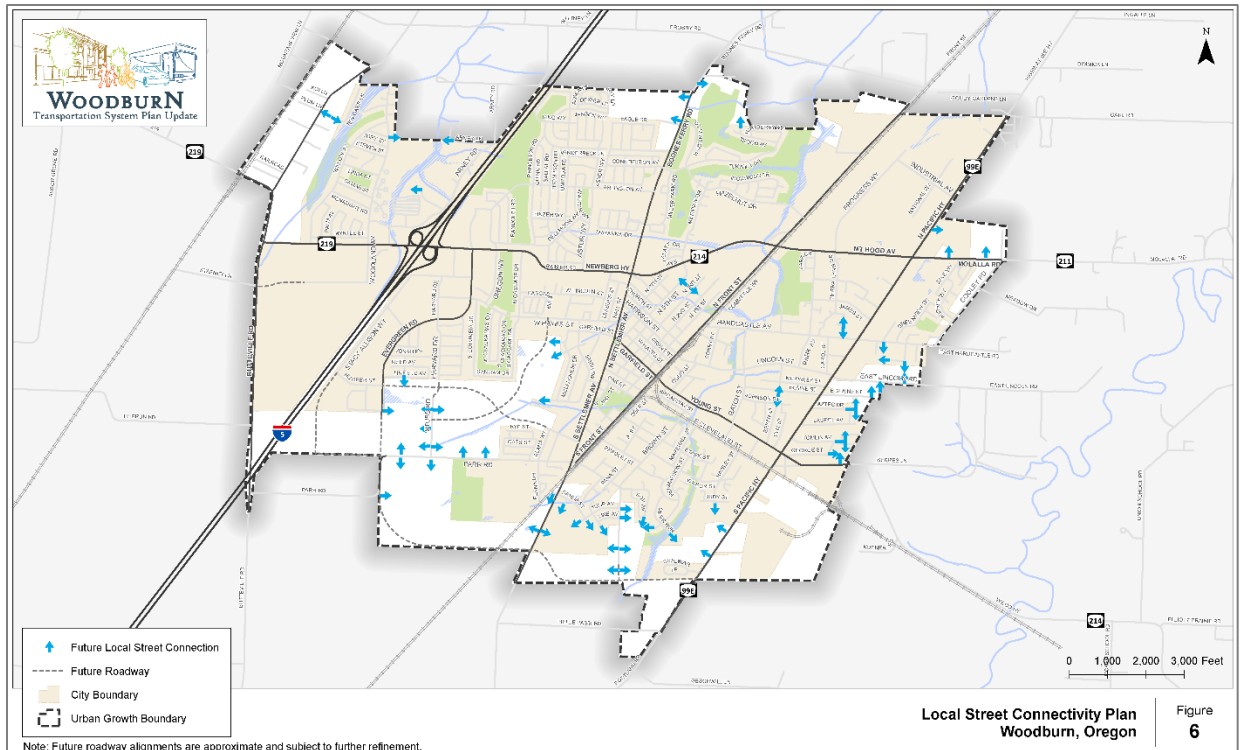
OR 211 is a rural road with the frontage having shoulder, stormwater ditch, and no curb, planter strip with street trees, or sidewalk.

Per the conditional use and primarily for aesthetics and to encourage walking and accommodate the majority of local cyclists who staff observes ride on sidewalk because they feel safer that way, staff conditions a planter strip and sidewalk slightly wider than usual and more street trees than usual. Otherwise, the required improvements are the standard ones per Figure 3.01B including a second westbound travel lane and a bicycle lane.

**Long-range Planning**

TSP Figure 6 “Local Street Connectivity Plan” shows street connections into the northeast area of the urban growth boundary (UGB) that includes the subject property:





TSP Figure 6

There are three blue arrows, one each from Cooley Road, June Way, and U.S. 99E.

For this and additional reasons examined under conditional use criteria, staff conditions a wide public utility easement (PUE) serving as a street reservation for what staff terms Street Corridor “C” (termed for the blue arrow from Cooley Road) for something like either a minor arterial or major collector. The developer’s proposal already includes such PUE and places it along the north property boundary, influencing the alignment of a future street extending from Cooley to either or both U.S. 99E and June Way.

▲ Staff applies *conditions relating to ROW, sidewalk, planter strip, street trees, and Street Corridor “C”* so that the provisions may be met.

### 3.02 Utilities & Easements

#### 3.02.01

- A. The Director shall require dedication of specific easements for the construction and maintenance of municipal water, sewerage and storm drainage facilities located on private property.**
- B. A five-foot wide public utility easement shall be dedicated along each lot line abutting a public street.**
- C. As a condition of approval for development, including property line adjustments, partitions, subdivisions, design reviews, or Planned Unit Developments (PUDs), the Director may require dedication of public utility easements.**

No roadside public utility easement (PUE) exists, and Figure 3.01B requires a 10-ft one.

Additionally, Public Works requires various on-site PUEs for on-site improvements such as fire suppression water lines and fire hydrants, and separate conditions establish a PUE as the tool that begins to implement Street Corridor “C”.

- ▲ Staff applies a *D condition* for the required roadside PUE and other conditions for other PUEs.

### 3.02.03 Street Lighting A. Public Streets

The appended Public Works comments (October 13, 2020; Attachment 102A) from the City Engineer identify street lighting as an issue, stating under comment 8, “8. Provide street lighting plan and design for review to the City and ODOT.”

- ▲ In order to secure conformance to Public Works comments, staff applies *Condition G-PW*.

**3.02.04 Underground Utilities. All permanent utility service to and within a development shall be underground, except where overhead high-voltage (35,000 volts or more) electric facilities exist.**

- ⊖ Because within adjacent ROWs there are no existing electric power line poles to remove (except a wood pole with a lateral line from across OR 211 to serve a demolished house that the developer will remove anyway as part of frontage improvements), the provisions are not applicable.

## 3.03 Setbacks and Open Space

### 3.03.02 Special Setbacks

- ⊖ Because as examined earlier above for 3.01, there will be ROW dedication, the Special Setback – which is a setback to accommodate future street widening – is not applicable.

### 3.03.03 Projections into the Setback Abutting a Street

- Chimneys, flues, bay windows, steps, eaves, gutters, sills, pilasters, lintels, cornices, planter boxes and other ornamental features may not project more than 24 inches into the setback abutting a street.**
- Covered, unenclosed porches, extending not more than 10 feet beyond the front walls of the building, shall maintain at least a 10 foot setback from the property line or Special Setback.**
- A balcony, outside stairway or other unenclosed, unroofed projection may not project more than 10 feet into a front setback.**
- Arbors, archways, pergolas and trellises shall be exempt from the setback abutting a street.**

...

### 3.03.04 Projections into the Side Setback

- A. Chimneys, flues, bay windows, steps, eaves, gutters, sills, pilasters, lintels, cornices, planter boxes and other ornamental features may not project more than 18 inches into a side setback.

...

### 3.03.05 Projections into the Rear Setback

- A. Chimneys, flues, bay windows, steps, eaves, gutters, sills, pilasters, lintels, cornices, planter boxes and other ornamental features may project not more than 24 inches into the rear setback.
- B. A balcony, outside stairway or other unenclosed, unroofed projection may not project more than 10 feet into a rear setback. In no case shall such a projection come closer than 6 feet from any lot line or Special Setback.

...

- E. No permitted projection into a rear setback shall extend within ten feet of the centerline of an alley, or of a rear lot line if no alley exists, or within six feet of an accessory structure.
- F. Accessory structures are not considered projections into a rear setback, but have separate setback requirements listed in this Ordinance (Section 2.06).

The site plans illustrate no such projections.

✓ The provisions are met.

### 3.03.06 Vision Clearance Area; Figures 3.03A & B

The proposal includes the required vision clearance areas (VCAs) at driveways.

✓ The provisions are met.

## 3.04 Vehicular Access

### 3.04.02 Drive-Throughs

⊖ Because the proposal involves no drive-through, the provisions are not applicable.

### 3.04.03 Driveway Guidelines and Standards

#### A. Number of Driveways

1. For residential uses, the maximum number of driveways per lot frontage shall be one. For purposes of controlling driveway access, every 100 feet of frontage is considered a separate lot frontage.
2. A minimum of two driveways shall be provided in developments with: ...
  - b. 100 dwelling units in multiple-family dwellings (200 if all dwelling units are equipped with automatic fire sprinklers); ... .

...

**B. Joint Access**

- 1. Lots that access a Major Arterial, Minor Arterial, or Service Collector should be accessed via a shared driveway.**
- 2. A partition, subdivision, or PUD should be configured so that lots abutting a Major Arterial, Minor Arterial, or Service Collector have access to a local street. Access to lots with multiple street frontages should be from the street with the lowest functional classification.**
- 3. Every joint driveway or access between separate lots shall be established by an access easement and maintenance agreement to the satisfaction of the Director and revocable only with the concurrence of the Director.**

*Access Management*


Staff exercises the discretion per subsection B.1, to administer conventional access management. Restricting driveways along OR 211, an arterial class road, and maintaining looped circulation for fire truck and other vehicle access results in the driveway numbers and placements as proposed and a *D* condition memorializes. Additionally, Comprehensive Plan Policy H-2.5 calls for inter-parcel circulation through crossover easements in this context.

Also, the TSP has access management policies in its AM table.

Lastly, the Highway 99E Corridor Plan (2012) emphasizes and describes access management for the corridor, which does include properties not directly on U.S. 99E including along both OR 214 and OR 211, which include the subject property.

*Joint Driveway / Public Access Easement*

The applicant provided a draft public access easement(s) to the benefit of most adjacent tax lots and to share at least the main driveway if not both driveways. (There are no draft maintenance agreements proposed because the Director has not invoked this provision, and surrounding context is undeveloped, with a rural residence, and the rural yard of a landscaping contractor.)

-  In order to secure actual and correct dedication of a public cross access easement or easements that conform to 3.04.03B.3, and to limit driveways to two, staff applies *D* conditions.

<b>Access Requirements Table 3.04A</b>		
		<b>5 or More Dwelling or Living Units, School, or House of Worship <sup>6</sup></b>
<b>Paved Width of Driveway (feet)</b> <sup>3,4</sup>	<b>1-way</b>	<b>12 minimum 20 maximum</b>
	<b>2-way</b>	<b>24 minimum 30 maximum (Add 8' if a turn lane is provided)</b>
<b>Curb Flare Radius (feet)</b>		<b>25 minimum</b>
<b>Throat Length (feet) <sup>5</sup></b>	<b>Major Arterial, Minor Arterial, Service Collector</b>	<b>50 minimum</b>
	<b>Access or Local Street</b>	<b>20 minimum</b>
<b>Corner Clearance (feet) Guidelines <sup>1</sup> (See Figure 3.04B)</b>	<b>Access or Local Street</b>	<b>30 minimum</b>
	<b>Service Collector</b>	<b>50 minimum</b>
	<b>Minor Arterial</b>	<b>245 minimum</b>
	<b>Major Arterial</b>	<b>300 minimum</b>
<b>Driveway Separation Guidelines (feet) <sup>1,2</sup> (See Figure 3.04B)</b>	<b>Driveway on the same parcel</b>	<b>50 minimum</b>
	<b>Access or Local Street</b>	<b>none</b>
	<b>Service Collector</b>	<b>50 minimum</b>
	<b>Minor Arterial</b>	<b>245 minimum</b>
	<b>Major arterial</b>	<b>300 minimum</b>
<b>Turnarounds (See Figure 3.04C)</b>	<b>Access to a Major or Minor Arterial</b>	<b>Required</b>
	<b>Access to any other street</b>	<b>Requirements per the Woodburn Fire District</b>

The site plans show the driveways that meet the minimum standards or exceed them where necessary to meet Oregon Fire Code (OFC) Appendix D.

✓ The minimum standards are otherwise met.

**3.04.03A. Unused driveways shall be closed.**

– Frontage improvements will eliminate the remnant driveway of the demolished rural residence.

**3.04.03C. Interconnected Parking Facilities.**

– Because the proposal is a single, integrated site development for one primary use – multiple-family dwelling – and not like a commercial strip mall, the provision is not applicable.

**3.04.04 Improvement Standards**

The site plans illustrate pavement that conforms.

✓ The requirement is met.

**3.04.05 Traffic Impact Analysis**

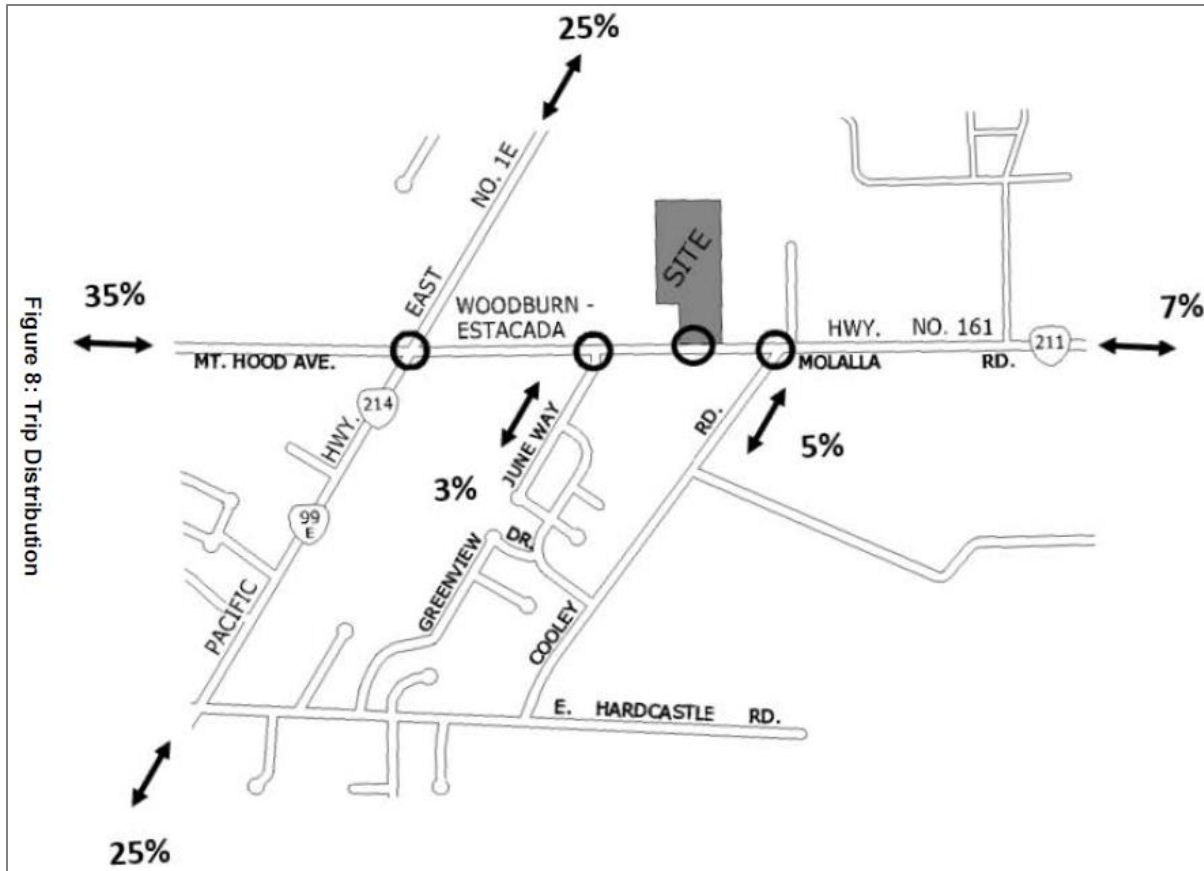
**A. A Traffic Impact Analysis (TIA) may be required by the Director prior to the approval of a City access permit when the Director estimates a development proposal may generate either 100 or more additional, peak hour trips, or 1,000 or more additional daily trips, within ten years of a development application.**

The applicant’s traffic impact analysis (TIA; submitted February 19, 2020; p. 5) states under Key Findings that:

“The proposed development would generate 78 (20 in, 58 out) AM peak hour trips and 99 (61 in, 38 out) PM peak hour vehicle trips. ... All study intersections are expected to operate within mobility standards with the addition of the proposed site, with the exception of N Pacific Hwy (99E) / Molalla Road (OR 211). This location exceeds the target mobility standard during the PM Peak hour under the existing, background, and total (with project) analysis scenarios.”

The TIA, limiting its conventional analysis to vehicle traffic only, assumed citywide growth in background vehicle traffic through 2021, specifically 1.4% yearly (p. 12).

The TIA studied three intersections:



TIA intersection locations map adapted from TIA p. 24 Figure 8 Trip Distribution

1. U.S. 99E & Oregon Highways 211 (Mollala Road) & 214 (Mt. Hood Avenue)

#### Traffic Volume

This is the one intersection that the traffic modeling predicted to exceed further a vehicle volume over capacity (v/c) maximum ratio established by ODOT. (A v/c of 1.00 means 100% of capacity used.) The ODOT objective is 0.90 v/c, the intersection is trafficked more during the PM peak hour with 0.97 v/c (as opposed to the AM peak hour 0.80 v/c), and the site development would raise traffic to 1.00 v/c.

#### Crashes

The intersection is already signalized. (It has red light cameras the City altered earlier in 2020 to serve also as speed cameras.) The intersection also already suffers from a higher than usual crash rate with 77 crashes on record in the five years 2014-2018 (TIA addendum, p. 3). This averages to a crash every 24 days. Among the 77, ODOT rated 3 as "A" meaning severe injury, 42 as either "B" or "C", and 32 as no injury and with property damage only (PDO). Note that because some crashes had two or more of these attributes, the categories don't total 77.

Three crashes involved pedestrians, all described by ODOT as driver failure to yield right-of-way.

### *Transportation Planning*

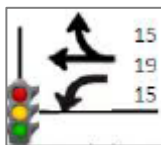
Looking to the Woodburn Transportation System Plan (TSP; 2019), Table 2, Project R14 (p. 32) contains the description: “Install a second left-turn lane on the southbound approach, install a second receiving lane on the east leg, and update signal timing in coordination with ODOT.” The project is ranked medium priority and estimated at \$900,000.

### *Agency commentary: ODOT*

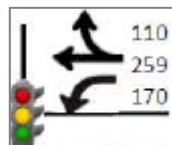
Agency commentary came only from the Oregon Department of Transportation (ODOT; April 6, 2020, pp. 1-2), which suggested as a traffic mitigation improvement widening OR 211 to add a right turn lane for those going west and then turning north onto U.S. 99E.

This capital improvement project is not in the City Transportation System Plan (TSP). At the same time, ODOT made no mention of an east leg receiving lane that TSP R14 mentions. Staff interprets this as ODOT indicating that an improvement to alleviate the over-capacity issue as well as the elevated crash rate is necessary, which could be either the TSP Project R14 improvement or the westbound right-turn-lane improvement that ODOT recently recommended (April 6, 2020). Together, the developer, ODOT, and the City could scope the signal timing study referenced for TSP Project R14 to determine the most appropriate mitigation measure for this intersection.

To estimate the proposal’s proportionate share contribution toward the eventual mitigation measure, staff references TIA Figures 9 & 11 that show that the site development generates trips that turn right, more so during the AM peak hour than the PM. During the AM, the modeled existing conditions include 95 trips turning right (before site development), and the site development generating 15 additional trips for 110 right-turns total during the morning rush hour, a 15.8% increase.



*Excerpt TIA Figure 9, Box 1 “99E / Molalla Rd”*



*Excerpt TIA Figure 11, Box 1 “99E / Molalla Rd”*

Note: The arrow symbols subtly reflect how there is no right-turn lane from west to north, meaning all vehicles queue together in one through lane to go straight west or turn right north. This means that a better comparison is to combine through and right-turn trips. During the AM, the modeled existing conditions include 95 trips turning right



and 240 straight, totaling 335 (before site development), and the site development generating 15 right and 19 straight additional trips, totaling 34 trips, for 369 total right turn and straight trips during the morning rush hour, 335 + 34 equaling a 10.1% increase. Staff applies this 10.1% as what is termed any of fair share, proportionate share, or proportionate fair share and applies a *transportation automotive (T-A) condition* regarding right turn trips that allows for construction, or if constraints prove too much, what is termed a mitigation fee or fee in-lieu. Because none of ODOT or the developer have (yet) offered a capital improvement cost estimate for a right-turn lane, staff looked at the pricing of projects in the TSP roadway projects table. A back-of-the-envelope verbal estimate by the Public Works Project & Engineering Director on October 14, 2020 was of \$1 million. Staff decided to draft a condition that refers to the 10.1% with the absolute number to which it would apply to be determined by date specific. (Staff anticipates that developer testimony to the Planning Commission and subsequent interaction by the developer with staff will give greater definition to the issue prior to a City Council public hearing.)

As noted above, staff pursues funds for a part of TSP Project R14: studying and updating signal timing. Signal timing affects what vehicles can move where when, in other words, allocates right-of-way. Adjusting it might improve traffic, and only a study would confirm either way. Staff recommends expanding the scope of the signal study to determine the appropriate operational and safety mitigation measure for this intersection.

To arrive at a reasonable share of the cost of such a study, the Public Works Project & Engineering Director as late as May 2020 had indicated for DR 2019-05 Allison Way Apartments, which the City conditioned to fund a signal timing study at Oregon Highway 214 & Evergreen Road, that \$15,000 would be approximately sufficient for such study. Staff applies the same fee to the similar context for ANX 2019-01 & DR 2019-06 Woodburn Eastside Apartments as a *transportation (T) condition* specifies.

Looking to transportation demand management (TDM), which the consultant's draft report advocated and noted was lacking in the TIA, staff applies conditions to manifest what the term gets at: More access to transit, along with increased walking and cycling, to reduce driving. Staff perceives the situation that the nearby grocery store, Safeway, which is one of only two in Woodburn and part of the large commercial blob at U.S. 99E and OR 211/214 that includes many commercial goods and services including a Starbucks, can attract people to walk and cycle, at least in place of driving on more occasions, if they can see and feel a safe route for themselves and their loved ones. A reasonable walking path from the southwest corner of the subject property to the north entrance of Safeway is almost 1,600 feet, less than 1/3 mile. The City bus stop second-nearest the site, which is also nearest Safeway and is on U.S. 99E northbound next to

1400 N. Pacific Highway, is the most used stop in the entire Woodburn Transportation System (WTS) – but it lacks shelter and bicycle parking, which are priorities per the TSP and the Transit Plan Update (2010). (The bus stop that is nearest the site is on OR 214 westbound at Pacific Plaza strip mall, but is already sheltered. It does lack bicycle parking.)

So, TDM means for the proposed site development primarily sidewalk and any of bicycle lanes and off-street bicycle paths, that is, improvements above and beyond frontage improvements – the developer’s “half-street” improvements along the subject property. Staff believes also that conditioning funds to improve transit – both regional commuter bus routes to and from the Portland and Salem metro areas and the City local bus system – could also attract residents to ride the bus, at least in place of driving on more occasions, if regional bus service came into being and local bus service ran earlier and later in the day, was faster, and more frequent.

For transit purposes, staff references the TSP Transit Plan section and its table of projects. The applicant should contribute a proportional share of the costs for start-up of relevant TSP transit projects as noted below.

For these reasons, staff applies *various bicycle/pedestrian (T-B/P) and transit (T-T) conditions*.

2. *Oregon Highway 211 at June Way*

Because there are no significant effects, and with two crashes on record in the five years 2014-2018 (TIA addendum, p. 3), no mitigation is warranted.

3. *Oregon Highway 211 at Cooley Road*

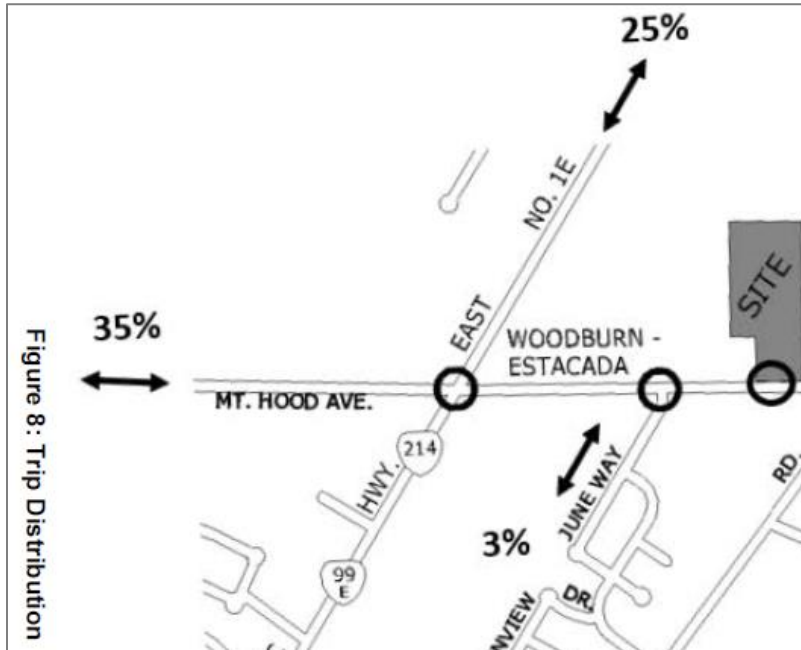
Because there are no significant effects, and with no crashes on record in the five years 2014-2018 (TIA addendum, p. 3), no mitigation is warranted.

The City contracted with a transportation consultant (from a company other than the one that prepared the applicant’s TIA) to review the TIA, rebut or affirm its conclusions, and advise staff. The consultant’s draft report (May 18, 2020) confirmed that the neither the TIA nor the application materials identified or proposed to construct or fund any traffic mitigation improvements, and it suggested revision of the TIA to include a safety analysis, i.e, an analysis of vehicle crashes. Upon staff request, the applicant submitted an addendum to the TIA on October 7, 2020 with a safety analysis, the source of the earlier staff citations of crash data.

The TIA, consultant’s draft report, and ODOT agency commentary as well as on-the-ground context informed transportation conditions.

*Assumptions Regarding Trip Distribution*

Per TIA Figure 8 reproduced above and excerpted below, 85% of trips are to and from U.S. 99E & OR 214, the vast majority likely heading to and from the Portland and Salem metro areas because OR 214 continues west to the only interchange with I-5 in the Woodburn area (Exit 271) and the fastest driving route to and from Woodburn and both metro areas.



Northwest excerpt of TIA Figure 8

The TIA fails to specify how the 35% trips distributed to OR 214 pass through the I-5 interchange – that is, what percent goes towards Portland and Salem respectively and what percent remains in Woodburn. See (A) below.

It also fails to specify how the 25% trips distributed to U.S. 99E south of OR 211/211 further distribute – that is, what percent continues to Salem and what percent remains in Woodburn. See (B) below.

*DR 2019-05 Comparisons*

(A) Based on the DR 2019-05 Allison Way Apartments TIA (May 18, 2020), of the trips that this site development would generate, traffic modeling distributed 60% to the I-5 interchange, composed of 50% towards Portland and 10% towards Salem. The modeling distributed a separate 10% west past the interchange onto OR 219 and into rural Marion County. (The remainders were 20% to OR 214 east away from the interchange, 5% into central Woodburn

away from both the interchange and OR 214, and 5% within the vicinity of that site development.)

Staff applies the same ratios to ANX 2019-01:

<i>Table 1. OR 214 Portland/Salem Trip Distribution Ratios</i>			
<i>DR 2019-05</i>	<i>Trip Percentages</i>	<i>Conversion to Ratios</i>	<i>Application of Ratios to ANX 2019-01 OR 214 35%</i>
Portland	50%	71.4%	x 71.4% = 25.0%
Salem	10%	14.3%	x 14.3% = 5.0%
OR 219/Marion County	10%	14.3%	x 14.3% = 5.0%
Total	70%	100.0%	n/a

Staff concludes that regarding ANX 2019-01, of the 35% of trips distributed to OR 214, 25% relate to Portland metro, 5% to Salem metro, and 5% to rural Marion County west of Woodburn.

(B) Based on the DR 2019-05 TIA, of the trips that this site development would generate, traffic modeling distributed 5% into central Woodburn away from both the interchange and OR 214. Because some trips will go into central Woodburn southwest of U.S. 99E & OR 214, and for staff ease of calculation, staff assumes none of the OR 214 35% stays in Woodburn but in turn assumes 5% of the U.S 99E south trips will, 5% of U.S. 99E south 25% trips equaling 1.3%.

Staff concludes that regarding ANX 2019-01, of the 25% of trips distributed to U.S. 99E south, 23.7% relate to Salem metro and 1.3% to central Woodburn.

Based on the conclusions of both (A) & (B), staff derives refined trip distributions as:

<i>Table AB. Refined Trip Distributions</i>			
<i>Region</i>	<i>Via</i>	<i>Subtotals</i>	<i>Totals</i>
Portland	U.S. 99E north	25.0%	50.0%
	OR 214	25.0%	
Salem	OR 214	5.0%	28.7%
	U.S. 99E south	23.7%	
Woodburn SW of U.S. 99E & OR 214	U.S. 99E south	1.3%	9.3%
Woodburn SE of U.S. 99E & OR 214	June Way, Cooley Rd	8.0%	
West of town (rural Marion County)		5.0%	12.0%
East of town (rural Clackamas County)		7.0%	
All	n/a	100.0%	

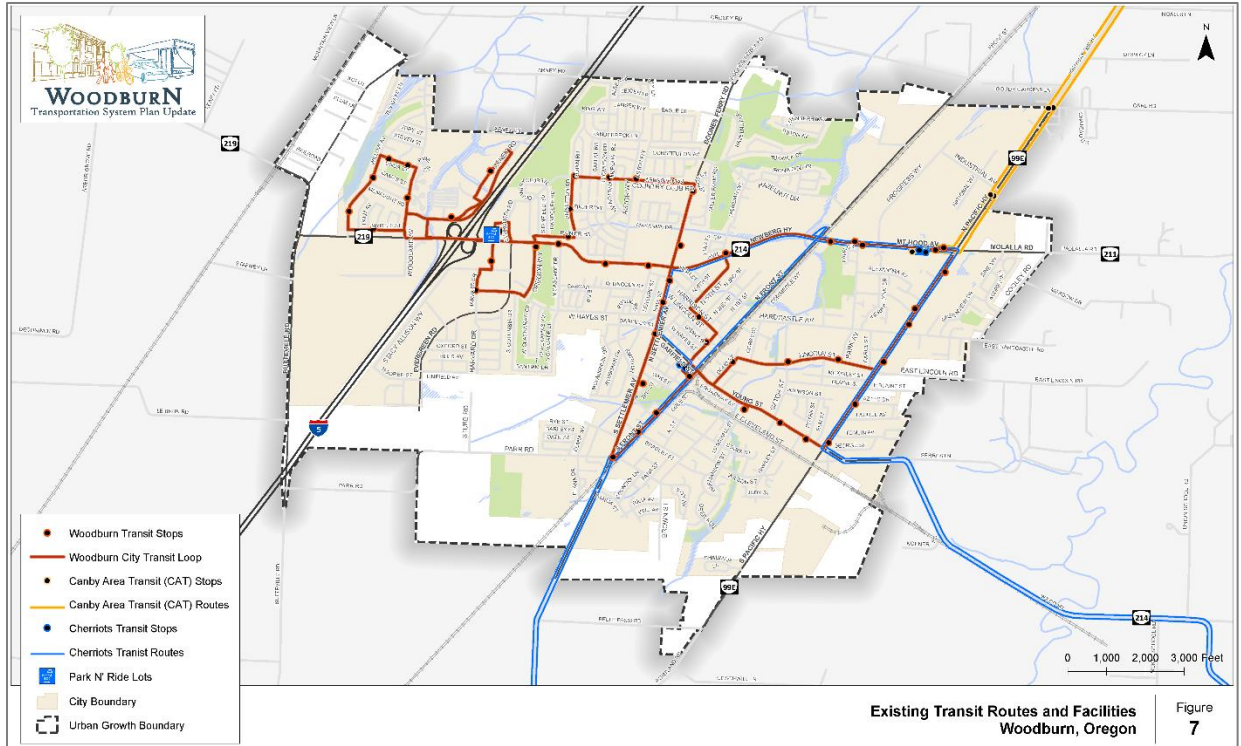
*Additional Issues: Walking & Cycling*

The draft memo from the consultant who advises staff confirmed that the TIA identified no vehicle trip reduction or transportation demand management (TDM) measures.

In short, under the Conditional Use Provisions section farther below, staff cites Comprehensive Plan policies that – together with the TSP and Transit Plan Update (TPU) projects as described here in the Design Review Provisions section and below in the “Additional Issues: Bus Transit” subsection – advance walking, cycling, and vanpooling. Staff conditions accordingly.

*Additional Issues: Bus Transit*

Presently, the Woodburn Transit System (WTS) bus loops through east, central, and west Woodburn, but is yet to reach into the northeastern UGB:



TSP Figure 7 (2019)

Neither do Salem-Keizer Cherriots nor Canby Area Transit (CAT) serve it.

Below is an analysis of applicable projects from the [Transportation System Plan \(TSP\)](#) 2019 major update, Table 4 “Transit Plan”:

Project Number	Location	Responsible Jurisdiction	Description	Priority	Cost Estimate
T1	Woodburn Fleet	Woodburn Transit/City	Coordinate with Woodburn Transit to deliver service enhancements funded through the STIF: Purchase of Category B and C vehicles (1 each) for use in the City's expanded transit services. (100% funding level 2020-21)	Medium	\$5,000
T2	Woodburn Fleet	Woodburn Transit/City	Coordinate with Woodburn Transit to deliver service enhancements funded through the STIF: Purchase a Category B vehicle that will replace the second oldest full-size vehicle in the WTS fleet; will be used for the City's existing local fixed route circulator. (130% funding level 2021)	Medium	\$5,000
T4	Woodburn Fixed Route	Woodburn Transit/City	Coordinate with Woodburn Transit to deliver service enhancements funded through the STIF: Modify the existing 60-minute fixed route loop; add an additional 30-minute route that will serve high frequency stops on weekdays (7am-7pm) within the Woodburn city limits. Total additional service will be up to 6,192 revenue hours (FY20-21). (100% funding level 2020-21)	Medium	\$5,000
T6	Woodburn Fixed Route	Woodburn Transit	Increase frequency of existing route to 30 minutes	Medium	\$0 <sup>1</sup>
T16	Woodburn	Cherriots/ City	Coordinate with Cherriots to provide a stop in Woodburn for SMART Route 1X, providing service to WES station in Wilsonville and downtown Salem	Medium	\$5,000
T18	City-wide	Woodburn Transit/ Cherriots	Evaluate all bus stops to verify static bus route information signage is visible and accessible and that bike racks are available at major bus stops	Medium	\$25,000
<b>1.</b> Project to be funded by others.					

(Note: STIF refers to the [ODOT Statewide Transportation Improvement Fund](#).)

Here's how staff determines proportionate fair share. First, staff factors and applies refined trip distribution assumptions from Table AB above. Second, staff factors in that the northeast UGB can have further development and redevelopment. Attachment 105A is an OR 211 Corridor Lot Area and Frontage Spreadsheet ("Spreadsheet") establishing tax lots along the OR 211 corridor and establishes lengths of frontages in feet and lot areas, their percentages of the corridor as a whole, and the respective percentages of the subject property. Each lot also has an average of the area and frontage percentages. Attachment 105B ("Spreadsheet Map") maps the lots.

Staff ignores trip distribution relating to the east of town, rural Clackamas County, and the west of town, rural Marion County. (Note: As of October 2020, Clackamas County is updating its Transit Development Plan and as part of that is considering a new bus line from Estacada via Molalla into Woodburn along OR 211, U.S. 99E, and onto the Woodburn downtown transit center, "service option Estacada, Molalla, and Woodburn on Highway 211.")

A staff table below provides more method details as applied to TSP projects.



<i>Table 3. TSP &amp; Staff Methods</i>			
<i>Project Number</i>	<i>Description</i>	<i>TSP Cost Estimate</i>	<i>Method</i>
T1	Coordinate with Woodburn Transit to deliver service enhancements funded through the STIF: Purchase of Category B and C vehicles (1 each) for use in the City's expanded transit services. (100% funding level 2020-21)	\$5,000	Apply 9.3% (from staff Table AB above).  From the Spreadsheet, which shows that the area percentage of the subject property equals 16.5%:  16.5% of 9.3% equals 1.5%.  \$5,000 x 1.5% = \$75  Conversion to a rate is: \$75 / 220 = <i>\$0.34 per dwelling.</i>
T2	Coordinate with Woodburn Transit to deliver service enhancements funded through the STIF: Purchase a Category B vehicle that will replace the second oldest full-size vehicle in the WTS fleet; will be used for the City's existing local fixed route circulator. (130% funding level 2021)	\$5,000	1. If 130% = \$5,000, then 100% = \$3,846.15.  Apply 9.3%.  From the Spreadsheet, which shows that the area percentage of the subject property equals 16.5%:  16.5% of 9.3% equals 1.5%.  \$3,486.15 x 1.5% = \$59.02  Conversion to a rate is: \$59.02 / 220 = <i>\$0.27 per dwelling</i>
T4	Coordinate with Woodburn Transit to deliver service enhancements funded through the STIF: Modify the existing 60-minute fixed route loop; add an additional 30-minute route that will serve high frequency stops on weekdays (7am-7pm) within the Woodburn city limits. Total additional service will be up to 6,192 revenue hours (FY20-21). (100% funding level 2020-21)	\$5,000	Apply 9.3%.  From the Spreadsheet, which shows that the area percentage of the subject property equals 16.5%:  16.5% of 9.3% equals 1.5%.  \$5,000 x 1.5% = \$75  Conversion to a rate is: \$75 / 220 = <i>\$0.34 per dwelling</i>
<i>Project Number</i>	<i>Description</i>	<i>TSP Cost Estimate</i>	<i>Method</i>
T6	Increase frequency of existing route to 30 minutes	\$0 <sup>1</sup>	Because the TSP table footnote 1, "Project to be funded by others" is vague and unhelpful, staff establishes a method: How much per household does City general revenue invest in transit (excluding farebox recovery and federal and state monies)?

			<p>The fiscal year (FY) 2019-2020 adopted budget establishes general revenue investment of \$116,000 (p. 83; account no. 110 "Transit Fund").</p> <p>The U.S. Census QuickFacts tool reported that across 2014-2018, Woodburn had 7,910 households (HHs) based on data updated 12/19/2019.</p> <p><math>\\$116,000 / 7,910 = \\$14.66</math> per HH existing.</p> <p>Assume that doubling frequency of the existing route from an hour to 30 minutes would double the general fund investment per HH existing, so <math>\\$14.66 \times 2 = \\$29.33</math>.</p> <p>Establish a mitigation fee or fee in-lieu of <i>\$29.33 per dwelling</i>.</p>
T16	Coordinate with Cherriots to provide a stop in Woodburn for SMART Route 1X, providing service to WES station in Wilsonville and downtown Salem	\$5,000	<p>Apply (50.0% + 28.7% = 78.7%), because Project T16 relates to both Portland &amp; Salem metro area trip distributions.</p> <p>From the Spreadsheet, which shows that the area percentage of the subject property equals 16.5%:</p> <p>16.5% of 78.7% equals 13.0%.</p> <p><math>\\$5,000 \times 13.0\% = \\$650.00</math></p> <p>Conversion to a rate is: <math>\\$650.00 / 220 = \\$2.95</math> per dwelling.</p>
T18	Evaluate all bus stops to verify static bus route information signage is visible and accessible and that bike racks are available at major bus stops	\$25,000	<p>50 existing bus stops are WTS stops.</p> <p>Of these, the Woodburn Memorial Transit Center/Facility already has bike racks, and the DR 2019-05 Allison Way Apts. developer will install bike parking at Stop 11 (along Harvard Drive behind Walmart) at a cost of 25,000 by 49 = \$510.20.</p> <p>This leaves 48 stops, and an updated cost of <math>(\\$25,000 - \\$510.20) / 48 = \\$510.20</math> per bus stop.</p> <p>Second, staff identifies through conditions two bus stops roughly equidistant from the ANX 2019-01 site (north and west, or counterclockwise), and the one closest bus stop for east or clockwise travel, where no</p>

			bike parking exists. 3 stops x \$510.20 = \$1,530.61 total.
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Because capital and operational improvements are needed, but beyond bus shelters, further study is needed to determine what the improvements are. In order to induce more transit ridership, staff applies *Condition T-T* specifying how the developer will fund study and/or construct or pay for transit improvements.

*Additional Issues: Safety Study Corridor*

The TSP 2019 major update Figure 4 “Freight Routes” designates U.S. 99E as “Freight Route” and OR 211 & 214 as “Truck Route”, and Figure 5 “Traffic Safety Plan Elements” designates OR 211 & 214 as Safety Study Corridors. Staff applied *transportation bicycle pedestrian (T-BP) conditions* specifying how the developer will construct or fund improvements that contribute to safety along and across OR 211.

*Additional Issues: Intercity Bus Transit*

These trips are within the areas served by the Wilsonville South Metro Area Transit (SMART) transit agency, TriMet that serves the remainder of the Portland metro area and operates the Westside Express Service (WES) commuter rail line that has a terminal in Wilsonville and connects to the Metropolitan Area Express (MAX) light rail Blue and Red Lines at Beaverton Transit Center, and the Salem metro area Cherriots transit agency.

Having express busses to and from connections with SMART bus, TriMet rail, and Cherriots bus connections during morning and afternoon commutes would induce subject project residents to consider seriously riding these express busses, and were there midday service too, even more so. Additionally, Cherriots contracts with and oversees a vanpool service that serves Woodburn and both metro areas, [Valley VanPool](#).

In addition to the TSP, the City “Transit Plan Update Approved Final Report” (November 8, 2010) per its executive summary (p. ES-1) guides the provision of transit services and facilities in Woodburn through 2030 and supplements the TSP.

Below is an analysis of applicable projects:

Header	Service	Description	Annual Operating Cost Impact	Capital Needs	TPU Objective Addressed
11. Provide Peak-Only Intercity Service to Salem and Wilsonville (pp. 10-12 to 10-13)	Fixed Route	New intercity service offering three morning and three evening round trips between Woodburn and downtown Salem (weekday only)	\$150,000	\$300,000	3.4 (Transit image), 4.4 (Fixed route share), 5.2 (Expanded intercity service)
		New intercity service offering three morning and three evening round trips between Woodburn and WES station in Wilsonville (weekday only)	\$130,000	\$300,000	
12. Provide All-Day Intercity Service to Salem and Wilsonville (pp. 10-13 to 10-14)	Fixed Route	New midday service operating hourly between Woodburn and downtown Salem (weekday only)	\$130,000	None (assumes Strategy 11 implemented first)	3.4 (Transit image), 4.4 (Fixed route share), 5.2 (Expanded intercity service)
		New midday service operating hourly between Woodburn and WES station in Wilsonville (weekday only)	\$130,000	None (assumes Strategy 11 implemented first)	
20. Promote Regional Carpool/Vanpool Program (p. 10-19)	[n/a]	Promotion of existing rideshare programs to meet mobility needs that are not easy or cost effective to meet with transit.	[n/a]	[n/a]	5.3 Other travel options

Staff applies the same logic as applied to the TSP projects:

Header	Description	Annual Operating Cost Impact	Capital Needs	Method
11. Provide Peak-Only Intercity Service to Salem and Wilsonville (pp. 10-12 to 10-13)	Salem	\$150,000	\$300,000	<p>a. Take capital cost of \$300,000.</p> <p>Apply (from staff Table AB above) 28.7%.</p> <p>From the Spreadsheet, which shows that the area percentage of the subject property equals 16.5%:</p> <p>16.5% of 28.7% equals 4.7%.</p> <p><math>\\$300,000 \times 4.7\% = \\$14,100</math>.</p> <p>b. Take annual operating (O) cost of \$150,000</p> <p>Apply the same logic as per a. above.</p> <p><math>\\$150,000 \times 4.7\% = \\$7,050</math>.</p> <p>c. <math>\\$14,100 (C) + \\$7,050 (O) = \\$21,150 \text{ Salem}</math></p>
	WES station in Wilsonville	\$130,000	\$300,000	<p>a. Take capital cost (C) of \$300,000.</p> <p>Apply (from staff Table AB above) 50.0%.</p> <p>From the Spreadsheet, which shows that the area percentage of the subject property equals 16.5%:</p> <p>16.5% of 50.0% equals 8.3%.</p> <p><math>\\$300,000 \times 8.3\% = \\$24,900</math>.</p> <p>b. Take annual operating cost (O) of \$130,000</p> <p>Apply the same logic as per a. above.</p>

				<p><math>\\$130,000 \times 8.3\% = \\$10,790.</math></p> <p>c. <math>\\$24,900 (C) + \\$10,790 (O) = \\$35,690</math> Wilsonville</p> <p>d. <math>\\$21,150</math> Salem + <math>\\$35,690</math> Wilsonville totals <math>\\$56,840</math></p> <p>The equivalent rate is <math>\\$56,840 / 220 = \\$258.36</math> per dwelling</p>
12. Provide All-Day Intercity Service to Salem and Wilsonville (pp. 10-13 to 10-14)	Salem	\$130,000	None (assumes Strategy 11 implemented first)	<p>Take annual operating cost (O) of \$130,000</p> <p>Apply 28.7%.</p> <p>From the Spreadsheet, which shows that the area percentage of the subject property equals 16.5%:</p> <p>16.5% of 28.7% equals 4.7%.</p> <p><math>\\$130,000 \times 4.7\% = \\$6,110</math></p>
	WES station in Wilsonville	\$130,000	None (assumes Strategy 11 implemented first)	<p>Take annual operating cost (O) of \$130,000</p> <p>Apply 50.0%.</p> <p>From the Spreadsheet, which shows that the area percentage of the subject property equals 16.5%:</p> <p>16.5% of 50.0% equals 8.3%.</p> <p><math>\\$130,000 \times 8.3\% = \\$10,790</math></p> <p><math>\\$6,110 (O \text{ Salem}) + \\$10,790 (O \text{ Wilsonville}) = \\$16,900 (O \text{ both})</math></p> <p>The equivalent rate is <math>\\$12,480 / 220 = \\$76.82</math> per dwelling</p>
20. Promote Regional Carpool/Vanpool Program (p. 10-19)	Valley VanPool	[n/a]	[n/a]	<p>Per the <a href="#">Valley VanPool frequently asked questions (FAQs) webpage</a>, a vanpool (assuming 14 passengers) has a monthly fare of \$90 to \$170. The 80<sup>th</sup> percentile is \$154.</p> <p>Staff assumes 3% vanpooling as realistic. Assume that studio</p>

				<p>units average 1 commuter, one-bedroom units average 1.5 commuters and two and three-bedroom units have 2 commuters. The unit mix is 28 studio, 42 one-bedroom, 132 two-bedroom, and 18 three-bedroom. The project would have 391 commuters. 3% = 12 commuters.</p> <p>(A van can seat 7 to 15 passengers, so 12 commuters equals a van across the 19 apartment buildings and 220 apartments.)</p> <p>Staff establishes an amount for a one-time vanpool grant fund:  \$154 monthly fare x 12 commuters = \$1,848  Then, x (6 months) = \$11,088.</p> <p>The equivalent rate is \$11,088 / 220 = \$50.40 per dwelling</p>
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As a concluding summary, based on the transportation problems that the TIA documented, the TSP, and the TPU, City objectives are for the development to contribute a fair share towards the objectives of:

- Initiation and continuation of regional express bus service
- Higher frequency service
- Bus shelter purchases
- Installation of bicycle parking where bus stops lack it
- Bus purchase(s)
- Increasing walking and cycling safety along and across OR 211, and
- Vanpooling.

▲ To address transportation problems, staff applies *transportation (T) conditions*.

### 3.05 Off-Street Parking and Loading

#### 3.05.02 General Provisions

The site plans illustrate that the proposal meets the general provisions, including provision of wheel shops along head-in parking stalls adjacent to the access ways, i.e. the prime bicycle/pedestrian wide walkway route to and from sidewalk, and most if not all remaining walkways. Staff conditions on-site exterior light fixtures to be full cut-off and limit light encroachment.

#### 3.05.03 Off-Street Parking

##### 3.05.03 Off-Street Parking

###### A. Number of Required Off-Street Parking Spaces

1. Off-street vehicle parking spaces shall be provided in amounts not less than those set forth in this Section (Table 3.05A).
2. Off-street vehicle parking spaces shall not exceed two times the amount required in this Section (Table 3.05A).

B. Accessible parking shall be provided in amounts not less than those set forth in Table 3.05B. The number of accessible spaces shall be included as part of total required vehicle parking spaces.

C. A maximum of 20 percent of the required vehicle parking spaces may be satisfied by compact vehicle parking spaces.

D. Off-street vehicle parking spaces and drive aisles shall not be smaller than specified in this Section (Table 3.05C).

E. All uses that are required to provide 10 or more off-street parking spaces and residential structures with four or more dwelling or living units shall provide a bicycle rack within 50 feet of the main building entrance. The number of required rack spaces shall be one space per ten vehicle parking spaces ... .

###### F. Garages ...

2. For multi-family dwellings, one-half of the parking spaces required by this Section (Table 3.05A) shall be in a garage or garages.

Off-Street Parking Ratio Standards Table 3.05A	
Use <sup>1</sup>	Parking Ratio - spaces per activity unit or square feet of gross floor area
<b>RESIDENTIAL</b>	
1. Dwellings, including manufactured homes	2/ dwelling unit
1. The Director may authorize parking for any use not specifically listed in this table. The applicant shall submit an analysis that identifies the parking needs, and a description of how the proposed use is similar to other uses permitted in the zone. The Director may require additional information, as needed, to document the parking needs of the proposed use.	



Accessible Parking Ratio Standards Table 3.05B			
Total Spaces	Minimum Total Accessible Spaces <sup>1</sup>	Minimum Van Accessible Spaces	Minimum "Wheelchair User Only" Spaces
301 to 400	8	[0]	1
501 to 1000	2% of total	[0]	1 in every 8 accessible spaces or portion thereof
1001 or more	20 plus 1 for each 100 spaces over 1000	[0]	
<b>1. "Van Accessible Spaces" and "Wheelchair User Only" are included in "Total Accessible Spaces."</b>			

The ratio yields (220 dwellings x 2 stalls) = 440 stalls. The site plan (plan sheet SDR4) notes 450 stalls, 10 more than the minimum requirement.

The proposal has compact parking stalls exceeding 20%. The applicant submitted a variance request.

The proposal triggers subsection E. for bicycle parking, which requires  $(220 / 10) = 22$  bike stalls minimum; however, staff requested and the applicant opts to propose more as conditioned, both in the form of outdoor racks and, within each proposed outdoor storage closet – which are accessible from patios and balconies – a retractable hook made for wall-mounted stowage of a bike. A condition specifies details, the main idea being, "build it, and they will come." This means if bicycle parking is plentiful, convenient, and secure, tenants would be more likely to cycle.

Regarding placement with 50 ft of main entrance per subsection E., based on conversations with the applicant, staff understands that each stairwell base will have at least one bicycle parking facility and stall; however, it is not evident on the site plans. For this reason, staff applies a *D condition*.

#### *Garages / Carports*

Regarding 3.05.03F.2, carports are permissible in lieu of garages. Relevant definitions are:

##### "1.02 Definitions

Carport: A permanent structure consisting of a roof and supports for covering a parking space which is not completely enclosed.

Garage: A building, or portion of a building, which is completely enclosed and designed for the storage or parking of a vehicle."

Through a past multi-family development project, Woodland Crossing Apartments at 9065 Arney Lane (DR 2017-03), the Community Development Director interpreted that WDO

3.05.03F.2. allows for carports in lieu of garages. Staff applies the interpretation as the Director had:

“The language in this Section of the WDO seems to indicate that fully enclosed garages are required for even a large multi-family apartment complex that has a parking lot open to the public, such as this one. There is a distinction in the WDO between carports and garages in some areas, but it is not consistent throughout the Code. It’s important to note that when garages are required for single-family and duplex developments under the WDO, there is also an accompanying requirement to provide a ‘parking pad’ outside the garage, a minimum of 20 feet in depth (see the yellow area in the graphic above). This additional area is required to be on private property so that the driver of a car is not backing directly into traffic from their garage. In the case of parking lots – which are typical for commercial centers and multi-family parking areas - the opportunity for this critical ‘parking pad’ is impossible.

Staff has made an interpretation that the requirement for a garage in the case of multi-family dwelling units in a parking lot is satisfied with carports. This is a reasonable and practical interpretation for a variety of aesthetic and most importantly, safety factors. Having individuals opening garage doors and having cars backing into drive aisles from an enclosed garage would be dangerous and Staff would not approve it. Staff finds that the application meets the criteria and will process a clarification of this particular Code language during the next set of amendments to the WDO.”

The applicant proposes carports meeting the coverage provision.

#### *Accessible/ADA/Handicap Parking*

The proposal provides ADA-compliant stalls that meet or exceed the minimum provision.

■ *Variance:* Staff addresses the compact parking percentage maximum request further below under the Variance Provisions section.

▲ To secure a higher minimum amount of bicycle parking, staff applies a condition.

✘ To meet WDO 3.05.03E that bicycle parking be within 50 feet of the main building entrance. Staff applies a *D condition*.

Parking Space and Drive Aisle Dimensions Table 3.05C							
Parking Angle	Type of Space	Stall Width (feet)	Curb Length (feet)	Stripe Length (feet)	Stall to Curb (feet)	Drive Aisle Width (feet)	
						1-way	2-way
A		B	C	D	E	F	G
90°	Standard or Accessible	9.0	9.0	19.0	19.0	24.0	24.0
	Compact	7.5	7.5	15.0	15.0	22.0	
	Car Accessible Aisle	6.0	6.0	19.0	19.0	24.0	
	Van Accessible Aisle	8.0	8.0	19.0	19.0	24.0	
<ol style="list-style-type: none"> <li>1. A parking space may occupy up to two feet of a landscaped area or walkway. At least four feet clear width of a walkway must be maintained.</li> <li>2. Space width is measured from the midpoint of the double stripe.</li> <li>3. Curb or wheel stops shall be utilized to prevent vehicles from encroaching on abutting properties or rights-of-way.</li> <li>4. The access aisle must be located on the passenger side of the parking space, except that two adjacent parking spaces may share a common access aisle.</li> <li>5. Where the angle of parking stalls differ across a drive aisle, the greater drive aisle width shall be provided.</li> </ol>							

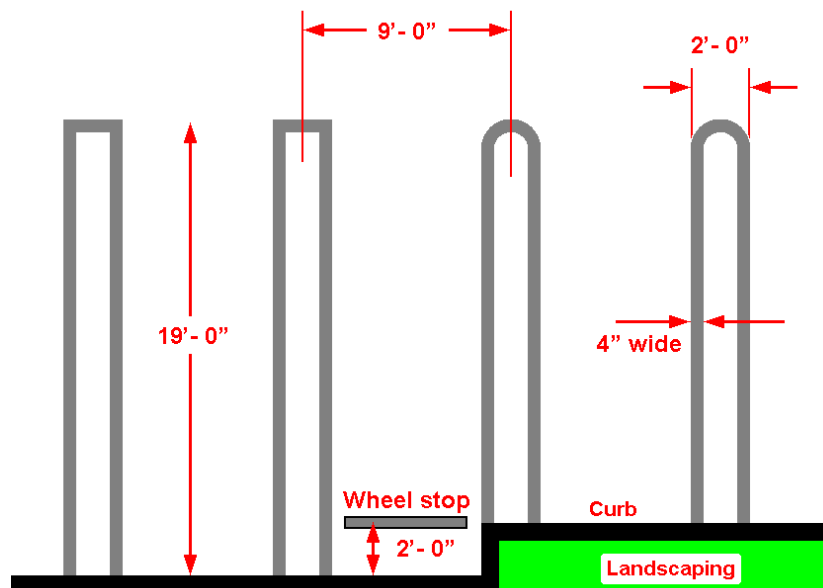


Figure 3.05C - Parking Space Striping

The applicant proposes all stalls, which are all at 90°, to the drive aisle with dimensions, double-striping, and curbing that meet or exceed the minimum.

✓ The requirement is met.

**3.05.04 Off-Street Loading**

**B. The off-street loading facilities shall be on the same lot, or site, as the use or structure they are intended to serve. Required loading spaces and required parking spaces shall be separate and distinct, except that if authorized through a land use decision, a parking area may be used for loading during those times when the vehicle parking area is not in use.**

Loading Space Requirements Table 3.05D				
Use and Area (square feet)	Minimum Number of Spaces	Minimum Size of Space (feet)		
		Width	Length	Height
<b>Office</b>				
0 – 4,999	0	12	30	14
5,000 – 41,999	1			
42,000 or more	2			
<b>Nonresidential uses, except office, in the CO, CG, and NNC zones</b>				
0 – 9,999	1	12	30	14
10,000 – 41,999	2			
42,000 – 81,999	3			
82,000 or more	4			

Because the use is residential, the table is not applicable.

⊖ The provisions are not applicable.

**3.05.05 Shared Parking**

⊖ The applicant opted not to exercise this option.

**3.06 Landscaping**

**3.06.02 General Requirements**

The landscape plan sheets (L1.1-1.3) illustrate and note that the general provisions are met, including irrigation and curbing.

✓ The requirement is met.

### 3.06.03 Landscaping Standards

#### A. Street Trees

The applicant proposes street trees that appear to meet the provisions.

▲ To secure a higher minimum amount of street trees, staff applies a *CU condition*.

#### B. & Tables 3.06A & B

Planting Requirements Table 3.06A		
Location	Planting Density, Minimum	Area to be Landscaped, Minimum
Setbacks abutting a street	1 PU/15 square feet	Entire setback excluding driveways
Buffer yards	1 PU/20 square feet	Entire yard excluding off-street parking and loading areas abutting a wall
Other yards	1 PU/50 square feet	Entire yard, excluding areas subject to more intensive landscaping requirements and off-street parking and loading areas
Off-street parking and loading areas	<ul style="list-style-type: none"> <li>• 1 small tree per 10 parking spaces; or<sup>1</sup></li> <li>• 1 medium tree per 15 parking spaces; or<sup>1</sup></li> <li>• 1 large tree per 25 parking spaces<sup>1</sup></li> </ul> and <ul style="list-style-type: none"> <li>• 1 PU/20 square feet excluding required trees<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>• RS, R1S, RSN, RM, RMN, P/SP, CO, CG and MUV zones: 20% of the paved surface area for off-street parking, loading and circulation</li> <li>• DDC, NNC, IP, IL, and SWIR zones: 10% of the paved surface area for off-street parking, loading and circulation</li> <li>• Landscaping shall be within or immediately adjacent to paved areas</li> </ul>
Common areas, except those approved as natural common areas in a PUD	3 PU/50 square feet	Entire common area
<ol style="list-style-type: none"> <li>1. Trees shall be located within off-street parking facilities, in proportion to the distribution of the parking spaces.</li> <li>2. Required landscaping within a setback abutting a street or an interior lot line that is within 20 feet of parking, loading and circulation facilities may also be counted in calculating landscaping for off-</li> </ol>		

Planting Requirements Table 3.06A		
Location	Planting Density, Minimum	Area to be Landscaped, Minimum
street parking, loading and circulation areas.		

The landscape plans illustrate meeting or exceeding the minimum planting densities, landscaped areas, and trees for the yard types and vehicular areas.

✓ The requirement is met.

Plant Unit (PU) Value Table 3.06B		
Material	Plant Unit (PU) Value	Minimum Size
1. Significant tree <sup>1</sup>	15 PU each	24" Diameter
2. Large tree (60-120 feet high at maturity) <sup>1</sup>	10 PU each	10' Height or 2" Caliper
3. Medium tree (40-60 feet high at maturity) <sup>1</sup>	8 PU each	10' Height or 2" Caliper
4. Small tree (18-40 feet high at maturity) <sup>1</sup>	4 PU each	10' Height or 2" Caliper
5. Large shrub (at maturity over 4' wide x 4' high) <sup>1</sup>	2 PU each	3 gallon or balled
6. Small to medium shrub (at maturity maximum 4' wide x 4' high) <sup>1</sup>	1 PU each	1 gallon
7. Lawn or other living ground cover <sup>1</sup>	1 PU / 50 square feet	
8. Berm <sup>2</sup>	1 PU / 20 lineal feet	Minimum 2 feet high
9. Ornamental fence <sup>2</sup>	1 PU / 20 lineal feet	2½ - 4 feet high
10. Boulder <sup>2</sup>	1 PU each	Minimum 2 feet high
11. Sundial, obelisk, gnomon, or gazing ball <sup>2</sup>	2 PU each	Minimum 3 feet high
12. Fountain <sup>2</sup>	3 PU each	Minimum 3 feet high
13. Bench or chair <sup>2</sup>	0.5 PU / lineal foot	
14. Raised planting bed constructed of brick, stone or similar material except CMU <sup>2</sup>	0.5 PU / lineal foot of greatest dimension	Minimum 1 foot high, minimum 1 foot wide in least interior dimension

Plant Unit (PU) Value Table 3.06B		
Material	Plant Unit (PU) Value	Minimum Size
15. Water feature incorporating stormwater detention <sup>2</sup>	2 per 50 square feet	None
1. Existing vegetation that is retained has the same plant unit value as planted vegetation. 2. No more than twenty percent (20%) of the required plant units may be satisfied by items in lines 8 through 15.		

The landscape plans illustrate meeting or exceeding the minimum plant unit (PU) standards.

✓ The requirement is met.

### 3.06.05 Screening & Table 3.06D

#### A. Screening between zones and uses shall comply with Table 3.06D.

##### *Architectural Wall*

– Because all lots adjacent to the subject property are unincorporated, except for two, they have no City zoning. Regarding the other two, 051W08A004800 & 5100, they are zoned CG, the same zoning as would apply to the subject property following annexation. Therefore, staff interprets that Table 3.06D is not applicable to the site perimeter and so no Architectural Wall is required at the site rear or sides.

##### *Architectural Wall: Recycling and Trash Enclosures*

Such enclosures are required per Table 3.06D for any outdoor storage of “refuse and recycling collection facilities ...”, and the applicant proposes containment through an enclosure.

#### 3.06.05B.

**All parking areas, except those for single-family and duplex dwellings, abutting a street shall provide a 42-inch vertical visual screen from the abutting street grade. Acceptable design techniques to provide the screening include plant materials, berms, architectural walls, and depressed grade for the parking area. All screening shall comply with the clear vision standards of this ordinance (Section 3.03.06).**

– Because there is no parking closer to OR 211 than the closest building – the common building – the provision is not applicable.

### 3.06.06 Architectural Walls

#### B. Design Standards and Guidelines

##### *Architectural Wall: Recycling and Trash Enclosures*

The enclosure meets the standards as a plan sheet illustrates.

**C. Retaining walls should/shall meet the texture and color requirements of architectural walls in or abutting residential districts, where the texture and color requirements apply to the visible face of the retaining wall.**

**1.02**

**Abutting: Touching on the edge or on the line, including at a corner. It shall include the terms adjacent, adjoining and contiguous.**

**Adjacent: Near, close or bordering but not necessarily contiguous with; adjoining but separated by a right-of-way.**

- ☐ Because the proposal includes no retaining walls, the provisions are not applicable.

**3.06.07 Significant Trees on Private Property**

- ☐ Because the subject property contains 4 Significant Trees in the southeast front yard, staff conditions their preservation.

## **3.07 Architectural Design**

### **3.07.06 Standards for Non-Residential Structures in Residential, Commercial and Public/Semi Public Zones**

**A. The following design guidelines shall be applicable to all non-residential structures and buildings in the RS, RSN, R1S, RM, RMN, CO, CG, and P/SP zones.**

#### **B. Architectural Design Guidelines**

##### **1. Mass and Bulk Articulation Guidelines**

**a. Building facades visible from streets and public parking areas should be articulated, in order to avoid the appearance of box-like structures with unbroken wall surfaces.**

**b. The appearance of exterior walls should be enhanced by incorporating three-dimensional design features, including the following:**

- (1) Public doorways or passage ways through the building**
- (2) Wall offsets or projections**
- (3) Variation in building materials or textures**
- (4) Arcades, awnings, canopies or porches**

##### **2. Materials and Texture Guidelines**

**a. Building exteriors should exhibit finishes and textures that reduce the visual monotony of bulky structures and large structural spaces. Building exteriors should enhance visual interest of wall surfaces and harmonize with the structural design.**

**b. The appearance of exterior surfaces should be enhanced by incorporating the following:**

- (1) At least 30% of the wall surface abutting a street should be glass.**
- (2) All walls visible from a street or public parking area should be surfaced with wood, brick, stone, designer block, or stucco, or with siding that has the appearance of wood lap siding.**



(3) The use of plain concrete, plain concrete block, corrugated metal, plywood, T-111 and sheet composite siding as exterior finish materials for walls visible from a street or parking area should be avoided.

(4) The color of at least 90 percent of the wall, roof and awning surface visible from a street or public parking area should be an "earth tone" color containing 10 parts, or more of brown or a "tinted" color, containing 10 parts or more white.

(5) Fluorescent, "day-glo," or any similar bright color shall not be used on the building exterior.

### **3. Multi-Planed Roof Guidelines**

a. The roof line at the top of a structure should establish a distinctive top to the building.

b. The roof line should not be flat or hold the same roof line over extended distances. Rather, the roof line should incorporate variations, such as:

(1) Offsets or jogs in the plane of the roof;

(2) Changes in the height of the exterior wall for flat roof buildings, including parapet walls with variations in elevation or cornices

### **4. Roof-Mounted Equipment Guidelines**

All roof-mounted equipment, except solar collectors, should be screened from view by:

a. Locating roof-mounted equipment below the highest vertical element of the building, or

b. Screening roof-mounted equipment using materials of the same character as the structure's basic materials

### **5. Weather Protection Guidelines**

All building faces abutting a street or a public parking area should provide weather protection for pedestrians. Features to provide this protection should include:

a. A continuous walkway at least eight feet wide along the face of the building utilizing a roof overhang, arcade, awnings or canopies

b. Awnings and canopies that incorporate the following design features:

(1) Angled or curved surfaces facing a street or parking area

(2) A covering of fabric, or matte finish vinyl

(3) A constant color and pattern scheme for all buildings within the same development

(4) No internal back lighting

### **6. Solar Access Protection**

Obstruction of existing solar collectors on abutting properties by site development should be minimized.

### **C. Building Location Guidelines**

1. Within the prescribed setbacks, building location and orientation should compliment abutting uses and development patterns.

2. The maximum yard abutting a street should be 150 feet.

The site plans and building elevations show largely what the guidelines describe.

✓ The provisions are met.



## Conditional Use Provisions

The conditional use per WDO Table 2.03A, header E Residential, row 4 is multiple-family dwellings, specifically the proposed Woodburn Eastside Apartments. (Table footnote 9 about the Gateway and Interchange Management Area Overlay Districts is not applicable to the subject property.)

### Conditional Use Criteria

#### 5.03.01 Conditional Use

##### B. Criteria:

1. The proposed use shall be permitted as a conditional use within the zoning district.
2. The proposed use shall comply with the development standards of the zoning district.
3. The proposed use shall be compatible with the surrounding properties.

Relevant factors to be considered in determining whether the proposed use is compatible include:

- a. The suitability of the size, shape, location and topography of the site for the proposed use;
- b. The capacity of public water, sewerage, drainage, street and pedestrian facilities serving the proposed use;
- c. The impact of the proposed use on the quality of the living environment:
  - 1) Noise;
  - 2) Illumination;
  - 3) Hours of operation;
  - 4) Air quality;
  - 5) Aesthetics; and
  - 6) Vehicular traffic.
- d. The conformance of the proposed use with applicable Comprehensive Plan policies; and
- e. The suitability of proposed conditions of approval to ensure compatibility of the proposed use with other uses in the vicinity.

#### *CU criteria and factors executive summary*

1. The proposed use of multiple-family dwellings is permitted as a conditional use within the CG zoning district.
2. The proposed use does comply with the development standards both as proposed and through conditions of approval.
3. The proposed use shall be compatible with the surrounding properties because ...

- a. The subject property, a parcel of 8.62 acres that is orthogonal, roughly rectangular, and flat, is sized, shaped, and topographically suited for a conventional new construction apartment complex.

It is located within the Woodburn urban growth boundary (UGB) along a public right-of-way, a road improved to a rural state. The Comprehensive Plan land use map designates the northeastern corner of the UGB, the whole area east of U.S. 99E and north of OR 211, as Commercial. Most land within city limits that is zoned commercial is specifically Commercial General (CG), and most of it is along two corridors: I-5 and U.S. 99E, with bulges near the interchange of I-5 and OR 214 and the intersection of U.S. 99E and OR 214. Much of this land remains undeveloped or underdeveloped, and this is particularly so in the northeastern UGB. This appears to signal a lack of sufficient market demand, while the proposal – coupled with recent applications to the City for at least three other apartment projects that are all on CG-zoned land (DR 2019-03 Pacific Valley Apartments at 1310 N. Pacific Highway, DR 2019-05 Allison Way Apartments at Stacy Allison Way and Hooper Street, and CU 2020-01 Templeton Apartments at 1430 E. Cleveland Street) – indicate stronger demand for multiple-family dwellings. In short, the subject property has public access, sat and sits idle, helps to meet City multiple-family housing need, and is located near the intersection of U.S. 99E and Highways 211 & 214, bringing multiple-family housing and commercial services in close proximity.

- b. The capacity of public water, sewerage, drainage, street and pedestrian facilities serving the proposed use for any given facility is either sufficient or will be after the developer upgrades either as conditioned or as the Public Works Department directs at the permit stage. The applicant’s annexation narrative (pp. 2-3) states:

“The developer is responsible for the cost of extension of improved water, sewer and storm drainage facilities necessary to serve the site. Internal development of public and private facilities necessary to serve the development will occur at the building permit review stage. Applicable state or federal permits are required to be obtained for issuance of building or construction permits from the City.”

- c. Regarding the impact of the proposed use on the quality of the living environment:

- 1) Noise:

None from the site development; but, to protect residents from the noise of what will remain more a highway than a street, staff conditions more street trees than usual in a planter strip wider than usual, and additional buffer space is provided through the preserved Significant Tree grove that the developer is

conditioned to preserve, the grove being in the southeast front yard. The clubhouse being in the central front yard as the building closest to OR 211 also helps to buffer the apartment buildings.

2) Illumination:

Staff applies a “dark sky” condition to limit exterior lighting fixtures to be full cut-off or fully shielded (from being seen above a horizontal plane at the fixture) and to limit their mounting heights.

3) Hours of operation:

Because the proposal is an apartment complex, and so there are no commercial, industrial, or institutional uses, there are no hours of operation to regulate except that of the leasing office, and for that there’s no compelling reason to do so.

4) Air quality:

Staff applies conditions for on-site electric vehicle (EV) parking and charging, additional trees both in the planter strip and on-site, lots of bicycle parking, an on-site bicycle pedestrian path, a wider sidewalk as a public bicycle pedestrian path, and extension west of sidewalk to a point where a crossing of OR 211 can reach existing City sidewalk. EVs directly help air quality, and the remaining conditions serve as transportation demand management (TDM) by inducing residents to drive less often, especially for nearby destinations in the commercial area around the intersection of U.S. 99E & OR 211, and with fewer driving trips comes better air quality. For very local air quality, staff conditions that all operable windows have insect screens, so that residents feel free to open windows, be it to drive out stagnant or humid air or bring in fresh air, without also bringing in pests like fruit flies, flies, and stinging insects.

5) Aesthetics:

Staff applies conditions for aesthetics mostly at the site plan scale (instead of the building scale), mostly to bring buildings and common area closer together and to place surface parking away and along the site perimeter. Staff also conditions the common building to have lots of windows facing OR 211 and on the façade with the main entrance, and for buildings generally to have a window at every typical room next to an outside wall. The common building and 19 apartment buildings are arranged on three distinct “blocks” or “islands” of landscaping

defined and surrounded by drive aisles and driveways. This, with the conditioned on-site bicycle pedestrian path serving as the central spine of the site plan, helps residents find their way within the complex. Staff conditions more street trees than usual in a planter strip wider than usual. A condition sets as standard the larger patios and balconies the site plans propose above and beyond the WDO and interprets an unclear WDO provision about how to delineate a patio space from common open space by requiring shrubbery with either fence or railings and either of those having simple gates.

6) Vehicular traffic.

Staff applies conditions relating to:

- Mitigating the effect of additional vehicle trips generated by the site development through any of off-site improvements, transportation study, and/or fees in-lieu;
- Inducing more walking, cycling, bus ridership, and vanpooling instead of driving, including through off-site improvements, mitigation fees to improve regional and local bus transit, lots of bike parking and a bicycle/pedestrian path on-site, and vanpooling funds;
- Surveying on-site parking usage for staff to better understand how parking is used in conventional new construction apartment complexes;
- Granting the Community Development Director authority to require the property manager to implement a car share service with one or two dedicated parking spaces on site; and
- Limiting driveways to two and reducing conflict points among turns into and out of OR 211 traffic by limiting the east driveway (D2) to one-way outbound only.

- d. Regarding the conformance of the proposed use with applicable [Comprehensive Plan](#) policies, staff addresses this factor through both factor c. above (“impact of the proposed use” with six subfactors 1) through 6) and this factor d.:

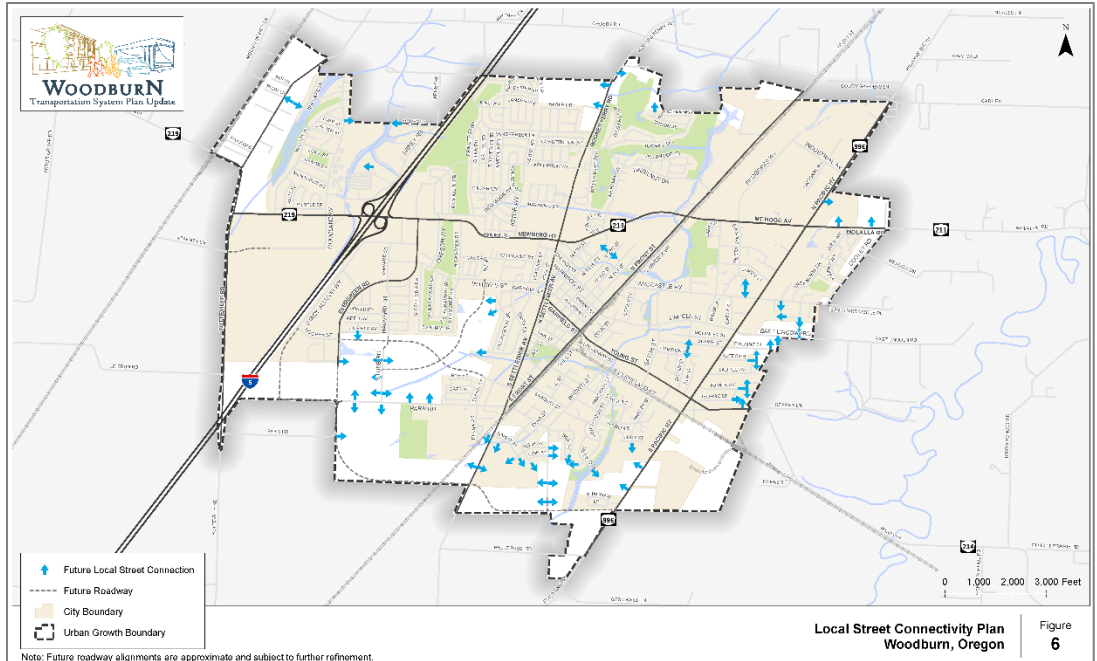
<i>Policy</i>	<i>Page No.</i>	<i>What Related Conditions Address</i>
D-1.3	14	Creative design, sufficient landscaped area and open space, and residential higher density near jobs, shopping and potential transit services – specifically requiring perimeter parking overhangs to shrink pavement, more and greater variety of trees, tree preservation, an on-site bicycle/pedestrian path, a wide sidewalk as a public bicycle/pedestrian path, and a wide planter strip with more than usual street trees.
D-1.5	14	Creative design, slow moving traffic, and landscaping and tree planting to enhance the livability and aesthetics of the neighborhood – specifically on-site bicycle/pedestrian path speed tables and markings of drive aisle crossings.
G-1.1	27	Expansion areas of the City are served by public facilities and services with adequate capacity. Consideration of proposals that vary from City capacity standards and facility master plans shall include mitigating measures determined to be appropriate the Public Works Department – specifically to improve surface and subsurface improvements and allow walkers and cyclists to span the distance from improved frontage across OR 211 to existing sidewalk and improved City street network.
G-1.3	28	<p>Provide an interconnected street system to improve the efficiency of movement by providing direct linkages between origins and destinations – specifically to provide in the northeast UGB area north of OR 211 and east of U.S. 99E a future street that would connect Cooley Road and either or both June Way and U.S. 99E and that would be ROW sufficient for a minor arterial or major collector.</p> <p>For the subject property, reservation of a segment of Street Corridor “C” begins to implement both G-1.3 and Transportation System Plan (TSP) Figure 6 (2019; Attachment 106) and influences the overall alignment of a street.</p>
G-2.3	33	Use annexation to guide shape and pattern of development – specifically raise urban design quality of on-site development above and beyond the WDO through the CU application type and get better than usual frontage improvements as well as link the subject property to the nearest City improvements with surface and subsurface improvements to allow walkers and cyclists to span the distance from improved frontage across OR 211 to existing sidewalk and improved City street network.
H-1.1	33	Develop an expanded intracity bus transit system that provides added service and route coverage to improve the mobility and accessibility of the transportation disadvantaged and to attract traditional auto users to use the system – specifically by conditioning construction and/or fees to improve regional and local bus service and local bus shelters and bicycle parking.

<i>Policy</i>	<i>Page No.</i>	<i>What Related Conditions Address</i>
H-1.2	33	Encourage alternative travel options between Woodburn, Portland and Salem by implementing a carpool/vanpool parking program and coordinating WTS with other regional service provided by Cherriot's Regional and Canby Area Transit – specifically by conditioning fees to improve regional and local bus service (per the TSP and the Transit Update Plan of 2010) and to fund a time-limited vanpool subsidy for a modest percentage of future households within the development.
H-1.3	34	Develop a low stress network of bicycle lanes and routes that link major activity centers such as residential neighborhoods, schools, parks, commercial areas and employment centers. Identify off-street facilities in City greenway and park areas. Ensure all new or improved collector and arterial streets are constructed with bicycle lanes – specifically conditioning lots of on-site bike parking, duly requiring frontage improvements, and also conditioning a wide sidewalk as a public bicycle/pedestrian path, a wide planter strip with more than usual street trees, and off-site extensions of bike lane and sidewalk to connect the frontage along and across OR 211 to existing City street and sidewalk.
H-1.4	34	Develop a comprehensive network of sidewalks and off-street pathways. Identify key connections to improve pedestrian mobility within neighborhoods and link residential areas to schools, parks, places of employment and commercial areas. Ensure all new collector and arterial streets are constructed with sidewalks. Specifically, to do so by conditioning lots of on-site bike parking, duly requiring frontage improvements, and also conditioning a wide sidewalk as a public bicycle/pedestrian path, a wide planter strip with more than usual street trees, and off-site extensions of bike lane and sidewalk to connect the frontage along and across OR 211 to existing City street and sidewalk. These are all to raise the attractiveness, ease, safety, and potential cyclists' perception of safety of cycling.
H-1.5	34	Maintain adequate intersection and roadway capacity on the key east-west and north-south arterials, in this case U.S. 99E and OR 211, both by conditioning construction and/or fees for automotive improvements but also by implementing Street Corridor "C" as examined above for Policy G-1.3 and by requiring improvements that induce more walking, cycling, and bus ridership to and from the site development.
H-2.2	34	Maintain and enhance new east-west and north-south collector/minor arterial streets within the City to relieve traffic demands on OR 214 & 211 and U.S. 99E – specifically by implementing Street Corridor "C" as examined above for Policy G-1.3.

<i>Policy</i>	<i>Page No.</i>	<i>What Related Conditions Address</i>
H-2.3	34	Encourage multi-model transportation options, including park-and-ride facilities, carpooling, and use of transit services – specifically by conditioning lots of bike parking on site, allowance for the Community Development Director to require that he property manager have a car share service – this having a basis also in TSP Projects TDM 1, 2, & 3 – and construction and/or fees to improve walking, cycling, bus ridership, and vanpooling.
H-2.5	34	Provide inter-parcel circulation through crossover easements– specifically by conditioning accordingly.
H-3.1	35	Continue coordination with ODOT to improve safety on state facilities within the City and citywide access management strategies – specifically by conditioning to allow for fees in lieu of construction, more than one way to construct an improvement, and for ODOT and/or the City Engineer to make decisions for the developer about which way to construct an improvement and how.
H-3.2	35	Implement strategies to address pedestrian and bicycle safety issues, specifically for travel to and from local schools, commercial areas, and major activity centers – specifically by as examined above for Policies D-1.3, G-1.1, G-2.3, H-1.3, H-1.4, & H-2.3.
H-5.1	35	Implement, where appropriate, a range of potential Transportation Demand Management (TDM) strategies that can be used to improve the efficiency of the transportation system by shifting single-occupant vehicle trips to other models and reducing automobile reliance at times of peak traffic volumes – specifically as examined above for Policies D-1.3, D-1.5, G-1.1, H-1.1, H-1.2, H-1.3, H-1.4, & H-2.3.
M-1.2	49	The City shall increase its commitment to energy conservation, including alternative energy vehicles, increased recycling, and reduction in out-of-direction travel – specifically conditioning the development to have a number of electric vehicle (EV) parking stalls with charging stations.

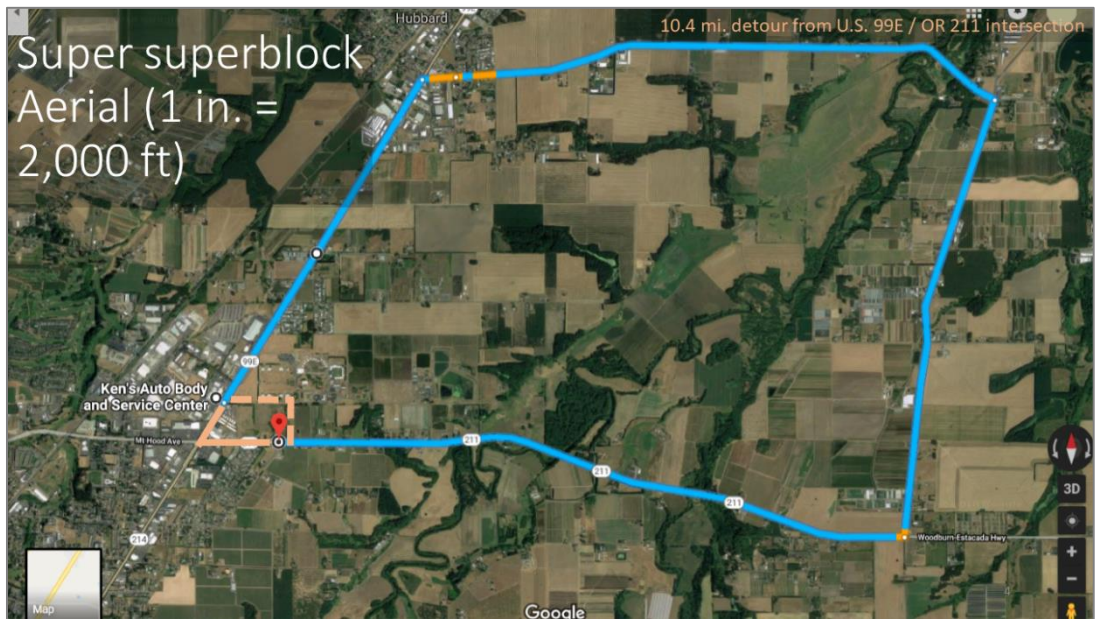
Below are images providing further context for Street Corridor “C” in relation to Comprehensive Plan Policies G-1.3 and H-2.2:





TSP Figure 6

As examined under the Design Review Provisions section for 3.01, TSP Figure 6 calls for street connections among U.S. 99E and OR 211 at Cooley Road and June Way.



“Superblock” exhibit staff produced for Pre-App PRE 2019-01 that was February 13, 2019  
 (Note: Ignore the scale indication within the image.)

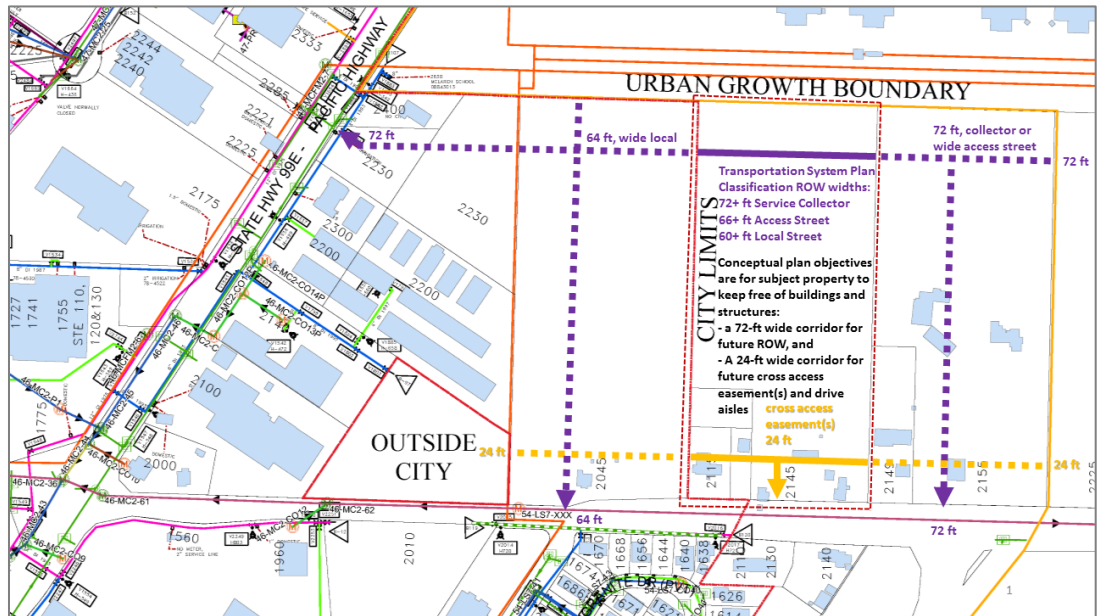
The superblock exhibit shows that looking beyond the UGB, the subject property is part of a gigantic superblock through which there are no streets or rural roads such

that the only alternative to passing along U.S. 99E and OR 211 through their intersection is a 10.4-mile detour.



Regional street network exhibit staff produced for Pre-App PRE 2019-01 that was February 13, 2019; (Note: Ignore the scale indication within the image.)

The exhibit shows all lots in the northeast UGB must access either U.S. 99E or OR 211.



Northeast UGB street concept staff produced for Pre-App PRE 2019-01 that was February 13, 2019; (Note: Ignore the scale indication within the image.)

In the exhibit, solid purple is the segment on the subject property of what staff later termed Street Corridor “C”, dashed purple indicates a sensible way to connect the three blue arrows that TSP Figure 6 shows, solid yellow line indicates provision on public cross access easements on the subject property (except that the thinner north-south yellow line most to the east actually is the UGB), and dashed yellow line indicates public cross access easements on more lots along OR 211. (Background colored lines represent subsurface utilities and bluish-gray polygons are building footprints.)

From the beginning, staff advised the applicant based on the above concept that staff drafted to bring greater detail to blue arrows of TSP Figure 6. The concept is of course a diagram and not at the detailed level of a site plan, civil engineering plan, or construction drawing.

- e. Regarding the suitability of proposed conditions of approval to ensure compatibility of the proposed use with other uses in the vicinity, staff addresses these under other provisions through which staff introduces given issues and their related conditions of approval.

#### *Capacity of public facilities*

The City Engineer through Attachment 102A did not identify any deficiencies of or threats to public infrastructure in regards to factor b. of the third CU criterion – subsection B.3b – and the proposal indicates that the applicant will have constructed required street improvements, details to be determined in concert with ODOT as well as the City Engineer.

#### *Illumination*

A lighting condition addresses the illumination factor c. of the third CU criterion – subsection B.3c(2) – for altered and additional exterior fixtures in order to prevent light encroachment into ROWs and adjacent residentially zoned property as well as light pollution – glaring into others’ eyesight. (WDO 3.05.02L and Ordinance No. 2338, Section 5A Light Trespass regulate aspects of exterior lighting, but fail to regulate fixture cut-offs or shielding as well as mounting heights.

✓ The conditional use criteria are met. Staff recommends approval with conditions of the request.

## Variance Provisions

The variance application is for one request to raise the compact parking percentage maximum (3.05.03C)

The applicant submitted narrative text addressing the criteria.

## Variance Criteria

### 5.03.12 Variance

**A. Purpose:** The purpose of this Type III Variance is to allow use of a property in a way that would otherwise be prohibited by this Ordinance. Uses not allowed in a particular zone are not subject to the variance process. Standards set by statute relating to siting of manufactured homes on individual lots; siding and roof of manufactured homes; and manufactured home and dwelling park improvements are non-variable.

**B. Criteria:** A variance may be granted to allow a deviation from development standard of this ordinance where the following criteria are met:

1. Strict adherence to the standards of this ordinance is not possible or imposes an excessive burden on the property owner, and
2. Variance to the standards will not unreasonably impact existing or potential uses or development on the subject property or adjacent properties.

**C. Factors to Consider:** A determination of whether the criteria are satisfied involves balancing competing and conflicting interests. The factors that are listed below are not criteria and are not intended to be an exclusive list and are used as a guide in determining whether the criteria are met.

1. The variance is necessary to prevent unnecessary hardship relating to the land or structure, which would cause the property to be unbuildable by application of this Ordinance. Factors to consider in determining whether hardship exists, include:
  - a. Physical circumstances over which the applicant has no control related to the piece of property involved that distinguish it from other land in the zone, including but not limited to, lot size, shape, and topography.
  - b. Whether reasonable use similar to other properties can be made of the property without the variance.
  - c. Whether the hardship was created by the person requesting the variance.
2. Development consistent with the request will not be materially injurious to adjacent properties. Factors to be considered in determining whether development consistent with the variance [is] materially injurious include, but are not limited to:
  - a. Physical impacts such development will have because of the variance, such as visual, noise, traffic and drainage, erosion and landslide hazards.
  - b. Incremental impacts occurring as a result of the proposed variance.

3. Existing physical and natural systems, such as but not limited to traffic, drainage, dramatic land forms or parks will not be adversely affected because of the variance.
4. Whether the variance is the minimum deviation necessary to make reasonable economic use of the property;
5. Whether the variance conflicts with the Woodburn Comprehensive Plan.

## Variance Request: Compact Parking Percentage Maximum

### 3.05.03C

The applicant's sole variance request is to raise the maximum from 20%. Because the applicant's variance narrative (submitted September 2, 2020; p. 2) specifies 37.78%, but the applicant's cover letter of September 2, 2020 (p. 2, Item CCC) specifies 38.78%, staff goes by the 38.78% figure and rounds it to 39% for simplicity, to provide a little civil engineering tolerance for site plan refinement for the building permit stage, and to facilitate administering the variance. The narrative states:

“Due to density requirements and pedestrian path requirements, additional compact parking stalls were needed in order to meet parking and design standards for this project. ... The variance will not impact the existing or potential uses or development. ... Providing additional compact parking allows the development to provide more than [sic] adequate parking spaces.”

What the applicant means is that in order for the development to lessen driving, encourage walking and cycling, and provide residents and visitors – particularly the young and the elderly – a sense of safety from cars, staff persuaded the developer to propose an on-site bicycle/pedestrian path, the “pedestrian path” to which the applicant refers. Second, staff persuaded the developer to maximize site area available for landscaping, including tree preservation and additional trees, and common area improvements.

Staff emphasizes that compact parking has no effect on the parking ratio minimum, and adds that the proposed development exceeds the minimum with 10 excess stalls. Staff concurs also that the variance would not harm the development itself or adjacent properties.

▲ The variance criteria are met with a Variance condition or conditions.

## Annexation Provisions

Because the proposal is for annexation, per 5.04 it requires a Type IV review with City Council decision. The applicant submitted application materials on June 7, 2019 and revised and additional materials through October 7, 2020 (excerpted within Attachment 103).

### 5.04.01 Annexation

- A. Purpose:** The purpose of this Type IV review is to provide a procedure to incorporate contiguous territory into the City in compliance with state requirements, Woodburn Comprehensive Plan, and Woodburn Development Ordinance.
- B. Mandatory Pre-Application Conference:** Prior to requesting annexation to the City, a Pre-Application Conference (Section 4.01.04) is required. ...
- C. Criteria:**
1. Compliance with applicable Woodburn Comprehensive Plan goals and policies regarding annexation.
  2. Territory to be annexed shall be contiguous to the City and shall either:
    - a. Link to planned public facilities with adequate capacity to serve existing and future development of the property as indicated by the Woodburn Comprehensive Plan; or
    - b. Guarantee that public facilities have adequate capacity to serve existing and future development of the property.
  3. Annexations shall show a demonstrated community need for additional territory and development based on the following considerations:
    - a. Lands designated for residential and community uses should demonstrate substantial conformance to the following:
      - 1) The territory to be annexed should be contiguous to the City on two or more sides;
      - 2) The territory to be annexed should not increase the inventory of buildable land designated on the Comprehensive Plan as Low or Medium Density Residential within the City to more than a 5-year supply;
      - 3) The territory proposed for annexation should reflect the City's goals for directing growth by using public facility capacity that has been funded by the City's capital improvement program;
      - 4) The site is feasible for development and provides either:
        - a) Completion or extension of the arterial/collector street pattern as depicted on the Woodburn Transportation System Plan; or
        - b) Connects existing stub streets, or other discontinuous streets, with another public street.

- 5) Annexed fulfills a substantial unmet community need, that has been identified by the City Council after a public hearing. Examples of community needs include park space and conservation of significant natural or historic resources.
- b. Lands designated for commercial, industrial and other uses should demonstrate substantial conformance to the following criteria:
  - 1) The proposed use of the territory to be annexed shall be for industrial or other uses providing employment opportunities;
  - 2) The proposed industrial or commercial use of the territory does not require the expansion of infrastructure, additional service capacity, or incentives that are in excess of the costs normally borne by the community for development;
  - 3) The proposed industrial or commercial use of the territory provides an economic opportunity for the City to diversify its economy.
- D. Procedures:
  - 1. An annexation may be initiated by petition based on the written consent of:
    - a. The owners of more than half of the territory proposed for annexation and more than half of the resident electors within the territory proposed to be annexed; or
    - b. One hundred percent of the owners and fifty percent of the electors within the territory proposed to be annexed; or
    - c. A lesser number of property owners.
  - 2. If an annexation is initiated by property owners of less than half of property to be annexed, after holding a public hearing and if the City Council approves the proposed annexation, the City Council shall call for an election within the territory to be annexed. Otherwise no election on a proposed annexation is required.
- E. Zoning Designation for Annexed Property: All land annexed to the City shall be designated consistent with the Woodburn Comprehensive Plan, unless an application to re-designate the property is approved as part of the annexation process.
- F. The timing of public improvements is as follows:
  - 1. Street dedication is required upon annexation.
  - 2. Dedication of public utility easements (PUE) is required upon annexation.
  - 3. Street improvements are required upon development.
  - 4. Connection to the sanitary sewer system is required upon development or septic failure.
  - 5. Connection to the public water system is required upon development or well failure.
  - 6. Connection to the public storm drain system is required upon development.

Regarding subsection B., staff hosted the pre-application conference (Pre-App PRE 2019-08) on May 1, 2019.

The applicant submitted a revised annexation narrative dated October 24, 2019 that includes a request that the City designate the annexed territory with the Commercial General (CG) zoning district.

Regarding the criteria of subsection C.:

4. The City Comprehensive Plan, Section G. Growth Management and Annexation contains annexation policies on pp. 30-31. The annexation criteria in the WDO already reflect the goals, including efficient City services.

First, the territory to be annexed is within the Woodburn Urban Growth Boundary (UGB). The premise of a UGB is to define an area feasible for the City to provide services to greenfield development over approximately 20 years as described in the Comprehensive Plan. So, in this way the annexation of territory within the UGB is consistent with the comp plan.

Second, the territory also is adjacent to infrastructure that development can make use of or extend into the territory to develop it:

- Roads and street: Molalla Road (Oregon Highway 211) borders to the property to the south, providing a means of access. The annexation legal description and its map Exhibit B include the right-of-way (ROW) adjacent to the site.
  - Transit: Along Parr Rd, the City and other agencies could run transit vehicles.
  - Potable water, sanitary sewer, and stormwater sewer: These are adjacent or nearby, and as the Public Works Department Directs at the permit stage, the developer will upgrade and extend them as necessary to provide laterals to the site development and for these upgraded and extended utilities to accommodate the demands of the development.
  - Other: Other franchise utility providers attend to such utilities as electric power, cable television and internet, natural gas, and cellular wireless telephony, often using existing or extended ROWs.
5. The territory is contiguous to the City. Per the comp plan and with implementation through the WDO, upon development of the territory the City would require improvements that guarantee that public facilities have adequate capacity to serve such development.

The Public Works Department identified no impediments to serve the development that would not be resolved at the permitting stage.

Additionally, the applicant's narrative (pp. 2-3) states:

"The developer is responsible for the cost of extension of improved water, sewer and storm drainage facilities necessary to serve the site. Internal development of public and private facilities necessary to serve the development will occur at the building permit review stage.



Applicable state or federal permits are required to be obtained for issuance of building or construction permits from the City.”

Staff concurs.

6. Examining the considerations under subsection b. because the Comprehensive Plan land use map designates the territory Commercial, and the territory is to be designated with the Commercial General (CG) zoning district consistent with both the applicant’s request and Comprehensive Plan Policy Table 1:

- a. The applicant’s narrative (p. 4) states:

“The territory being annexed is not for industrial uses. However, the site will be annexed into the City with a CG zone designation that will allow commercial development on the site. The subject property will provide a location for commercial and residential uses. The subject property is currently underutilized and by developing the site the proposal will improve the economic viability of the location. The site is currently unproductive. Redevelopment contributes to the economic base of the urban area. The site will offer economic diversification because it will provide for the expansion of new residential development.”

Staff concurs.

- b. The applicant’s narrative (p. 4) states:

“All necessary and appropriate public services and facilities essential for development will be provided to this property at levels that are adequate to serve the proposed use. The developer is responsible for the cost of extension of improved water, sewer and storm drainage facilities necessary to serve the site. Internal development of public and private facilities necessary to serve the development will occur at the building permit review stage.”

Staff concurs.

- c. The applicant’s narrative (p. 4) states:

“The subject property is currently underutilized and by developing the site the proposal will improve the economic viability of the location. Redevelopment contributes to the economic base of the City. The site will offer economic diversification because it will provide for the expansion of new residential development.”

Staff concurs.

(Note that although the consolidated application package includes a Design Review [DR] to develop an apartment complex that seems inconsistent with CG zoning, as examined farther below in the Conditional Use Provisions section, multiple-family dwellings are a conditional use in the CG zoning district, and a CU application is included within the package.)

Annexation of the subject territory demonstrates substantial conformance with the criteria.

Regarding D., the applicant obtained the requisite written consent and such that no election is needed.

Regarding E., the applicant confirms the proposal includes no request to amend the Comprehensive Plan land use designation or upon annexation to designate the territory with City a zoning district other than CG. (Pursuant to Comprehensive Plan Policy Table 1, CG, Downtown Development and Conservation (DDC), and Commercial Office (CO) are the only three zoning districts that implement the Commercial designation.)

Regarding F., the applicant need not address subsection 1. because the territory to be annexed includes adjacent ROW and because the public improvements including ROW and public utility easement (PUE) dedications that F. describes are addressed through Design Review (DR), i.e. the site plan review process, instead of annexation itself.

✓ The criteria are met.

## Recommended Conditions of Approval

Staff recommends approval of the consolidated applications based on the findings in the staff report and attachments, which are incorporated by this reference, as well as applying the following conditions of approval:

### *General*

G1. As part of building permit application, the applicant shall submit revised site plans meeting the conditions of approval and obtain Planning Division approval through sign-off on permit issuance.

G2. The applicant or successors and assigns shall develop the property in substantial conformance with the final plans submitted and approved with these applications, except as modified by these conditions of approval. Were the applicant to revise plans other than to meet conditions of approval or meet building code, even if Planning Division staff does not notice and signs off on building permit issuance, Division staff retains the right to obtain restoration of improvements as shown on an earlier land use review plan set in service of substantial conformance.

G3. References: The descriptions below define certain words, phrases, and assumptions in the context of the conditions of approval:

- “Access way” means an on-site walkway paved at least nine (9) feet wide to serve as a bicycle/pedestrian path, also known as a multi-use path, to and from sidewalk – or to and from an off-street public bicycle/pedestrian path – and that is ADA-compliant and not gated.
- “ADA” refers to the federal Americans with Disabilities Act of 1990.
- “apt” refers to apartment.
- “D1 & “D2” driveways refer to the two driveways from west (main) to east (secondary).
- “County” refers to Marion County.
- “Director” refers to the Community Development Director.
- “EV” refers to electric vehicle.
- “exc.” means excluding.
- “ft” refers to feet.
- “grove” refers to the cluster of four Significant Trees as WDO 1.02 defines in the southeast front yard.
- “max” means maximum.
- “min” means minimum.
- “Modal share” means the percentage of travelers using a particular type of transportation or number of trips using a type, as examples walking, cycling, riding transit, and driving.
- “Modal shift” means a change in modal share.

- “MUTCD” refers to *Manual on Uniform Traffic Control Devices* of the U.S. Department of Transportation (U.S. DOT) Federal Highway Administration (FHWA).
- “NE” means northeast.
- “NW” means northwest.
- “OAR” refers to Oregon Administrative Rules.
- “o.c.” refers to on-center spacing, such as of trees or shrubs.
- “ODOT” refers to the Oregon Department of Transportation.
- “OR 211” refers to Oregon Highway 211 / Molalla Road.
- “PLA” refers to property line adjustment.
- “PUE” refers to public utility easement.
- “PW” refers to Public Works (the department) or public works (civil infrastructure) depending on context.
- “Root barrier” refers to that illustrated by PW SS&Ds, [Drawing No. 1 “Street Tree Planting New Construction”](#).
- “ROW” refers to right-of-way.
- “SDCs” refers to system development charges, also known as impact fees.
- “SE” means southeast.
- “Speed table” means an access way or walkway crossing of a drive aisle that: is concrete; with a tabletop that is raised at least four (4) inches above drive aisle grade, at least 9 ft wide for an access way or 6 ft wide for a walkway, flat, and scored, stamped, or otherwise treated (such as with bricks or pavers) to have a pattern; and, with the vehicular ramps striped in compliance with *MUTCD* Figure 3B-30, Option A, and with minimum and maximum slope ratios of 1:25 and 1:10 respectively.
- “sq ft” refers to square feet.
- “SS&Ds” refers to PW [standard specifications and drawings](#).
- “Street Corridor ‘C’” refers to a conceptual alignment of a street that implements TSP Figure 6 Local Street Connectivity Plan (2019), which through three blue arrows indicates street extensions into the northeastern area of the UGB east of U.S. 99E and north of OR 211, one each from U.S. 99E, June Way, and Cooley Road. The conceptual alignment as a street with 72 ft of ROW extends Cooley Road – hence the letter “C” – northwesterly towards the subject property, west across the north end of the subject property, and continuing west to U.S. 99E. The corridor refers to both the alignment and a public easement that reserves the segment of the corridor on the subject property (“reservation”) while allowing construction of private surface improvements other than buildings – and other than structures like carports and trash enclosures – and their use for an indefinite time.
- “Street trees” refer to trees that conform to the WDO, including 3.06.03A and Tables 3.06B & C.
- “SW” means southwest.
- “TPU” means the [Transit Plan Update](#) Approved Final Report dated November 8, 2010.

- “TDM” refers to transportation demand management, which means according to the TSP (p. 82), “a policy tool as well as a general term used to describe any action that removes single occupant vehicle trips from the roadway during peak travel demand periods”, and according to Wikipedia as of October 13, 2020, “the application of strategies and policies to reduce travel demand, or to redistribute this demand in space or in time.”
- “TSP” means the [Woodburn Transportation System Plan \(TSP\)](#).
- “UGB” means urban growth boundary.
- “Walkway” refers to what would otherwise be called sidewalk except the paved walking surface is on private property outside of any of ROW or an easement granting public access.
- “WDO” refers to the [Woodburn Development Ordinance](#).
- “WTS” refers to the Woodburn Transit System.
- “VCA” refers to vision clearance area as WDO 1.02 and 3.03.06 establish or as a specific condition establishes.

G4. Due dates / public improvements:

- a. By application: Unless a condition specifies otherwise, conditions including those relating to any of final subdivision, final partition, property line adjustment or lot consolidation recordation are due by building permit application. Prior to both any recordation of any final subdivision, final partition, or property line adjustment and building permit application, the applicant shall submit and obtain approval of an [Address Assignment Request](#).
- b. By issuance: Unless a condition specifies otherwise, ROW and easement dedications and recordation(s), construction of frontage/street improvements, and construction of off-site, park, and other public improvements are due by building permit issuance. Where phasing is relevant, building permit issuance means issuance for the phase in which the conditioned improvement is located.

G5. Recordation due dates: The applicant shall apply to the County for recordations of items that the City requires no later than six (6) months prior to expiration of the land use approval as WDO 4.02.04B establishes, and shall complete recordations no later than three years past the land use “final decision” date. The due date to complete recordations shall not supersede when recordations are due relative to the building permit stage.

G-PW. Public Works: Follow the appended Public Works comments (October 13, 2020; Attachment 102A). If conflict arises between implementation of public works conditions and referenced standards in that document with implementation of the remaining conditions in this document, the Assistant City Administrator would arbitrate or mediate based on guidance from legal counsel, the Director, the Public Works Engineering Director, and the City Engineer.

*Conditional Use 2019-04*

CU1. Frontage/street improvements: These shall be:

- a. Planter strip: 8 ft wide min, exc. curb dimension.
- b. Street trees: 1 per 30 ft of frontage, equaling 10 trees per frontage. For up to no more than one of the min trees required along the frontage, the developer may pay a fee in-lieu of \$125 per tree. This fee provision is intended to substitute for the applicant invoking WDO 3.06.03A.3 (Director modification/relocation).
- c. Sidewalk: 8 ft wide min, which may overlap the PUE with granting of public access via either the PUE or separate easement, and with the gap between its east dead-end and the OR 211 shoulder connected diagonally with pavement.

CU2. Tree preservation:

- a. ROW: Street improvements, including both frontage and off-site improvements, shall preserve any existing alive trees, including through meandering sidewalk.
- b. On-site: Development shall preserve the grove.

CU3. Access way & walkways:

- a. Access way: It shall be:
  - (1) Extent: Extend as proposed (via land use review Sheets SDR1, 4, & 5) most of the subject property depth at least as far north as the south side of the northernmost east-west drive aisle and follow a route among the common building, grove, and 12 min of the apt buildings.
  - (2) Decorative paved areas: At least 1,500 sq ft of access way shall be either paved with any of decorative bricks or pavers or paved with concrete that is scored, stamped, or otherwise treated to have a pattern. (The intent is for the developer to apply this to the proposed three circular bulges along the access way and excludes the square footage of unpaved holes in the doughnut shapes of these areas.)
  - (3) Speed table: Each crossing of a drive aisle shall be a speed table as a General (G) definitions condition specifies.
  - (4) Trees: At each of the landings on the south side, a landscaped island 8 ft wide min between insides of curbing and extending 14½ ft min, exc. curb dimension. Each island shall have a tree. Along the length of the access way within 6 ft of the west edge, 19 trees min.
  - (5) VCA: Each crossing shall have two small VCAs, one each at the north landing, east side and the south landing, west side. The VCA triangles shall measure from 6 by 6 ft from the intersecting edges of access way and drive aisle, and no parking stall shall overlap VCA.
- b. Walkways: 6 ft wide min, excepting the walkway north of the pool, the walkway southeast of the trash enclosure, and walkways from any of emergency exit / employee-only manddoors or a maintenance shed. Exceptions shall be 4 ft wide min. Walkway crossings of drive aisles shall be zebra-striped. The developer shall install at least 2

crossings not only as striping but also as extensions of poured concrete: the west crossing of each of the middle and south east-west drive aisles.

CU4. Common area improvements: They shall include:

- a. Benches: 12 min, each 6 ft wide min, and 75.0% min with backs. A concrete or masonry seat wall may substitute for a backless bench for each segment that is 6 ft wide min, 1½ ft high and deep min, and includes a cap of smoother concrete. Place 8 min benches along the access way preferably near the major deflections, 2 min in or near the grove, and 1 min at the common building. Benches shall be set back 1½ ft min from edge of access way or walkway.
- b. Picnic benches: 2 min, each square. 1 min ADA-compliant (with one of the four sides omitting a bench seat) on a paved pad. Place 1 min in the shelter.
- c. BBQ: As proposed, a barbeque (BBQ) grill.
- d. Patio: As proposed, a patio adjacent to the common building.
- e. Shelter: At least one gazebo, pavilion, or shelter with narrowest dimension of 12 ft, 288 sq ft min, ceiling height 10 ft min, and placed near the grove.
- f. Path: A bark dust or wood chip path 3 ft wide min shall connect the access way from near the common building through the grove to the walkway along the east north-south drive aisle.

Administrative minor adjustment by the Director to common area improvements is permissible.

CU5. Trash enclosure: Shall include a separate pedestrian entrance 3 ft, 4 inches wide min. If gated, the gate shall be a push gate that either swings into the enclosure or in both directions.

CU6. Balconies and patios: WDO 3.07.05B.1 (area/size and narrowest dimension) shall apply as min standards, except that for whatever balconies and patios among those proposed exceed these dimensions, their larger areas/sizes and wider narrowest dimensions shall be the min standards for those:

- a. Patios: 8 ft min narrowest dimension and 96 sq ft min.
- b. Balconies: 8 ft min narrowest dimension and 80 sq ft min.

### *Parking*

CU7. Maximizing available parking for residents:

- a. Mail carrier stall: The proposed stall designated for mail carrier parking shall be available for resident parking on official postal holidays, Sundays, and remaining days outside the hours of 8 a.m. to 6 p.m. A sign 1½ by 1 ft min shall note the range of hours when a space is limited to mail carrier parking and specify that it is available for resident parking outside the specified hours.
- b. Visitor parking: If the developer or property management company were to designate and mark a number of parking spaces as leasing office visitor parking, then the spaces

shall be available for resident parking before and after office hours. A sign 1½ by 1 ft min shall note the range of hours when a space is limited to visitor parking, for example 10 a.m. to 6 p.m., and specify that it is available for resident parking outside the specified hours.

*Landscaping*

CU8. Bark dust: 5.0% max of landscaped area may be bark dust.

CU9. Evergreen: 4 min of trees new to the site. The 4 shall be 1 min of the following coniferous or evergreen species:

Cedar, Western Red	Madrone, Pacific
Douglas-Fir	Oak, Oregon White
Fir, Grand	Pine, Ponderosa; and
Hemlock, Western	Yew, Pacific

CU10. Front yard trees: The front yard shall have a loose row of trees that complements the row of street trees. 9 min, placed at an approximate average o.c. spacing of 1 per 30 ft of frontage, and with trees new to the site placed at least 4 ft from edge of sidewalk and 20 ft max from ROW.

CU11. Overhang / wheel stops:

- a. Overhang: In parking aisles along the rear and sides of the subject property, standard size stalls shall overhang curbing and landscaping by 1 ft min, as WDO Figure 3.05C allows up to 2 ft max.
- b. Wheel stops: Wheel stops anywhere within the site development shall be 4 inches high max.

CU12. Parking area trees:

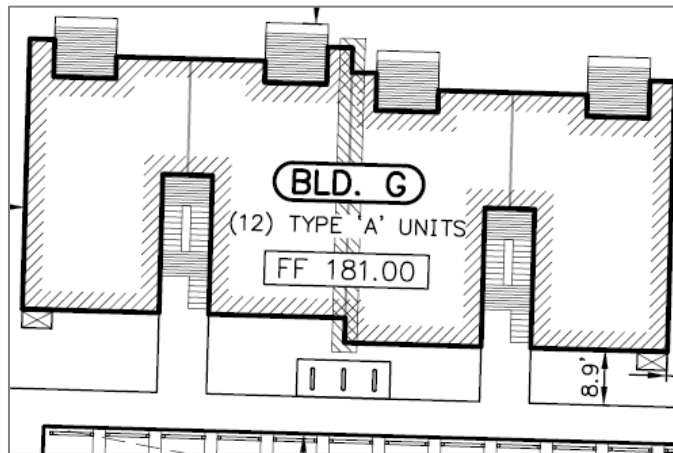
- a. Each parking aisle shall have between the ends of the aisle at least one landscaped island that is 6½ ft wide min between insides of curbing and extends 14½ ft min, exc. curbing, into aisles with perpendicular or angled stalls and at least 7½ ft, exc. curbing, into aisles with parallel parking. A drive aisle with parking on both sides has two parking aisles, and the access way crossing landscaped islands conditioned elsewhere do not count towards this condition.
- b. Each island shall have a tree.

CU13. Screening: Evergreen hedge or shrubbery shall be screen at-grade electrical and mechanical equipment along their sides, excepting the side intended for technician access.

CU14. Bicycle parking:



- a. Amount and distribution on site: The developer shall provide bicycle parking as follows:
- (1) Outdoor closets (220): 1 stall min per dwelling in each dwelling in the outdoor closet of the balcony or patio in which the developer shall install a wall-mounted folding or retractable hook designed for the hanging of a bicycle;
  - (2) Outdoors (242): 242 stalls min outdoors, outside of patio and balcony closets. 2 stalls min within 10 to 15 ft of ROW (as guest parking), and 62 min along the access way;
  - (3) Stairwells (37 to 74): The developer may meet some of the outdoors min by placing 1 stall min at the base of each building stairwell, with each of these locations having a bicycle parking sign 1½ by 1 ft min;
  - (4) Guest: Of the stalls outdoors 2 stalls min within 10 to 15 ft of ROW and along or near the access way;
  - (5) Front: 2 stalls min outside each apt building spaced to conform to the 50-foot distance provision of WDO 3.05.03E as applied through a Design Review (D) condition – and in addition to and more specifically than that condition, also near the front of each building. The diagram below illustrates what “near the front” means:



*Exhibit Example Building Context*

The diagram below represents the exhibit example building context.:

n/a	n/a			n/a
n/a	Corner	Back	Corner	n/a
	Left side	Building	Right side	
	Corner	Front	Corner	
Meets*	Meets “Front” condition			Meets*

*Exhibit Example Building Context*

\*Stalls partially in a left or right “Meets” area would count as if they were fully in such area.

- (6) In no case shall the total number of bicycle parking stalls equal fewer than 1.1 per dwelling, which equals 242 stalls, and in no case shall the min coverage/sheltering from precipitation of bicycle parking be for fewer than 120 stalls exc. outdoor closet and stairwell stalls.
- b. Bicycle standards: Stalls shall conform to City of Portland Title 33, Chapter 33.266.220C (amended 2/01/2017, of which staff has a copy), except that the applicant may ignore subsections C6, C7, & C5c, and that C4b does not apply to the outdoor storage closets for which the min stall depth from wall instead shall be 4 ft min. Vertical clearance instead shall be 8 ft min or, where a stall is under stairs, 6 ft min.
- c. Cover/shelter: 50.0% min of bicycle parking outdoors shall be covered or sheltered from the elements. Bicycle parking within patio and balcony closets and building stairwells do not count towards this requirement.

CU15.

- a. Lighting: If proposed, exterior light fixtures shall be full cut-off or fully shielded and limited in height as follows:
  - (a) Full cut-off: Exterior lighting fixtures shall be full cut-off or fully shielded models.
  - (b) Heights: As measured to the underside of a fixture:
    - a. Wall: Exterior wall-mounted fixtures shall be 8 ft max above walkway finished grade. (This height limit is not applicable to emergency egress lighting and permanent wall signs allowed through WDO 3.10 were they to have interior illumination.)
    - b. Parking pole: Exterior pole-mounted fixtures within 4 ft of or in parking, loading, and vehicular circulation areas shall be 14½ ft high max above vehicular finished grade.
    - c. Other pole: Remaining exterior pole-mounted fixtures, if any, shall be 10 ft high max above grade.
  - (c) Front yard: The common building south elevation is limited to one exterior wall-mounted fixture, and the first 20 ft of front yard are limited to one pole-mount.
  - (d) Any on-site permanent signage shall also be subject to (a).

CU16. Window area: The common building west elevation, which is the building front, shall have 30.0% min window area and the south elevation, which faces OR 211, 21.5% min, both through transparent glass.

CU17. Parking management: This shall be as follows:

- a. Survey: The applicant or any successor and assigns such as a property manager shall collect data about off-street parking usage or allocation and provide it to the City to the attention of the Director.
  - (1) Reporting period: Collect data by each half of a year – January through June and July through December. Submit each biannual report by the last City business day

in the last month of the next quarter of a year and that is not a federal holiday. (For example, a report for January through June 2022 would be due by September 30, 2022.)

- (2) First report: The first report shall cover whatever irregular length of time would pass between phase occupancy and the end of the next half of a year ending June or December.
- (3) Attributes: Collect and report on:
  - (a) Geography: Report numbers divided between Phases 1 & 2 (as defined in Condition G3).
  - (b) The number of off-street spaces/stalls that are available and how many, if any, are closed due to occasional events such as parking area resurfacing, temporary outdoor events, outdoor storage, or the stationing of large trucks or truck trailers.
  - (c) Track stalls and usage by type: regular standard size, regular compact, accessible/ADA/handicap, EV, and any other type (such as those designated for visitors, leasing office employees, staff golf cart, or mail carrier).
  - (d) Collection: The property manager shall do field counts as per condition subpart (4 “field count”) below and also provide a separate set of assumed counts based on lease agreements, i.e. what tenant households are allocated a stall or stalls and for what periods, assumed that stalls are occupied as lease agreements describe.
  - (e) Usage: Report how many stalls are used and allocated. For vacant apartments in the context of assumed counts, record stalls associated with vacant apartments as unallocated.
  - (f) If and when a parking area resurfacing project were to happen, provide written notice to the Director of approximate start date and duration, location, and number of stalls involved.
  - (g) Format: Use tables to report by phase absolute numbers and percentages of stall type occupancies. Include phase and sitewide totals.
- (4) Field count: The property manager shall do at least two field counts per reporting period, meaning to travel the project and count in real time occupied and vacant stall types such as by marking a project site plan. Each count shall be on Tuesday, Wednesday, or Thursday that is neither a federal holiday nor within a week (7 days) of a federal holiday. One count shall be daytime starting no earlier than 9:30 a.m. and concluding no later than 4:30 p.m., and one count shall be nighttime starting no earlier than 10:00 p.m. and concluding no later than 12:30 a.m. Report when on a given date the counts were done and how long it took, for example, from 11:30 a.m. to noon.
- (5) Bicycle parking: For outdoor bicycle parking stalls, including those within stairwells but excluding outdoor closets, the property manager shall also do field counts the

same way as per condition subpart (4) above and as part of the larger report confirm the total number of existing outdoor bicycle stalls.

- (6) Parking demand management: The reporting that a parking demand management condition requires, if it exists, may be incorporated with the parking usage data collection report.
- (7) Context: In each report, cite the project name, phases, street addresses, master/parent case file number ANX 2019-01 and child case file number CU 2019-04, and the condition identification(s), state what period the report covers, state the number of vacant apartments and when and how the number was determined given fluctuation over six months, and provide an employee name and direct contact information for questions City staff might have.
- (8) Intent: It is not the express intent of this condition to police property management or punish tenants or management for perceived misuse of parking, but instead without judgment to collect data on how parking is actually used in a conventional large apartment complex.
- (9) Change of ownership: If and when property ownership were to change, the property manager shall pass along record of the conditions of approval to the contract purchaser and successive property manager.
- (10) Expiration: This parking usage/allocation data collection condition becomes optional as of July 1, 2031. If reporting were to cease, the last report – for the January to June 2031 period – would be due September 30, 2031.

CU18. Buildings: It shall be:

- a. Windows:
  - (1) Proportion: All windows shall be square or vertically proportioned, except that horizontally proportioned windows are allowed if they have grilles or muntins dividing lights or panes so as to be vertically proportioned.
  - (2) Per room: Within apts, every habitable room abutting a building exterior wall shall have min one window.
  - (3) Insect screens: All operable windows shall have insect screens.
- b. Scuppers: Any building rainwater scuppers shall not to dump onto the pavement of an access way or walkway.

CU19. EV: Electric vehicle parking shall be as follows:

- a. Number: Influenced by OAR 918-020-0380 “Electric Vehicle Ready Parking” and as proposed, a minimum of either 9 stalls or 2.0% of minimum required parking– whichever is greater – shall be a designated EV stall or stalls and with a Level 2 or higher charging station or stations, which the landowner may limit to tenant use.
- b. Placements: In 3 groups min, and with group distribution of 2 groups min in the south east-west drive aisle and a group min in the middle east-west drive aisle.

- c. Striping: Stripe each stall in lettering 1 ft high min “ELECTRIC VEHICLE CHARGING” or similar and stencil of an EV image or logo.
- d. Signage: Post at each stall a wall-mounted or pole-mounted sign for “Electric Vehicle Charging Only” or similar and include an EV image or logo. Each sign 1½ by 1 ft min with top of a posted sign between 5½ and 6½ ft high max above vehicular grade.
- e. Management/operations: The property manager:
  - (1) Shall keep EV stalls available for EVs and plug-in hybrid vehicles and keep conventional gasoline vehicles from parking in them. Priority users shall be tenants and property management company employees; guests/visitors would be secondary.
  - (2) May charge EV stall users for the costs of charging an EV through a charging station, but shall not (a) charge tenants for either simply parking an EV or plug-in hybrid vehicle in an EV stall or for leaving such a vehicle parked without actively charging, and (b) shall charge to recoup costs to the property manager and not generate profit for the property manager. (This does not preclude the property manager contracting with a for-profit company to manage EV charging stations).
  - (3) Shall not charge any fee that discriminates among particular EV parking stalls based on the perception of some stalls being more convenient or otherwise desirable than others.

*Design Review 2019-06*

D1. ROW: To meet WDO Figure 3.01B, as part of recordations and regarding OR 211, the applicant shall dedicate (a) variable width ROW resulting in half-street ROW that is uniform 50 ft wide min measured from road centerline, and (b) along the ROW a PUE 10 ft min.

D2. Street corridor: To meet WDO 3.01, as proposed as part of recordations and regarding Street Corridor “C”, the developer shall dedicate a PUE of 82 ft min width across the north end of the subject property, and shall revise the draft easement text to contain:

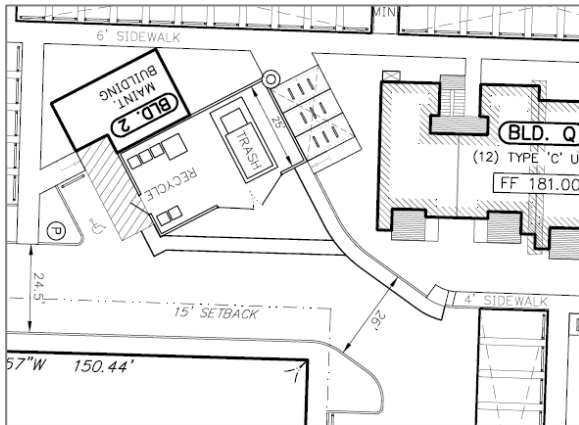
- a. In the body or an Exhibit C, a description that the easement serves to implement Woodburn Comprehensive Plan Policy H-2.2 and Transportation System Plan (TSP) Figure 6 (2019) by reserving on the subject property a segment of Street Corridor “C” for a future street that would connect Cooley Road and either or both June Way and U.S. 99E and that would be ROW of 72 ft width with remainder 5-ft PUEs along the south side or both sides; and
- b. One instance min of the phrase "street reservation and public utility easement" in any of the title, body, map Exhibit B, or an Exhibit C.

D3. Driveways:

- c. Number: To meet WDO 3.04.03B.1 regarding access management, the number of driveways shall be limited as follows:
  - (1) D1, 32 ft wide max; and
  - (2) D2 and its throat being one-way exit-only, 12 ft wide max, and with a do-not-enter sign that complies with *MUTCD* Figure 2B-11, sign R5-1 placed at a location within the ROW or PUE as ODOT directs.



- d. Approach / apron / curb cut: Driveways shall conform to PW SS&Ds, Section [4150](#), unless overridden by ODOT choosing to apply its standards.
- e. Traffic control: To meet WDO 3.05.02J: As proposed, a striped walkway near and to the trash enclosure shall delineate the edge of the min drive aisle width, the delineated width being 24 min and 26 max, to discourage over-swing by turning drivers.



D4. Cross access: To meet WDO 3.04.03B, the developer shall:

- a. Extend a drive aisle stub to the property line along each of the following properties:

<i>Tax Lot</i>	<i>Address</i>	<i>Description</i>
051W09B000700	2155 Molalla Rd NE	Ashland Brothers Landscapes, Inc.
051W09B000800	2149 Molalla Rd NE	Lin rural residence
051W09B001000	none	Carson-Jeske rural residence extra rear yard
051W08A005200	2045 Molalla Rd NE	Undeveloped church property

- b. At the interface of a property line and a drive aisle stub, fixed obstructions including curbing is prohibited. (The developer may instead place signed barricades atop the pavement.)
- c. To meet WDO 3.04.03B.1 & 3, establish a public access easement and private maintenance agreement to the satisfaction of the Director and revocable only with the

concurrence of the Director.

- d. The public access easement shall grant public access to and from Highway 211 via at least the western driveway if not both driveways.
- e. The easement width shall be minimum twenty (20) feet, centered on driveway and drive aisle centerlines, and span between the driveway(s) and each of the drive aisle stubs.

D5. Parking striping: The developer shall:

- a. Signage/striping: To meet WDO 3.05.02J, designate compact stalls "COMPACT" in lettering one 1 ft high min.
- b. Double striping: To meet WDO 3.05.02K, delineate parking stalls with double parallel lines pursuant to WDO Figure 3.05C.

D6. Bicycle parking near main entrance: To meet WDO 3.05.03E, prior to building permit final inspection the applicant shall provide bicycle parking within fifty (50) ft of a main entrance. In the context of a new construction apartment complex with conventional three-story buildings with open stairwells, each apartment building has two main entrances as follows:

- a. In all apartment buildings except Building U there are four points where a building main wall plane intersects the walkway serving building ground floor entrances and the stairwell to upper floor entrances;
- b. A Building U there are two such points;
- c. Each building has either (a) two walkways with two points each totaling the four or (b) one walkway with two points total; and so
- d. The condition shall apply to three points min for all except Building U, one point min for Building U, and apply to one point minimum per walkway.

D7. Patios: Visual separation shall conform to WDO 3.07.05B.1a as follows:

- a. Pavement: As proposed, patios shall be paved with brick, concrete pavers, or poured concrete.
- b. Railings/fencing & gate: The outermost edges of patio concrete slabs that do not abut building walls shall have either metal or wood railings or cedar wood fencing at least 3 ft high. If the latter, then opacity shall be full, but if fencing is higher than the minimum height, it shall be no more than 90% opaque, such as by being fully opaque from grade but from the top having a lattice pattern. The railings or fencing shall have a gated opening at least 2 ft and 4 inches wide.
- c. Height maximum: the railings or fencing maximum height shall be either 5 ft or, where a patio faces the access way, 3½ ft.
- d. Shrubbery: Evergreen shrubbery shall line fully the outermost edges of patio concrete slabs, except along the gated opening.

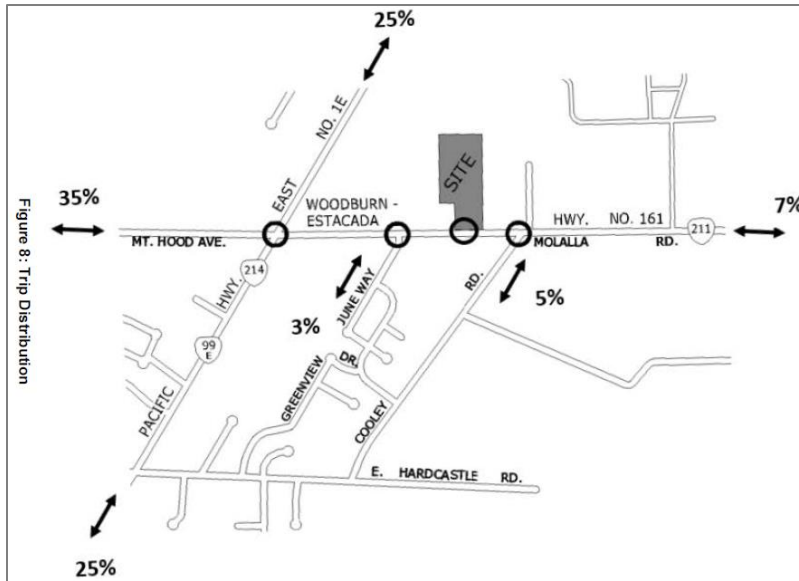


Exhibit T Vicinity map

T-A1. U.S. 99E & OR 211/214:

- a. Signal timing: The developer shall pay a mitigation fee or fee in-lieu of \$10,000 to fund a transportation study, specifically a study of signal timing, appropriate mitigation of the operational (mobility) deficiency and elevated crash rate, and related details in coordination with ODOT. [TIA & TSP R14]
- b. Mitigation for Operational and safety deficiencies: this proposal exacerbates existing and projected mobility/volume-to-capacity deficiencies as well as an existing elevated crash rate. The applicant shall contribute a proportionate share contribution toward a mitigation project to alleviate these deficiencies. There are two options for this mitigation, one from the TSP, the other from ODOT agency commentary (April 6, 2020) on the TIA:
  - (1) Add a southbound left-turn lane on Highway 99E and a short-length receiving lane on Molalla Road; or
  - (2) Reconfigure the westbound approach at the intersection to provide a dedicated right-turn lane or pocket that leads to Highway 99E northbound through one of the following.
- c. As this intersection is under ODOT jurisdiction, the agency would need to approve of the appropriate mitigation project in concert with the City Engineer. The forum for this decision would be the signal study noted in Condition T-A1(a). The approved mitigation project shall determine civil engineering details such as channelization, signal modification(s), length, width, placement relative to centerline, markings, ADA-compliant sidewalk/pedestrian crossing improvements and street tree preservation.
- d. To determine the applicable mitigation fee or fee in-lieu for a proportionate fair share of the mitigation project, the trip contribution method described above yields an estimated 10.1% contribution of this project to the mitigation project’s total cost. The signal study



could address the need to determine the estimate cost of the mitigation project, or the applicant has the option to provide their own estimate based on a study drafted by a licensed civil engineer, advised upon by ODOT, and agreed to by the City Engineer prior to building permit application.

- e. The developer shall forward a cost estimate with cover letter and contextual documents to the City Engineer and courtesy copy the Director no later than either (i) 5 City business days following the date the City Council authorizes the Mayor or Council President to the sign the land use “final decision” document, or (ii) the effective date of the ANX 2019-01 annexation ordinance. The City Engineer shall choose (i) or (ii) for the developer and identify such in writing to the developer and courtesy copy the Director.

T-BP1. Sidewalk connection / off-site extension: To further TDM through walking, in addition to the required half-street sidewalk, the developer shall do one of the following:

- a. Extend sidewalk at 6 ft width min west to the east leg of the T-intersection of OR 211 & June Way, approximately 425 ft distance, and at a point aligned with the east leg, the sidewalk shall turn south and meet the roadway;
- b. Install a mid-block crossing from the frontage sidewalk, or from a short west extension of said sidewalk, south to existing sidewalk along the south side of OR 211, and with the crossing conforming to PW SS&Ds unless overridden by ODOT choosing to apply its standards; or
- c. A combination of a. and b. whereby the length of the sidewalk per a. would shorten in relation to how far east of June Way the developer would install a mid-block crossing.
- d. If the developer were to opt for b., and were either ODOT or City written or drawn public works standards not to exist yet be necessary to establish to administer b., then the developer and City shall default to these improvement elements:
  - (1) At both ends of the crossing, an ADA-compliant transition between sidewalk and roadway;
  - (2) White striping in the form of either two parallel bars or as zebra stripes;
  - (3) The type, number, and placements of signage compliant with the MUTCD for a mid-block crosswalk; and
  - (4) That either ODOT or the City Engineer may require either or both (i) installation of a street light or lights in addition to those required as part of frontage improvements, and/or (ii) that the crossing be actuated or semi-actuated. [TSP Fig. 5]

T-BP2. Crosswalk installation: To further TDM through walking, the developer shall upgrade the east leg of the T-intersection of OR 211 & June Way into a marked crosswalk and one that conforms to PW SS&Ds, unless overridden by ODOT choosing to apply its standards.

- a. Either ODOT or the City Engineer may require either or both (1) installation of a street light at or near the north end of the crossing, and/or (2) that the crossing be actuated or semi-actuated.

- b. Were either ODOT or City written or drawn public works standards not to exist yet be necessary to establish to administer this condition, then the developer and City shall default to these improvement elements:
  - (1) At the north end, an ADA-compliant transition between sidewalk and roadway;
  - (2) White striping in the form of either two parallel bars or as zebra stripes; and
  - (3) The type, number, and placements of signage compliant with the *MUTCD* for a crosswalk along the leg of an intersection.
- c. There shall result a physical change to existing pavement and/or striping serving as an obvious indication for most pedestrians, cyclists, and drivers.
- d. Regarding a Condition T-BP1 for sidewalk connection / off-site extension, were the developer to opt for its part b. or c., then this Condition T-BP2 would not apply. [TSP Fig. 5]

T-BP3. Bicycle lane off-site extension: To further TDM through cycling, the developer shall do one of the following:

- a. Widen the off-site sidewalk, which a separate condition requires, into a bicycle/pedestrian path 8 ft wide min;
- b. Extend the bicycle lane at 6 ft wide min (per WDO Figure 3.01B) west to the east leg of the T-intersection of Highway 211 & June Way and to the north end of that crosswalk, approximately 425 ft distance. The developer shall add roadway pavement to accommodate both a bicycle lane and either (1) whatever ODOT establishes as road shoulder min width or (2) a buffered bicycle lane such that the lane is min 2 ft away from the edge of travel lane, and towards the west where both the shoulder and ROW narrow, then the developer may taper the buffer to a close; or
- c. Pay a fee in-lieu of \$113,000.  
[TSP B16]

T-BP4. Wayfinding: To further TDM, the developer shall do one of the following:

- a. Install 2 min devices, such as signage, that provide wayfinding to bicycle routes, multi-use paths, parks, schools, and other essential destinations. If the developer were to opt for signage and assuming pole signage, sign face min dimensions shall be 2 ft by 1 ft and the placements shall be one at or near the junction of the access way and sidewalk and one at the T-intersection of OR 211 & June Way. (Note: The developer may mimic the typical wayfinding signage the City approved for the Mill Creek Greenway as Smith Creek Development [ANX 2017-05] adapted from the City of Tualatin, Oregon greenway trail system signage which it in turn had adapted from the Regional Trails Signage Guidelines of The Intertwine Alliance, a trails coalition in the Portland metro area.)
- b. Pay a fee in-lieu of \$3,000. [TSP B40 “wayfinding”/P62]

T-T1. Bus transit and vanpool fee: To further TDM through bus transit and vanpooling, the developer shall pay a mitigation fee that is a rate per dwelling of \$368.41. [This condition

relates to TSP projects T1, 2, 4, & 16, TDM1, TSP Fig. F5, and TPU projects 1, 2, 3, 11, 12, 13, 15, & 20.]

T-T2. Bus stop bicycle parking: To further TDM through bus transit, the developer shall at each of the following WTS bus stops provide for bicycle parking to the specs specified by the Assistant City Administrator or designee by either (1) installing a bicycle rack in a 6 by 4 ft min concrete pad or (2) paying a fee in-lieu of \$510.20:

- a. U.S. 99E northbound (Express Stop 2) adjacent to Tax Lot 051W08DB02600 (1400 N. Pacific Hwy; Jehovah's Witnesses);
- b. OR 214 westbound (Stop 17) adjacent to Tax Lot 051W08A005400 (1561 Mt. Hood Ave; Pacific Plaza strip mall); and
- c. OR 214 eastbound (Stop 13) adjacent to Tax Lot 051W08DB01300 (1540 Mt. Hood Ave; Bi-Mart, Mega Foods). [TSP T18]

T-T3. Bus stop shelters: To further TDM through bus transit, regarding the WTS U.S. 99E northbound stop that is adjacent to Tax Lot 051W08DB02600 (1400 N. Pacific Hwy) the developer shall provide for a bus shelter to the specs specified by the Assistant City Administrator or designee by either (a) installing a shelter or (b) paying a fee in-lieu of \$12,000. [TPU 9]

T-TDM1. Car share: Until July 1, 2025, the Director may invoke as a requirement that the property management team shall contract with a car share company or service, designate and mark a minimum number of parking spaces – which shall be at least one – for one or more shared vehicles for tenant use, and follow program details that the Director establishes as necessary to implement the requirement.

#### *Variance 2020-05*

V1. Compact parking (WDO 3.05.03C):

- a. Percentage: The compact parking max as a percentage of the required parking ratio min shall be 39%; instead of 20% typical) and 100% of any amount in excess of the min required. At least 20% of the min amount of stalls shall be compact.
- b. Striping: The applicant shall stripe each stall with the word "COMPACT" in lettering one 1 ft high min.

## Applicant Identity

<i>Applicant</i>	Jeff Bolton, Senior Project Manager, <a href="#">Multi/Tech Engineering</a>
<i>Applicant's Representative</i>	n/a
<i>Landowner(s)</i>	Ivanov Investment Group LLC (Note: The developer is <a href="#">I &amp; E Construction.</a> )

## Notes to the Applicant

The following are not planning / land use / zoning conditions of approval, but are notes for the applicant to be aware of and follow:

1. Records: Staff recommends that the applicant retain a copy of the subject approval.
2. Fences, fencing, & free-standing walls: The approval excludes any fences, fencing, & free-standing walls, which are subject to WDO 2.06 and the permit process of 5.01.03.
3. Signage: The approval excludes any private signage, which is subject to WDO 3.10 and the permit process of 5.01.10.
4. PLA Time Limit: WDO 4.02.04B. specifies that, "A final decision on any application shall expire within three years of the date of the final decision unless: 1. a building permit to exercise the right granted by the decision has been issued; 2. the activity approved in the decision has commenced; or 3. a time extension, Section 4.02.05, has been approved. Because unrecorded re-plats lingering indefinitely have burdened staff, a condition sets sooner time limits for subsection 2. to begin and finish recordation.
5. Mylar signature: The Community Development Director is the authority that signs plat Mylars and not any of the mayor, City Administrator, Public Works Director, or City Engineer. Only one City signature title block is necessary.
6. PLA Plat Tracker: Marion County maintains a plat tracking tool at <http://apps.co.marion.or.us/plattracker/>. Use it to check on the status of a recordation request to the County. City staff does not track County plat recordation.
7. Technical standards:
  - a. Context: A reader shall not construe a land use condition of approval that reiterates a City technical standard, such as a PW standard, to exclude remaining standards or to assert that conditions of approval should have reiterated every standard the City has in order for those standards to be met.

- b. Utilities: A condition involving altered or additional sidewalk or other frontage/street improvement that would in the field result in displacement or relocation of any of utility boxes, cabinets, vaults, or vault covers does not exempt the developer from having to move or pay to move any of these as directed by the City Engineer and with guidance from franchise utilities.
8. Other Agencies: The applicant, not the City, is responsible for obtaining permits from any county, state and/or federal agencies, which may require approval or permit, and must obtain all applicable City and County permits for work prior to the start of work and that the work meets the satisfaction of the permit-issuing jurisdiction. The Oregon Department of Transportation (ODOT) might require highway access, storm drainage, and other right-of-way (ROW) permits. All work within the public ROW or easements within City jurisdiction must conform to plans approved by the Public Works Department and must comply with a Public Works Right-of-Way permit issued by said department. Marion County plumbing permits must be issued for all waterline, sanitary sewer, and storm sewer work installed beyond the Public Right-of-Way, on private property.
  9. Inspection: The applicant shall construct, install, or plant all improvements, including landscaping, prior to City staff verification. Contact Planning Division staff at least three (3) City business days prior to a desired date of planning and zoning inspection of site improvements. This is required and separate from and in addition to the usual building code and fire and life safety inspections. Note that Planning staff are not primarily inspectors, do not have the nearly immediate availability of building inspectors, and are not bound by any building inspector's schedule or general contractor convenience.
  10. Stormwater management: The storm sewer system and any required on-site detention for the development must comply with the City Storm Water Management Plan, Public Works storm water practices and the Storm Drainage Master Plan.
  11. Public Works Review: Staff performs final review of the civil plans during the building permit stage. Public infrastructure must be constructed in accordance with plans approved by the City, as well as current [Public Works construction specifications, Standard Drawings, Standard Details](#), and general conditions of a permit type issued by the Public Works Department.
  12. ROW:
    - a. Dedication: The Public Works Department Engineering Division has document templates for ROW and easement dedications that applicants are to use.  
  
ROW – and public utility easement (PUE) – dedications are due prior to building permit issuance per Public Works policy.
    - b. Work: All work within the public ROWs or easements within City jurisdiction must require plan approval and permit issuance from the Public Works Department. All public

improvements construction work must be performed in accordance with the plans stamped “approved” by the City, and comply with the City’s Standard Specifications and Standard drawings.

13. Franchises: The applicant provides for the installation of all franchised utilities in any required easements.
14. Water: All water mains and appurtenances must comply with Public Works, Building Division, and Woodburn Fire District requirements. Existing water services lines that are not going to be use with this new development must be abandoned at the main line. The City performs required abandonment of existing water facilities at the water main with payment by the property owner. All taps to existing water mains must be done by a “Hot Tap” method and by approved City of Woodburn Contractors. The applicant shall install the proper type of backflow preventer for all domestic, lawn irrigation and fire sprinkler services. The backflow devices and meters shall be located near the city water main within an easement, unless approved otherwise by Public Works. Contact Byron Brooks, City of Woodburn Water Superintendent, for proper type and installation requirements of the backflow device at (503) 982-5380.
15. Grease Interceptor/Trap: If applicable, a grease trap would need to be installed on the sanitary service, either as a central unit or in a communal kitchen/food preparation area. Contact Marion County Plumbing Department for permit and installation requirements, (503) 588-5147.
16. Fire: Fire protection requirements must comply with Woodburn Fire District standards and requirements, including how the District interprets and applies Oregon Fire Code (OFC). Place fire hydrants within the public ROW or public utility easement and construct them in accordance with Public Works Department requirements, specifications, standards, and permit requirements. Fire protection access, fire hydrant locations and fire protection issues must comply with current fire codes and Woodburn Fire District standards. See City of Woodburn Standard Detail No. 5070-2 Fire Vault. The fire vault must be placed within the public right-of-way or public utility easement.
17. SDCs: The developer pays System Development Charges prior to building permit issuance. Staff will determine the water, sewer, storm and parks SDCs after the developer provides a complete Public Works Commercial/Industrial Development information sheet.
18. Public Improvements Civil Plan Review: The process by which to receive, review, and approve drawings and other documents related to public improvements required by these conditions of approval may be paired with or incorporated into building permit review, or, if directed by the City Engineer, through a civil engineering plans (CEP) review process led by the Engineering Division. If opting for CEP, the applicant shall not only follow the direction of the Engineer Division, but also take some actions to facilitate tracking by Planning staff and coordination with Engineering:

- a. Cover letter: Upon submitting application to the Engineering Division, simultaneously alert the Planning Division through a cover letter to the attention of the Planning Division referencing the intended or, if known, actual submittal date as well as the project name, project phase, tax lot number(s), street address(es), and the land use / planning / zoning final decision conditions of approval that require the public improvement that is the subject of the civil engineering plans. Referencing conditions may be by quotation or citing the identification numbers (e.g., T-A1). Identify the specific sheet (by number) or document page number that illustrates or notes how each subpart of a condition is met.
- b. Contact information: State the applicant's name, company, phone number, e-mail, and desired date for City staff to respond with review comments. The cover letter may include these.
- c. Plan copies: Submit to the attention of the Planning Division at least two plan size copies of plan sets (24 by 36 inches). Within the cover sheet title block(s), include the phrase "civil engineering plans" or "public improvements civil plans". Submit also Adobe PDFs using a fileshare service.
- d. Re-submittal fee: If there are multiple re-submittals, beginning with a third submittal / second revised submittal and continuing with each subsequent submittal, the applicant must pay through the Planning Division into City general revenue a fee of \$100.

Where public improvements involve the jurisdiction of an outside agency such as the Oregon Department of Transportation (ODOT), the developer must account for that when interacting with the City Engineer and City Public Works Department process.



**Woodburn Eastside Apartments  
ANX 2019-01, CU 2019-04, DR 2019-06, & VAR 2020-05  
Public Works**

**October 13, 2020**

**CONDITIONS OF LAND USE APPROVAL:**

1. The Applicant, not the City, is responsible for obtaining permits from state, county and/or federal agencies that may require such permit or approval. All work within the Oregon Department of Transportation (ODOT) right-of-way requires the applicant to obtain approval and permits from ODOT.
2. The Applicant shall obtain approval from the Oregon Department of Transportation (ODOT) for the storm drainage analysis that will impact ODOT's system. Provide a final storm drainage analysis for detention and conveyance system. The storm drainage hydraulic analysis shall comply with both ODOT and City's requirements.
3. The applicant shall obtain approval from the Oregon Department of Transportation (ODOT) for all required improvements along Highway 211, included but not limited to street improvements, striping, Highway signage, construction of new sewer line, construction of new water line, and additional improvements as required by ODOT's review/approval of the applicants' traffic study.
4. Applicant to provide for the installation of all franchise utilities and shall provide any required easements for these facilities. All permanent utility services to the development shall be underground.
5. Department of Environmental Quality Erosion Control 1200C permit will need to be obtained for this development prior to City issuance of permit.
6. Final review of the Civil Plans will be done during the building permit application. Public infrastructure will be constructed in accordance with plans approved by public works and ODOT.
7. Provide and record the required right-of-way dedication, public utility easements, and waterline easements prior to building permit issuance.
8. Provide street lighting plan and design for review to the City and ODOT.



9. Applicant to provide plans indicating the construction of a new gravity sanitary sewer main in Hwy211 – Woodburn-Estacada Highway. As indicated on previous meetings, the existing sewer main in Hwy 211 is an abandoned force main. Applicant is responsible for constructing a public gravity sewer main to the proposed development.
10. Fire hydrants locations and fire protection requirements shall be as per the Woodburn Fire Districts and City of Woodburn requirements. Actual fire hydrant locations and in-line valving locations shall not be determined until the construction final plan review.
11. Based on WDO 3.04.05B, 5.03.01B.3b, & 5.04.01C and need for intergovernmental coordination, required improvements to ODOT's intersections and roads shall be determined prior to building permit issuance.
12. System Development fees shall be paid at the time of building permit issuance.
13. All public easements and right-of-way dedications shall be properly recorded prior to building permit issuance.

Owner :

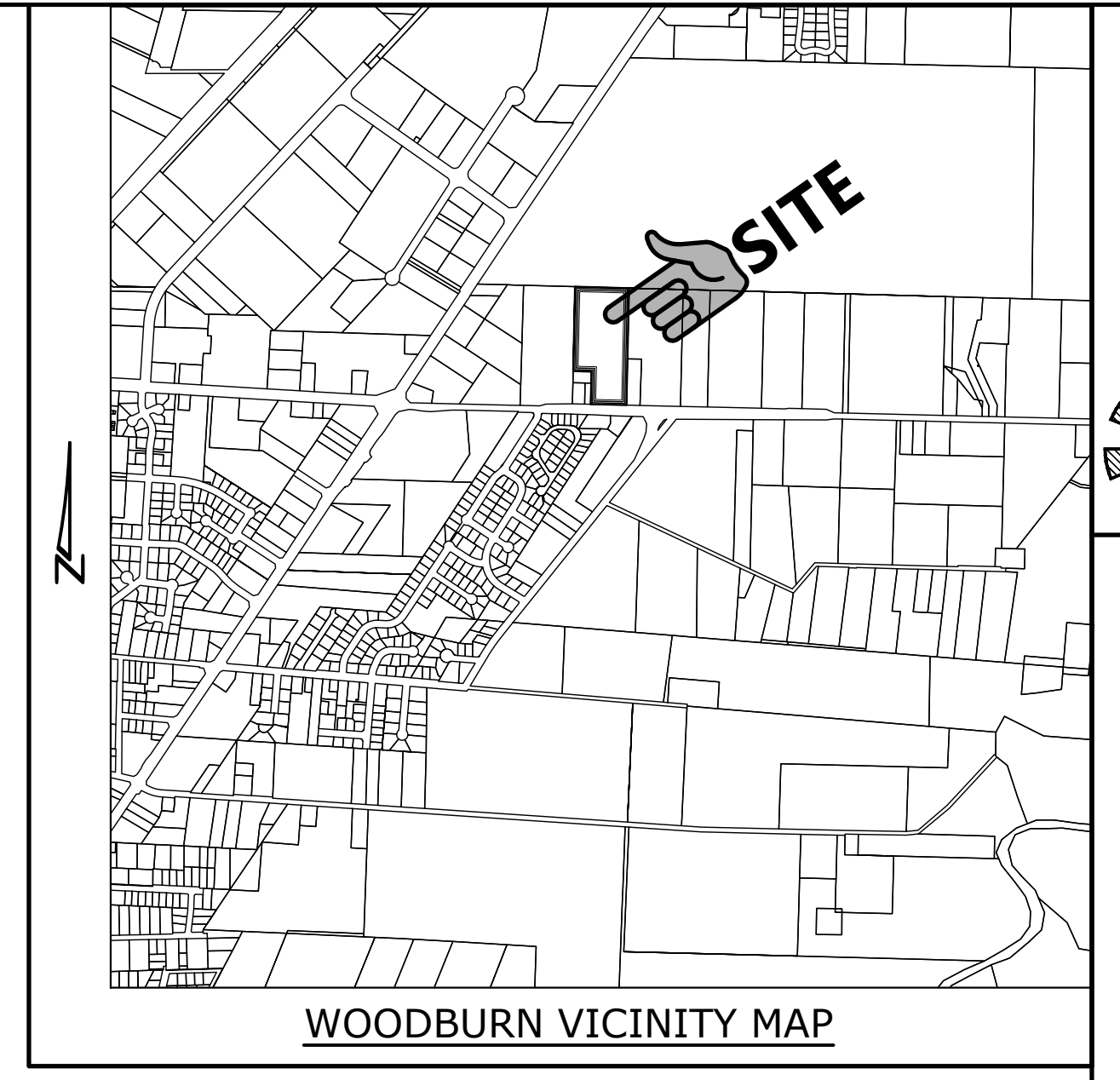
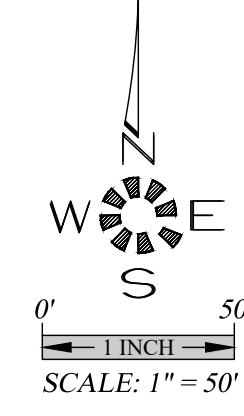
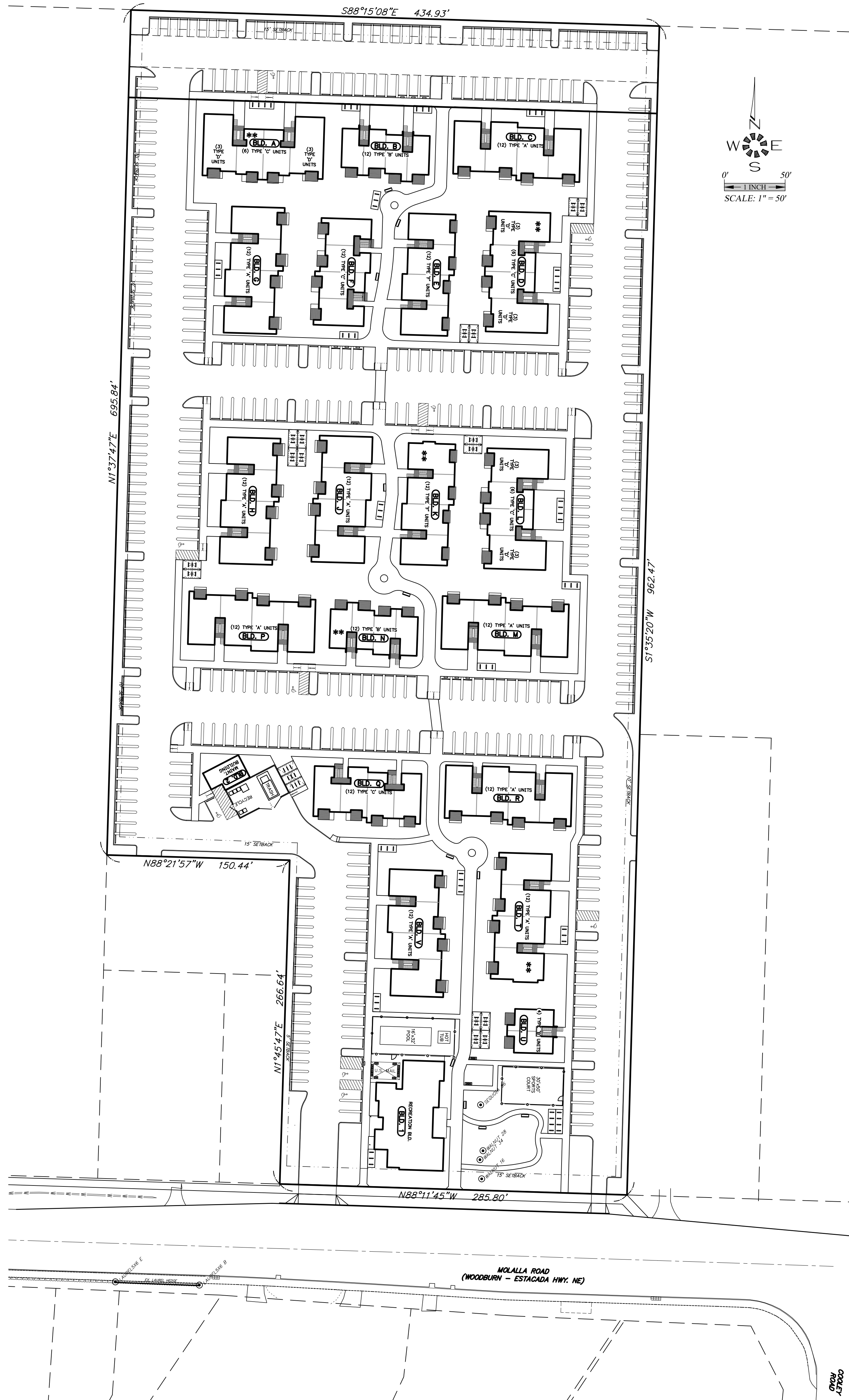
**IVAN AND ELENA SMERIKOV**

22091 300th ST. SE  
ERSKINE, MN 56535  
PHONE: (503) 655-7933

Owner / Developer:

**I AND E CONST.**

9550 SE CLACKAMAS RD.  
CLACKAMAS, OREGON 97015  
PHONE: (503) 655-7933



**WOODBURN  
EASTSIDE  
APARTMENTS**  
SEC. 09, T. 5 S., R. 1 W., W.M.  
CITY OF WOODBURN  
MARION COUNTY, OREGON

**SHEET INDEX**

- SDR1 - COVER SHEET
- SDR2 - EXISTING CONDITIONS PLAN
- SDR3 - ANNEXATION PLAN
- SDR4 - PRELIMINARY SITE PLAN
- SDR5 - PRELIMINARY SITE PLAN
- SDR6 - SITE PLAN DETAILS
- SDR7 - PRELIMINARY FRONTAGE IMPROVEMENTS
- SDR8 - PRELIMINARY OPEN SPACE PLAN
- SDR9 - PRELIMINARY PHOTOMETRIC PLAN
- SDR10 - PRELIMINARY DRAINAGE PLAN
- SDR11 - PRELIMINARY SANITARY SEWER PLAN
- SDR12 - PRELIMINARY DOMESTIC WATER AND FIRE SERVICE PLAN
- SDR13 - FIRE TRUCK TURNING TEMPLATE

- L1.1 SCHEMATIC LANDSCAPE PLAN
- L1.2 SCHEMATIC LANDSCAPE PLAN
- L1.3 LANDSCAPE NOTES & DETAILS



**COVER SHEET**

**WOODBURN EASTSIDE APARTMENTS**

NO CHANGES, MODIFICATIONS OR REPRODUCTIONS TO BE MADE TO THESE DRAWINGS WITHOUT WRITTEN AUTHORIZATION FROM THE DESIGN ENGINEER.  
DIMENSIONS & NOTES TAKE PRECEDENCE OVER GRAPHICAL REPRESENTATION.

DESIGN: M.D.G.  
DRAWN: C.D.S.  
CHECKED: J.C.B.  
DATE: JUNE 2019  
SCALE: AS SHOWN



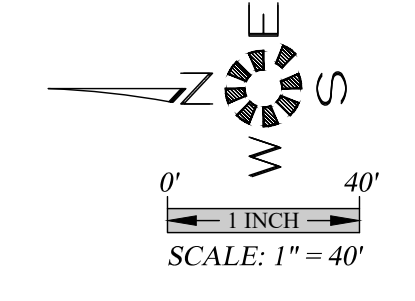
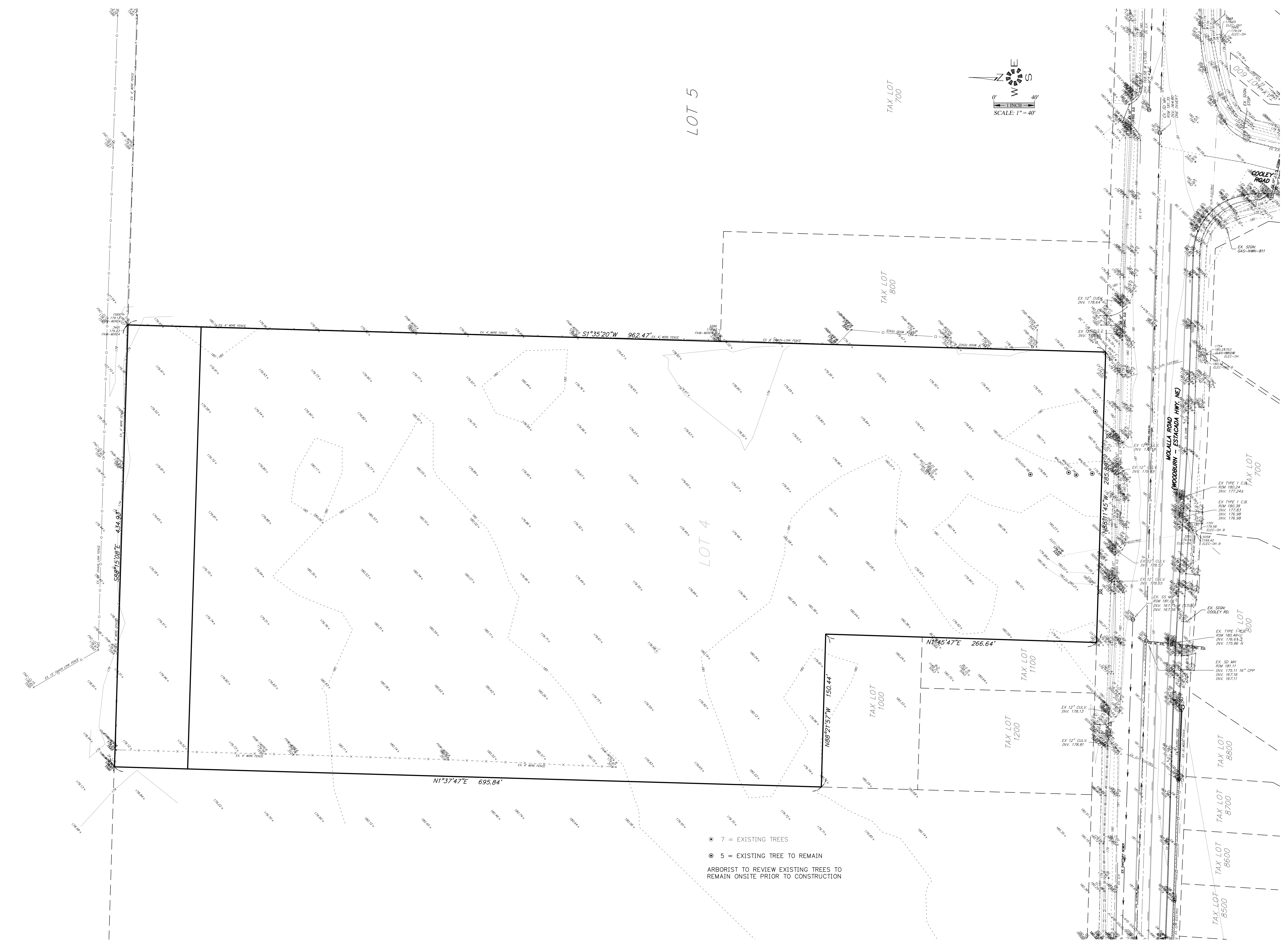
EXPIRES: 06-30-2019  
JOB # 6855

**SDR1**

Attachment 103

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● 7 = EXISTING TREES  
 ● 5 = EXISTING TREE TO REMAIN  
 ARBORIST TO REVIEW EXISTING TREES TO REMAIN ONSITE PRIOR TO CONSTRUCTION

**EXISTING  
 CONDITIONS  
 PLAN**

**WOODBURN EASTSIDE  
 APARTMENTS**

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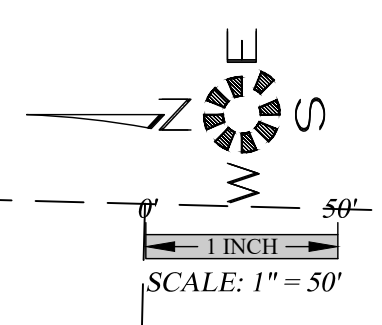
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 Checked: J.C.B.  
 Date: JUNE 2019  
 Scale: AS SHOWN






EXPIRES: 06-30-2019  
 JOB # 6855

WOODBURN CITY LIMITS

URBAN GROWTH BOUNDARY



**LEGEND**

-  CITY LIMITS OF WOODBURN
-  URBAN GROWTH BOUNDARY
-  PROPOSED ANNEXATION LOT

WOODBURN CITY LIMITS

URBAN GROWTH BOUNDARY

TAX LOT 900

LOT 3  
WOODBURN FRUIT FARM  
V. 2, P. 20 BOTP  
TAX LOT 5200

TAX LOT 1000

TAX LOT 1200

TAX LOT 1100

TAX LOT 800

LOT 5  
WOODBURN FRUIT FARM  
V. 2, P. 20 BOTP  
TAX LOT 700

TAX LOT 600

TAX LOT 400

TAX LOT 6800

TAX LOT 8300

TAX LOT 8400

TAX LOT 8500

TAX LOT 8600

TAX LOT 8700

TAX LOT 8800

TAX LOT 800

TAX LOT 700

TAX LOT 600

TAX LOT 500

WOODBURN

WOLLA ROAD - ESTACADA HWY. NE

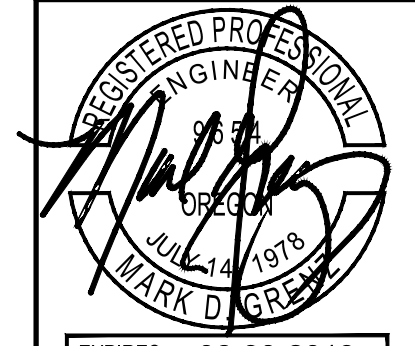


# ANNEXATION PLAN

## WOODBURN EASTSIDE APARTMENTS

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Date: JUNE 2019  
Scale: AS SHOWN



EXPIRES: 06-30-2019  
JOB # 6855

### SDR3

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**PRELIMINARY  
 SITE PLAN**

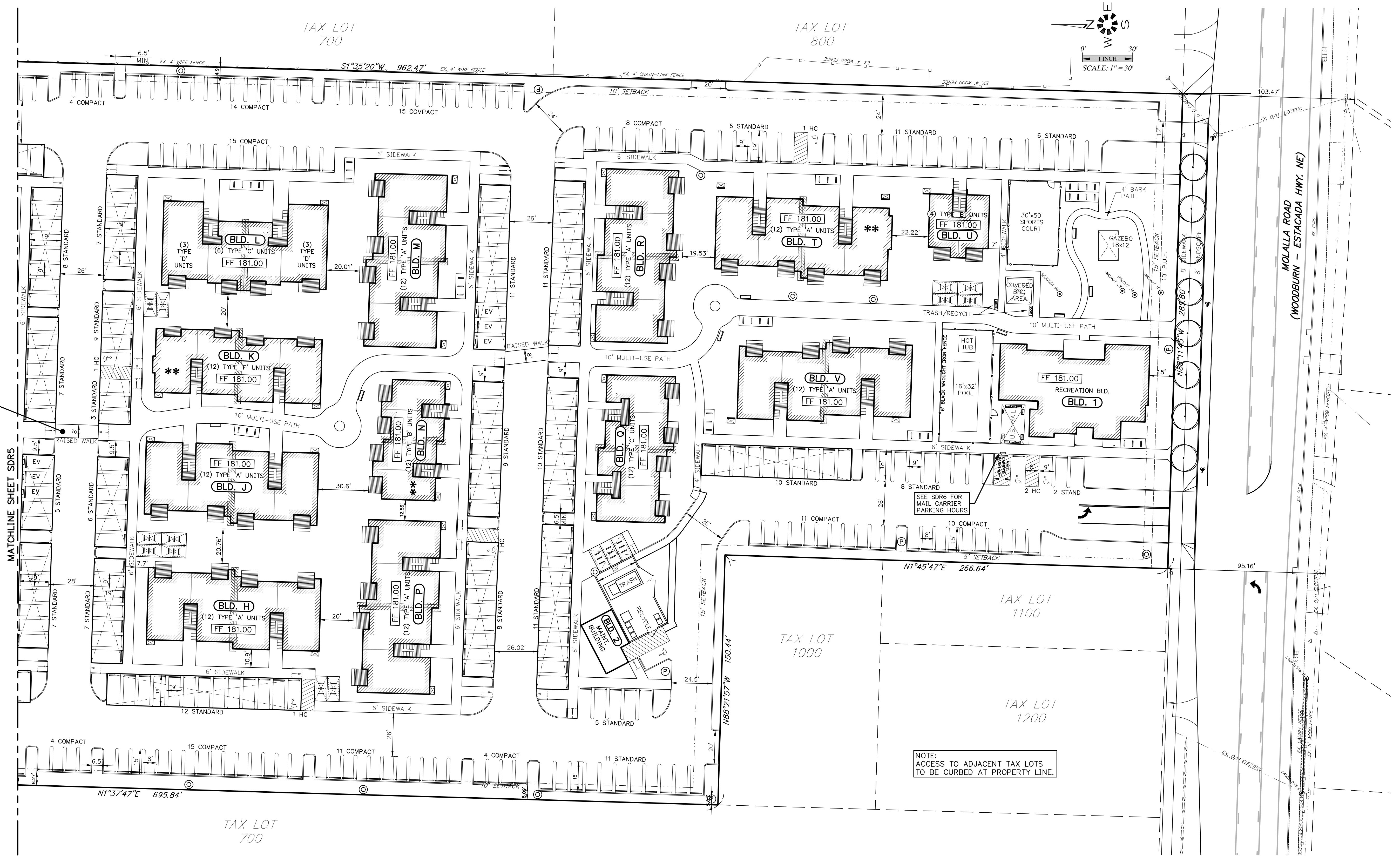
**WOODBURN EASTSIDE  
 APARTMENTS**

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Design: M.D.G.  
 Drawn: C.D.S.  
 Checked: J.C.B.  
 Date: JUNE 2019  
 Scale: AS SHOWN

REGISTERED PROFESSIONAL  
 ENGINEER  
 JUL 14 1978  
 MARK D. GREM  
 EXPIRES: 06-30-2019  
 JOB # 6855

**SDR4**



**ADA HANDICAP ACCESSIBILITY NOTES:**

- ALL ON-SITE WALKWAYS, PEDESTRIAN CONNECTIONS TO THE PUBLIC SIDEWALK AND ROUTES TO BUILDING ENTRANCES ARE ACCESSIBLE WITH RUNNING SLOPES LESS THAN 5% AND CROSS SLOPE LESS THAN 2% MAX. LANDINGS AT BOTTOM OF STAIRS AND EXT. FACE OF ENTRANCE DOORS SHALL HAVE A SLOPE IN THE DIRECTION OF TRAVEL NOT TO EXCEED 2%.
- HANDICAP PARKING STALLS AND ACCESS AISLES ARE TO HAVE SLOPES IN ANY DIRECTION OF LESS THAN 2% MAX. GRAPHIC MARKINGS & SIGNAGE FOR HANDICAP AND VAN ACCESSIBLE STALLS WILL BE PER OSSC 2010 CHPTR. 11 AND ORS. REQUIREMENTS.
- HANDICAP ACCESSIBLE CURB RAMPS SHALL HAVE A RUNNING SLOPE NOT TO EXCEED 1:12 MAX. AND A CROSS SLOPE NOT TO EXCEED 1%.
- THE COMMUNITY BUILDING & ON-SITE LAUNDRY FACILITIES WILL BE FULLY HANDICAP ACCESSIBLE IN ACCORDANCE WITH ANSI A117.1 AND CHAPTER 11 OF THE 2010 OSSC.
- 2% OF THE LIVING UNITS OR (3) UNITS WILL BE TYPE 'A' HANDICAP ACCESSIBLE. THESE INCLUDE A 1-, 2 AND 3 BEDROOM UNIT AS INDICATED ON THIS SITE PLAN. THE BALANCE OF THE GROUND FLOOR LIVING UNITS WILL BE TYPE 'B' ADAPTABLE UNITS IN ACCORDANCE WITH ANSI A117.1.

\* THE INDICATED LOWER FLOOR UNITS IN BUILDING A, D, K, N & Y ARE TO BE A 228 S.F. UNIT IN ACCORDANCE WITH THE 2014 OSSC SEC. 1107.6.2.1.1 (NOTED ON FLOOR PLAN). ALL OTHER LOWER FLOOR UNITS TO BE TYPE 'A' UNITS IN ACCORDANCE WITH THE 2014 OSSC SEC. 1107.6.2.1.2

**SITE AREAS BOUNDARY** \_\_\_\_\_ 379,314 S.F.

**TOTAL HARDSPACE** \_\_\_\_\_ 280,610 S.F.

**BUILDING COVERAGE** \_\_\_\_\_ 75,524 S.F.

**PARKING, DRIVEWAY & SIDEWALK** \_\_\_\_\_ 205,086 S.F.

**LANDSCAPE AREA** \_\_\_\_\_ 98,704 S.F.

**220 TOTAL APARTMENT UNITS**

108 TYPE 'A'	2-Bd, 2-Ba	(952 S.F.) UNITS
28 TYPE 'B'	STUDIO	(549 S.F.) UNITS
42 TYPE 'C'	1-Bd, 1-Ba	(728 S.F.) UNITS
18 TYPE 'D'	3-Bd, 2-Ba	(1,204 S.F.) UNITS
24 TYPE 'F'	2-Bd, 1-Ba	(844 S.F.) UNITS

- 1 RECREATION BLD. / MANAGER'S OFFICE
- 1 MAINTENANCE BLD.
- 2 TRASH COMPACTOR / RECYCLE
- 1 SWIMMING POOL (16'X32')
- 1 U.S. MAIL AREA

**MULTI-FAMILY PARKING**

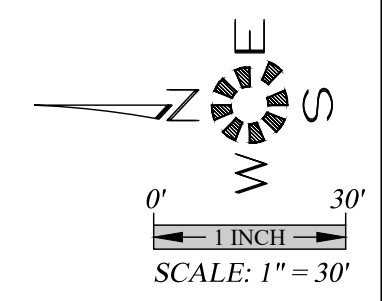
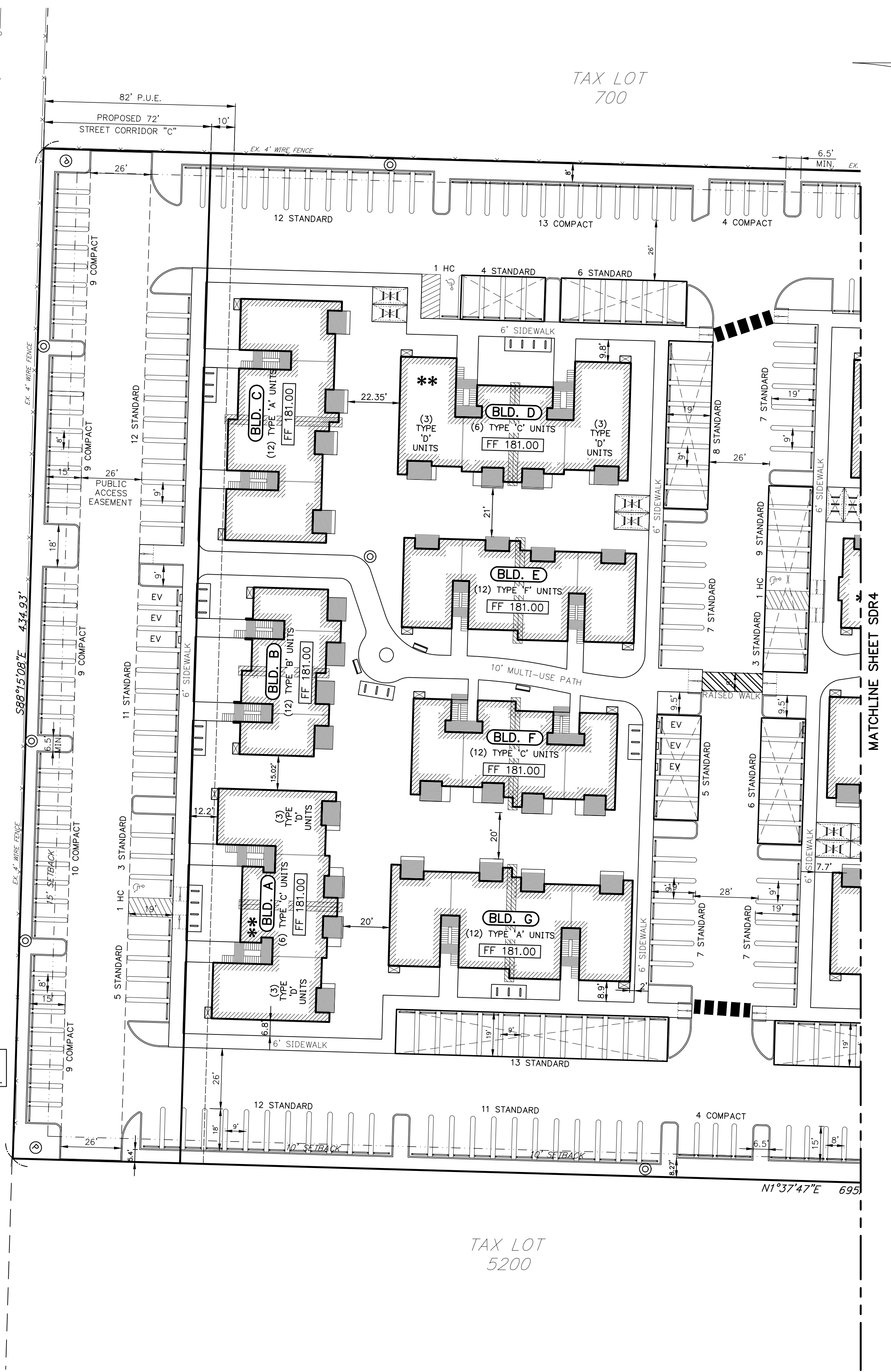
450 TOTAL PARKING STALLS
271 STANDARD STALLS
170 COMPACT STALLS (TO BE PAINTED "COMPACT ONLY")
9 HANDICAP STALLS
195 COVERED STALLS
228 BICYCLE SPACES (96 COVERED)

- ⊞ - WALL PACK LIGHT
- ⊕ - POLE LIGHT MAXIMUM 14' TALL
- ⊙ - POST LIGHT MAXIMUM 5' TALL
- ▨ - LOCATION OF ELECTRICAL SEPARATION WALL
- ① - MAXIMUM 1:12 SLOPE ON SIDEWALK END RAMPS
- ||| - BICYCLE SPACES (226 REQUIRED)
- ▬ - BENCHES (ALL BENCHES TO BE 6' LONG)
- ⊞ - TRASH/RECYCLE RECEPTACLE

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NOTE:  
ACCESS TO ADJACENT TAX LOTS  
TO BE CURBED AT PROPERTY LINE.



**MULTI/TECH**  
ENGINEERING SERVICES, INC.  
1155 13th St., S.E. Salem, OR, 97302  
PH: (503) 363-9227 FAX: (503) 364-1260  
www.mtengineering.net office@mtengineering.net

**PRELIMINARY  
SITE PLAN**

**WOODBURN EASTSIDE  
APARTMENTS**

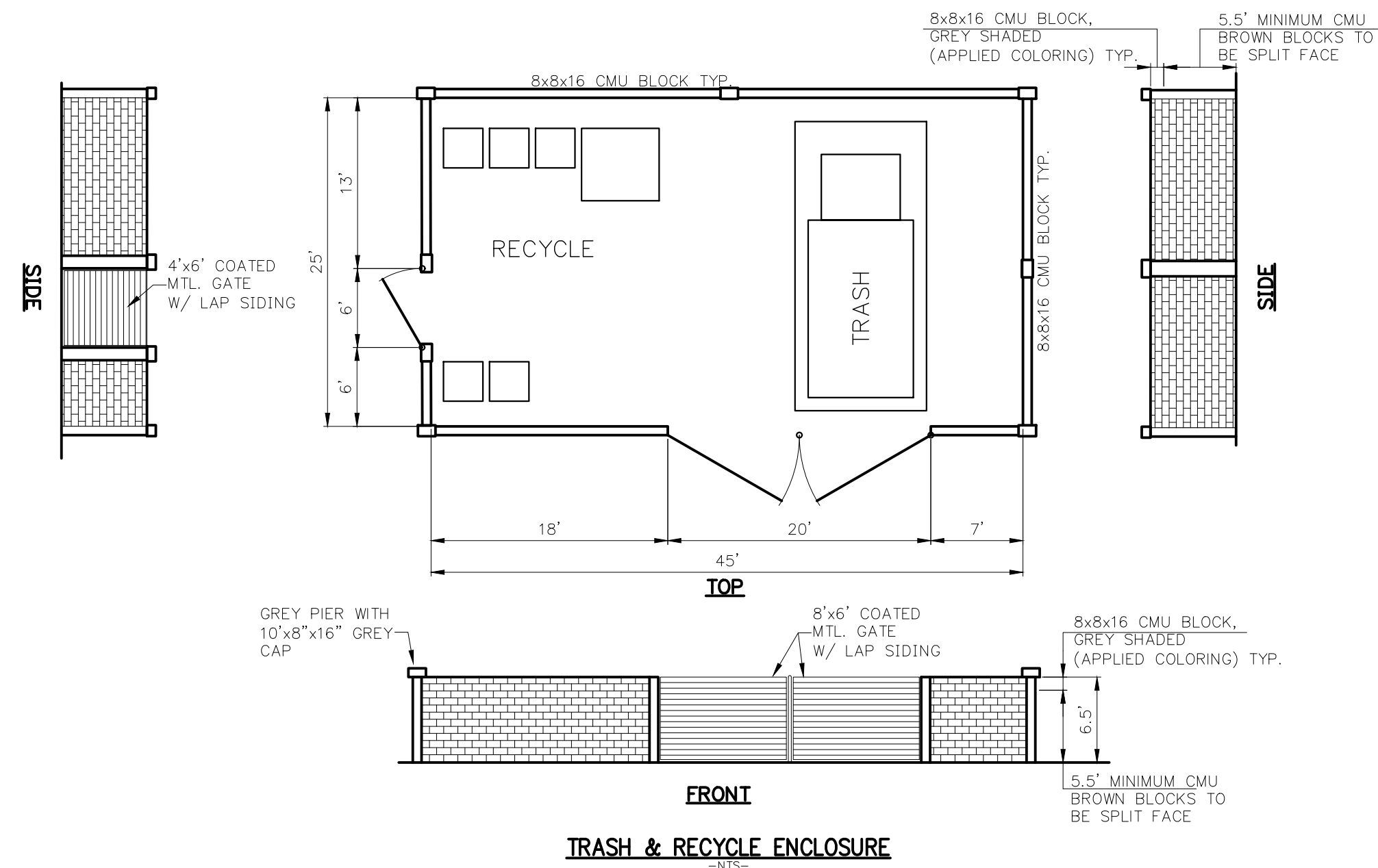
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DESIGN ENGINEER.  
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PRECEDENCE OVER  
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Design: M.D.G.  
Drawn: C.D.S.  
Checked: J.C.B.  
Date: JUNE 2019  
Scale: AS SHOWN

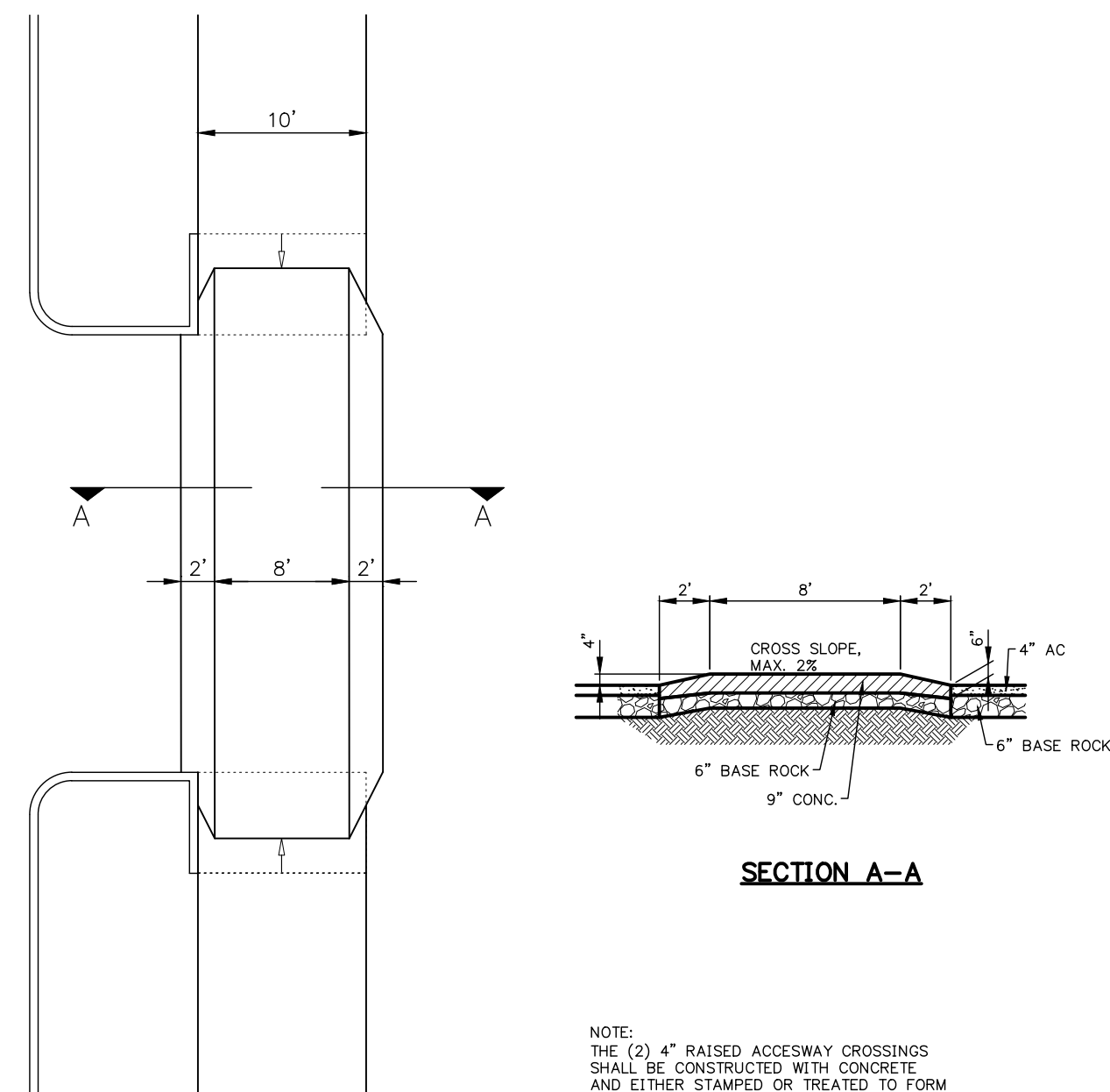


JOB # 6855

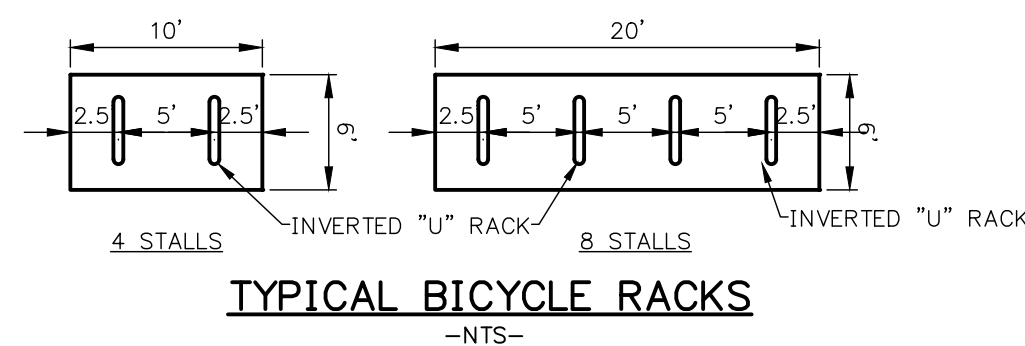
**SDR5**



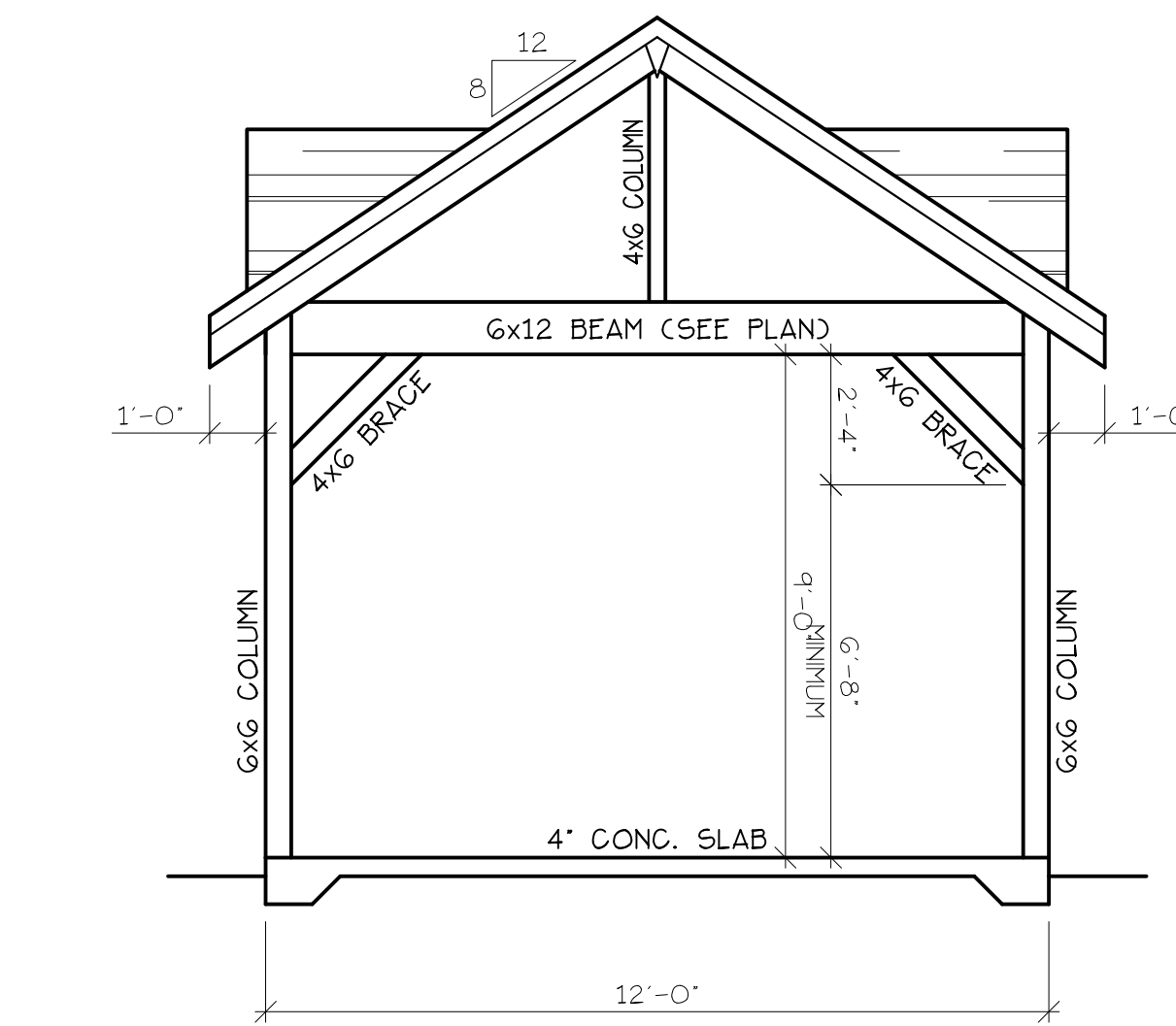
**TRASH & RECYCLE ENCLOSURE**  
-NTS-



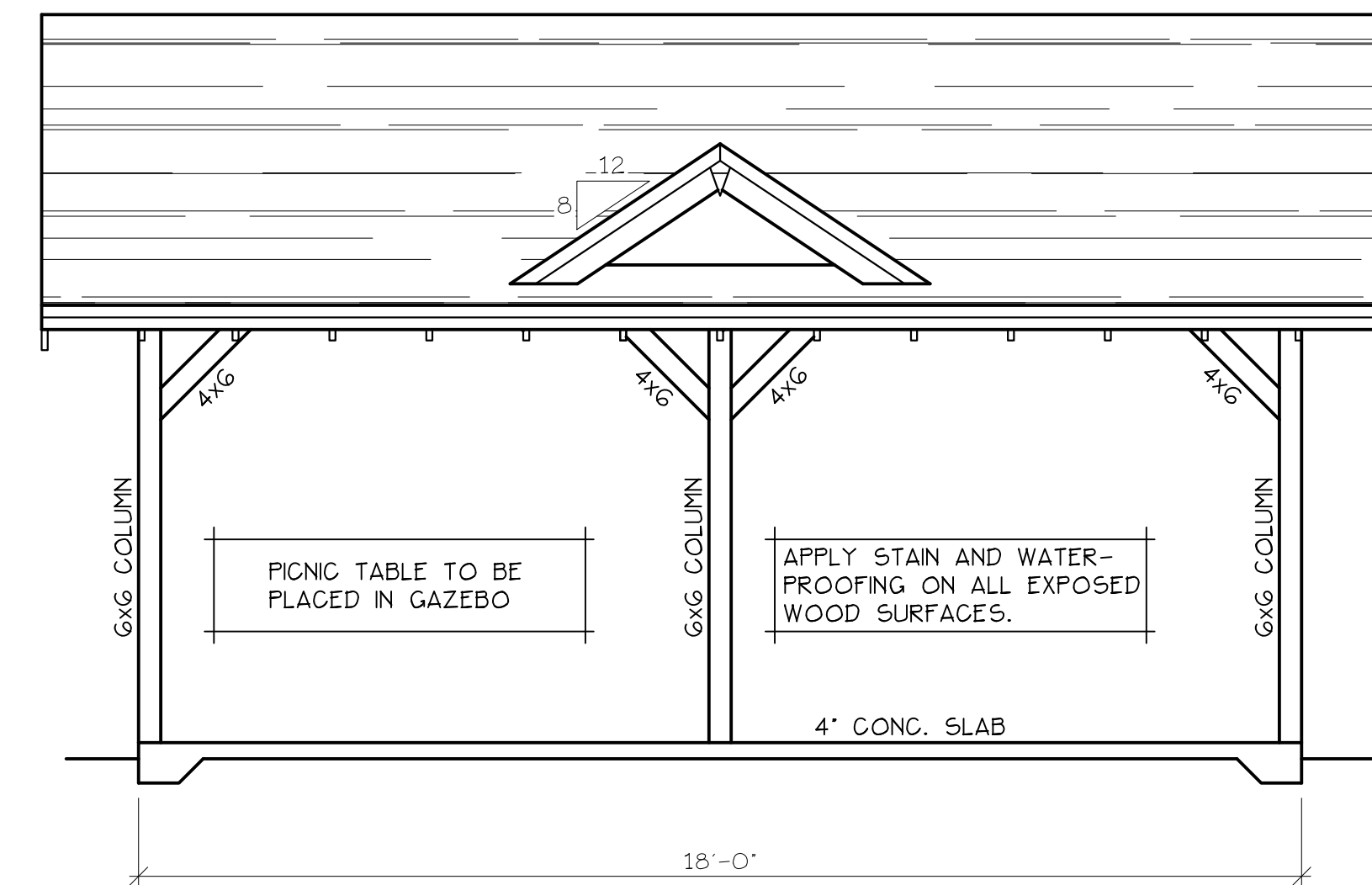
**RAISED PESTRIAN CROSSING**  
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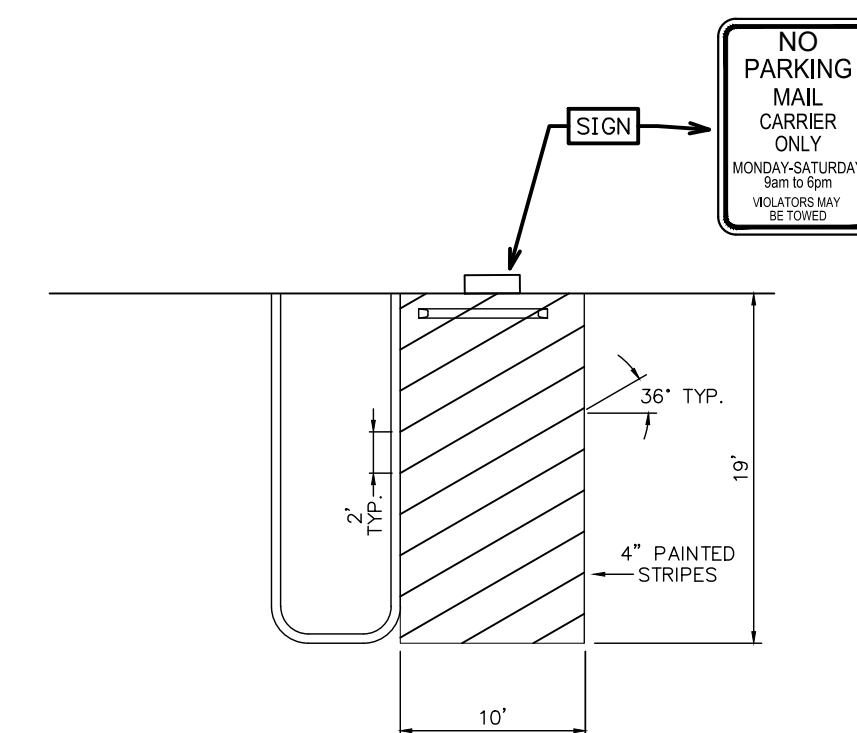
**TYPICAL BICYCLE RACKS**  
-NTS-



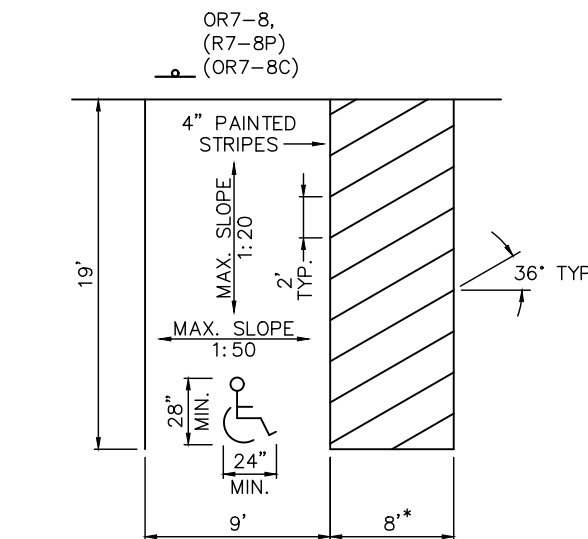
**GAZEBO - CENTER + END ELEVATION**  
SCALE: NTS



**GAZEBO - SIDE ELEVATION**  
SCALE: NTS



**MAIL CARRIER PARKING**  
-NTS-



**MINIMUM STATE STANDARD SINGLE-DISABLED PERSON PARKING SPACE**  
-NTS-

- NOTES:  
1. PAVEMENT STENCIL WHITE  
2. BLUE BACKGROUND & BLUE PAINTED CURB OPTIONAL  
• 8' FOR VAN-ACCESSIBLE (INCLUDE R7-BP)  
• 8' FOR WHEELCHAIR USER ONLY (INCLUDE OR7-8C)

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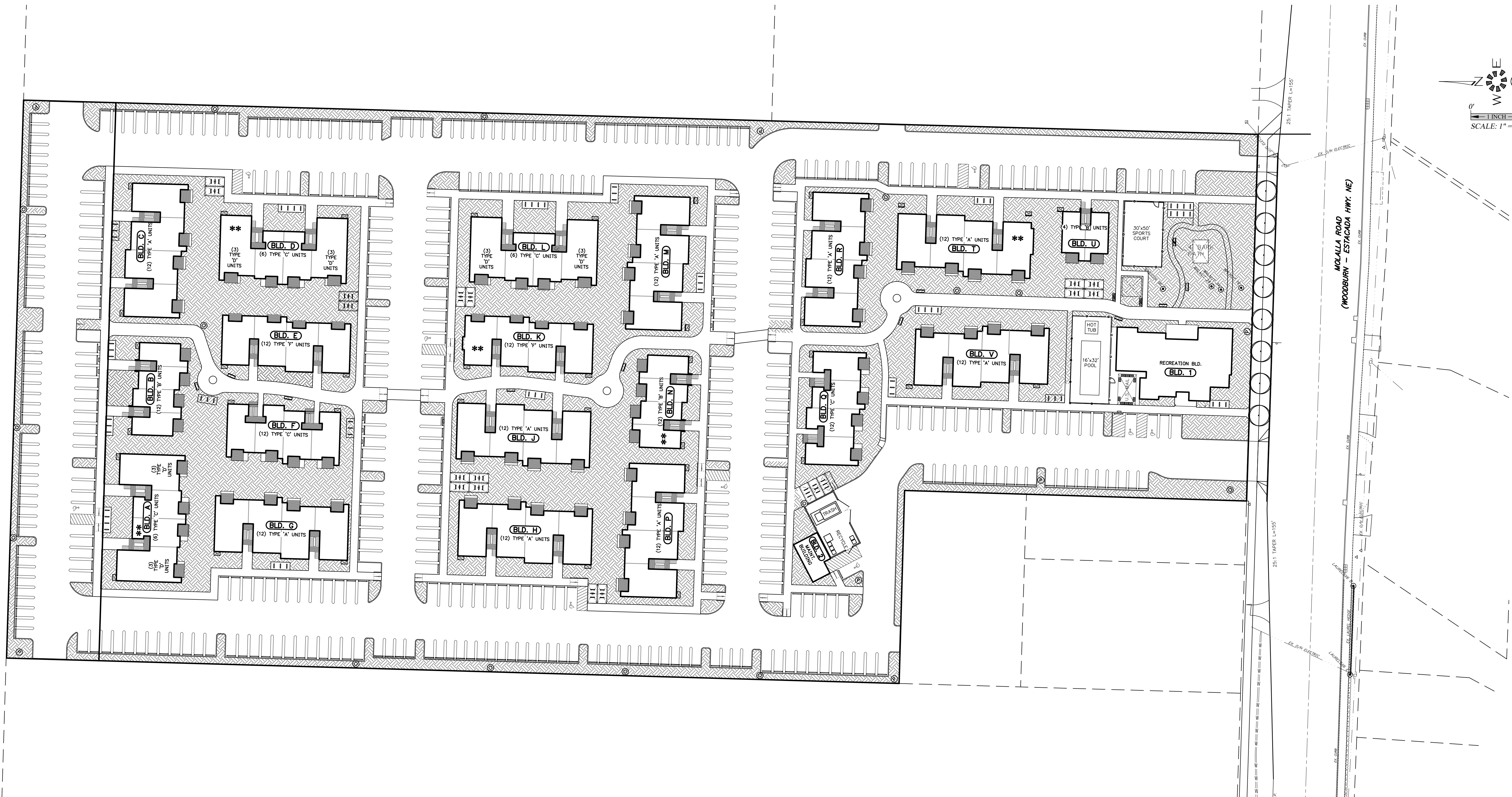
REGISTERED PROFESSIONAL ENGINEER  
MARK D. GREGG  
JULY 14, 1978  
EXPIRES 06-30-2019

JOB # 6855

**SDR6**







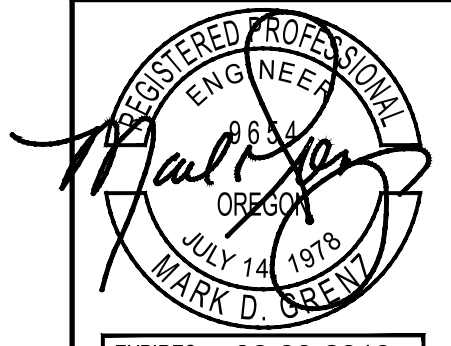
**PRELIMINARY  
 OPEN SPACE  
 PLAN**

**WOODBURN EASTSIDE  
 APARTMENTS**

<b>SITE AREAS</b>	
BOUNDARY	379,314 S.F.
TOTAL HARDSpace	280,610 S.F.
BUILDING COVERAGE	75,524 S.F.
PARKING, DRIVEWAY & SIDEWALK	205,086 S.F.
LANDSCAPE AREA	98,704 S.F.

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 DATE: JUNE 2019  
 SCALE: AS SHOWN



EXPIRES: 06-30-2019  
 JOB # 6855

**SDR8**

J:\Mdx\6855-Woodburn\_Eastside.dwg 11/18/2019 9:03:28 AM CS:rhiner

**PRELIMINARY  
 PHOTOMETRIC  
 PLAN**

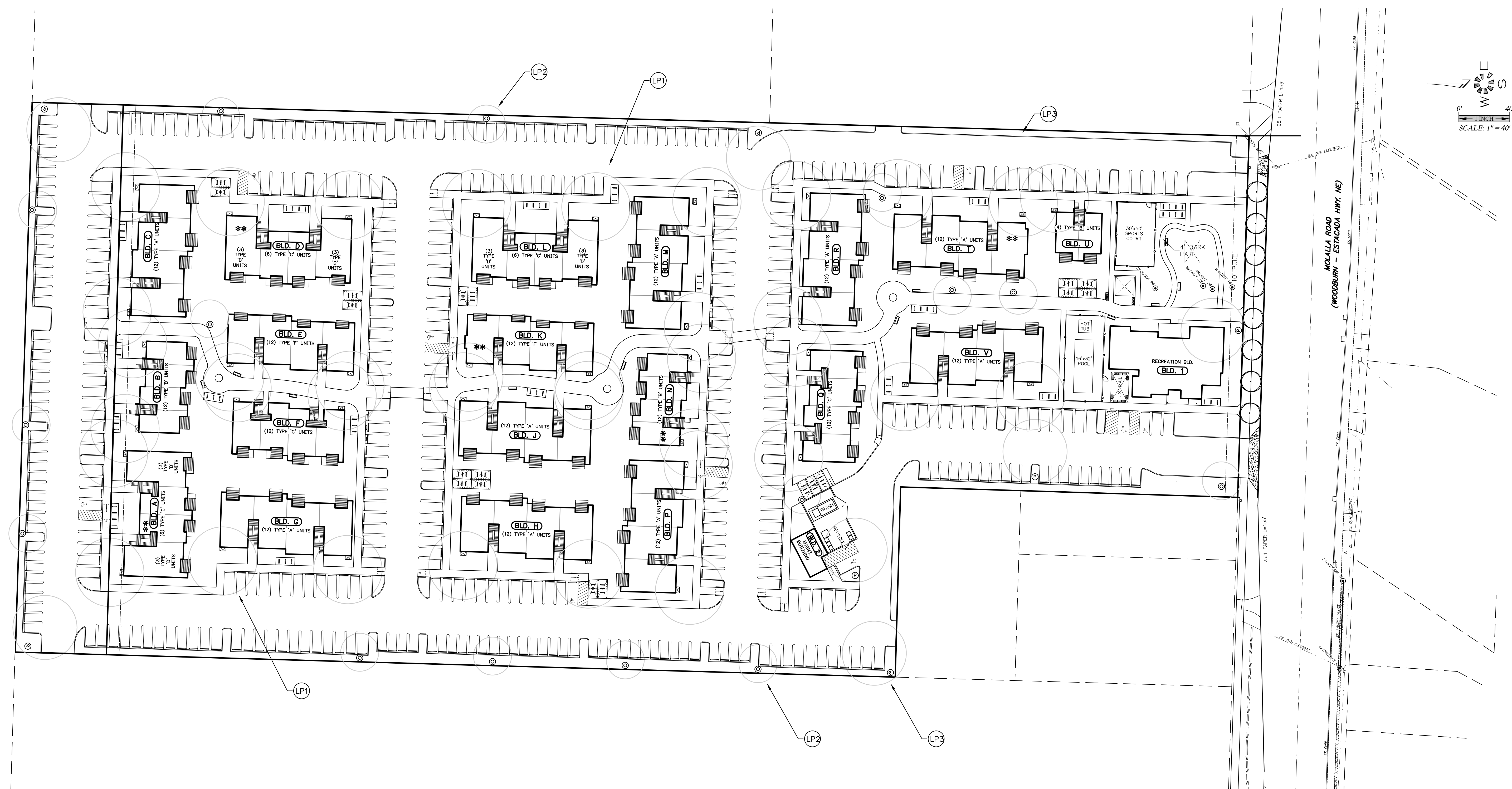
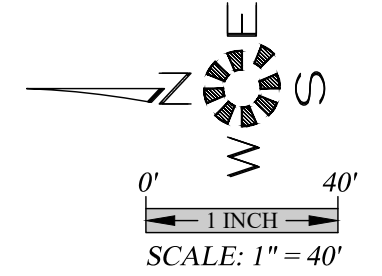
**WOODBURN EASTSIDE  
 APARTMENTS**

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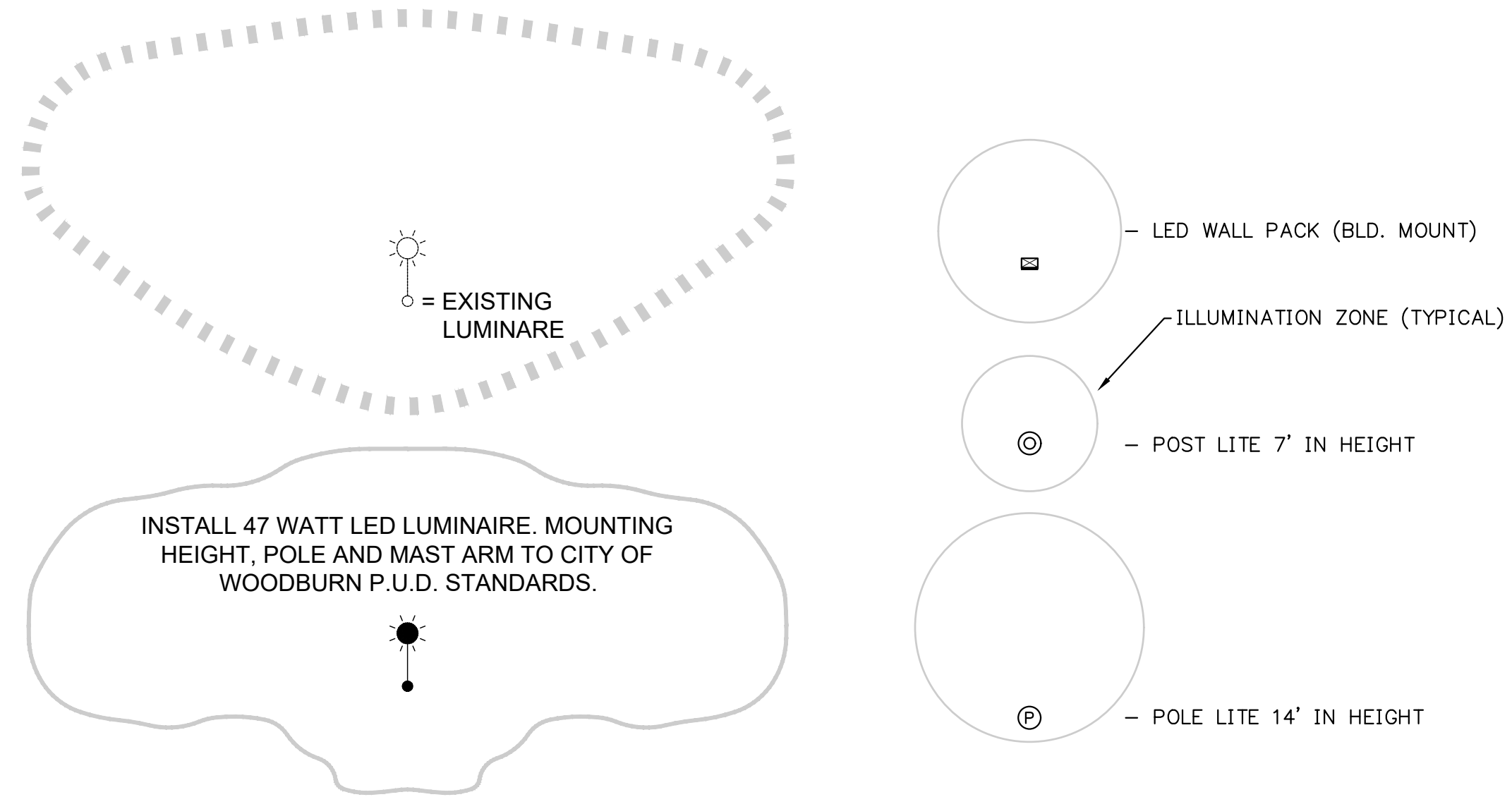
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REGISTERED PROFESSIONAL  
 ENGINEER  
 OR 601  
 JULY 14, 1978  
 MARK D. GREV

EXPIRES: 06-30-2019  
 JOB # 6855

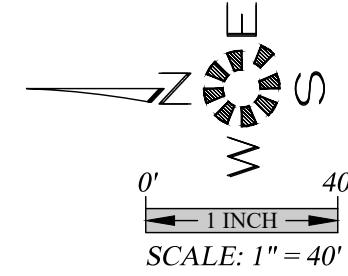
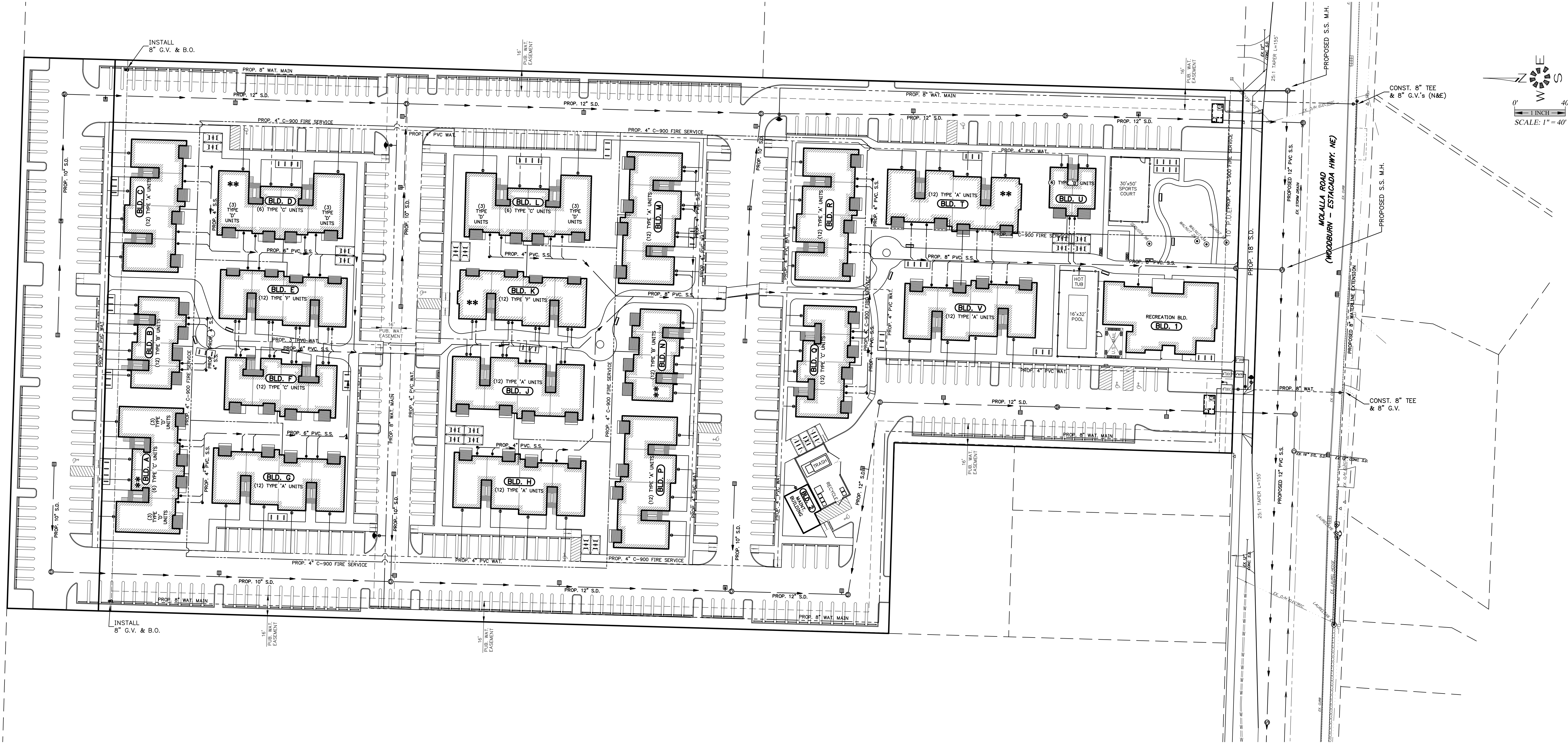


- ⊙ = INSTALL TYPICAL WALLPACK
- ⊙ = INSTALL TYPICAL LUMINAIRE MOUNTED ON A 7-FOOT POLE
- ⊙ = INSTALL TYPE V DISTRIBUTION LUMINAIRE MOUNTED ON A 14-FOOT POLE



PRIVATE LUMINAIRE SCHEDULE								
PROJECT: 5TH STREET APARTMENTS								
QTY	LABEL	DESCRIPTION	WATTS	LUMENS	ARM	ARRANGMENT	LLF	
38	LP1-PROPOSED WALL PACK	LED, COOPER 'CROSSTOUR' XTOR48-Y WALL-PACK MOUNTED 17.5'	38	3995	0	SINGLE	0.8500	
15	LP2-PROPOSED LIGHT	LED, LEOTEK "AR13" AR13-4M2-MV-WW-2-DB-350-WL MOUNTED ON A 7' POLE	20	2015	0.6700	SINGLE	0.8500	
7	LP3-PROPOSED LIGHT	LED, U.S. ARCHITECTURAL VLL-LED-PLED-40LED-VSQ-M-350mA-240-WW-1-RAL-8019-T MOUNTED ON A 14' POLE	45	5874	0	SINGLE	0.8500	





**NOTE:**  
 SYMBOLS FOR FIRE HYDRANTS, WATER METERS AND OTHERS ARE LARGER THAN ACTUAL AND ARE NOT TO SCALE.

**PRELIMINARY  
 DOMESTIC WATER  
 AND FIRE SERVICE  
 PLAN**

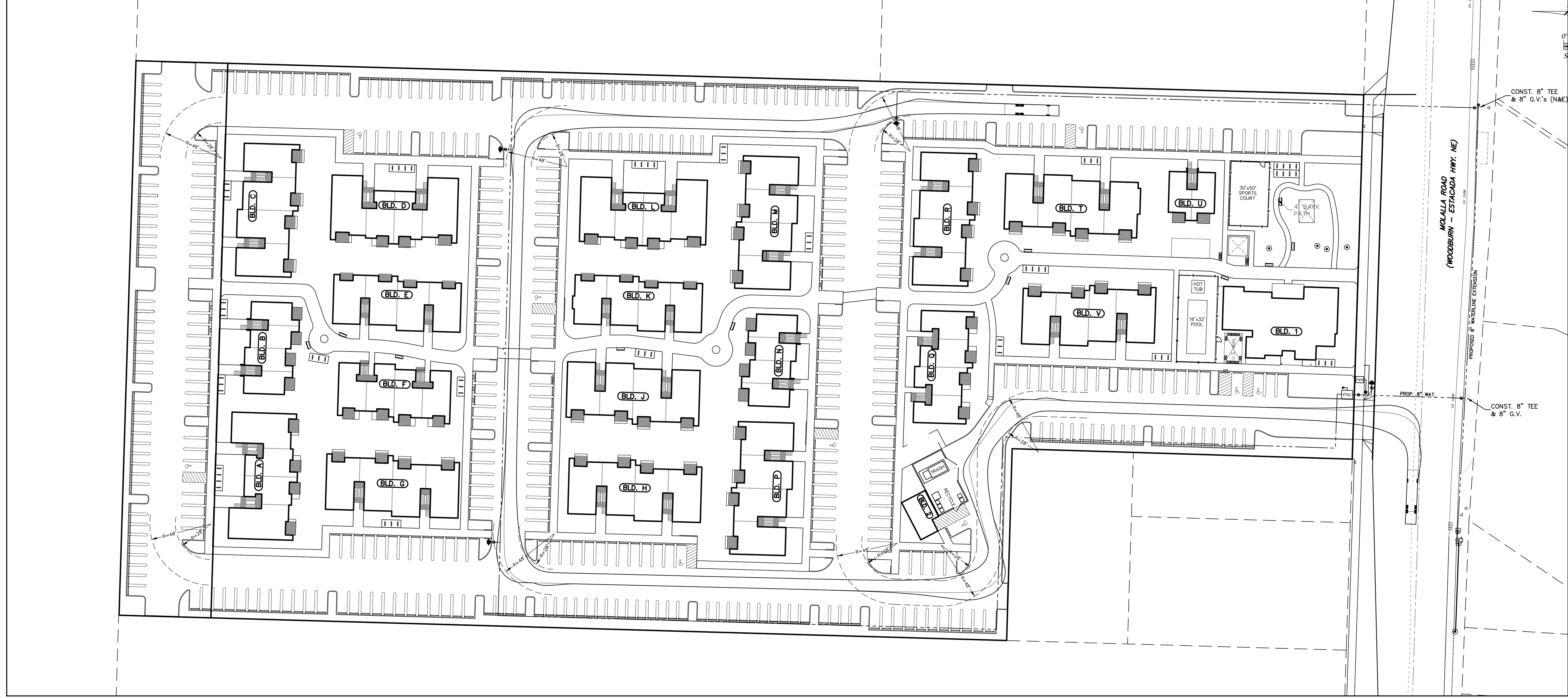
**WOODBURN EASTSIDE  
 APARTMENTS**

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**FIRE TRUCK TURNING  
 TEMPLATE**

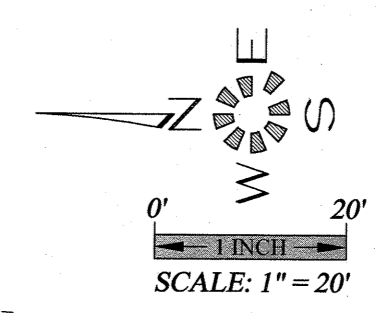
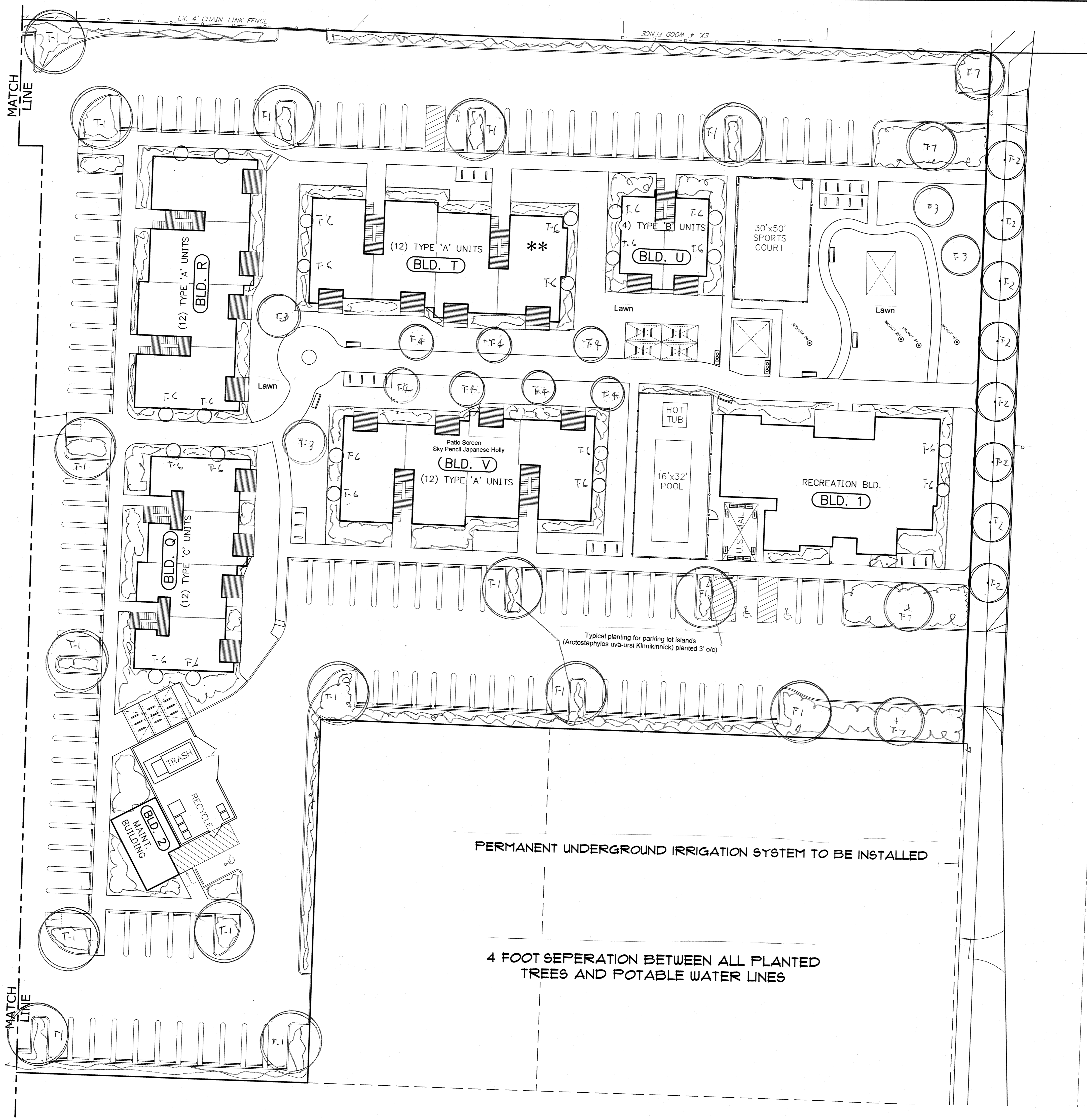
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 SCALE: AS SHOWN



JOB # 6855



MOLALLA ROAD  
(WOODBURN - ESTACADA HWY. NE)

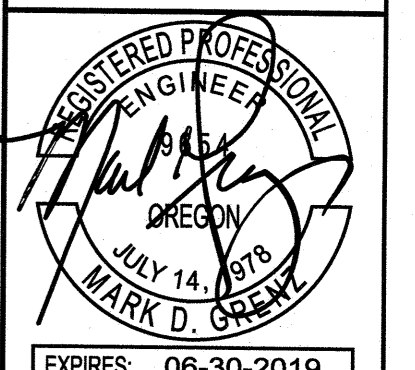
**MULTI/TECH**  
ENGINEERING SERVICES, INC.  
1155 13th St., S.E. Salem, OR, 97302  
PH. (503) 363 - 9227 FAX (503) 364-1260  
www.mtechengineering.net office@mtechengineering.net

**SCHEMATIC  
LANDSCAPE  
PLAN**

**WOODBURN EASTSIDE  
APARTMENTS**

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6855 L11  
Design: M.D.G.  
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EXPIRES: 06-30-2019  
JOB # 6855

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**LANDSCAPE DESIGN  
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CONSULTANTS LLC**  
Doing business since 1985

**L1.1**

**GENERAL LANDSCAPE NOTES:**

**General:**

- All local, municipal, state, and federal laws regarding uses, regulations, governing or relating to any portion of the work depicted on these plans are hereby incorporated into and made part of these specifications and their provision shall be carried out by the Contractor. The Contractor shall at all times protect the public throughout the construction process.
- The Contractor shall carefully correlate construction activities with earthwork contractor and other site development.
- The Contractor shall verify drawing dimensions with actual field conditions and inspect related work and adjacent surfaces. Contractor shall verify the accuracy of all finish grades within the work area. The Contractor shall report to the Landscape Design & Consultants LLC (LDC) or Owner all conditions which prevent proper execution of this work.
- The exact location of all existing utilities structures and underground utilities, which may not be indicated on the drawings, shall be determined by the Contractor. The Contractor shall protect existing structures and utility services and is responsible for their replacement if damaged.
- Disturbance and impacts to existing native trees/shrubs shall be minimized to the greatest extent practicable.
- The Contractor shall keep the premises free from rubbish and debris at all times and shall arrange material storage to not to interfere with the operation of the project. All unused material, rubbish, and debris shall be removed from the site.
- All plant material and planting supplies shall be warranted for a period of not less than one year from the completion date of installation. All replacement stock shall be subjected to the same warranty requirement as the original stock. Any damage due to replacement operations shall be repaired by the Contractor. At the end of the warranty period, inspections shall be made by LDC, Owner/General Contractor. All plant and lawn areas not in a healthy growing condition shall be removed and replaced with plants and turf cover of a like kind and size before the close of the next planting season.

**Grading / Erosion Control / Rain Gardens:**

- The design and placement of the building on the site lends itself to minimal slope conditions with positive drainage being maintained around the entire building. In this case standard landscaping procedures of topsoil, lawn, and a two inch layer of bark mulch on all planting beds will be sufficient to control erosion. In the event site conditions change or there are Slopes / Bio Swales / Detention Ponds on the project with slopes greater than 30% Poly Jute Netting shall be installed with anchoring pins as per manufactures recommendations prior to planting. Recommend DeWitt PJN4216 Erosion Control Poly Jute Netting and DeWitt anchor pins or approved equal.
- For erosion control seed mix shall be Pro Time 700 Low Profile or approved equal over the jute netting at a rate of 2 lbs. per 1000 sq. feet. The address of Pro-Time is 1712 SE Ankeny, Portland OR 97214. Phone 503-239-7518. There email is info@protime.lawnseed.com
- The work limits shown on this plan shall clearly be marked in the field prior to construction. No disturbance beyond the work limits shall be permitted.
- Grading shall be performed during optimal weather conditions.
- Erosion control measures shall be constructed in conjunction with all clearing and grading activities, and in such a manner as to ensure that sediment and sediment-laden water does not enter the drainage system or violate applicable water standards
- Prior to the commencement of construction activities, Contractor shall place orange construction fencing around perimeters of construction impact areas, and sediment fencing at downhill portions of the site. Contractor is responsible for proper installation, maintenance, replacement, and upgrading of all erosion and sediment control measures, in accordance with local, state, and federal regulations.

**Plant Material:**

- Contractor shall verify all plant & tree quantities with LDC or Owner prior to construction.
- In the event of a discrepancy between plants materials listed on the drawings, the drawings shall govern the plant species and quantities required.
- Plant material shall be first quality stock and shall conform to the code of standards set forth in the current edition of the American Standards for Nursery Stock, sponsored by the American Association of Nurserymen, Inc. (AAN)
- Species and variety as specified on the drawings and delivered to the site shall be certified true to their genus, species and variety and as defined within the current edition International Code of Nomenclature for Cultivated Plants.
- Obtain freshly dug, healthy, vigorous plants nursery-grown under climatic conditions similar to those in the locality for the project for a minimum of two years. Plants shall have been lined out in rows, annually cultivated, sprayed, pruned, and fertilized in accordance with good horticultural practice. All container plants shall have been transplanted or root firm root ball. Heeled in plants and plants from cold storage are not acceptable.
- Planting stock shall be well-branched and well-formed, sound, vigorous, healthy, free from disease, sun-scalded, windburn, abrasion, and harmful insects or insect eggs, and shall have healthy, normal, unbroken root systems. Deciduous trees and shrubs shall be symmetrically developed, uniform habit of growth, with straight trunks or stems, and free from objectionable disfigurements. Evergreen trees and shrubs shall have well-developed symmetrical tops with typical spread of branches for each particular species or variety. Only vines and ground cover plants well-established shall be used. Plants budding into leaf or having soft growth shall be sprayed with an anti-desiccant at the nursery before digging.
- Contractor shall not make substitutions of plant materials. If required landscape material is not obtainable, submit proof of non-availability and proposal for use of equivalent material. When authorized, adjustments of contract amount (if any) will be made by change order.
- Plant sizes and grading shall conform to the latest edition of American Standard for Nursery Stock as sponsored by the American Association of Nurserymen Inc. (AAN)
- All vegetation shown on this plan shall be maintained in a healthy and vigorous growing condition throughout the duration of the proposed use. All vegetation not so maintained shall be replaced with new vegetation at the beginning of the next growing season.

**Planting:**

- Planting shall be installed between February 1<sup>st</sup> to March 30<sup>th</sup> or from October 1<sup>st</sup> to November 15<sup>th</sup>. If planting is installed outside these times frames, additional measures may be needed to ensure survival and shall be pre-approved by the owner.
- Plant material shall be transported to the site in a timely manner to minimize on-site storage. Where storage is required, all plants shall be kept moist and shaded.
- Plant stock shall be handled in a manner that will not break, scrape, or twist any portion of the plant. Protect plants at all times from conditions that can damage the plant (e.g., sun, wind, freezing conditions).
- Provide the following clearance for planting of trees where applicable:  
Maintain 30 feet vision triangles at all intersections and corners  
5 feet from all street/parking lot light standards  
10 feet from fire hydrants  
5 feet from all utility vaults, meter boxes, etc.
- No trees or shrubs shall be planted on existing or proposed utility lines.
- All shrub beds shall receive a minimum 2" layer of bark mulch evenly applied immediately after planting is completed. All plant beds shall drain away from buildings.
- Excavate plant pits for shrubs and trees as follows:  
Container stock width = 2 times the container diameter, depth = container depth.  
Bare root stock: width = 2 times the widest diameter of the root, depth = of root system.  
B & B: width = 2 times ball diameter, depth = ball depth.  
Scarify sides and bottom of plant pits to roughen surfaces.
- Place plants plumb in the pit. Backfill with native soil or top soil mixture to the original plant soil line, and tap solidly around the ball and roots. Water plants immediately after planting if soil is not saturated to the surface.

**Bark Mulch:**

- All shrub beds shall receive a minimum 2" layer of fine hemlock or fir bark mulch evenly applied immediately after planting is completed. All plant beds shall drain away from buildings.

**Poly Jute Netting:**

- Tight net Poly Jute Netting shall be installed on Bio Swales/Detention Ponds/Vegetated Swale and Rain Gardens as a soil stabilizer and erosion control agent. Jute Netting shall be installed with anchoring pins as per manufactures recommendations prior to planting. Recommend DeWitt PJN4216 Erosion Control Poly Jute Netting and DeWitt anchor pins or approved equal.

**Bio Swales/Detention Ponds/Vegetated Swales:**

- Bark Mulch shall not be applied to Bio Swales/Detention Ponds or Vegetated Swales.

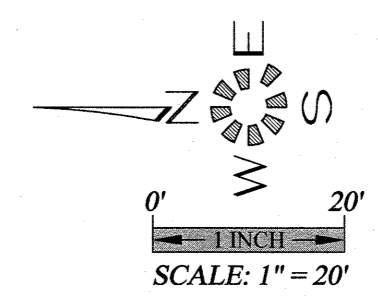
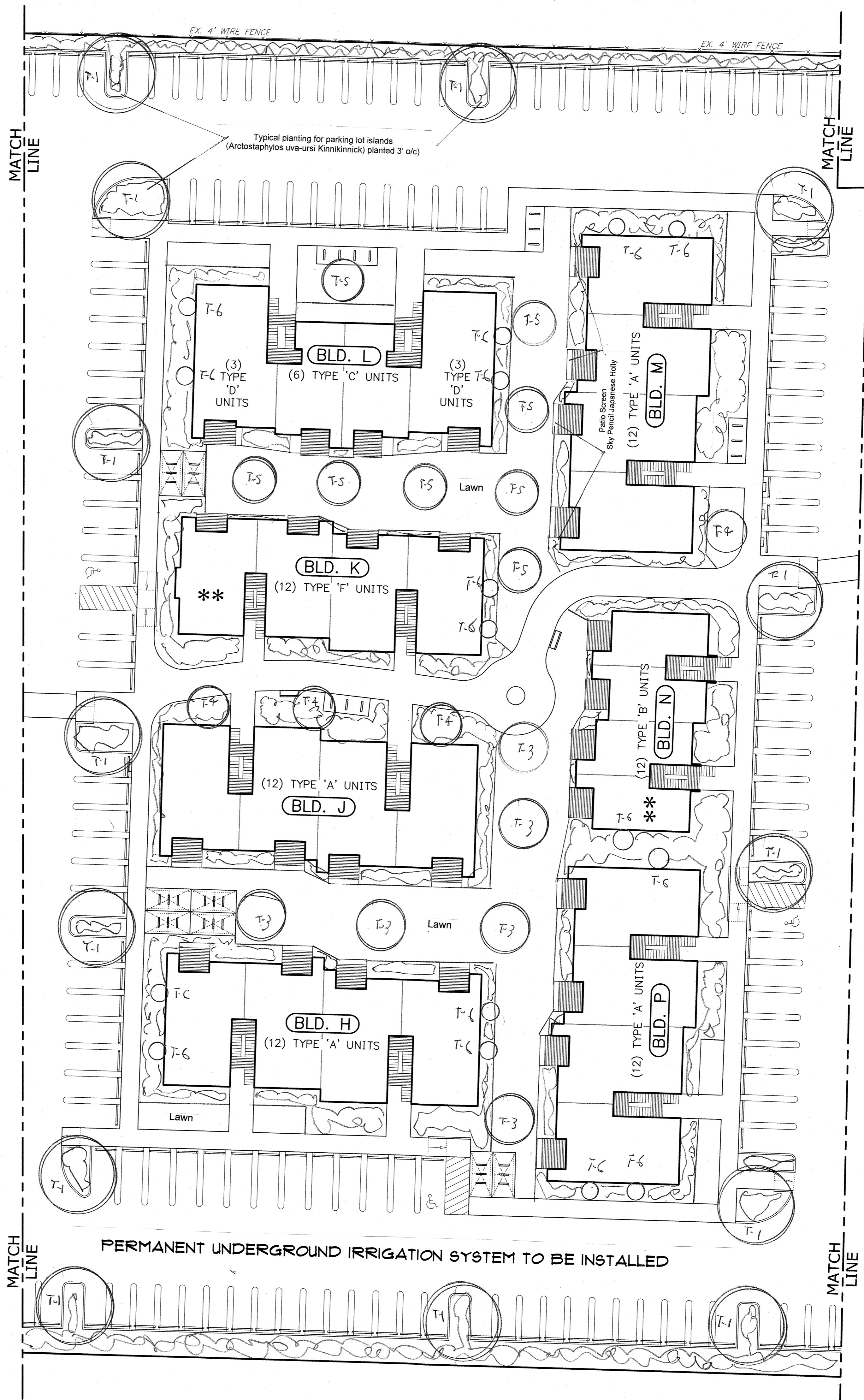
**Weed Control Agent:**

- Apply casoron as a weed control agent after planting as per manufactures specified recommendations around building or approved equal.

**Non-Native Plant Species:**

- All non-native, invasive plant species shall be removed from the site.

**4 FOOT SEPERATION BETWEEN ALL PLANTED TREES AND POTABLE WATER LINES**



**SCHEMATIC LANDSCAPE PLAN**

**WOODBURN EASTSIDE APARTMENTS**

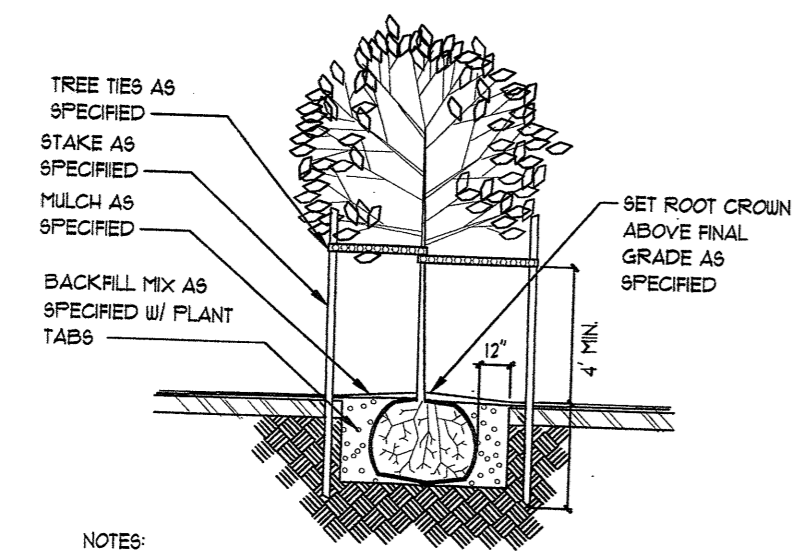
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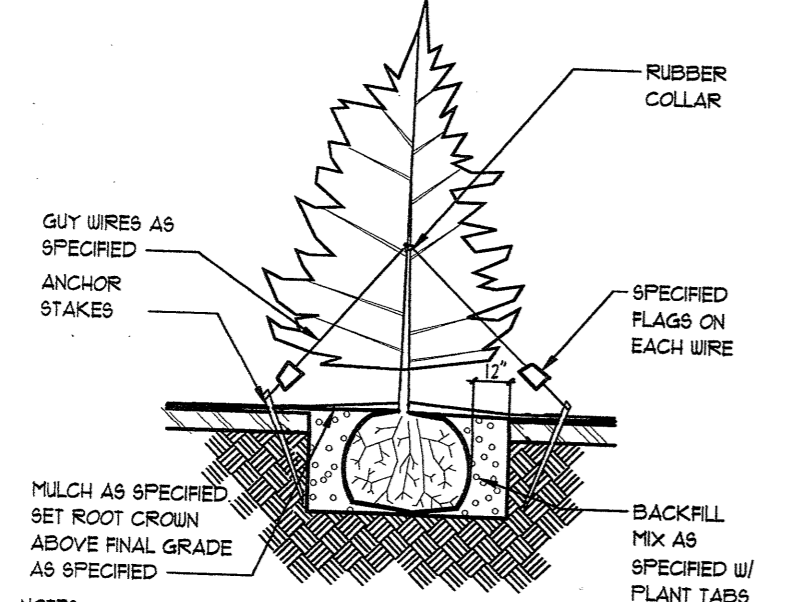


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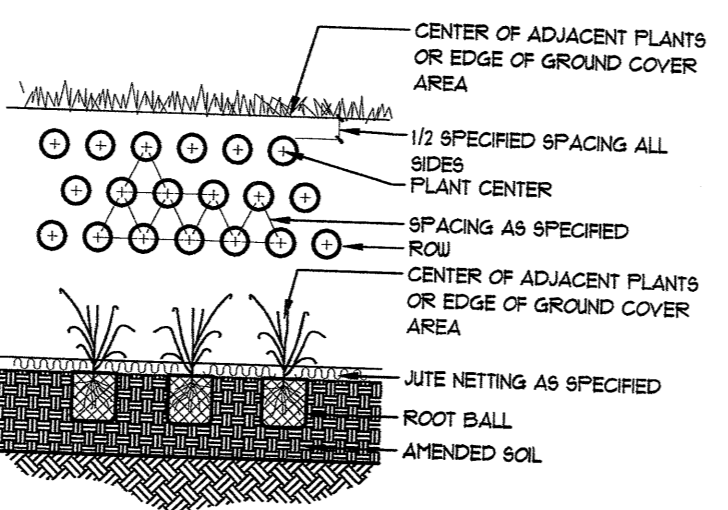
EXPRES: 06-30-2019  
JOB # 6855  
**L1.2**



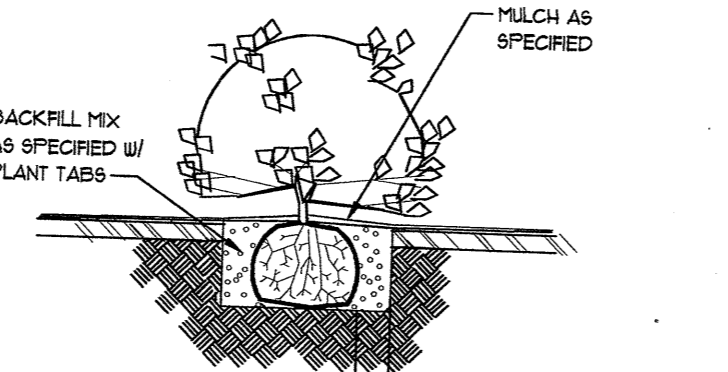
**DECIDUOUS TREE PLANTING DETAIL**  
NOT TO SCALE



**CONFEROUS TREE PLANTING DETAIL**  
NOT TO SCALE



**PLANTING PLUGS AND 4\"/>**



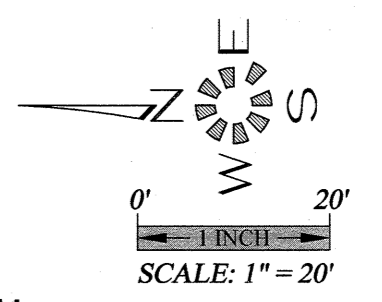
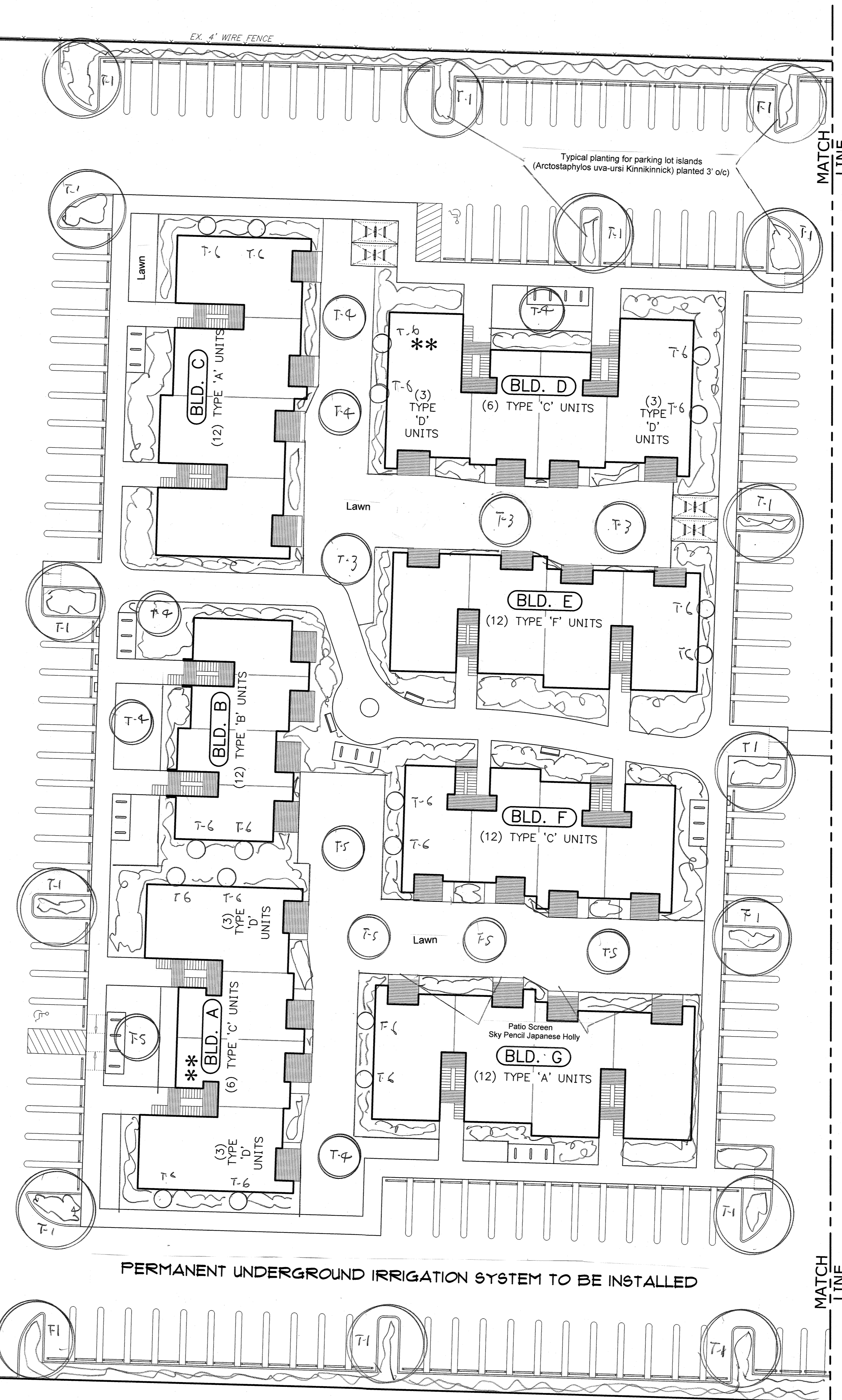
**SHRUB PLANTING DETAIL**  
NOT TO SCALE

**PLANT PALETTE APARTMENTS**

QTY.	SYM	BOTANICAL NAME	COMMON NAME	SIZE	CONDITION	REMARKS
50	T-1	Acer rubrum 'Armstrong'	Armstrong Red Maple	2" cal. min.	B & B	6' Standard
8	T-2	Ginkgo biloba 'Princeton Sentry'	Maidenhair Tree	1 1/2" - 2" cal.	B & B	6' Standard
13	T-3	Cercis occidentalis	Western Redbud	2" cal. min.	B & B	6' Standard
17	T-4	Fagus sylvatica 'Dawycok Purple'	Columnar Dawycok Purple Leaf Birch	2" cal. min.	B & B	3' Standard
12	T-5	Pyrus calleryana 'Chanticleer'	Chanticleer Flowering Pear	2" cal. min.	B & B	6' Standard
54	T-6	Juniperus Virginiana 'Skyrocket'	Skyrocket Juniper	4'-5' Tall	B & B	Full/Natural
4	T-7	Arbutus menziesii	Pacific Madrone	6'-8' Tall	B & B	Full/Natural
<b>SHRUBS</b>						
S-1		Arctostaphylos uva-ursi (Kinnikinnick)	Kinnikinnick	2 gal.	cont.	Planted 3' o/c
S-2		Abelia grandiflora 'Ed Goucher'	Edward Goucher Abelia	2 gal.	cont.	
S-3		Cornus stolonifera 'Kelsey'	Kelsey Dwarf Redwig Dogwood	2 gal.	cont.	Full
S-4		Daphne odora	Winter Daphne	2 gal.	cont.	Full
S-5		Euonymus japonica Variegated	Variegated Euonymus	2 gal.	cont.	Full
S-6		Euonymus japonica Golden	Golden Euonymus	2 gal.	cont.	Full
S-7		Pteris japonica 'Astrid' Compacta	Astrid Japanese Andromeda Compacta	2 gal.	cont.	Full
S-8		Ilex crenata 'sky pencil'	Sky Pencil Japanese Holly	4" Tall Min.	cont.	Full
S-9		Ligustrum japonicum 'Texanum'	Texas Wax-Leaf Privet	5 gal.	cont.	Full
S-10		Nandina domestica 'Moon Bay'	Moon Bay Dwarf Nandina	2 gal.	cont.	Full
S-11		Pennisetum alopecuroides Hameln	Dwarf Fountain Grass	2 gal.	cont.	Full
S-12		Pennisetum setaceum 'Purpureum'	Purple Fountain Grass	2 gal.	cont.	Full
S-13		Pennisetum alopecuroides 'Chinese'	Chinese Fountain Grass	2 gal.	cont.	Full
S-14		Philadelphus 'Snowbelle'	Snowbelle Mock Orange	2 gal.	cont.	Full
S-15		Rhododendron 'Unique'	Unique Rhododendron	2 gal.	cont.	Full
S-16		Spiraea japonica 'goldflame'	Goldflame Spirea	18"-24"	w/buds	Full
				2 gal.	cont.	Full

CONTRACTOR TO VERIFY ALL QUANTITIES OF PLANT MATERIALS WITH LANDSCAPE DESIGN & CONSULTANTS PRIOR TO INSTALLATION  
PLANT MATERIAL SUBSTITUTIONS MAY BE MADE BY THE OWNER FOR PLANT MATERIALS OF SIMILAR HABIT, FLOWERING CHARACTERISTIC AND/OR STRUCTURE OF GROWTH DUE TO AVAILABILITY, WATER, SOIL, AND SUN REQUIREMENTS.

**4 FOOT SEPERATION BETWEEN ALL PLANTED TREES AND POTABLE WATER LINES**



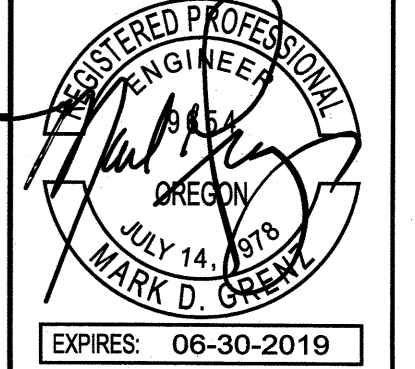
**MULTI/TECH**  
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1000 W. 10th Street  
PH: (503) 363-9227 FAX: (503) 364-1260  
www.mtengineering.net office@mtengineering.net

**SCHEMATIC LANDSCAPE PLAN**

**WOODBURN EASTSIDE APARTMENTS**

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EXPIRES: 06-30-2019  
JOB # 6855  
**L1.3**



**BUILDING  
ELEVATIONS**

**WOODBURN EASTSIDE  
APARTMENT COMPLEX**

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Drawn: G.L.D.  
Checked: M.D.G.  
Date: Aug-19  
Scale: AS SHOWN

JOB # 6855

REGISTERED PROFESSIONAL ENGINEER  
MARK D. GREY  
JULY 14, 1978  
Renew date: July 30, 2021

**A1.71**





REAR ELEVATION (TYPE A UNITS)  
SCALE: 1/8" = 1'-0"  
BLD. C.G.H.J.M.P.Q.S+U



END ELEVATION (TYPE A UNITS)  
SCALE: 1/8" = 1'-0"  
BLD. C.G.H.J.M.P.Q.S+U



FRONT ELEVATION (TYPE A UNITS)  
SCALE: 1/8" = 1'-0"  
BLD. C.G.H.J.M.P.Q.S+U



END ELEVATION (TYPE A UNITS)  
SCALE: 1/8" = 1'-0"  
BLD. C.G.H.J.M.P.Q.S+U

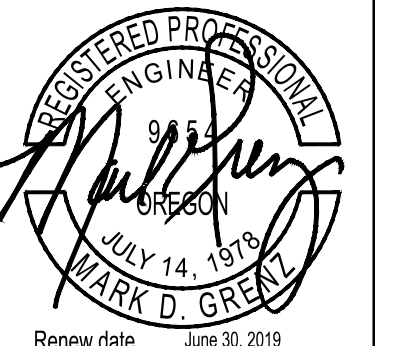
**BUILDING ELEVATIONS**

**WOODBURN EASTSIDE APARTMENT COMPLEX**

NO CHANGES, MODIFICATIONS OR REVISIONS TO BE MADE TO THIS DRAWING WITHOUT THE AUTHORIZATION FROM THE DESIGN ENGINEER.  
DIMENSIONS & NOTES TAKE PRECEDENCE OVER GRAPHICAL REPRESENTATION.

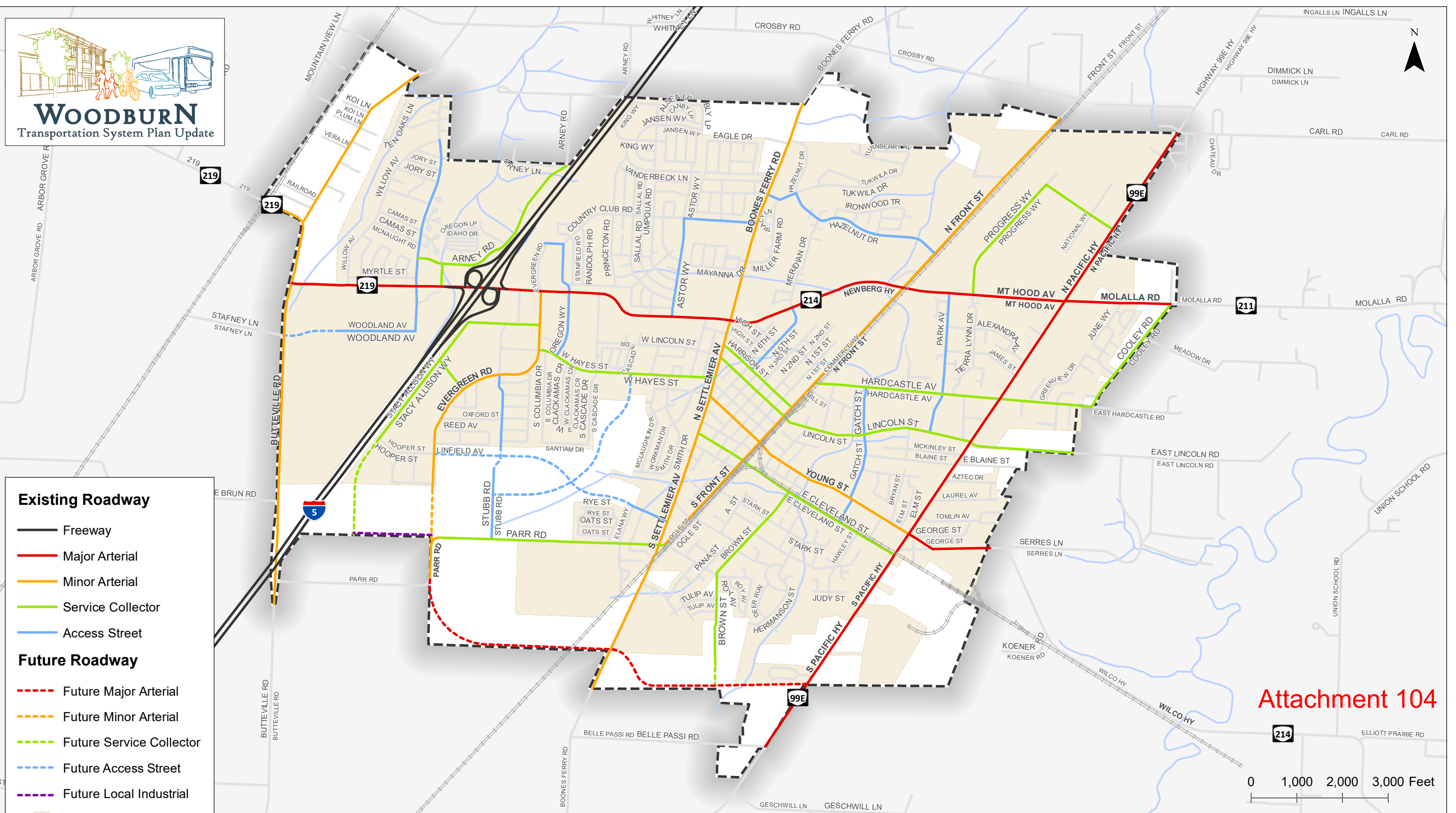
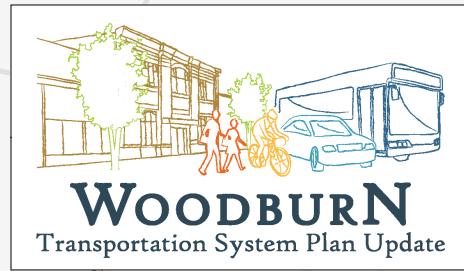
DESIGN: P.L.M.  
DRAWN: G.L.D.  
CHECKED: M.D.G.  
DATE: Feb-20  
SCALE: AS SHOWN

JOB # 6855



Renew date: June 30, 2019

**A2.90**



**Existing Roadway**

- Freeway
- Major Arterial
- Minor Arterial
- Service Collector
- Access Street

**Future Roadway**

- - - Future Major Arterial
- - - Future Minor Arterial
- - - Future Service Collector
- - - Future Access Street
- - - Future Local Industrial

City Boundary

Urban Growth Boundary

Attachment 104

**Functional Roadway Classification  
Woodburn, Oregon**

**Figure  
2**

Note: Future roadway alignments are approximate and subject to further refinement.

Coordinate System: NAD 1983 HARN StatePlane Oregon North FIPS 3601 Feet Intl  
Data Source: City of Woodburn, Oregon Department of Transportation

**ANX 2019-01 OR 211 Corridor Lot Area and Frontage Spreadsheet**

Highway 211 / Molalla Rd Corridor: U.S. 99E to East Urban Growth Boundary (UGB)  
 Parcels along Corridor within the Northeast UGB Area

Clockwise from NW

Tax Lot	Address	Status	Acreage	Percent	Tax Map Frontage	Percent	Comp Plan Designation	Exclu de	Adjusted Acreage	Adjusted Percent Acreage	Adjusted Frontage	Adjusted Percent Frontage	Acreage & Reference Frontage Percentages Averaged
051W08A004100	2000 N. Pacific Hwy	marginal development	0.68	1.2%	250	5.8%	Comm	N	0.68	1.3%	250	6.6%	4.0% Doman / Little Caesar's Pizza
051W08A004300	2100 N. Pacific Hwy	developed	2.49	4.5%	258	6.0%	Comm	N	2.49	4.8%	258	6.8%	5.8% Pacific Building Systems
051W08A004400	none	undeveloped	2.48	4.5%	495	11.6%	Comm	N	2.48	4.7%	495	13.1%	8.9% PBS contractor yard
051W08A005200	2045 Molalla Rd NE	undeveloped	9.62	17.6%	434	10.1%	Comm	N	9.62	18.4%	434	11.5%	14.9% Church LDS/Mormon
051W09B001200	2115 Molalla Rd NE	developed rural house	0.40	1.7%	100	3.5%	Comm	N	0.93	1.8%	100	2.6%	2.9% Carson-Jeske house
051W09B001100	2115 Molalla Rd NE	developed outbuilding	0.20		50		Comm	N			50	1.3%	Carson-Jeske outbuilding
051W09B001000	2115 Molalla Rd NE	undeveloped extra rear yard	0.33		0		Comm	N			0	0.0%	Carson-Jeske extra rear yard
<b>051W09B000900</b>	<b>2145 Molalla Rd NE</b>	<b>undeveloped</b>	<b>8.62</b>	<b>15.7%</b>	<b>278</b>	<b>6.5%</b>	<b>Comm</b>	<b>N</b>	<b>8.62</b>	<b>16.5%</b>	<b>278</b>	<b>7.4%</b>	<b>11.9% Ivanov / Woodburn Eastside Apts.</b>
051W09B000800	2149 Molalla Rd NE	developed rural house	0.94	1.7%	108	2.5%	Comm	N	0.94	1.8%	108	2.9%	2.3% Lin house
051W09B000700	2155 Molalla Rd NE	marginal development	8.60	15.7%	326	7.6%	Comm	N	8.60	16.4%	326	8.6%	12.5% Ashland Bros. Landscapes, Inc.
051W09C000600	1585 Cooley Rd	developed rural house	3.73	6.8%	137	3.2%	LDR	N	3.73	7.1%	137	3.6%	5.4% [Note: tax map blank; cited City GIS.
051W09C000700	2140 Molalla Rd NE	developed rural house	0.46	0.8%	195	4.6%	LDR	N	0.46	0.9%	195	5.2%	3.0%
051W09C000800	2110 Molalla Rd NE	developed duplex or higher	0.49	0.9%	140	3.3%	LDR	N	0.49	0.9%	140	3.7%	2.3%
051W08DA08800	1638 Granite Dr	developed manu dwelling	0.13	0.2%	83	1.9%	MDR	Y*					
051W08DA08700	1640 Granite Dr	developed manu dwelling	0.11	0.2%	53	1.2%	MDR	Y					
051W08DA08600	1644 Granite Dr	developed manu dwelling	0.11	0.2%	47	1.1%	MDR	Y					
051W08DA08500	1656 Granite Dr	developed manu dwelling	0.11	0.2%	53	1.2%	MDR	Y					
051W08DA08400	1668 Granite Dr	developed manu dwelling	0.11	0.2%	53	1.2%	MDR	Y					
051W08DA08300	1670 Granite Dr	developed manu dwelling	0.15	0.3%	86	2.0%	MDR	Y					
051W08DA06800	1557 June Way	developed church	1.64	3.0%	127	3.0%	MDR	Y**					Church Jehovah's Witnesses
051W08DA00400	2010 Molalla Rd NE	undeveloped	3.60	6.6%	450	10.5%	Comm	N	3.60	6.9%	450	11.9%	9.4%
051W08DA00500	1520 N. Pacific Hwy	developed strip mall	9.76	17.8%	556	13.0%	Comm	N	9.76	18.6%	556	14.7%	16.7% Safeway/Starbucks
Totals			54.76	100.0%	4,279	100.0%			52.40	100.0%	3,777	100.0%	100.0%

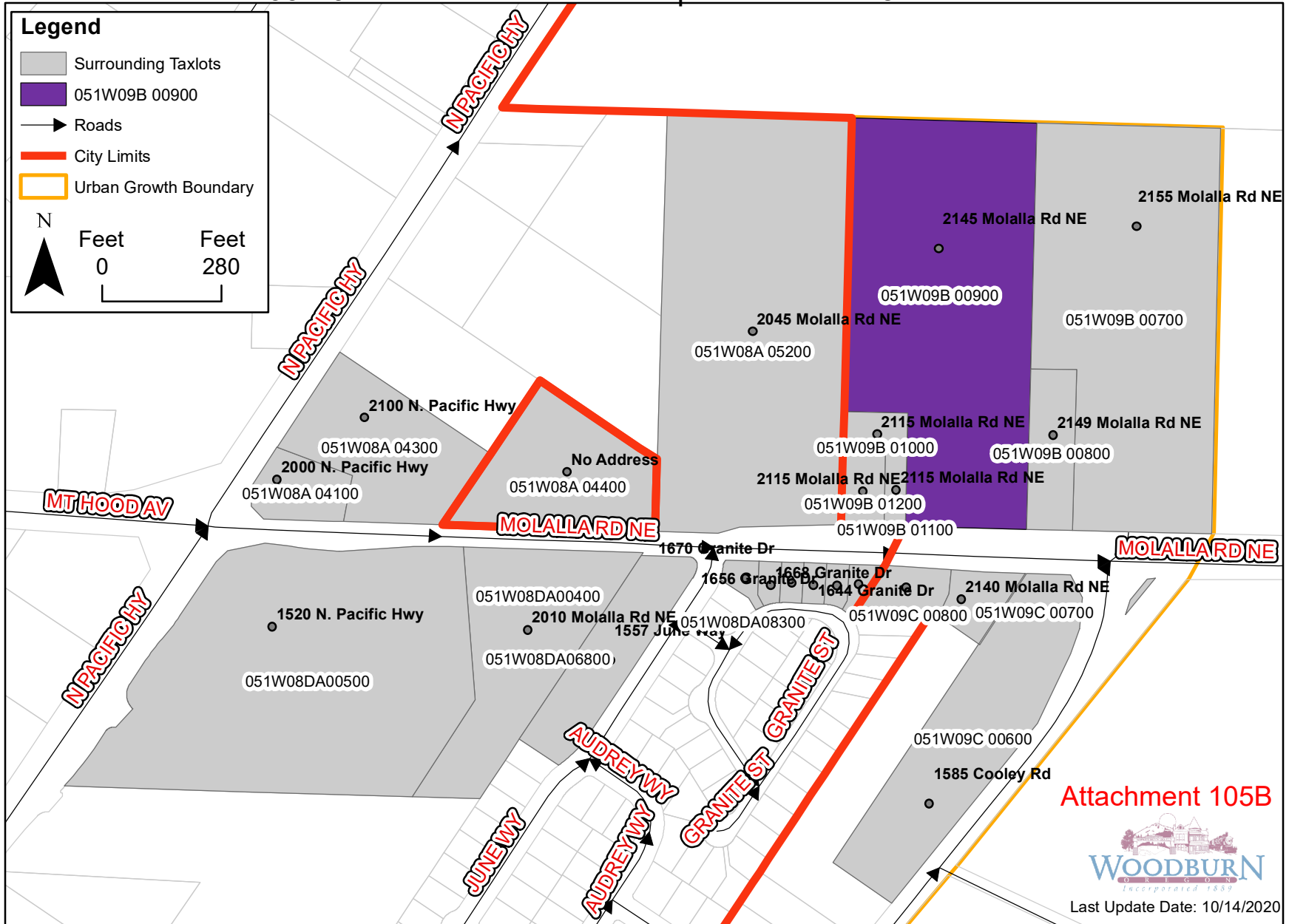
\*The six lots are platted, and being small and occupied with manufactured homes, seem fixed in time and space indefinitely.

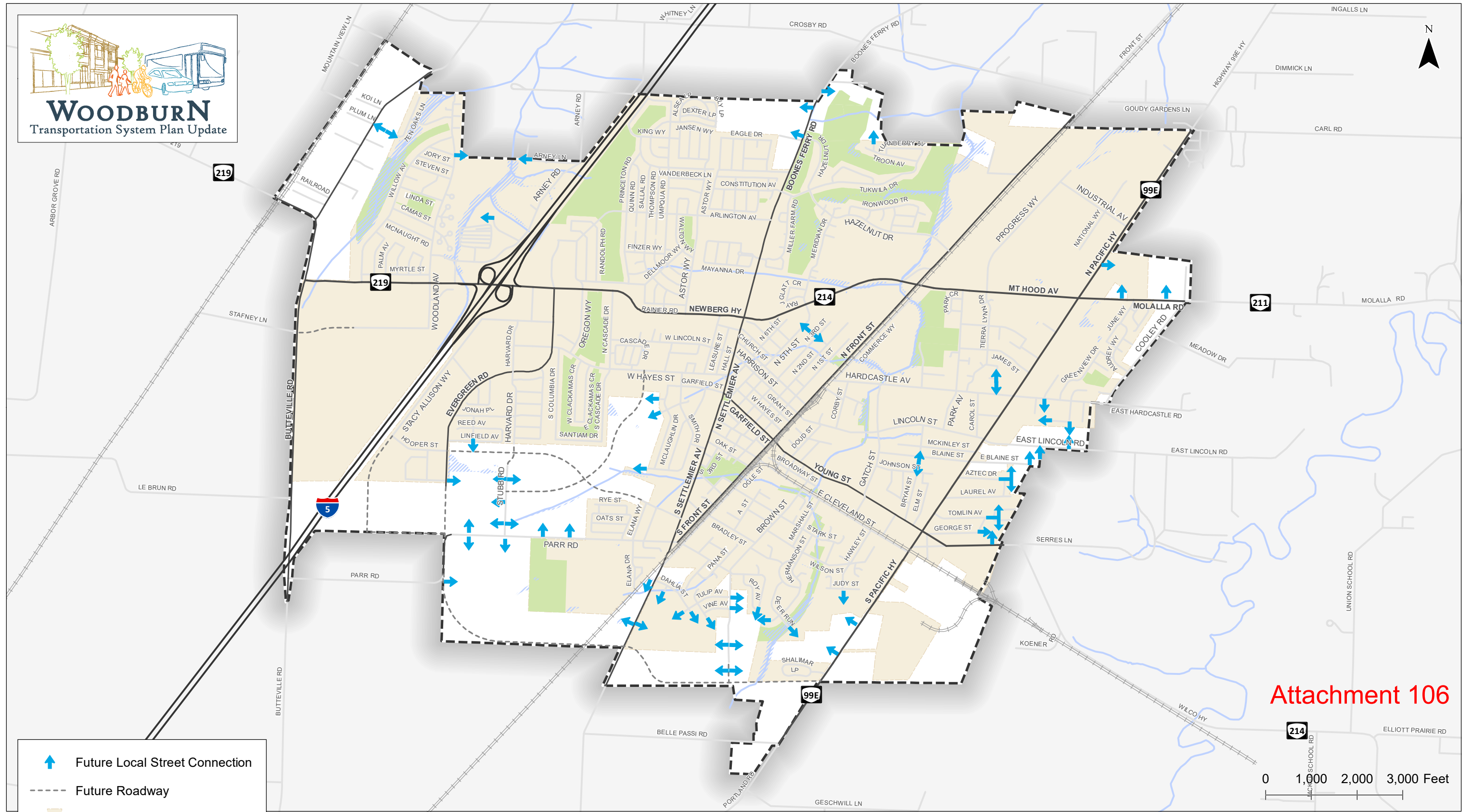
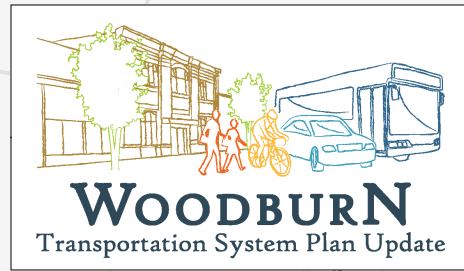
\*\*There's no room remaining within the lot for development, and the development is recent enough and built for a house of worship that it too seems fixed indefinitely.

10/14/2020





Planning Commission 10/22/2020

# ANX 2091-01 Woodburn Eastside Apartments 2145 Molalla Rd NE





Attachment 106

-  Future Local Street Connection
-  Future Roadway
-  City Boundary
-  Urban Growth Boundary

Note: Future roadway alignments are approximate and subject to further refinement.

**Local Street Connectivity Plan  
Woodburn, Oregon**

**Figure  
6**

Coordinate System: NAD 1983 HARN StatePlane Oregon North FIPS 3601 Feet Intl  
Data Source: City of Woodburn, Oregon Department of Transportation



**PUBLIC WORKS DEPARTMENT  
190 GARFIELD STREET  
WOODBURN, OR 97071**

June 19, 2019

Jeff Bolton  
Multi/Tech Engineering  
1155 13<sup>th</sup> Street SE  
Salem, OR 97302

Re: Annexation Certification  
Subject Property: 2145 Molalla Road  
Marion County Tax Map: 051W09B 00900

This letter is to certify that the City of Woodburn has no capacity issue with the public wastewater treatment facility or public water treatment facility. However, the subject property is not adjacent to an existing collection system for water, wastewater or a public storm sewer collection system. The requirements for these collection facilities would still need to be determined. The capacity analysis, design and installation would be the responsibility of the applicant/property owner.

If you have any questions, please contact me at 503.982.5248.

Sincerely,

Dago Garcia, P.E.  
City Engineer  
City of Woodburn

Council staff memo  
Attachment 2A  
(107A)



1776 Newberg Hwy  
Woodburn, OR 97071  
Phone: 503-982-2360  
Fax: 503-981-5004

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June 10, 2019

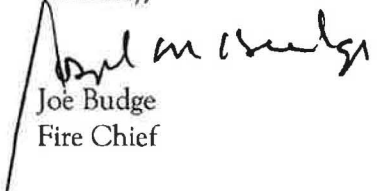
Multi/Tech Engineering  
Jeff Bolton

Dear Mr. Bolton,

Please allow this letter to serve as notification that the address of: 2145 Molalla Rd., Woodburn, does fall within the boundary of the Woodburn Fire District. The Woodburn Fire District has adequate capacity to provide fire protection and rescue services to this address.

Thank you and if you have any other questions please do not hesitate to call us at (503) 982-2360.

Sincerely,

  
Joe Budge  
Fire Chief

Council staff memo  
Attachment 2B  
(107B)





## Woodburn School District

1390 Meridian Drive, Woodburn, OR 97071

Phone 503-981-9555

Fax 503-981-8018

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June 14, 2019

Jeff Bolton

Multi/Tech Engineering

1155 13<sup>th</sup> Street SE

Salem, OR 97302

Re: Annexation for 2145 Molalla Rd Development

Mr. Bolton:

In response to your request, Woodburn School District has determined that your proposed Multi/Family Development of 200 units located at 2145 Molalla Road will impact our schools in our district however we believe we will be able to accommodate the growth.

Thank you,

Chuck Ransom, Superintendent

Woodburn School District

Council staff memo  
Attachment 2C  
(107C)

## Colin Cortes

---

**From:** Sarah Smith <thinkpaperpusher@gmail.com>  
**Sent:** Thursday, November 19, 2020 7:00 AM  
**To:** Colin Cortes  
**Subject:** Re: Woodburn ANX 2019-01 Woodburn Eastside Apartments 2145 Molalla Rd NE

\*\*\*\* This email is from an EXTERNAL sender. Exercise caution when opening attachments or click links from unknown senders or unexpected email. \*\*\*\*

To the Woodburn City Council and whomever else it may concern;

My name is Sarah Jeske-Smith, and I am the daughter, POA, and Primary Caregiver for the resident & Property Owner of 2115 Molalla Rd, Woodburn - Charlotte Carson-Jekse.

This project has us terrified for so many reasons, and I write today to voice our concerns.

Woodburn is rapidly losing its farmlands, which, as you know, has an effect on our wildlife, eco-systems, overall beauty of the valley, and of course - no farms, no food.

The traffic on 211 is so congested these days that it is often backed up to our driveway or close to it, and getting across the road to retrieve the mail is a daunting daily task. An increase of vehicles is going to be a disaster! The road itself is not big enough to accommodate more lanes, and sidewalks, and bicycle paths. ODOT Eminent Domain took the front of this property, and the traffic noise & air quality interferes with the quiet enjoyment of the front yard. So many semi's use this road we often can't hear the TV inside the house. The thought of semi's stuck in traffic in front of the house contributing to more noise and air pollution is overwhelming.

We do not want to be annexed into the city. We have our well and septic systems in place, and though to the outsider it may look like this property is unkempt, we do the best we can to take care of it and we do eat the food we grow here. We can't fathom the thought of being an island sandwiched between a Church on one side and an Apartment Complex on the other?! What will become of our Property with no fence and no defense from trespassers? Will we feel safe? I rather think we'll feel exposed to potential threats - more noise, more pollution, more foot traffic, privacy invasion.

On a personal note, my Father died in April of 2019 and both my mother and I are still grieving the loss. My mother is an amputee and is very ill. She is now bed-bound and it's very difficult for her to leave her home. This house is where she'd like to pass and I intend to honor that wish. The very idea that she will have to live through ground-shaking construction noise and vibrations as she attempts to find some peace at the end of her life breaks my heart.

There are other places in Woodburn to develop that are not farmland - perhaps the property owner could use this land to raise bees or grow crops?

Please, please don't allow an apartment complex to be built here!

Council staff memo  
Attachment 3

Thank you for your time,

Sarah Jeske-Smith

1100 Comstock Way

Woodburn, OR 97071

503-989-1195

[thinkpaperpusher@gmail.com](mailto:thinkpaperpusher@gmail.com)

POA for

Charlotte Carson-Jeske

2115 Molalla Rd.

Woodburn, OR 97071

503-982-2952

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January 25, 2021

TO: Honorable Mayor and City Council  
FROM: Scott C. Derickson, City Administrator  
SUBJECT: **FY 2021/22 Financial Plan**

**RECOMMENDATION:**

Adopt the attached FY 2021/22 Financial Plan (Budget Policies and Fiscal Strategy) via a motion.

**BACKGROUND:**

In past year, the City has experienced a series of difficult and unprecedented financial challenges due to the COVID-19 pandemic. Because of the pandemic, the City downsized a host of programs and services, mostly related to the parks and recreational programming. These reductions resulted in over \$1 million in General Fund savings. Simultaneously, through the efforts of staff, we achieved some \$3.6 million in COVID-19 community assistance funding, including a \$1.5 Million CDBG for Woodburn's first Family Resource Center, \$385 thousand in community non-profit assistance programs, over \$400 thousand in mortgage relief through the reallocation of housing rehabilitation funding, and other programs via state, federal and City grant programs.

Although the City still projects revenue over expense shortfalls within the five-year planning period, we have successfully utilized the Budget Policies and Financial Plan, as a best practice strategy, to effectively managed, plan accordingly for large capital projects and lessen any shortfall impact.

Nonetheless, it is clear that the City will be operating at a reduced level of service, primarily associated with parks and recreational programming, for the foreseeable future.

The City Council should approach General Fund spending with caution. There are some reasons to be optimistic, such as regional economic conditions and the strength of the housing markets, along with potential industrial development, that

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Agenda Item Review: City Administrator \_\_\_x\_\_\_ City Attorney \_\_\_x\_\_\_ Finance \_\_\_x\_\_\_

remains strong, but it will be sometime before the financial benefit of these markets materialize into General Fund support.

In the interest of sound financial management, the City Council directed that a comprehensive set of financial planning documents be developed and implemented for the purposes of improving the City's financial sustainability. Since the 2011 policy implementation, the City has prepared the Financial Plan as a means of managing the City's current year budget and inform the FY 2021/22 budget development process.

In past years the City Council has been commended by the City Auditor, and recognized by the Government Finance Officers Association for the use of comprehensive budget policies and the quality presentation, clarity and transparency of Woodburn's budget documents.

The intent of the Financial Plan is to help predict cost and revenue trends from year to year and make better decisions via the memorializing of sound financial practices and budget administration. If necessary, the Financial Plan informs the need to reduce the City's budget to remain consistent with the City Council goals and meeting community needs within available resources.

**2021/22 POLICY:**

Attached is the proposed FY 2021/22 Financial Plan: Budget Policies & Fiscal Strategy, which is largely unchanged from the previous year, other than the addition of a COVID-19 impact and strategy statement. The Financial Plan is being brought before the City Council largely due to the significant impact that COVID-19 has had on the City financial and programmatic position.

**FINANCIAL IMPACT:**

There is no immediate monetary impact on the City. The Financial Plan draft will help make stronger financial decisions that are in the best interests of the community and the City organization.

# City of Woodburn

## FY 2021/22 Financial Plan

### Budget Policies, Fiscal Strategy, & Five Year Forecast

**COVID-19 Pandemic Financial Impact and Strategy.** The COVID-19 Global Pandemic has had significant financial impacts on local governments and communities across the nation, prompting federal stimulus payments and state aid for both businesses, families, and individuals. The City of Woodburn has also been impacted both operationally and financially. In response to State-imposed restrictions intended to slow the rate of COVID-19 spread in congregate settings, the City closed all Parks and Recreation Department programming, including the cancellation of the 2020 Fiesta Mexicana, the closing of City Hall, the Aquatic Center and Library, and reductions in Transit services. These actions, many of which are detailed in the FY 2020/21 Budget Message, resulted in the laying-off of 52 part-time employees, which constituted a General Fund loss of 28 Full-Time Equivalencies (FTEs). Additionally, the City imposed a hiring freeze on six full-time positions, including two police officer positions, placed a hold on Woodburn's Urban Renewal Program Small Business Grant & Loan Program, and froze a \$300,000 General Fund contribution to the proposed Community Center Design Project. Much of the City's operational focus then shifted to community education and outreach, as well as working to steer as much financial support for Woodburn's families and business as possible.

FY 2021 spending reductions resulted in over \$1 million in General Fund savings. Simultaneously, through the efforts of staff, we achieved some \$3.6 million in COVID-19 community assistance funding, including a \$1.5 Million CDBG for Woodburn's first Family Resource Center, \$385 thousand in community non-profit assistance programs, over \$400 thousand in mortgage relief through the reallocation of housing rehabilitation funding, and other programs via state, federal and City grant programs.

Per the City's annual Financial Plan update, the attached 5-Year Forecast assumes a pre-COVID-19 General Fund Budget as a base, including the restoration of all Park & Recreational programs, most of which require offsetting revenue generation in order to remain viable. This was done to establish a baseline for demonstrating the full impact of COVID-19 and the events of 2021. In terms of revenue, caution is needed. COVID-19 related impacts on General Fund revenues remain uncertain, such as overall impacts to Transient Occupancy Tax revenues, the future of state shared revenues, and the rate of property tax collection as a result of the economic downturn and state mortgage deferral programs.

The 5-Year Forecast is projecting a FY 2022 revenue/expense General Fund shortfall of -\$676,481 followed with an additional General Fund revenue shortfall of -\$731,563 in FY 2023 and -\$570,277 in 2024. Assuming pre-COVID-19 General Fund spending levels, the 5-Year Forecast

projects approximately -\$3,792,397 in total revenue/expense shortfalls over the upcoming five years. Because of the City's careful prior-year efforts to build the General Fund's ending fund balance, the Contingency drop significantly in FY 2021/22, but the City still maintains its 25% Contingency goals through 2025.

The City cannot operate at a sustainable level by incurring revenue/expense shortfalls for extended periods. The 5-Year Forecast helps in establishing a financial picture for the City both in the current year, for the upcoming budget development process and in the future as appropriate. It allows the City to make financial and budget decisions so that financial sustainability can be achieved and projected shortfalls resolved before they are achieved.

Using the best information available at the time, the 5-Year Forecast represents our best guess, but as we have seen, circumstances can change quickly. Consequently, the forecast is updated annually and as needed. The entire 5-Year Forecast is attached for your review.

**FY 2021/22 Budget Goal.** It is clear that Woodburn's challenge will be closing the projected revenue over expense General Fund shortfalls while working to develop a financial plan for rebuilding popular parks and recreational programming to pre-COVID-19 levels, which could take 18 to 24 months to achieve.

1. The City will remain financially challenged for the immediate future. Working in the framework of the City Council's FY 2021/22 Financial Plan and Oregon Budget Law, the City Administrator will present a balanced FY 2021/22 Budget, working to close projected General Fund revenue shortfalls over time while protecting cash balances to the greatest extent possible. It is likely the City will continue operating at reduced levels of service pending a COVID-19 operational and financial recovery.
2. The City will seek to build cash reserves when possible with the understanding that startup costs may be required when starting or reestablishing COVID-19 impacted or related services and programs. Financial plans for reestablishing pre-COVID-19 programs will be presented to the City Council as appropriate.
3. In addition, it is also the goal of the City to prioritize existing resources on priority services such as public safety funding, continued community COVID-19 education, economic aid, and planning for the restoration of parks and recreation programming, including aquatics and library services.

## **BUDGET POLICY**

- **SECTION 1. ANNUAL REVIEW & POLICY**

- A. **Fiscal Responsibility.** The policy of the City of Woodburn is to return the highest level (or sustain the current levels) of service with the least amount of taxpayer investment and to plan accordingly.

- B. **Balanced Budget.** The City’s budget shall be balanced. For each fund, ongoing costs are not to exceed ongoing revenues plus available fund balances used in accordance with reserve policies. The budget resolution will be adopted by the fund at a summary level.
- C. **Budget Process.** The annual budget process is intended to weigh all competing requests for City resources within expected fiscal constraints. Levels of service will increase or decrease based on the availability of resources. Requests for new programs made outside the annual budget process will be discouraged. New initiatives will be funded by reallocating existing City resources to services with the highest priorities.
- D. **Fiscal Recommendations.** Consistent with the administrative responsibilities outlined in the Charter, the City Administrator will make fiscal recommendations to the City Council on all measures necessary to sustain current levels of service and avoid reductions in City programs, including the consideration by the City Council of new revenue sources if this is determined to be in the best interest of the community.
- E. **Budget Policy Updates.** The City Council will review and adopt the Fiscal Year Budget Policies on an as-needed basis as determined by the City Administrator or as circumstances require.
- F. **Annual Five-Year Forecast.** The City Council will review and approve the Five-Year Forecast as needed. The forecast is an estimate of future revenues and expenses intended to serve as an estimate and a guideline for making sound financial decisions in the current fiscal year and budget preparation. The Five-Year Forecast and the Budget Policies together will constitute the City’s annual Financial Plan.
- G. **Policy Direction.** Consistent with the role outlined in the Woodburn City Charter, the City Council is responsible for providing policy direction to determine the City’s overall financial health. In response to the fiscal recommendations made by the City Administrator, the City Council shall consider all measures necessary to sustain current levels of service. In addition, the City may avoid reductions in City programs by considering new revenue sources if this is determined to be in the best interest of the community.
- H. **Budget.** Under the Woodburn City Charter, the City Administrator serves as Woodburn’s Budget Officer. The Finance Director assists the City Administrator with the preparation and presentation of the annual budget, budget administration, and the day-to-day finance operations. The Budget Officer is responsible for the administration of the annual budget and may approve or disapprove the expenditures contained in the adopted budget if deemed in the best financial interest of the City.
- I. **Budget Administration.** As authorized by the City Charter, the City Administrator is responsible for taking actions necessary to keep expenditures within anticipated revenues, including initiating layoffs, reorganizations, downsizing, program reductions, and adjustments to service levels. The City Administrator will keep the City Council informed



as to any steps taken to reduce expenditures, and whenever possible, the Council will review the decisions and consider options during a mid-year budget review.

- **SECTION 2. DISCRETIONARY & DEDICATED RESOURCES**

- A. **Recognizing Financial Limits**. Woodburn will make a distinction between two different types of services; 1) those funded primarily from City discretionary resources, and 2) those funded primarily from dedicated resources.
- B. **Discretionary Resources**. The General Fund collects resources to provide discretionary programs and services as recommended by the Budget Officer and approved as part of the City's cycle. The City will continue to fund these programs primarily from General Fund discretionary resources. These include police, park and recreation, economic development, land use, financial services, and other programs.
- C. **Dedicated Resources**. Dedicated resources are normally subject to restrictions via state and federal law, grant agreements and contracts, City policy, and ordinances. City services funded primarily through dedicated funds include such items as speed and safety belt enforcement, grant-funded transportation, utility services, etc.

- **SECTION 3. GENERAL FUND BUDGET (DISCRETIONARY)**

- A. **Annual Budget Goal**. The goal shall be to prepare a budget that maintains existing high priority programs supported by the General Fund while at the same time seek savings and alternative revenue sources wherever possible. Funding for lower priority programs will be reduced or eliminated to ensure that expenditures remain in balance with resources.
- B. **General Fund Emphasis**. The highest priority shall be to conserve General Fund discretionary resources to fund high priority programs as defined by the City Council and City Administrator.
- C. **Maximize City Council's Discretion**. Wherever legally possible, revenues are to be treated as discretionary resources, rather than as dedicated to a particular program or service. The goal is to give the City Council flexibility in allocating resources to local priorities.
- D. **New Revenues**. In order to sustain current levels of service, avoid reductions in public safety programs, or increase services needed to meet community demands, the City Council may consider new discretionary revenues if it is determined to be in the best interest of the community.
- E. **Use of Dedicated Funding Sources**. Whenever legally possible, funding responsibility for existing programs or activities should be transferred to appropriate dedicated funding sources, freeing up scarce discretionary resources to fund City Council priorities.

- F. **Cost Efficiency.** Staff will prepare fiscally conservative budgets and will seek savings wherever a balance between cost efficiency and the quality of public service can be achieved.
- G. **Materials & Services.** Departments are to prepare “base budgets” with a goal of holding General Fund or other discretionary resources for materials and services expenditures to no more than prior year budget levels.
- H. **No General Fund Street Maintenance Support.** No discretionary General Fund revenues will be used to support street maintenance activities. General Fund street lighting transfers are exempted from this policy.
- I. **Revenue Estimates.** Departments should budget for revenues based on the best information available during the annual process. If additional information becomes available during the budget process, it should be provided to the Finance Director’s Office. Accuracy in revenue/expenditure estimates is critical. Subsequent annual estimates should also take into consideration the actual receipts from the previous year.
- J. **Pursuit of New Departmental Revenues.** Departments shall pursue revenue sources to the fullest extent possible for all services as well as total cost identification (including indirect costs) for fee-setting purposes, grants, or other funding opportunities. Any new revenue sources should be used to offset the cost of existing staff and programs, rather than funding new staff or programs. Fee schedules will be reviewed annually to ensure costs are recovered. Fee schedules will be updated as part of the annual budget process.
- K. **Expenditure Reductions.** Reductions in revenues may require expenditure reductions from the “base budget” level. If reductions are required, the City Administrator will be guided by the City Council’s adopted Resource Reduction Strategy (See Section 19).
- L. **New Discretionary Programs.** New discretionary programs, deemed a high priority activity, may be included in the Proposed Budget with the prior approval of the City Administrator. If programs are added/expanded, an evaluation will be made on the impact to supporting services (e.g. information, finance, facilities, human resource, budget, etc.). Any increases in overhead services attributed to additional programs shall be included in the analysis of the total cost of new programs.
- Should outside funding for a program expire, the program may be terminated by the City Administrator or the City Council.
- M. **Full Cost Recovery.** City staff shall make every effort to assign costs where they occur through the use of interdepartmental/interfund charges and indirect cost percentage assignments. The intent is to clearly define the actual cost of each direct service the City provides internally or externally. The first priority is the recovery of overhead costs from all funds and grant programs.

N. **Annual Budget Savings.** To the extent General Fund supported departments experience savings during the year (due to position vacancies, etc.) that money shall be designated first to meeting the established contingency and reserve levels. Should the contingency and reserve levels be met, any remaining savings may be allocated towards the PERS Reserve and/or one time projects as determined by the City Administrator.

• **SECTION 4. NON-GENERAL FUND / UTILITY BUDGETS (DEDICATED)**

A. **Bottom-Line Emphasis.** For activities or programs funded primarily from non-General Fund sources, departments are to prepare “base budgets” with a goal of holding any General Fund contribution to no more than the amount provided in the current fiscal year, subject to the availability of funds. Whenever possible, reductions in General Fund contributions should be achieved.

B. **No Backfilling.** General Fund discretionary dollars will not be used to backfill any loss in water and/or sewer City utility revenue, state-shared or federal revenues, grants, or dedicated funding programs (for further information, see the Resource Reduction Strategy).

C. **Revenue Estimates.** Departments should budget for revenues based on the best information available at the time the budgets are prepared. If additional information becomes available during the budget process, it shall be provided to the Finance Department. New revenues should be estimated based on available information for the first year. Subsequent annual estimates should also take into consideration actual receipts from the previous year.

D. **Overhead Cost Allocation Charges.** All non-General Fund departments should budget the amount allocated to that department.

E. **Cost Efficiency.** As with the General Fund, staff responsible for non-General Fund budgets will prepare fiscally conservative budgets, and will seek savings wherever a balance between cost efficiency and the quality of public service can be achieved.

F. **Utility Revenue Allocations.** It is the policy of the City of Woodburn that revenue generated by City-owned utilities will first be used to meet operational expenses, and subsequently fund capital projects in a manner consistent with Woodburn’s Capital improvement plans and operating requirements.

G. **Utility Rates.** The City will maintain utility rates at a level that ensures that all debt service, operating, and capital costs, are adequately recovered and debt covenant requirements are met. Capital costs identified in the approved capital improvement plan will be used as the basis for forming the capital costs recovery portion of utility rates.

H. **System Development Charges.** As permissible under state law, the City will pursue the recovery of infrastructure-related development costs relating to water, sewer, street, storm,

and parks. These costs will be delineated via a defensible methodology, which will be revised from time to time to ensure accuracy.

- **SECTION 5. FUND RESERVES & CONTINGENCIES**

- A. **PERS Side Account Savings**. In 2019, the City Council goal of establishing a PERS side account was achieved with a City contribution of \$2,823,043, which received a PERS match. The City will continue to add resources to the City's PERS Fund as resources allow, but will direct any PERS savings to help maintain current service levels. It is the overall goal of the City to continue to increase the balance in the City's PERS Reserve Fund in order to make future Side Account contributions.
- B. **General Fund Contingency**. Consistent with Government Finance Officers Association (GFOA) best practices, at least 20 percent of the General Fund's operating appropriation shall be placed into the operating contingency to meet cash flow needs, with a long-term goal of increasing the reserve to 25 percent as year-end savings occur. In addition, it is the goal of the City to preserve the contingency balance to the greatest extent possible. No new General Fund program or service will be created that diminishes the General Fund Contingency below established minimum levels.
- C. **Contingency Replenishment**. If contingency funds are expended, an effort will be made to reduce expenses to retain a minimum of 20 percent General Fund contingency.
- D. **Shortfall Management Reserve (SMR)**. The SMR is intended to subsidize future shortfalls estimated in the Five-Year Forecast. If SMR funds are expended, an effort will be made to replenish funds as savings are identified in the annual budget process.
- E. **Water & Sewer Fund Contingencies**. The Water and Sewer Funds will maintain annual contingencies of not less than 5%.
- F. **Equipment Replacement**. This fund is for the replacement of vehicles and equipment. The goal is for City departments to transfer one-tenth the value of its fixed asset inventory every year as budget allows to ensure future replacement funding is available. Replacement fund transfers may be limited or delayed in order to preserve operational budgets.

- **SECTION 6. GRANT APPLICATIONS (ALL FUNDS)**

- A. **Approval to Pursue**. The City Administrator's approval is necessary before any employee pursues lobbying efforts on matters having budget implications, and before grant applications are submitted to the granting agency. Department Heads should advise the City Administrator before official positions are taken on matters that might have budget implications.
- B. **General Fund Matching Funds**. Upon approval by the City Administrator, matching fund requirements will be presented to the City Council for final approval.

- **SECTION 7. NEW POSITIONS, PROGRAMS, AND OVERTIME (ALL FUNDS)**

- A. **Base Budget & New Positions.** Departments are to prepare “base budgets” with no new regular positions unless specifically authorized by the City Administrator in advance of budget preparations. Reorganizations of departments or programs resulting in changes in staffing or positions may be considered if the change is cost-neutral or cost savings from the current costs. No position compensation or increase will be provided beyond the amounts budgeted for the position without prior approval from the City Administrator.
- B. **Considerations of New Positions/Programs.** Unless otherwise authorized by the City Administrator, consideration of new programs and positions will occur only if the cost of the position or program is offset by non-General Fund sources legally tied to the new position or if the cost of the position is offset by new external revenues, reductions within existing funds and/or the position is required to generate those revenues. Cost estimates for new positions will include office facility space, equipment, rent, utilities, supplies, related increases in overhead services, etc.

Additional personnel or programs shall be requested only after service needs have been thoroughly documented or after it is substantiated that the new employees will result in increased revenue or enhanced operating efficiencies.

- C. **Annual Overtime Budgets.** Departments will anticipate their annual overtime costs to be included in the proposed budget. Once the budget is adopted, overtime costs are to be managed within adopted levels. No overtime costs can exceed budgeted levels without first obtaining the authorization of the City Administrator.

- **SECTION 8. MID-YEAR BUDGET REDUCTIONS**

- A. **Revised Revenue or Expense Estimates.** If additional information concerning revenue reductions or significant expense increases becomes available after the start of the fiscal year, it may be necessary to make budget adjustments. These adjustments will be made in accordance with the City Council’s adopted Resource Reduction Strategy.

- **SECTION 9. MID-YEAR REQUESTS, CONTINGENCY (ALL FUNDS)**

- A. **Non-Emergency Requests.** In those cases where a department is required to absorb an unanticipated cost beyond its control of a non-emergency nature, departmental resources must first be exhausted prior to a transfer from General Fund contingencies. Upon conducting a final financial review of departmental budgets towards the end of the year, a transfer from contingency will be presented to the City Council through a budget resolution or supplemental budget.
- B. **Emergency Requests.** Emergency requests during the fiscal year will be submitted to the City Administrator for recommendation and forwarded to the City Council for consideration.

- **SECTION 10. COMPENSATION & BENEFITS (ALL FUNDS)**

- A. **Wage Policy**. Historically, the biggest factors forcing budget growth are increases in employee compensation and increased benefit costs. The City will have a compensation and benefits program that: 1) reflects the value of work performed by our employees, 2) compares favorably with the compensation and benefits paid for similar work in both the private and public sectors, and 3); considers the community's ability to pay. Both our employees and the public must understand the mutual respect that such a policy warrants.
- B. **Health Care & PERS Costs**. Continue the City's policy on wage increases which evaluate the cost of health insurance and PERS contributions as part of the total compensation package. It is the goal of the City to reduce annual escalations of health insurance, and other benefit costs by getting the employees to bear an equitable portion of the annual premium increases and/or selecting lower cost-benefit programs.
- C. **Cost of Living Adjustments (COLA)**. The City Administrator will make a recommendation either to include, or not include, a COLA for non-represented employees in the Proposed Budget. COLAs included in the Proposed Budget are considered and approved by the Budget Committee and City Council as part of the budget process. COLAs or other compensation provided for in collective bargaining agreements will be provided for in the annual Proposed Budget.
- D. **Step Adjustments**. Budgeted personnel services expenditures will include an amount to account for annual step adjustments for all employees who are not currently at the top of their range. Annual employee step adjustments will not exceed 5% without the expressed permission of the City Administrator.

- **SECTION 11. BUDGET CONTROLS**

- A. **Legal Compliance**. The City Administrator and Finance Director will continue to review and control departmental budgets at the appropriation level.
- B. **Personnel Services & Benefits**. With the exception of overtime pay and temporary help accounts, which shall be developed by Department Heads with the advice of the Finance Director and the approval of the City Administrator, personnel services and benefits cost calculations will be provided by the City Administrator and the Finance Director and will be used as provided. The City Administrator and the Finance Director will also provide estimates for insurance and internal service expenses. These amounts will not be altered by Department Heads.
- C. **Wages & Benefit Control**. Positions not entitled to receive benefits will be managed in a manner that keeps them below mandatory benefit thresholds (such as PERS, health insurance, etc.). Positions will only be eligible for benefits if approved by the City Administrator and/or designated in Job Descriptions. All benefit costs must be anticipated and included in the annual Budget.

D. **One-Time Revenues.** One-time revenues will be used only for one-time expenses.

- **SECTION 12. UNAPPROPRIATED ENDING FUND BALANCES (ALL FUNDS)**

A. **Limit Unappropriated Ending Fund Balances.** To provide the most budget flexibility during the year, the City will limit the use of unappropriated ending fund balances to circumstances where they are required by law. Rather than use unappropriated fund balances, the goal should be to place any monies not needed for current expenditures in the relevant funds' operating contingencies or a City Council approved reserve.

- **SECTION 13. CAPITAL IMPROVEMENT GUIDELINES**

A. **Capital Improvement Program.** A 6-year Capital Improvement Program will be adopted as part of the annual budget process. It will include all projects anticipated to be initiated and/or delivered in the 6-year planning period. The Capital Improvement Program will be consistent with the City's adopted Capital Improvement Master Plans. Funding availability will determine the rate at which Capital Improvement Program projects are initiated or completed.

B. **Exceptions.** The City will fund dedicated programs and services with dedicated funding sources. Exceptions may be made, on a case-by-case basis, by the Budget Committee, City Council, or by the City Administrator if appropriate. One criterion will be whether the City would incur more costs elsewhere as a result of the reduction.

C. **Capital Planning Consideration.** Recognizing that it does not necessarily make sense to fund current operations at the expense of long-term capital or planning programs, every effort will be made to continue capital and planning programs geared to the City's long-term needs.

- **SECTION 14. DEBT ISSUANCE (ALL FUNDS)**

A. **Debt Issuance.** The City will issue debt in accordance with the adopted Master Debt Resolutions for Sewer and Water. General Obligation debt will only be issued in compliance with state statutes. Debt will only be issued (for all fund types) when a dedicated resource is available to meet the required debt service and reserve.

No debt will be issued without the approval of the City Administrator and authorization of the City Council.

B. **Interfund Transfers.** Interfund transfers are allowed if the City Council determines the transfer to be in the best interest of the City. All interfund transfers will be managed consistent with state budget law.

C. **Debt Compliance.** On an annual basis the Finance Director and shall ensure that annual reporting requirements have been met and will review the condition of the corresponding debt funds to ensure compliance with existing financing agreements.

- **SECTION 15. DEBT REFINANCING/REFUNDING**

- A. **Debt Refinancing/Refunding**. From time to time, the City Council and/or the City Administrator may direct the Finance Director to determine the feasibility of refinancing/refunding existing debt. Refinancing may include restructuring to meet unanticipated revenue expectations, achieve cost savings, mitigate irregular debt service payments, release reserve funds, or remove unduly restrictive bond covenants.
- B. **Responsibility**. The Finance Director, with the assistance of consultants as needed, shall have the sole responsibility for conducting the analysis of outstanding bond debt for refinancing/refunding opportunities that may be presented by underwriting and/or financial advisory firms and making a recommendation to the City Administrator.
- C. **Term of Refinancing/Refunding Issues**. The City may refund bonds within the term of the originally issued debt. However, the City may consider maturity extension, when necessary to achieve a desired outcome, provided that such extension is legally permissible. The City may also consider shortening the term of the originally issued debt to realize greater savings. The remaining useful life of the financed facility and the concept of inter-generational equity should guide this decision.
- D. **Analysis and Report**. The City will evaluate each refinancing/refunding candidate on a case-by-case basis. When analyzing possible refinancing/refunding opportunities: the City establishes a guideline net present value savings threshold goal of three percent (3%) of the refinanced/refunded bond principal amount. The net present value savings will be net of all related issuance costs. In addition, the Finance Director will make a full report on the potential saving generated and any financial risk associated with refinancing/refunding the debt.

- **SECTION 16. INVESTMENTS**

- A. **Administration**. The Finance Department will be responsible for the administration of the City's investments.
- B. **Compliance**. Investment of City funds will be in compliance with applicable sections of ORS 294, will be limited to cash balances not immediately necessary to fund operations, and will be limited to eighteen-month maturity or less.
- C. **Objectives**. Investment objectives, in priority order, are:
  - 1. Safety: Preserving the principal balance by investing in legally authorized securities that limit the risk of loss, and reduce custodial risk through the use of a third-party custodian who will hold securities in the City's name evidenced by contract and monthly statements;
  - 2. Liquidity: Investments will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated; and



3. Yield: The investments shall be made with the objective of attaining a market rate of return, which takes into account investment risks and liquidity needs.

D. **Authorized Investments**. As allowed by ORS 294.035 and 294.810, include:

1. Deposits in insured institutions or credit unions in compliance with ORS;
2. Oregon Short-Term Funds (OSTF)/Local Government Investment Pool (LGIP); and
3. U.S. Treasury and Government Agency Obligations, which are lawfully issued general obligations of the United States and whose payment is guaranteed by the United States Government.

E. **Investment Management and Reporting**.

1. Methods: Except where legally required to hold separate funds, the City will consolidate cash balances from all funds to maximize investment earnings. Net investment income will be allocated to the various funds based on generally accepted accounting principles.
2. Reporting: On a monthly basis the City Council will receive a report outlining the investment balances, securities held, maturity dates, and status of compliance with the investment policy.

• **SECTION 17. ANNUAL FINANCIAL AUDITS**

A. **Annual Audit Required**. The Oregon Municipal Audit Law (ORS 297.405 – 297.555) requires a financial audit and examination be made of the accounts and financial affairs of the City at least once a year. Consistent with State law, the City of Woodburn will conduct an annual independent audit of the preceding fiscal year.

B. **Audit Standards**. Woodburn’s annual financial audits will be conducted in accordance with auditing standards generally accepted in the United States. Those standards require that an independent auditor plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. The audit will examine, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. The audit will also assess accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation. The audit will contain an assessment of the City’s internal financial controls and procedures to make any necessary recommendations for improvement.

C. **Finance Director and City Administrator Oversight**. It will be the responsibility of the Finance Director and the City Administrator to oversee the annual audit process.

D. **Preparation of Financial Statements**. When feasible, City staff will prepare and provide annual financial statements to the auditor’s satisfaction. If staffing levels or other barriers exist to internal preparations of financial statements, the City Administrator may authorize

the auditor's preparation of financial statements for the purposes of completing the annual audit on time.

- E. **Audit Deadlines & Extensions**. Per Section 17 (F), the annual audit will be provided to the City Council no later than December 31. Consistent with State law, the annual audit will also be filed with the Oregon Secretary of State's Audit Division no later than December 31. Any and all requests for audit filing or presentation extensions must be approved by both the City Administrator and the auditor. In the event that an audit filing extension is requested and/or granted, the City Administrator will inform the City Council of the reason for the extension request and an estimated time line for completing, presenting, and filing the audit.
- F. **Audit Presentation to Council**. The annual audit findings will be presented to the Woodburn City Council during a regularly scheduled City Council meeting by a representative of the audit firm. All audits presented to the City Council must be complete and signed by a representative of the audit firm.
- G. **Budget Committee Review**. A copy of the annual financial report will be provided to the Woodburn Budget Committee for their review.

- **SECTION 18. PROGRAMS**

- A. **Discretionary Programs**. To the extent discretionary resources are available, high priority services areas will be slated for growth. Lower priority service areas will receive constant or decreasing discretionary support. Based on the direction of the City Council, discretionary programs are identified, and prioritized, as follows:

- ✓ Police Patrol & Public Safety
- ✓ Police Support Services
- ✓ Financial Services
- ✓ Legal Services
- ✓ Land Use Planning
- ✓ Economic Development
- ✓ Code Enforcement
- ✓ General Administration
- ✓ Library
- ✓ Aquatic Center
- ✓ Recreation Programming
- ✓ Parks and Park/Tree Maintenance
- ✓ Other General Fund Supported Non-Essential Program & Services
- ✓ Computer/Network transfers (new and replacements of equipment and servers)
- ✓ Discretionary Transfers (i.e. Transit, Streets, RSVP, etc.)
- ✓ Community Services (i.e. flower baskets, TOT Grants – where permissible, etc.)
- ✓ Intergovernmental Agreements that provide no direct offsetting revenues

- **SECTION 19. RESOURCE REDUCTION STRATEGY (ALL FUNDS)**

- A. **Goal & Reduction Approach.** When faced with a potential reduction in resources, the City's goal is to continue to provide services in a professional, effective and efficient manner. Consequently, to the extent possible, across-the-board reductions in expenditures will be avoided.
- B. **Case-by-Case Consideration.** Reductions will be made on a case-by-case basis, focusing on each individual program or service. If possible, the reduction will be made proportional to the programs and services identified by the City Council.
- C. **Moderation When Possible.** If, as a result of a loss of a significant amount of discretionary resources, expenditure reductions become necessary they will be made on a moderate case-by-case basis to discretionary supported programs and services.
- D. **Discretionary Contributions.** If further reductions are required, any discretionary funding that supplements or supports services mostly supported with dedicated resources will be reduced or eliminated. This may apply to programs or activities expanded or started with discretionary resources within the last few years. Exceptions may be made on a case-by-case basis by the City Council.
- E. **Furlough Days.** If personnel budget/salary savings are required, the City may consider a reduced workweek or furlough days prior to laying off staff.
- F. **Consideration List.** Programs funded by discretionary resources will be reduced or eliminated as needed. Legal restrictions or the City's ability to maintain minimal service levels will be considered. The City Administrator can determine the appropriate level of consideration at his/her sole discretion when making mid-year reductions or comprising the annual budget proposal. Based on the direction of the City Council, the order of City service areas to be considered for reductions are:
- ✓ Intergovernmental Agreements that provide no direct offsetting revenues
  - ✓ Community Services (i.e. flower baskets, TOT Grants – where permissible, etc.)
  - ✓ Discretionary Transfers (i.e. Transit, Streets, RSVP, etc.)
  - ✓ Computer/Network transfers (addition or replacement of computers and servers)
  - ✓ Other General Fund Supported Non-Essential Program & Services
  - ✓ Parks and Park/Tree Maintenance
  - ✓ Recreation Programming
  - ✓ Aquatic Center
  - ✓ Library
  - ✓ General Administration
  - ✓ Code Enforcement
  - ✓ Economic Development
  - ✓ Land Use Planning
  - ✓ Legal Services
  - ✓ Financial Services
  - ✓ Police Support Services

✓ Police Patrol & Public Safety

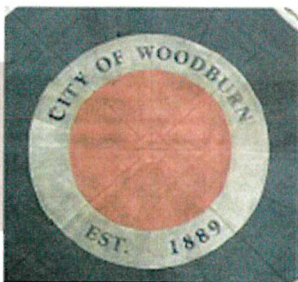
- G. **Indirect Costs**. The City's overhead programs will not be prioritized but will be sized to the need and size of the overall organization. Generally, wherever possible, the City's goal is to make fee-supported programs self-sufficient. This includes recovering those programs' appropriate share of the City's overhead costs. If reductions occur, then indirect costs will be sized to the needs and size of the rest of the organization.

The Transit Fund indirect costs will be per the federally allowed de minimis overhead rate of 10 percent.

- H. **Dedicated Funding for Programs**. Where legally possible, the City will consider using dedicated resources to fund high priority programs related to the purpose for which the dedicated funds are received.



# City of Woodburn



## Five Year Forecast Fiscal Years 2021-22 to 2025-26

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**City of Woodburn**  
**Five-Year Forecast**  
**FY 2021-22 - FY 2025-26**

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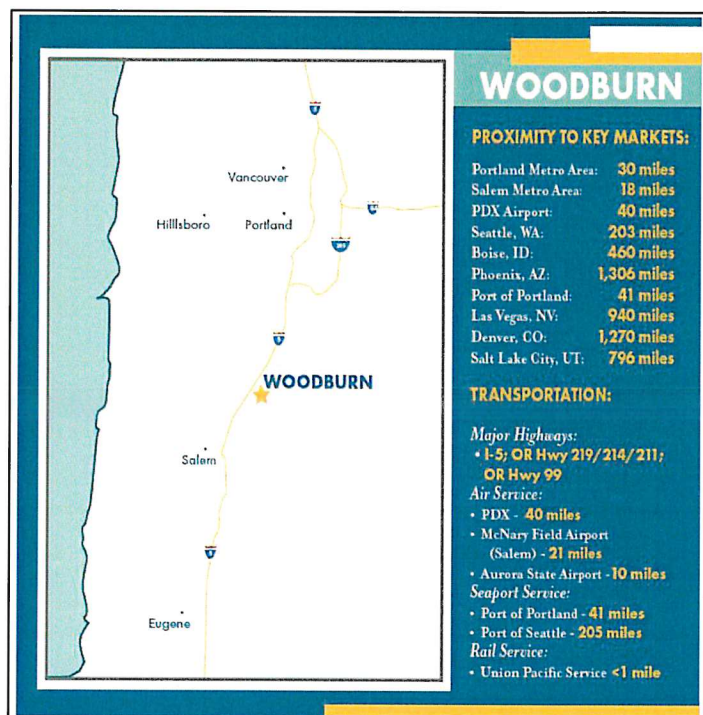
# Introduction

## City of Woodburn Background

The City of Woodburn is a municipal corporation which operates under a Council-Manager form of government. Policy making and legislative authority are vested in the City Council which consists of an elected Mayor (two-year term position) and six councilors (four-year term positions). The City Administrator is responsible for carrying out Council ordinances and policies, managing the daily operations, and appointing department heads. The City provides a full range of services, including but not limited to: police, water, wastewater, public works, library, parks, recreation, aquatics, municipal court, community planning and building inspections, and economic development.

Woodburn, incorporated in 1989, is located in the Willamette Valley halfway between the larger urban areas of Portland and Salem.

The City of Woodburn, with a population of 25,185<sup>1</sup>, is Oregon's 23<sup>rd</sup> most populated city, and 3<sup>rd</sup> populated city in Marion County. The population of the region within a 30-mile drive of Woodburn is 2.1 million, according to the American Community Survey. The US Census data shows Woodburn per capita income was \$20,720 (compared to \$33,763 for the state), and the median income for a household was \$50,093 or 20 percent less than the state median household income of \$62,818<sup>2</sup>.



Historically the Woodburn economy centered around agricultural and forest products, with the City serving as the manufacturing and services hub for these two sectors. As nearby urban populations have grown, Woodburn has attracted a variety of new businesses ranging from advanced manufacturing, distribution and warehousing, agricultural and food processing, wood products manufacturing, regional retail and a wide range of service-providing businesses.

Woodburn is an attractive community with new single and multi-family housing subdivisions already in the development queue. Metro area transportation issues and affordable housing shortages are creating population shifts into Woodburn. Marion County's adopted population projections indicate Woodburn will grow to 37,216 by 2030.

<sup>1</sup> Portland State University, Population Estimates and Reports, Certified Population Estimates, July 1, 2019

<sup>2</sup> US Census Bureau Quick Facts, Woodburn, OR (figures shown in 2019 dollars)

## Purpose of the Forecast

The intent of this forecast is to project the financial position of primary operating funds, based on current service levels and conservative assumptions. The forecast sets the stage for the annual budget process, aiding both the City Administrator and City Council in establishing policies and priorities to allocate resources appropriately. Forecasting is one of the most powerful tools the City has available to help make informed financial decisions that will ensure the City's future vitality and economic stability.

## Forecast Methodology

Economic forecasting is not an exact science; rather it is dependent upon the best professional judgment of the forecaster. The City of Woodburn's approach to forecasting is to apply a conservative philosophy that neither overstates revenues nor understates expenditures. To enhance the accuracy of projections, the City identifies factors that contribute to the changes in revenues and expenditures, such as development, inflation, interest rates and known future events that will affect operations. Forecasting of operating costs embraces the concept of status quo. This concept assumes that the current level of service will continue for the next five years with cost changes based on inflationary increases. This provides a baseline economic estimate from which reductions or increases in service levels can be determined. To the extent certain reductions or additions are anticipated, they are noted within the fund section of this report. Exceptions to the status quo assumptions are noted at the beginning of each fund.

Capital improvement projects are prioritized according to master plans for Water, Sewer, Transportation, Storm Water, and Parks, but are scheduled based on available resources. To the extent possible, operations are funded first and remaining resources are allocated to fund capital improvement projects. This frequently means that improvements are delayed until the needed funding has been set aside. Improvements which are too expensive to be paid from net resources are assumed to be funded via bonded debt, although in practice, this is a rare occurrence. For these reasons, capital construction funds and the related special revenue funds, are not included in this forecast.

Utilizing general ledger reports, audited financial statements, water and sewer master plans/rate studies and published City budgets, each of the funds listed below were examined to identify patterns in revenues, expenditures and cash balances that may indicate financial instability or threats to the sustainability of current operations.

We look forward to feedback from the City Council and other interested parties on identified issues. Because the fund section provides detailed information, the executive summary will focus on the most significant issues facing the City.



# Executive Summary

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The forecast is based on the combined effort of City staff and predicts that most operating funds will have sufficient resources to meet expenses over the five-year period. A few of the fund graphs depict a declining undesignated balance of resources. While this may seem alarming, it is just an indicator. In reality, the City would not submit a proposed budget where costs exceed all available resources. The forecast allows the City to identify where problems might occur and provides the adequate time to take corrective action before the situation becomes a crisis. The goal in assembling this report is to reveal trends, highlight financial issues and provide suggestions and options.

## Economic and Demographic Assumptions

Oregon and the City of Woodburn's economic condition will be heavily influenced by population growth. Woodburn's economy determines the ability to retain the local workforce as well as attract new job seekers. These factors will weigh heavily upon the City's ability to continue to provide a high-level service to the public.

## Issues in the Coming Year

- COVID-19 restrictions in early 2020 resulted in layoffs of part-time employees in Aquatics, Recreation and Library and reduced service in Transit. Forecast includes estimates for full staff costs pre-COVID.
- Continued focus on stabilizing finances across all funds in light of rising wages, increased retirement costs and medical insurance costs, and the need to grow the work force to sustain a growing community
- The Urban Growth Boundary (UGB) expansion creates opportunities future development (an estimated 1,000 housing units are already in the permit phase), but also increases future demands on safety/security, water, sewers, streets, building activities, and recreational opportunities
- Expansion of the Economic Development program

## Citywide Issues Beyond One Year

**Public Employees Retirement System (PERS)**: The City participates in the Oregon PERS State and Local Government Rate Pool employee pension program. The City's liability in PERS was \$13,301,200<sup>3</sup> as of June 30, 2019. This liability will be paid through a combination of interest earnings and rate increases. Annual interest earnings that meet or exceed 7.2 percent will reduce the liability and subsequent biennial PERS rates, while earnings below 7.2 percent will increase the liability and also increase subsequent biennial PERS rates. Currently the unfunded liability of \$13.3 million has been amortized for repayment through 2033-35. Therefore each biennium includes an increase due to normal cost

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<sup>3</sup> The \$13,301,200 is the City of Woodburn's net proportionate share of the Unfunded Actuarial Liability as of June 30, 2019. Oregon PERS' independently audited financial statement can be found at <http://www.oregon.gov/pers>

increases for the current employees, plus an amortization payment for the unfunded liability. Rate relief is projected to begin in the 2035-37 biennium.

In May 2017, Gov. Kate Brown appointed a PERS task force to identify potential funding sources to address the statewide \$5 billion PERS liability. The findings resulted in the approval of Senate Bill (SB) 1566 establishing an Employer Incentive Fund (EIF), which provides up to 25.0 percent matching funds for qualifying employers who make an additional one-time lump sum payment to pay down their PERS unfunded actuarial liabilities (UAL). The PERS board is developing the program, inclusive of procedures to request matching funds, and develop a strategy to reduce the unfunded liability.

The city participated in a PERS side account and in December 2019 paid PERS \$2,823,043. With the state contribution the total Side Account is \$3,527,735. This reduced each of the City's PERS contribution rates by 2.85 percent.

### **Health Insurance**

Though the City has implemented a high-deductible medical plan and attempted to control health insurance costs, the growth rates on some policies have continued to increase. Due to the uncertainty in health care premiums, prescription rates, and the future stability of the Affordable Care Act, the first forecast year includes an average 5 percent growth assumption in each forecast year.

### **Fund Summaries:**

#### **General Fund**

Service demands in Police and Community Services (i.e. Library, Aquatic Center, Recreation, and Parks) will increase as Woodburn's populations grows. Meeting the service demands will require new/additional revenue or cuts to existing programs. Property tax revenue will assist in meeting the community needs, and the 3.0 percent annual growth allowed by law has been included in each of the forecast years. Anticipated property development will be included in the tax forecast as they are added on the county assessor tax rolls.

New Right-of-Way utility license and utility fee was recently adopted by City Council to manage right-of-way and utility usage within the City. This includes access to the right-of-way and vertical structures for smaller utilities. The revenue impact of this new fee is not known at this time but estimated to be about 15 percent of the total existing franchise fees.

#### **Water**

The operational fund is strengthening following a declining fund balance due to rising costs without corresponding rate increases since 2006. The fund ended each fiscal year in the positive due to the deferral of capital improvement projects. A rate study was presented in spring 2018 which resulted in City Council approving ten years of rate increases beginning July 2018; 10 percent increases in 2018 and 2019, followed by annual increases of 4 percent each July in the remaining years 3-10. Fund balance reductions are anticipated over the next few years as capital projects are completed ahead of growth

needs. Fund balance should improve as rate increases are implemented and new development is completed.

### **Transit**

Each year the Transit Fund struggles to meet its operational needs, and most years is able to maintain a fund balance due to an annual subsidy from the General Fund. In FY 2020-21 the annual GF subsidy was increased to \$150,000. Transit is aggressively seeking grants to fund operations and maintain and/or increase current levels of service. Revenue from the statewide transit tax of 0.1 percent, implemented in July 2018 and charged to all employees through payroll, is helping increase the annual revenues.

### **Wastewater**

The Sewer Fund reflects the utility rate revenue and operational costs. Major expansion at the Wastewater Treatment Plant (WWTP) originally planned in 2011-12 is on hold awaiting a decision from DEQ regarding the water quality limits for temperature. The decision may modify the original improvements projects, and will certainly cost more than planned due to the delay in completion time. While the final DEQ decision is pending, other necessary sewer system improvements will be completed. These improvements will reduce fund balance in the short-term. To keep ahead of debt service coverage ratios sewer rates were increased in January 2020 with additional increases in January 2021 and 2022.

### **Streets**

The City has been allowing the fund balance to grow in preparation for priority capital projects. Currently the West Hayes Street improvement is the top capital improvement project. As the budgeted capital projects are completed, the fund balance is anticipated to decrease until revenue from the gas tax increase is received.

HB 2017 *Keep Oregon Moving* was implemented in 2018 and includes a 4-cent gas tax increase. An implementation dashboard has been set up for HB2017 on the ODOT website. Currently the June 2020 *Keep Oregon Moving* report of revenue and expenditures is available on ODOT's website. Data gathering regarding impacts and implications of the ongoing pandemic will be captured and included in the December 2020 submission.

# General Fund

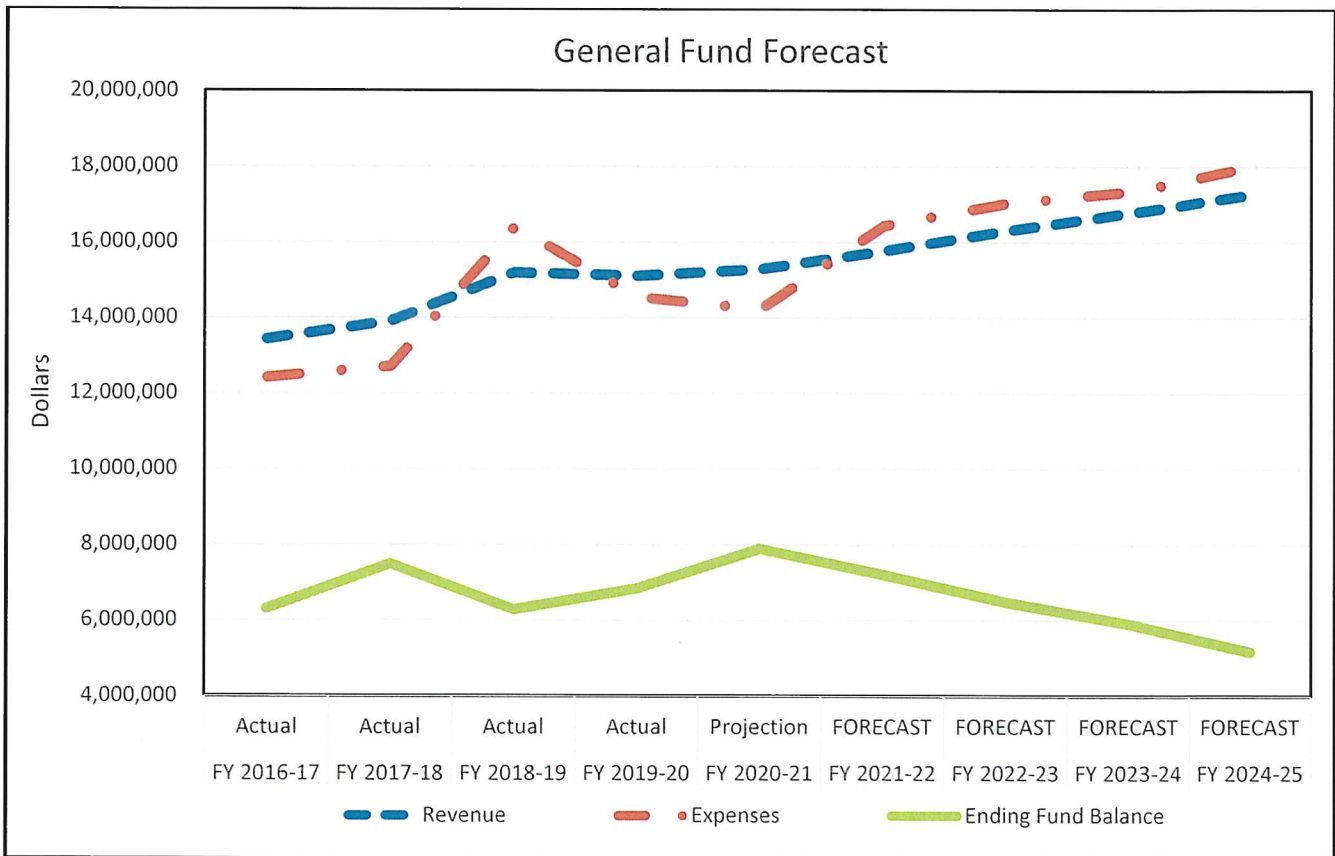
## Variations from Status Quo Assumptions

- None

## Key Assumptions

- Property tax revenue increase of 3 percent in years 1-5
- PERS rate increase 20.5 percent as of July 1, 2021 and July 2022; 22.5 percent increases in years 3-4 and 24.5 percent in year 5
- General Fund Right-of-Way charge on Water and Sewer of 5 percent continues on total revenues
- Addition of new Right-of-Way charges for small franchise utilities
- Reduction of Marijuana Tax – new legislation will divert some revenue to treatment

## Operating Position



Property taxes account for nearly two-thirds (68 percent) of the annual revenues in the General Fund. Property taxes will increase as new developments occur within City limits, but it takes several years to see the income increase. The forecast assumes a conservative 3 percent growth in property tax revenue, which is the amount of growth allowed by law on existing properties.

Franchise fees, the second largest revenue in this fund, are based on the gross revenues collected in Woodburn for utilities that use the City’s right-of-way. Charges for Goods and Services is the third largest

type of revenue at 4.4 percent, which has been reduced in 2020-21 due to closures of the Aquatic Center, Library and Recreation programs and cancellation of the Fiesta Mexicana in 2020. Forecast Revenues are projected to increase at a modest 1.0 percent rate beyond year one of the forecast period.

### Potential Impacts and Issues

There are potential future demands that could increase costs in this fund and will require close monitoring. These include:

*Police Staffing:* As the community grows, there will be an increased demand for police services.

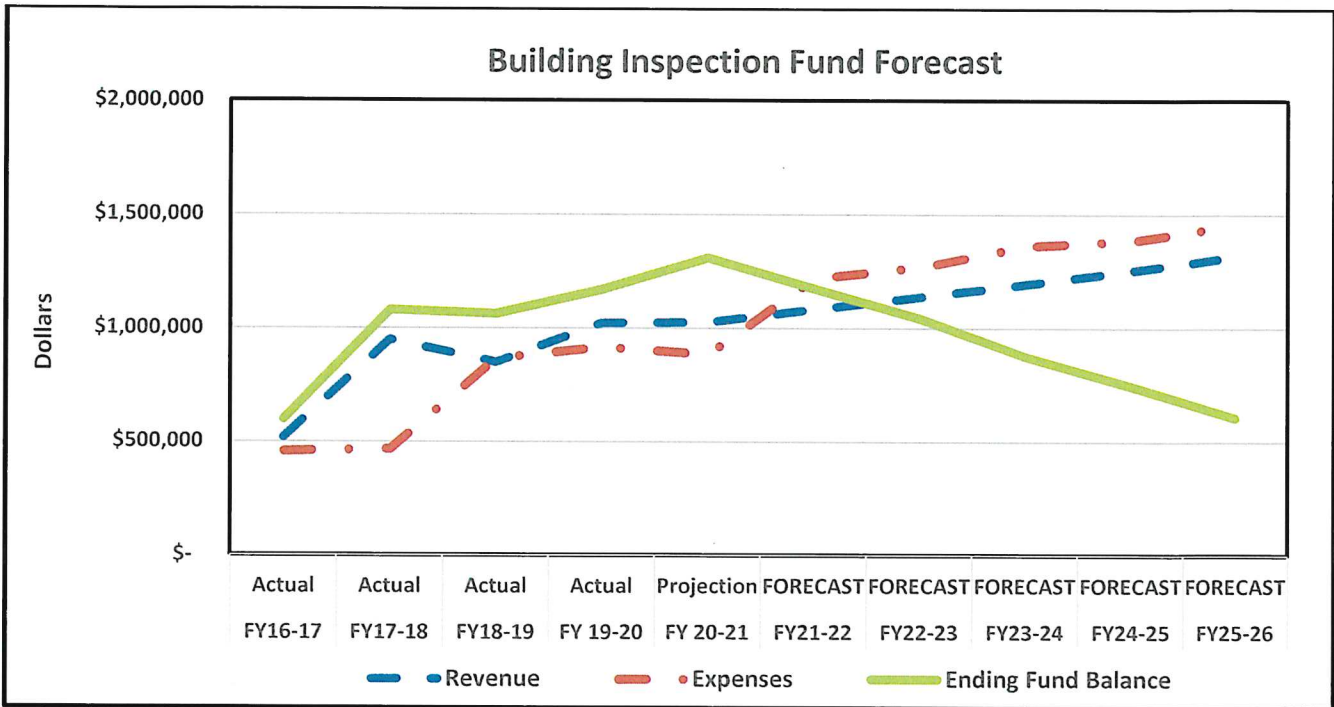
*Parks & Recreation:* As demand grows for use of City parks, additional burden is placed on the City's General Fund to provide enhanced services. Additional staff hours are required for cleanup and maintenance of these parks. These potential cost increases are not included in the forecasts.

# Building Inspection Fund

## Variances from Status Quo Assumptions

- Permit revenues continue to increase due to large residential developments.
- Increased building activity prompted the creation of a full-time plans examiner position using two unfilled part-time plans examiner positions for FY 2021-22.

## Operating Position



The Building Inspection team provides services to ensure safe building design and construction through the enforcement of building codes and standards. Revenues are based on permits issued for new development and redevelopment that historically ebbs and flows. Future revenues are based on estimates of when specific projects might begin.

## Potential Impacts and Issues

The Building Fund, of course, will be significantly impacted by the Urban Growth Boundary expansion. Delays in developers submitting plans or starting construction will impact the bottom line. The City will closely monitor the actual revenues against the forecast and will take corrective action if necessary.

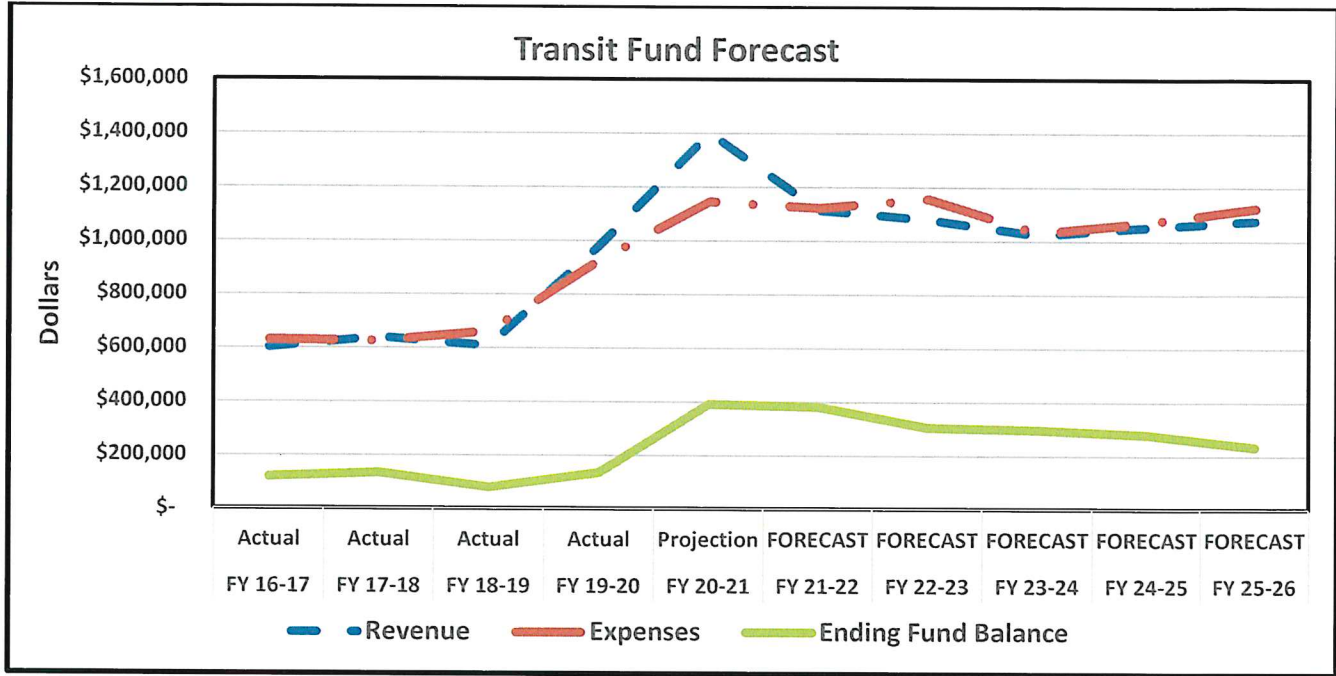
Approximately 50 percent of the Woodburn School District 2015 voter approved bond measure allows for significant construction work to all the school buildings for repairs, additions and two new schools. The school bond will impact the department workload and revenue over the next five years.

## Transit Fund

## Variations from Status Quo Assumptions

- July 2019 Statewide Transit Tax implementation and required service expansion expenses
- COVID-19 restrictions reduced routes times, reduced fare revenues and reduced part-time staff starting in late FY 2019-20 and continuing in FY 2020-21. Forecast considers full staff estimates.

## Operating Position



Transit provides Dial-a-Ride services for disabled citizens and fixed route bus operations and is funded by a contribution of \$150,000 from the General Fund with the balance from fare and grant revenue. The statewide transit tax of 0.1 percent is charged on all employee payroll and transferred to Oregon’s Department of Revenue to fund public transportation. The first revenue distribution was received in August 2019. Both the additional revenue and required service growth have been included in the forecast. Overall the new tax is anticipated to greatly improve the transit service delivery in terms of convenience, speed, and routes.

## Capital Projects — From Operating Revenues

Replacement of buses and vans is done as needed and historically has occurred when grant funding is available. The spike in FY 2019-20 was the purchase of a new vehicle, which was purchased with additional grant revenues.

## Potential Impacts and Issues

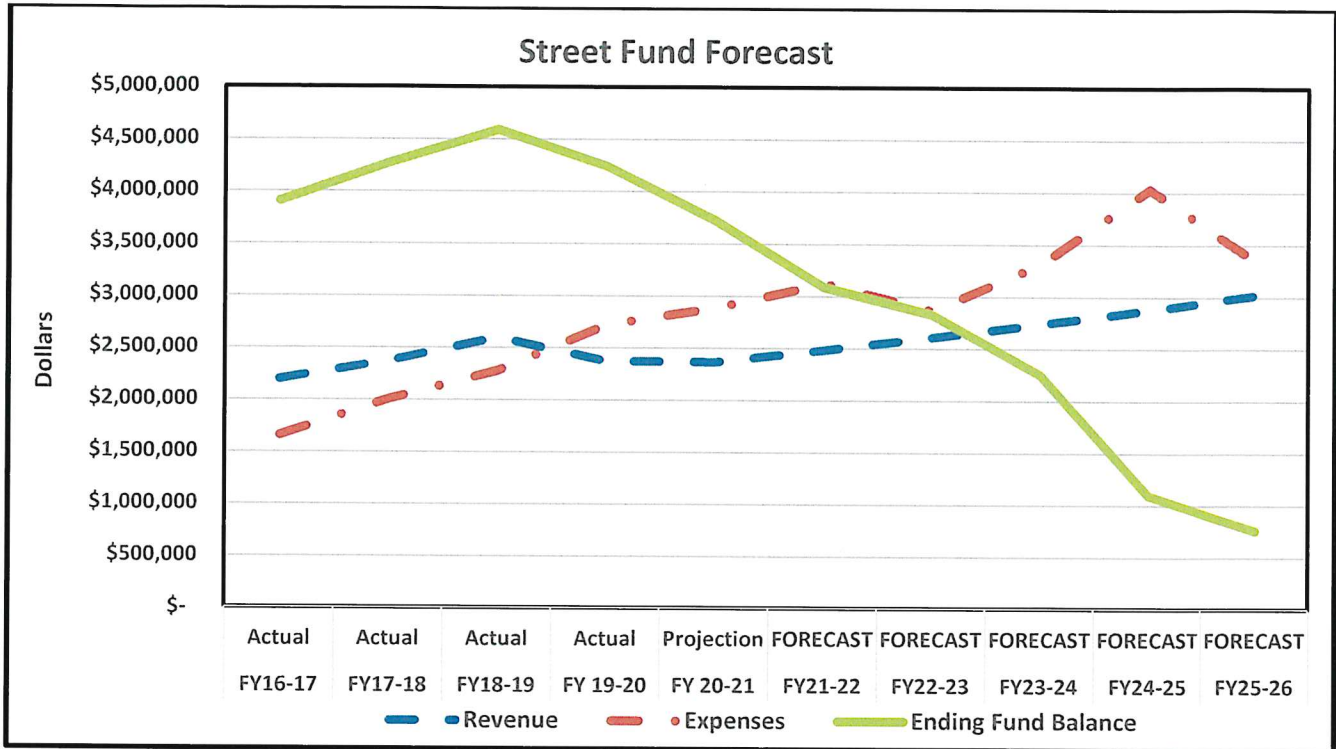
Should a large, unanticipated curtailment of state and/or federal grant revenue occur, this program could potentially be drastically curtailed or discontinued as replacement funding is not anticipated to be available from the General Fund.

## Street Fund

### Variations from Status Quo Assumptions

- None

## Operating Position



State gas taxes are the largest source of revenue followed by privilege taxes paid by PGE and NW Natural. Revenue is allowed to accumulate over time in order to fund major street improvements. As the improvements are underway the expense budget spikes and the fund balance decreases. While the forecast shows fund balance decreasing to zero, in reality the capital projects will be staggered or delayed in a manner that preserves the fund balance.

### Capital Projects — From Operating Revenues

The current major capital projects shown in the forecast period are West Hayes Street from Settlemier to Cascade and South Woodland Extension.

### Potential Impacts and Issues

Due to the increase in the gas tax/registration/other fees, and the shifting of shared revenues (to cover street lighting expenses) to this fund, the financial outlook remains relatively stable. Privilege taxes are dependent on population growth and can also be impacted by weather patterns.

## Water Fund

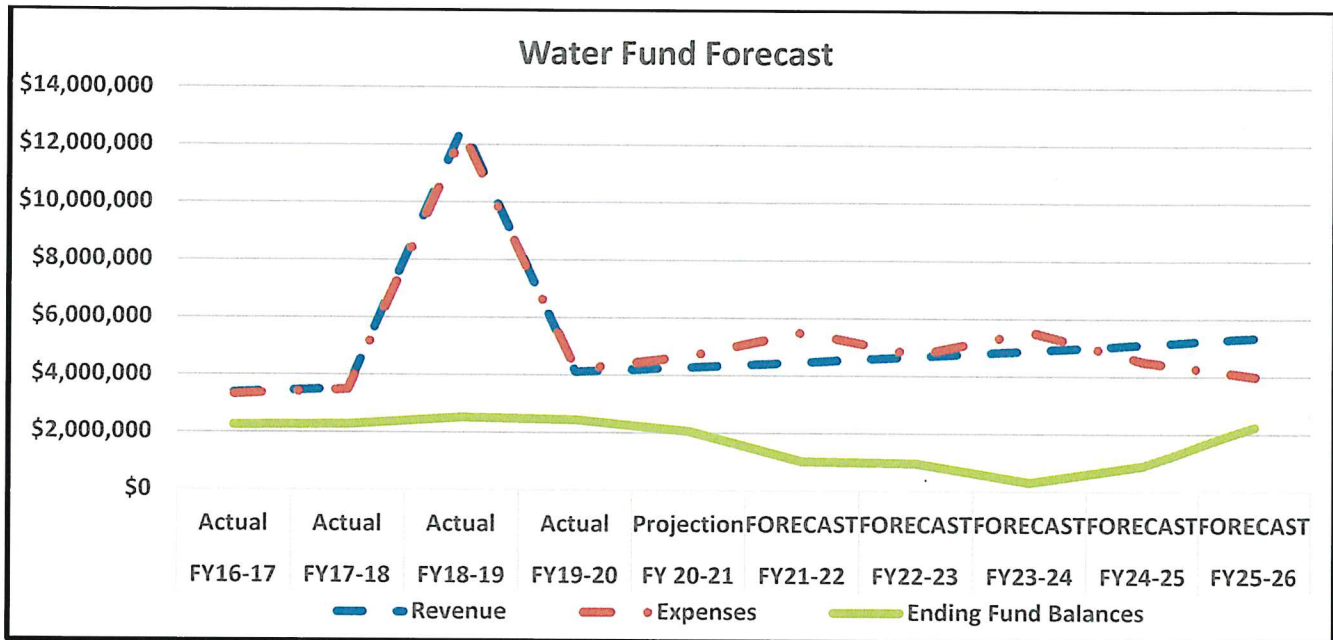
### Variations from Status Quo Assumptions

- Spring 2018 water rate study resulted in City Council approved increases over the next 10 years; annual increases of 4 percent each July from 2020 to 2028.
- FY 2018-19 the water bond was refinanced.

## Operating Position



Water revenues are primarily driven by consumption. The funds costs are a mix of fixed expenses for the systems and infrastructure required to provide water, plus variable operating expenses.



### Potential Impacts and Issues

As personnel, material and services costs continue to increase, levels of service will become difficult to maintain. Additionally, unknown capacity improvements predicated by the UGB expansion will impact future capital needs.

### Capital Projects — From Operating Revenues

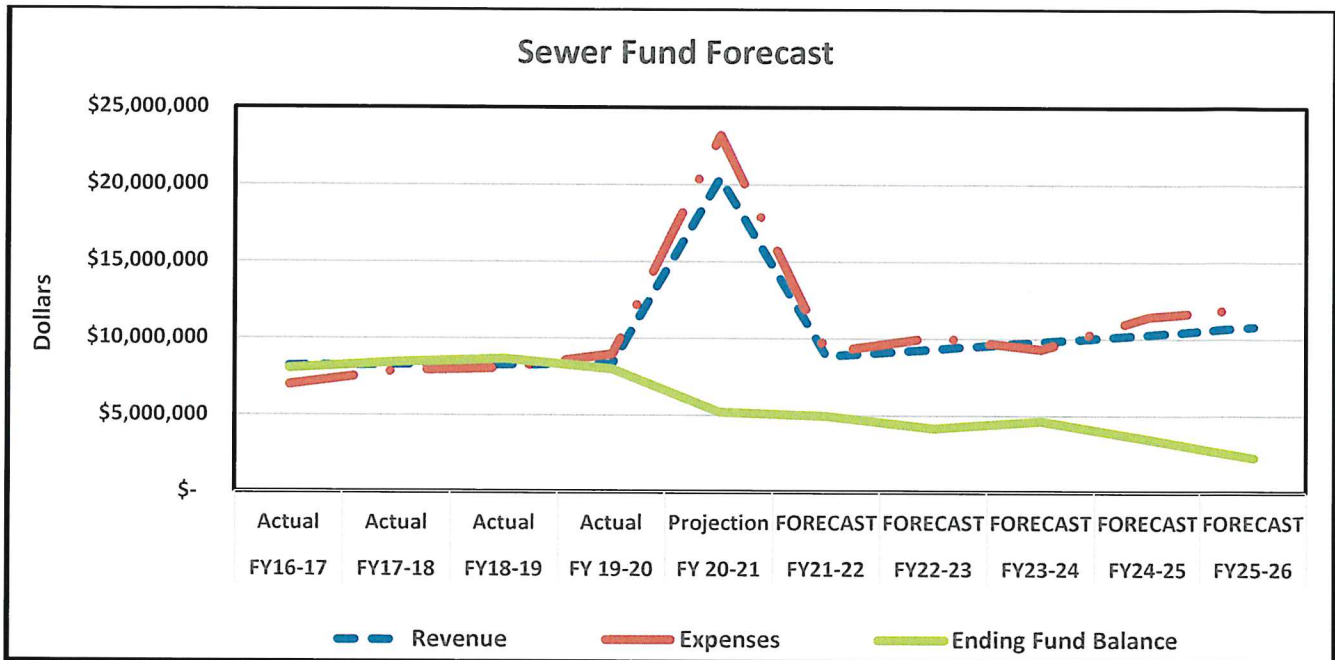
The Water Construction Fund 466 still carries a balance to cover most of the proposed projects for FY 2020-21. However, after that balance is spent the Water Fund will budget transfers for future water construction. While the forecast shows fund balance decreasing to zero, in reality the capital projects will be staggered or delayed in a manner that preserves the fund balance. Major projects include a new well and raw water piping at the Parr Road Treatment Plant and painting the elevated storage tank.

## Sewer Fund

### Variations from Status Quo Assumptions

- Bond defeasance was paid in early FY 2020-21 of \$13.5 million
- Sewer rate increases of 5 percent in January 2021 and 2022

### Operating Position



### Potential Impacts and Issues

In 2007 the City entered a Mutual Order Agreement (MAO) with the Department of Environmental Quality which established an implementation framework, interim effluent limitations and schedule for completing improvements to the wastewater facility for compliance with winter-time ammonia limits and temperature total maximum daily load (TMDL). The temperature TMDL per the MAO was to be based on the findings of a separate water quality analysis that was currently being conducted by DEQ for the Molalla-Pudding River Sub-basin. The Molalla-Pudding River Sub-basin TMDL was issued by DEQ December 2008 and was subsequently approved by the U.S. Environmental Protection Agency (EPA). An evaluation report was submitted to DEQ in April 2009, which provided the framework, implementation schedule and identified the required improvements needed to meet compliance with the established limits. In 2011 the City sold Wastewater Revenue and Refunding Bonds to fund the needed future wastewater treatment plan compliance upgrades.

In January 2012 the final design plans were submitted to DEQ based on their previously approved evaluation report. In August 2013 EPA provided notice to DEQ disapproving of Oregon Water Quality Standards. Natural Conditions Criteria for Temperature, and Statewide Narrative Natural Conditions Criteria, in general. The Pudding River TMDL for temperature, established in 2008 using natural criteria, could no longer be used for permitting.

Staff has been working with DEQ to update the current MAO to reflect the changes, limits and timeline that have been influenced by the court's decision. Until a water quality standard is established for the Pudding River, the City's National Pollutant Discharge Elimination System permit will not be renewed, nor can the City move forward with upgrades at the Water Treatment Plant as related to temperature compliance. Currently an outcome and timeline for DEQ in resolving temperature limits for water bodies that cannot meet numeric criteria is not known. Though the City has issued approximately \$43 million in bonds for the project, many portions of the project are stalled until a decision is made. This brings

uncertainty for the Sewer Fund because project costs will be more than estimated due to the multi-year delay. In addition to the uncertainty surrounding the permit and capital projects, unknown capacity improvements predicated by the UGB expansion may also impact future capital needs.

While the City awaits the establishment of standards and a decision by DEQ, Woodburn has moved forward with other necessary sewer system improvements. As bond funds are expended on system infrastructure projects, a review of sewer rates will be necessary to ensure long-term funding is available.

# Remaining Funds

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## Capital Construction Funds

Capital Construction Funds are not included in this forecast because their activity is limited by funds available. A more robust capital construction plan and reporting mechanisms were implemented for development during the FY 2020-21 budget cycle.

## Remaining Funds

The remaining 13 funds have dedicated revenue sources, are for a specific purpose, or have nominal activity. These funds have not been included as part of the Five-Year Forecast.

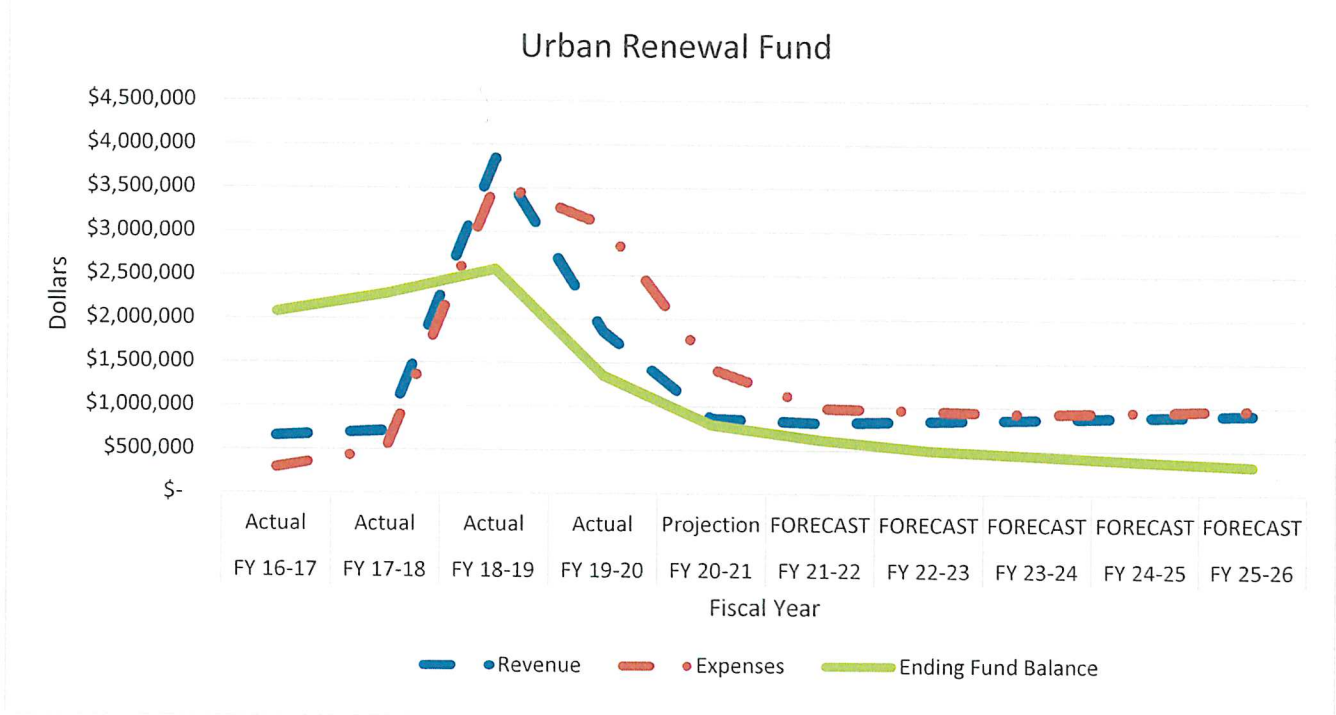
Urban Renewal Forecast is shown below

# Urban Renewal Fund

## Variations from Status Quo Assumptions

- Business Grants given out during COVID restricted times
- Peak in FY 2018-19 was the First Street Improvement project costs and a loan for the improvement which will be paid through FY 2028-29

## Operating Position



## Potential Impacts and Issues

Future projects could be impacted by funding. Although there are many grants available to help with the funding and the staff has been successful in acquiring grants.

## Capital Projects — From Operating Revenues

Major projects are the completion of the Bungalow Theater and Museum, Historic Locomotive Shelter and the Public Arts and Mural program. While the forecast shows fund balance decreasing to zero, in reality the capital projects will be staggered or delayed in a manner that preserves the fund balance.

# Major Assumptions – Revenues

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The assumptions for this forecast are based on historical trends and expected growth. Most revenues will be improved as the City's boundary grows, but there will be pressure on staffing levels or other expenses that may generate offsetting expenses in the short run.

## Revenue Assumptions

### **Property Taxes — General Fund**

The Marion County Assessor determines the taxable assessed value of each property. In Oregon, there is no correlation between real market value and assessed value. Generally, assessed values grow by 3 percent per year as allowed by the state constitution, but has been impacted by compression. Reduced property tax revenue due to compression reached a peak during the recession and has steadily improved in the last three years. The City's tax rate is permanently set at \$6.0534 per \$1,000 of assessed value, and is subject to limitation under Ballot Measures 5 and 50.

### **Franchise Fees — General Fund**

These fees are assessments on the utility companies' gross receipts for using the City's right-of-way. Rates vary by type of utility ranging from 3 percent to 8 percent. Franchise fees are assessed on telecommunication, cable television, natural gas, electric utilities, ambulance and garbage. These revenues are expected to grow at a rate of 1 percent for the forecast period. A new Right-of-Way franchise fee was implemented in December 2020 for small utilities using the City's right-of-way.

### **Charges for Goods & Services — Utility User Charges**

Water: The forecast assumes a 4 percent rate increase in each of the forecast years as adopted by City Council through 2028.

Sewer: The forecast includes 5 percent rate increases effective January 2021 and January 2022 as adopted by City Council.

### **Gas Taxes**

The State Gas Tax is estimated with a growth rate of 5 percent per year.

### **Building, Planning and Engineering Permits**

Permit revenues are based on identification of specific developments with assumptions based on which fiscal year the development is likely to begin.

# Major Assumptions – Expenditures

## Personnel Services

- Wages: Assumed to increase by 3.0 percent per year across all funds and all labor groups. This is a conservative estimate which takes into account bargaining agreements and merit increases.

Bargaining Group	FY 2020-21	FY 2021-22
Woodburn Police Association – Officers (WPA) – contract end 6/2021	2.8%	N/A
Woodburn Police Association – Community Service Officers (WPA)	2.8%	N/A
American Federation of State, County, and Municipal Employees (AFSCME) – contract ends 6/2022	3%	3%

- Insurance: A growth rate of 5 percent is used for insurance costs in each of the forecast years.
- PERS: Rate assumptions for all categories were reduced due to the PERS side account. General Fund PERS assumptions tend to be slightly higher than other funds due to higher PERS rates for Police service employees.

## Material and Services

Impacts of inflation are assumed to steadily increase over the five years at 3 percent. Management has been aggressive in managing costs in this category to help offset growth in personnel services costs and has been successful in holding spending well under budgeted amounts. However, inflation, workers' compensation and other liability insurance rates may cause this category to exceed the management targets as years pass.

## Capital Equipment

The Public Works Fund maintains a replacement reserve for capital equipment replacement, which is funded via transfers from the Water, Streets and Sewer funds. The General Fund replaces equipment on an as-needed basis or emergency basis, with emphasis on whether funding is available.

## Debt Service

Estimates are based on amortization schedules for outstanding debt issues.

# Glossary

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## **Capital Projects**

New construction and major repairs to the City's fixed assets

## **Operating Position**

Recurring revenues and recurring expenditures

## **Potential Impacts**

Refers to issues and challenges that are in addition to the status quo. The intent is to inform the reader of economic matters that might occur during the forecast period.

## **Recurring Expenditures**

The expense portion of status quo, predictable and on-going costs

## **Recurring Revenues**

The resource portion of status quo, predictable and ongoing revenues

## **Revenues**

Includes both recurring revenues and transfers in

## **Status Quo**

The current level of services

## **Transfers In**

Internal charges by General Fund for services provided to other funds

## **Urban Growth Boundary (UGB)**

A regional boundary around the City's perimeter used by local governments as a guide to zoning and land use decisions to control urban expansion onto farm and forestlands



GENERAL FUND SUMMARY	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 PROJECTION	FY 2021-22 FORECAST	FY 2022-23 FORECAST	FY 2023-24 FORECAST	FY 2024-25 FORECAST	FY 2025-26 FORECAST
Beginning Fund Balance	5,294,819	6,304,433	7,490,288	6,278,089	6,835,925	7,889,056	7,212,575	6,481,012	5,910,735	5,175,056
Revenue	13,429,450	13,900,330	15,193,057	15,104,315	15,284,848	15,764,398	16,306,651	16,777,230	17,262,713	17,763,594
<b>Total Funds Available</b>	<b>18,724,269</b>	<b>20,204,763</b>	<b>22,683,345</b>	<b>21,382,404</b>	<b>22,120,773</b>	<b>23,653,454</b>	<b>23,519,226</b>	<b>23,258,242</b>	<b>23,173,447</b>	<b>22,938,649</b>
Expenditures	(12,419,836)	(12,714,475)	(16,405,256)	(14,546,479)	(14,231,718)	(16,440,879)	(17,038,214)	(17,347,507)	(17,998,392)	(18,841,991)
Ending Fund Balance	6,304,433	7,490,288	6,278,089	6,835,925	7,889,056	7,212,575	6,481,012	5,910,735	5,175,056	4,096,659
Revenue Surplus/(Shortfall)	1,009,614	1,185,855	(1,212,199)	557,836	1,053,130	(676,481)	(731,563)	(570,277)	(735,679)	(1,078,397)
Fund Balance Distribution										
Contingency	2,123,661	2,128,283	2,218,026	3,226,110	3,557,929	4,110,220	4,259,554	4,336,877	4,499,598	4,096,659
Reserve - Facilities	-	-	-	615,000	-	-	-	-	-	-
Reserve - PERS	-	-	-	-	-	-	-	-	-	-
Reserve - SMR	4,180,772	5,362,006	4,060,063	3,609,816	4,331,126	3,102,356	2,221,459	1,573,858	675,458	-
	6,304,433	7,490,288	6,278,089	7,450,925	7,889,056	7,212,575	6,481,012	5,910,735	5,175,056	4,096,659
Contingency/F. B. as % of Expenses, including Transfers	51%	59%	38%	51%	55%	25%	25%	25%	25%	22%
SMR/Total Expenses						19%	13%	9%	4%	0%
Ending Fund Balance/total Expenses						44%	38%	34%	29%	22%

GENERAL FUND	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Revenue	Actual	Actual	Actual	Actual	Projection	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST
ACCOUNT CLASSIFICATION										
Property Taxes	8,358,013	8,640,389	8,963,468	9,313,051	9,592,443	9,928,178	10,275,664	10,635,312	11,007,548	11,392,813
Delinquent Property Taxes	222,937	195,690	388,233	189,075	194,747	200,590	206,607	212,806	219,190	225,765
payment in lieu of taxes (PILOT)				40,580						
Other Taxes - Hotel/Motel (TOT)	484,503	462,465	462,617	389,819	350,000	360,500	460,000	473,800	488,014	502,654
	9,065,453	9,298,544	9,814,318	9,932,526	10,137,190	10,489,268	10,942,272	11,321,918	11,714,752	12,121,232
Total on New World Report				9,932,526						
Licenses & Permits	95,866	83,042	309,467	452,660	457,187	461,759	466,376	471,040	475,751	480,508
Intergovernmental	845,008	943,105	1,243,091	1,186,375	1,210,103	1,222,204	1,246,648	1,271,581	1,297,013	1,322,953
Intergovernmental - Marijuana Tax				94,964	70,000	18,000	18,000	18,000	18,000	18,000
Charges for Goods & Services	693,752	841,256	852,221	660,902	667,511	795,743	803,701	811,738	819,855	828,053
Fine & Forfeits	419,731	394,837	343,790	355,924	359,483	363,078	366,078	370,375	374,079	374,079
Franchise Fees	1,750,711	1,738,907	1,963,662	1,790,637	1,826,450	1,881,243	1,918,868	1,957,245	1,996,390	2,036,318
RoW Fee (NEW)					68,492	282,186	299,372	317,603	308,353	317,603
Miscellaneous Revenue	558,929	600,639	666,508	356,863	251,992	254,512	257,057	259,628	262,224	264,846
from 901 - for PERS extra revenue				276,987	240,000					
Transfers In										
<b>Total Revenue</b>	<b>13,429,450</b>	<b>13,900,330</b>	<b>15,193,057</b>	<b>15,104,315</b>	<b>15,284,848</b>	<b>15,764,398</b>	<b>16,306,651</b>	<b>16,777,230</b>	<b>17,262,713</b>	<b>17,763,594</b>
Expense Detail										
Wages - 5111	5,024,712	4,876,386	5,151,621	5,386,122	5,437,490	6,317,341	6,570,035	6,832,836	7,106,150	7,390,396
PT Wages - 5112	470,544	424,643	437,292	348,181	95,830	569,410	592,187	615,874	640,509	666,130
Overtime - 5121	195,510	197,269	209,867	168,100	183,000	195,676	203,503	211,643	220,109	228,913
Workers Benefit/Other - 5211	2,082	2,175	2,068	1,757	1,420	2,122	2,206	2,295	2,387	2,482
FICA - 5212	418,729	413,435	436,242	444,658	437,298	541,806	563,478	586,017	609,458	633,836
Medical & Dental - 5213	1,051,187	1,011,161	1,058,340	1,107,380	1,029,540	1,392,458	1,462,081	1,535,185	1,611,944	1,692,541
Retirement										
PERS - 5214.100	733,462	836,134	1,011,874	1,176,179	1,314,754	1,451,898	1,509,974	1,723,580	1,792,523	2,029,932
PERS PICKUP - 5214.600	306,135	313,614	240,037	325,226	342,979	424,946	441,943	459,621	478,006	497,126
DEF COMP - 5214.800	111,659	104,101	86,531	108,871	121,060	133,182	138,510	144,050	149,812	155,805
Long term Disability - 5215	26,760	18,443	16,430	16,055	13,850	18,116	18,223	18,331	18,439	18,548
Unemployment - 5216	4,936	4,731	4,865	5,035	5,570	6,887	7,162	7,449	7,747	8,057
Life Insurance - 5217		7,960	8,481	8,543	7,330	10,039	10,098	10,158	10,218	10,278
Total Personnel Services	8,345,716	8,210,052	8,663,648	9,096,106	8,990,121	11,063,880	11,519,400	12,147,038	12,647,300	13,334,043
Total on New World Report				9,096,106						
<b>BUDGETED PERSONNEL SVS</b>	<b>9,082,534</b>	<b>9,274,288</b>	<b>9,616,620</b>	<b>10,089,170</b>	<b>10,628,280</b>	<b>11,063,880</b>	<b>11,519,400</b>	<b>12,147,038</b>	<b>12,647,300</b>	<b>13,334,043</b>
Percent of actual over budget	91.9%	88.5%	90.1%	90.2%	84.6%	100.0%	100.0%	100.0%	100.0%	100.0%
Year over Year change Wages only	-2.6%	-3.0%	5.6%	10.5%	1.0%	3.8%	4.0%	4.0%	4.0%	4.0%
Year over Year change total Personnel SVS	-1.5%	-1.6%	5.5%	5.0%	-1.2%	4.1%	4.1%	5.4%	4.1%	5.4%
<b>PERS RESERVE 1% PAYROLL</b>						<b>110,639</b>	<b>115,194</b>	<b>121,470</b>	<b>126,473</b>	<b>133,340</b>
Materials & Services	3,808,356	3,798,485	3,899,990	3,979,715	4,442,096	4,575,359	4,712,620	4,853,999	4,999,619	5,149,607
Capital Outlay	68,022	3,690	108,104	27,976	75,000	75,000	75,000	75,000	75,000	75,000
Debt Service				574,391	574,500	466,000	466,000			
Transfers	197,742	702,248	3,733,513	868,290	150,000	150,000	150,000	150,000	150,000	150,000
	12,419,836	12,714,475	16,405,256	14,546,479	14,231,718	16,440,879	17,038,214	17,347,507	17,998,392	18,841,991

URA FUND 720 SUMMARY	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Projection	FY21-22 FORECAST	FY22-23 FORECAST	FY23-24 FORECAST	FY24-25 FORECAST	FY25-26 FORECAST
Beginning Fund Balance	\$ 1,716,313	\$ 2,077,189	\$ 2,288,941	\$ 2,572,008	\$ 1,354,312	\$ 782,152	\$ 609,111	\$ 493,758	\$ 434,320	\$ 382,137
Revenue	\$ 654,731	\$ 715,662	\$ 3,842,318	\$ 1,858,580	\$ 860,260	\$ 813,700	\$ 838,111	\$ 863,254	\$ 889,152	\$ 915,827
<b>Funds Available</b>	\$ 2,371,044	\$ 2,792,850	\$ 6,131,259	\$ 4,430,588	\$ 2,214,572	\$ 1,595,852	\$ 1,447,222	\$ 1,357,012	\$ 1,323,472	\$ 1,297,963
Expense	\$ (293,855)	\$ (503,909)	\$ (3,559,251)	\$ (3,076,275)	\$ (1,432,420)	\$ (986,741)	\$ (953,464)	\$ (922,692)	\$ (941,335)	\$ (962,767)
Ending Fund Balance	\$ 2,077,189	\$ 2,288,941	\$ 2,572,008	\$ 1,354,312	\$ 782,152	\$ 609,111	\$ 493,758	\$ 434,320	\$ 382,137	\$ 335,197
Revenue Surplus/(Shortfall)	\$ 360,876	\$ 211,753	\$ 283,067	\$ (1,217,695)	\$ (572,160)	\$ (173,041)	\$ (115,353)	\$ (59,438)	\$ (52,183)	\$ (46,940)

12
6

Number of Pay periods  
Number of months

Urban Renewal Expense Detail	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Projection	FY21-22 FORECAST	FY22-23 FORECAST	FY23-24 FORECAST	FY24-25 FORECAST	FY25-26 FORECAST
Property Tax	\$ 602,970	\$ 655,265	\$ 731,335	\$ 761,174	\$ 750,000	\$ 772,500	\$ 795,675	\$ 819,545	\$ 844,132	\$ 869,456
Property Tax - delinquent	\$ 16,632	\$ 14,266	\$ 29,831	\$ 14,708	\$ 15,000	\$ 15,450	\$ 15,914	\$ 16,391	\$ 16,883	\$ 17,389
Intergovernmental	\$ -	\$ 5,000	\$ 117,078	\$ 1,040,152	\$ 70,260	\$ -	\$ -	\$ -	\$ -	\$ -
interest	\$ 22,138	\$ 39,031	\$ 64,074	\$ 42,546	\$ 25,000	\$ 25,750	\$ 26,523	\$ 27,318	\$ 28,138	\$ 28,982
Other Misc Revenue	\$ 12,992	\$ 2,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Note Proceeds	\$ -	\$ -	\$ 2,900,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 654,731	\$ 715,662	\$ 3,842,318	\$ 1,858,580	\$ 860,260	\$ 813,700	\$ 838,111	\$ 863,254	\$ 889,152	\$ 915,827
Wages - 5111	\$ 60,702	\$ 67,425	\$ 91,719	\$ 135,829	\$ 134,250	\$ 141,950	\$ 147,630	\$ 153,540	\$ 159,680	\$ 166,070
PT Wages - 5112	\$ 813	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overtime - 5121	\$ -	\$ 41	\$ 542	\$ 853	\$ 200	\$ 210	\$ 220	\$ 230	\$ 240	\$ 250
Workers Benefit/Other - 5211	\$ 16	\$ 20	\$ 24	\$ 31	\$ 30	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20
FICA - 5212	\$ 4,537	\$ 4,965	\$ 7,016	\$ 10,460	\$ 10,160	\$ 10,859	\$ 11,294	\$ 11,746	\$ 12,216	\$ 12,704
Medical & Dental - 5213	\$ 8,783	\$ 10,642	\$ 13,323	\$ 19,332	\$ 20,770	\$ 21,810	\$ 22,900	\$ 24,050	\$ 25,250	\$ 26,510
PERS - 5214:100	\$ 10,530	\$ 12,964	\$ 12,716	\$ 22,308	\$ 22,960	\$ 28,432	\$ 29,570	\$ 33,829	\$ 35,182	\$ 39,917
PERS PICKUP - 5214:600	\$ -	\$ 3,892	\$ 3,892	\$ 7,558	\$ 8,060	\$ 8,540	\$ 9,050	\$ 9,590	\$ 10,170	\$ 10,780
DEF COMP - 5214:800	\$ -	\$ 2,936	\$ 2,936	\$ 5,615	\$ 5,220	\$ 5,480	\$ 5,750	\$ 6,040	\$ 6,340	\$ 6,660
Long term Disability - 5215	\$ 249	\$ 279	\$ 306	\$ 413	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340
Unemployment - 5216	\$ 52	\$ 60	\$ 80	\$ 113	\$ 130	\$ 130	\$ 130	\$ 130	\$ 130	\$ 130
Life Insurance - 5217	\$ 92	\$ 118	\$ 152	\$ 212	\$ 170	\$ 170	\$ 170	\$ 170	\$ 170	\$ 170
Total Personnel Services	\$ 85,773	\$ 96,514	\$ 132,706	\$ 202,724	\$ 202,290	\$ 217,941	\$ 227,074	\$ 239,685	\$ 249,738	\$ 263,551

TRANSIT FUND SUMMARY	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 22-23	FY 23-24	FY 24-25	FY 25-26
	Actual	Actual	Actual	Actual	Projection	FORECAST	FORECAST	FORECAST	FORECAST
Beginning Fund Balance	\$ 147,796	\$ 119,938	\$ 134,043	\$ 80,080	\$ 135,001	\$ 391,251	\$ 305,589	\$ 297,715	\$ 279,925
Revenue	\$ 602,200	\$ 639,171	\$ 608,465	\$ 981,193	\$ 1,401,600	\$ 1,114,600	\$ 1,079,448	\$ 1,022,646	\$ 1,052,093
<i>Funds Available</i>	\$ 749,996	\$ 759,109	\$ 742,509	\$ 1,061,272	\$ 1,536,601	\$ 1,505,851	\$ 1,462,025	\$ 1,328,235	\$ 1,349,808
Expense	\$ (630,058)	\$ (625,066)	\$ (662,429)	\$ (926,273)	\$ (1,145,350)	\$ (1,123,274)	\$ (1,156,435)	\$ (1,030,520)	\$ (1,069,883)
Ending Fund Balance	\$ 119,938	\$ 134,043	\$ 80,080	\$ 135,000	\$ 391,251	\$ 382,577	\$ 305,589	\$ 297,715	\$ 279,925
Revenue Surplus/(Shortfall)	\$ (27,858)	\$ 14,105	\$ (53,963)	\$ 54,920	\$ 256,250	\$ (8,674)	\$ (76,987)	\$ (7,874)	\$ (17,790)

TRANSIT FUND Revenue Detail	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 22-23	FY 23-24	FY 24-25	FY 25-26
	Actual	Actual	Actual	Actual	Projection	FORECAST	FORECAST	FORECAST	FORECAST
Federal Grants	\$ -	\$ -	\$ -	\$ 55,915	\$ 509,000	\$ 68,000	\$ -	\$ -	\$ -
5310 Discretionary Ops	\$ 84,837	\$ 47,058	\$ 44,401	\$ 45,125	\$ 45,000	\$ 45,000	\$ 46,125	\$ 47,278	\$ 48,460
5310 Discretionary Cap	\$ 540	\$ 23,507	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5311 Formula Operations	\$ 142,094	\$ 147,364	\$ 147,363	\$ 139,996	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000
Vehicle Prev Maint	\$ 51,776	\$ 48,884	\$ 49,116	\$ 57,334	\$ 51,000	\$ 54,000	\$ 55,350	\$ 56,734	\$ 58,152
State Grants	\$ -	\$ -	\$ -	\$ -	\$ 37,000	\$ -	\$ -	\$ -	\$ -
STF Formula	\$ 151,875	\$ 205,000	\$ 205,649	\$ 216,991	\$ 217,000	\$ 217,000	\$ 222,425	\$ 227,986	\$ 233,685
Statewide Transit	\$ -	\$ -	\$ -	\$ 313,631	\$ 252,000	\$ 420,000	\$ 365,000	\$ 385,000	\$ 400,000
Fares	\$ 38,227	\$ 39,154	\$ 35,224	\$ 26,798	\$ 600	\$ 15,600	\$ 32,448	\$ 33,746	\$ 35,096
Miscellaneous Revenue	\$ 16,851	\$ 12,204	\$ 10,713	\$ 9,464	\$ -	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000
Transfers In	\$ 116,000	\$ 116,000	\$ 116,000	\$ 116,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Total Revenue	\$ 602,200	\$ 639,171	\$ 608,465	\$ 981,193	\$ 1,401,600	\$ 1,114,600	\$ 1,079,448	\$ 1,022,646	\$ 1,052,093

TRANSIT FUND Expense Detail	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 22-23	FY 23-24	FY 24-25	FY 25-26
	Actual	Actual	Actual	Actual	Projection	FORECAST	FORECAST	FORECAST	FORECAST
Wages - 5111	\$ 174,077	\$ 141,743	\$ 150,147	\$ 199,279	\$ 206,220	\$ 228,743	\$ 237,890	\$ 247,410	\$ 257,310
PT Wages - 5112	\$ 129,554	\$ 148,179	\$ 166,976	\$ 192,278	\$ 145,840	\$ 256,200	\$ 266,450	\$ 277,110	\$ 288,190
Overtime - 5121	\$ 507	\$ 54	\$ 122	\$ 99	\$ 200	\$ 210	\$ 220	\$ 230	\$ 240
Workers Benefit/Other - 5211	\$ 229	\$ 199	\$ 201	\$ 214	\$ 170	\$ 220	\$ 220	\$ 220	\$ 220
FICA - 5212	\$ 22,624	\$ 21,749	\$ 23,730	\$ 29,476	\$ 26,550	\$ 37,983	\$ 38,582	\$ 40,126	\$ 41,731
Medical & Dental - 5213	\$ 50,415	\$ 35,538	\$ 36,410	\$ 46,027	\$ 40,600	\$ 46,420	\$ 48,740	\$ 51,180	\$ 53,740
PERS - 5214.100	\$ 34,157	\$ 35,399	\$ 38,236	\$ 58,251	\$ 59,760	\$ 97,031	\$ 100,912	\$ 115,445	\$ 120,063
PERS PICKUP - 5214.600	\$ 7,798	\$ 8,590	\$ 7,036	\$ 11,814	\$ 12,130	\$ 12,860	\$ 13,630	\$ 14,450	\$ 15,320
DEF COMP - 5214.800	\$ 4,425	\$ 4,723	\$ 4,154	\$ 5,570	\$ 5,800	\$ 6,090	\$ 6,390	\$ 6,710	\$ 7,050
Long term Disability - 5215	\$ 674	\$ 555	\$ 498	\$ 622	\$ 490	\$ 490	\$ 490	\$ 490	\$ 490
Unemployment - 5216	\$ 271	\$ 261	\$ 279	\$ 347	\$ 340	\$ 340	\$ 340	\$ 340	\$ 340
Life Insurance - 5217	\$ 253	\$ 232	\$ 247	\$ 320	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
Total Personnel Services	\$ 424,984	\$ 397,223	\$ 428,037	\$ 544,297	\$ 498,350	\$ 686,836	\$ 714,114	\$ 753,961	\$ 784,944
Total on New World Report									\$ 828,557

PERS RESERVE - 1% PAYROLL									
Materials & Services	\$ 202,073	\$ 202,610	\$ 230,252	\$ 223,011	\$ 225,000	\$ 253,570	\$ 261,180	\$ 269,020	\$ 277,090
Capital Outlay	\$ -	\$ 22,232	\$ -	\$ 152,455	\$ 422,000	\$ 176,000	\$ 174,000	\$ -	\$ -
Transfers	\$ 3,001	\$ 3,001	\$ 4,140	\$ 6,510	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL Expenses	\$ 630,058	\$ 625,066	\$ 662,429	\$ 926,273	\$ 1,145,350	\$ 1,123,274	\$ 1,156,435	\$ 1,030,520	\$ 1,069,883
						\$ 6,868	\$ 7,141	\$ 7,540	\$ 7,849
									\$ 8,286

BUILDING FUND SUMMARY	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
	Actual	Actual	Actual	Actual	Projection	Forecast	Forecast	Forecast	Forecast	Forecast
Beginning Fund Balance	\$ 538,587	\$ 599,101	\$ 1,080,290	\$ 1,063,670	\$ 1,169,986	\$ 1,310,789	\$ 1,175,002	\$ 1,044,302	\$ 877,047	\$ 745,628
Revenue	\$ 519,371	\$ 949,912	\$ 850,242	\$ 1,022,807	\$ 1,026,100	\$ 1,083,600	\$ 1,137,780	\$ 1,194,669	\$ 1,254,402	\$ 1,317,123
Funds Available	\$ 1,057,958	\$ 1,549,013	\$ 1,930,532	\$ 2,086,477	\$ 2,196,086	\$ 2,394,389	\$ 2,312,782	\$ 2,238,971	\$ 2,131,449	\$ 2,062,751
Expense	\$ 458,858	\$ 468,723	\$ 866,861	\$ 916,492	\$ 885,297	\$ 1,219,386	\$ 1,268,481	\$ 1,361,924	\$ 1,385,821	\$ 1,455,230
Ending Fund Balance	\$ 599,101	\$ 1,080,290	\$ 1,063,670	\$ 1,169,986	\$ 1,310,789	\$ 1,175,002	\$ 1,044,302	\$ 877,047	\$ 745,628	\$ 607,520
Revenue Surplus/(Shortfall)	\$ 60,514	\$ 481,189	\$ (16,619)	\$ 106,315	\$ 140,803	\$ (135,786)	\$ (130,701)	\$ (167,255)	\$ (131,419)	\$ (138,108)

BUILDING FUND	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
	Actual	Actual	Actual	Actual	Projection	Forecast	Forecast	Forecast	Forecast	Forecast
Revenue Detail	\$ 156,574	\$ 279,395	\$ 239,827	\$ 305,901	\$ 300,000					
Building Permits	\$ 39,608	\$ 48,255	\$ 54,752	\$ 58,737	\$ 50,000					
Mechanical Permits	\$ 151,990	\$ 262,339	\$ 224,438	\$ 285,763	\$ 250,000					
Plan Check Fees	\$ 91,544	\$ 136,819	\$ 103,365	\$ 140,750	\$ 130,000					
Plan Check - Mechanical	\$ 18,178	\$ 19,895	\$ 29,079	\$ 26,491	\$ 25,000					
CET Admin Fee	\$ 847	\$ 5,570	\$ 5,158	\$ 5,598	\$ 6,000					
CET Suspend	\$ -	\$ -	\$ -	\$ -	\$ -					
Construction Excise Tax	\$ 20,331	\$ 133,625	\$ 127,602	\$ 126,910	\$ 200,000					
State Surcharge	\$ 23,764	\$ 39,319	\$ 33,811	\$ 48,710	\$ 40,000					
State MH Fee	\$ 90	\$ 270	\$ 11	\$ -	\$ 100					
Other - Interest & Other Misc Revenue	\$ 16,445	\$ 24,425	\$ 32,198	\$ 23,948	\$ 25,000					
Total Revenue	\$ 519,371	\$ 949,912	\$ 850,242	\$ 1,022,807	\$ 1,026,100	\$ 1,083,600	\$ 1,137,780	\$ 1,194,669	\$ 1,254,402	\$ 1,317,123

BUILDING FUND	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
	Actual	Actual	Actual	Actual	Projection	Forecast	Forecast	Forecast	Forecast	Forecast
Expense Detail	\$ 248,800	\$ 235,743	\$ 340,481	\$ 384,891	\$ 391,260	\$ 521,990	\$ 542,870	\$ 564,580	\$ 587,160	\$ 610,650
Wages - 5111	\$ 610	\$ 16,549	\$ -	\$ 340	\$ 170	\$ 40,200	\$ 40,240	\$ 40,280	\$ 40,320	\$ 40,360
PT Wages - 5112	\$ 520	\$ 6,353	\$ 1,160	\$ 498	\$ 500	\$ 520	\$ 540	\$ 560	\$ 580	\$ 600
Overtime - 5121	\$ 70	\$ 67	\$ 97	\$ 88	\$ 90	\$ 110	\$ 120	\$ 130	\$ 140	\$ 150
Workers Benefit/Other - 5211	\$ 18,754	\$ 18,866	\$ 25,394	\$ 28,843	\$ 29,240	\$ 43,047	\$ 44,649	\$ 46,315	\$ 48,047	\$ 49,848
FICA - 5212	\$ 36,890	\$ 36,944	\$ 70,492	\$ 77,381	\$ 69,490	\$ 89,460	\$ 94,830	\$ 100,520	\$ 106,550	\$ 112,940
Medical & Dental - 5213 - 1st/2nd check	\$ 34,345	\$ 37,168	\$ 56,236	\$ 72,502	\$ 71,920	\$ 112,542	\$ 116,730	\$ 133,192	\$ 138,173	\$ 156,386
PERS PICKUP - 5214.600	\$ 15,080	\$ 14,819	\$ 15,861	\$ 23,439	\$ 23,840	\$ 33,763	\$ 35,019	\$ 36,325	\$ 37,684	\$ 39,097
DEF COMP - 5214.800	\$ 6,780	\$ 5,726	\$ 4,460	\$ 8,848	\$ 9,769	\$ 9,298	\$ 9,670	\$ 10,056	\$ 10,459	\$ 10,877
Long term Disability - 5215 - first check	\$ 1,002	\$ 858	\$ 1,167	\$ 1,149	\$ 1,010	\$ 1,051	\$ 1,093	\$ 1,136	\$ 1,182	\$ 1,229
Unemployment - 5216 - first check	\$ 209	\$ 213	\$ 288	\$ 313	\$ 372	\$ 562	\$ 583	\$ 605	\$ 627	\$ 651
Life Insurance - 5217 - first check	\$ 371	\$ 356	\$ 575	\$ 590	\$ 518	\$ 539	\$ 561	\$ 583	\$ 606	\$ 631
Total Personnel Services	\$ 363,430	\$ 373,661	\$ 516,211	\$ 598,880	\$ 598,179	\$ 853,082	\$ 886,904	\$ 934,283	\$ 971,528	\$ 1,023,419
Total on New World Report						\$ 8,531	\$ 8,869	\$ 9,343	\$ 9,715	\$ 10,234

PERS RESERVE - 1% PAYROLL	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
	Actual	Actual	Actual	Actual	Projection	Forecast	Forecast	Forecast	Forecast	Forecast
Materials & Services (less CET)	\$ 72,095	\$ 87,581	\$ 99,817	\$ 110,710	\$ 87,118	\$ 147,774	\$ 152,207	\$ 156,774	\$ 161,477	\$ 166,321
CET Paid out	\$ 20,331	\$ 4,480	\$ 224,189	\$ 147,528	\$ 200,000	\$ 210,000	\$ 220,500	\$ 231,525	\$ 243,101	\$ 255,256
Capital Outlay	\$ -	\$ -	\$ 20,634	\$ 24,893	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -
Transfers	\$ 3,001	\$ 3,001	\$ 6,010	\$ 34,480	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 458,858	\$ 468,723	\$ 866,861	\$ 916,492	\$ 885,297	\$ 1,219,386	\$ 1,268,481	\$ 1,361,924	\$ 1,385,821	\$ 1,455,230

STREET FUND SUMMARY	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Projection	FY 2021-22 FORECAST	FY 2022-23 FORECAST	FY 2023-24 FORECAST	FY 2024-25 FORECAST	FY 2025-26 FORECAST
Beginning Fund Balance	\$ 3,365,800	\$ 3,905,804	\$ 4,270,687	\$ 4,589,031	\$ 4,242,863	\$ 3,723,759	\$ 3,086,596	\$ 2,829,677	\$ 2,254,048	\$ 1,095,068
Revenue	\$ 2,197,191	\$ 2,372,167	\$ 2,596,796	\$ 2,376,154	\$ 2,365,000	\$ 2,483,250	\$ 2,607,413	\$ 2,737,783	\$ 2,874,672	\$ 3,018,406
Funds Available	\$ 5,562,991	\$ 6,277,971	\$ 6,867,483	\$ 6,965,185	\$ 6,607,863	\$ 6,207,009	\$ 5,694,008	\$ 5,567,460	\$ 5,128,720	\$ 4,113,474
Expense - Operations	\$ 1,590,466	\$ 1,905,921	\$ 2,053,920	\$ 1,761,273	\$ 1,884,104	\$ 2,120,413	\$ 2,195,332	\$ 2,288,412	\$ 2,369,652	\$ 2,470,540
Expense - Capital Projects	\$ 66,721	\$ 101,364	\$ 224,532	\$ 961,049	\$ 1,000,000	\$ 1,000,000	\$ 669,000	\$ 1,025,000	\$ 1,664,000	\$ 882,000
Expense - Total	\$ 1,657,187	\$ 2,007,284	\$ 2,278,452	\$ 2,722,322	\$ 2,884,104	\$ 3,120,413	\$ 2,864,332	\$ 3,313,412	\$ 4,033,652	\$ 3,352,540
Ending Fund Balance	\$ 3,905,804	\$ 4,270,687	\$ 4,589,031	\$ 4,242,863	\$ 3,723,759	\$ 3,086,596	\$ 2,829,677	\$ 2,254,048	\$ 1,095,068	\$ 760,934
Revenue Surplus/(Shortfall)	\$ 540,004	\$ 364,883	\$ 318,344	\$ (346,168)	\$ (519,104)	\$ (637,163)	\$ (256,919)	\$ (575,629)	\$ (1,158,980)	\$ (334,134)

STREET FUND Revenue Detail	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
	Actual	Actual	Actual	Actual	Projection	Forecast	Forecast	Forecast	Forecast	Forecast
City Gas Tax	\$ 129,412	\$ 138,154	\$ 133,033	\$ 101,204	\$ 100,000					
State Gas Tax	\$ 1,480,082	\$ 1,594,786	\$ 1,813,262	\$ 1,707,151	\$ 1,700,000					
PGE Privilege Tax	\$ 265,022	\$ 273,046	\$ 272,876	\$ 268,897	\$ 270,000					
NW Natural Privilege Tax	\$ 94,798	\$ 86,833	\$ 84,048	\$ 84,621	\$ 85,000					
State Grant	\$ -	\$ 20,270	\$ -	\$ -	\$ -					
Other - Interest, curb, & Other Misc Revenue	\$ 41,382	\$ 88,877	\$ 118,242	\$ 100,493	\$ 80,000					
Transfers	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000					
GARAGE WO Revenue	\$ 96,495	\$ 80,202	\$ 85,335	\$ 23,788	\$ 40,000					
<b>Total Revenue</b>	<b>\$ 2,197,191</b>	<b>\$ 2,372,167</b>	<b>\$ 2,596,796</b>	<b>\$ 2,376,154</b>	<b>\$ 2,365,000</b>	<b>\$ 2,483,250</b>	<b>\$ 2,607,413</b>	<b>\$ 2,737,783</b>	<b>\$ 2,874,672</b>	<b>\$ 3,018,406</b>

STREET FUND Expense Detail	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
	Actual	Actual	Actual	Actual	Projection	Forecast	Forecast	Forecast	Forecast	Forecast
Wages - 5111	\$ 336,396	\$ 344,264	\$ 509,129	\$ 590,190	\$ 546,595	\$ 631,571	\$ 656,834	\$ 683,107	\$ 710,432	\$ 738,849
PT Wages - 5112	\$ 15,419	\$ 20,741	\$ 26,271	\$ 18,536	\$ 30,000	\$ 61,651	\$ 64,117	\$ 66,682	\$ 69,349	\$ 72,123
Overtime - 5121	\$ 6,008	\$ 5,743	\$ 7,768	\$ 11,215	\$ 8,000	\$ 9,568	\$ 9,951	\$ 10,349	\$ 10,763	\$ 11,193
Workers Benefit/Other - 5211	\$ 197	\$ 168	\$ 210	\$ 192	\$ 159	\$ 210	\$ 210	\$ 211	\$ 211	\$ 211
FICA - 5212	\$ 25,798	\$ 27,132	\$ 40,307	\$ 45,786	\$ 41,753	\$ 53,763	\$ 55,914	\$ 58,151	\$ 60,477	\$ 62,896
Medical & Dental - 5213 - 1st &	\$ 94,339	\$ 90,017	\$ 114,359	\$ 132,354	\$ 108,016	\$ 162,908	\$ 171,053	\$ 179,606	\$ 188,586	\$ 198,015
PERS - 5214.100	\$ 36,864	\$ 48,213	\$ 87,936	\$ 106,946	\$ 116,919	\$ 140,558	\$ 146,180	\$ 167,230	\$ 173,920	\$ 197,320
PERS PICKUP - 5214.600	\$ 16,918	\$ 21,533	\$ 24,014	\$ 34,520	\$ 35,076	\$ 42,167	\$ 43,854	\$ 45,608	\$ 47,433	\$ 49,330
DEF COMP - 5214.800	\$ 6,268	\$ 5,113	\$ 10,941	\$ 12,866	\$ 10,029	\$ 10,743	\$ 11,173	\$ 11,620	\$ 12,085	\$ 12,568
Long term Disability - 5215 - 1st check	\$ 1,351	\$ 1,282	\$ 1,688	\$ 1,752	\$ 1,332	\$ 1,931	\$ 1,942	\$ 1,953	\$ 1,964	\$ 1,975
Unemployment - 5216 - 1st check	\$ 307	\$ 305	\$ 443	\$ 495	\$ 541	\$ 693	\$ 721	\$ 750	\$ 780	\$ 811
Life Insurance - 5217 - 1st check	\$ 508	\$ 536	\$ 834	\$ 903	\$ 686	\$ 1,031	\$ 1,032	\$ 1,033	\$ 1,034	\$ 1,035
Total Personnel Services	\$ 625,845	\$ 656,600	\$ 907,405	\$ 955,753	\$ 899,104	\$ 1,116,795	\$ 1,162,982	\$ 1,226,299	\$ 1,277,032	\$ 1,346,326
Total on New World Report										
<b>PERS RESERVE - 1% PAYROLL</b>						<b>\$ 11,168</b>	<b>\$ 11,630</b>	<b>\$ 12,263</b>	<b>\$ 12,770</b>	<b>\$ 13,463</b>

STREET	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
	Actual	Actual	Actual	Actual	Projection	Forecast	Forecast	Forecast	Forecast	Forecast
Materials & Services - Maintenance	\$ 465,794	\$ 689,094	\$ 647,821	\$ 366,036	\$ 600,000	\$ 618,000	\$ 636,540	\$ 655,640	\$ 675,310	\$ 695,570
Materials & Services - Street Cleaning	\$ 75,282	\$ 94,318	\$ 85,249	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Services - Admin	\$ 329,744	\$ 324,998	\$ 308,341	\$ 322,374	\$ 315,000	\$ 324,450	\$ 334,180	\$ 344,210	\$ 354,540	\$ 365,180
Capital Outlay	\$ 5,500	\$ 62,977	\$ -	\$ 10,360	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Transfers	\$ 66,721	\$ 101,364	\$ 224,532	\$ 961,049	\$ 1,000,000	\$ 1,000,000	\$ 669,000	\$ 1,025,000	\$ 1,664,000	\$ 882,000
Other Transfers	\$ 34,501	\$ 34,501	\$ 59,900	\$ 106,750	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
<b>GARAGE</b>										
Materials & Services	\$ 53,801	\$ 43,433	\$ 45,204	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 1,031,342</b>	<b>\$ 1,350,685</b>	<b>\$ 1,371,048</b>	<b>\$ 1,766,569</b>	<b>\$ 1,985,000</b>	<b>\$ 1,992,450</b>	<b>\$ 1,689,720</b>	<b>\$ 2,074,850</b>	<b>\$ 2,743,850</b>	<b>\$ 1,992,750</b>
<b>Total Expenses</b>	<b>\$ 1,657,187</b>	<b>\$ 2,007,284</b>	<b>\$ 2,278,452</b>	<b>\$ 2,722,322</b>	<b>\$ 2,884,104</b>	<b>\$ 3,120,413</b>	<b>\$ 2,864,332</b>	<b>\$ 3,313,412</b>	<b>\$ 4,033,652</b>	<b>\$ 3,352,540</b>

WATER FUND SUMMARY	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
	Actual	Actual	Actual	Actual	Projection	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST
Beginning Fund Balance	\$ 2,194,087	\$ 2,249,888	\$ 2,273,279	\$ 2,523,148	\$ 2,446,739	\$ 2,054,780	\$ 1,022,079	\$ 960,965	\$ 303,401	\$ 900,653
Revenue	\$ 3,378,000	\$ 3,518,624	\$ 12,616,685	\$ 4,111,400	\$ 4,279,631	\$ 4,472,214	\$ 4,673,464	\$ 4,883,770	\$ 5,103,539	\$ 5,333,198
Funds Available	\$ 5,572,087	\$ 5,768,511	\$ 14,889,964	\$ 6,634,548	\$ 6,726,370	\$ 6,526,994	\$ 5,695,542	\$ 5,844,735	\$ 5,406,940	\$ 6,233,851
Expense - Operations	\$ 3,322,199	\$ 3,495,233	\$ 12,366,816	\$ 4,187,804	\$ 4,162,040	\$ 4,152,846	\$ 4,559,184	\$ 4,541,334	\$ 4,203,171	\$ 3,422,049
Expense - Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ 509,550	\$ 1,352,069	\$ 175,393	\$ 1,000,000	\$ 303,116	\$ 573,153
Expense - Total	\$ 3,322,199	\$ 3,495,233	\$ 12,366,816	\$ 4,187,804	\$ 4,671,590	\$ 5,504,915	\$ 4,734,577	\$ 5,541,334	\$ 4,506,287	\$ 3,995,202
Ending Fund Balance	\$ 2,249,888	\$ 2,273,279	\$ 2,523,148	\$ 2,446,744	\$ 2,054,780	\$ 1,022,079	\$ 960,965	\$ 303,401	\$ 900,653	\$ 2,238,650
Revenue Surplus/(Shortfall)	\$ 55,801	\$ 23,391	\$ 249,869	\$ (76,403)	\$ (391,959)	\$ (1,032,701)	\$ (61,114)	\$ (657,564)	\$ 597,252	\$ 1,337,997



WATER FUND Revenue Detail	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
	Actual	Actual	Actual	Actual	Projection	Forecast	Forecast	Forecast	Forecast	Forecast
Water Revenue	\$ -	\$ -	\$ -	\$ (30)						
State Grant	\$ -	\$ 20,270	\$ -	\$ -						
Water Sales Revenue	\$ 3,180,954	\$ 3,275,944	\$ 3,655,869	\$ 3,882,115	\$ 4,056,811					
New Services	\$ 13,117	\$ 26,737	\$ 46,185	\$ 29,058	\$ 40,869					
Re-connect fees	\$ 20,635	\$ 19,650	\$ 16,675	\$ 17,525	\$ 21,710					
Vacations	\$ 4,515	\$ 4,270	\$ 3,920	\$ 3,245	\$ 4,060					
NSF Check Fee	\$ 940	\$ 1,045	\$ 1,210	\$ 1,325	\$ 990					
Bulk Water Sales	\$ 905	\$ 2,405	\$ 13,982	\$ 3,442	\$ 2,786					
System Repairs	\$ -	\$ -	\$ -	\$ -	\$ -					
Collections	\$ 92	\$ 92	\$ 768	\$ 637	\$ 838					
Late Fees	\$ 72,185	\$ 69,800	\$ 65,420	\$ 53,125	\$ 65,231					
Interest	\$ 22,231	\$ 39,618	\$ 62,422	\$ 59,579	\$ 30,383					
Facilities Rent	\$ 51,523	\$ 51,549	\$ 52,118	\$ 52,207	\$ 49,147					
Sale of Surplus Property	\$ 3,505	\$ 2,413	\$ 1	\$ -	\$ -					
Other misc Revenue	\$ 7,399	\$ 4,830	\$ 68,116	\$ 9,172	\$ 6,805					
Water Loan - refinancing	\$ -	\$ -	\$ 8,630,000	\$ -	\$ -					
<b>Total Revenue</b>	<b>\$ 3,378,000</b>	<b>\$ 3,518,624</b>	<b>\$ 12,616,685</b>	<b>\$ 4,111,400</b>	<b>\$ 4,279,631</b>	<b>\$ 4,472,214</b>	<b>\$ 4,673,464</b>	<b>\$ 4,883,770</b>	<b>\$ 5,103,539</b>	<b>\$ 5,333,198</b>
			\$ 3,986,685							
WATER FUND Expense Detail	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
	Actual	Actual	Actual	Actual	Projection	Forecast	Forecast	Forecast	Forecast	Forecast
Wages - 5111	\$ 799,416	\$ 875,062	\$ 864,335	\$ 903,257	\$ 984,500	\$ 1,023,838	\$ 1,064,792	\$ 1,107,384	\$ 1,151,679	\$ 1,197,746
PT Wages - 5112	\$ 10,980	\$ 11,212	\$ 7,189	\$ 15,884	\$ 14,080	\$ 30,649	\$ 31,875	\$ 33,150	\$ 34,476	\$ 35,855
Overtime - 5121	\$ 9,551	\$ 12,073	\$ 11,844	\$ 14,240	\$ 12,280	\$ 18,387	\$ 19,123	\$ 19,888	\$ 20,683	\$ 21,510
Workers Benefit/Other - 5211	\$ 375	\$ 357	\$ 308	\$ 292	\$ 280	\$ 300	\$ 301	\$ 301	\$ 301	\$ 302
FICA - 5212	\$ 59,698	\$ 64,993	\$ 64,188	\$ 67,841	\$ 73,000	\$ 82,075	\$ 85,358	\$ 88,772	\$ 92,323	\$ 96,016
Medical & Dental - 5213 - 1st & 2nd	\$ 192,614	\$ 207,650	\$ 206,625	\$ 217,784	\$ 209,250	\$ 248,819	\$ 261,259	\$ 274,322	\$ 288,039	\$ 302,440
PERS - 5214.100	\$ 102,476	\$ 137,605	\$ 141,191	\$ 172,369	\$ 189,680	\$ 214,575	\$ 223,158	\$ 252,293	\$ 265,504	\$ 301,227
PERS PICKUP - 5214.600	\$ 45,747	\$ 52,248	\$ 39,000	\$ 54,283	\$ 59,610	\$ 64,372	\$ 66,947	\$ 69,625	\$ 72,410	\$ 75,307
DEF COMP - 5214.800	\$ 18,179	\$ 16,224	\$ 9,561	\$ 12,830	\$ 15,080	\$ 14,830	\$ 15,424	\$ 16,041	\$ 16,682	\$ 17,349
Long term Disability - 5215 - 1st check only	\$ 3,199	\$ 3,375	\$ 2,749	\$ 2,719	\$ 2,480	\$ 2,995	\$ 3,115	\$ 3,240	\$ 3,369	\$ 3,504
Unemployment - 5216	\$ 689	\$ 752	\$ 698	\$ 753	\$ 960	\$ 1,054	\$ 1,097	\$ 1,141	\$ 1,186	\$ 1,234
Life Insurance - 5217 - 1st check only	\$ 1,194	\$ 1,410	\$ 1,357	\$ 1,400	\$ 1,280	\$ 1,539	\$ 1,601	\$ 1,665	\$ 1,731	\$ 1,801
Total Personnel Services	\$ 1,244,118	\$ 1,382,962	\$ 1,349,044	\$ 1,463,652	\$ 1,562,480	\$ 1,703,435	\$ 1,774,049	\$ 1,870,820	\$ 1,948,384	\$ 2,054,290
<b>PERS RESERVE - 1% PAYROLL</b>					<b>\$ 17,034</b>	<b>\$ 17,740</b>	<b>\$ 18,708</b>	<b>\$ 19,484</b>	<b>\$ 20,543</b>	
Materials & Services 6411 - operations	\$ 488,380	\$ 509,982	\$ 632,246	\$ 567,003	\$ 598,160	\$ 708,434	\$ 729,687	\$ 751,578	\$ 774,125	\$ 797,349
Materials & Services 6421 - meter reading	\$ 32,753	\$ 30,597	\$ 27,527	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Services 6499 - admin	\$ 367,897	\$ 383,299	\$ 536,678	\$ 398,350	\$ 387,970	\$ 463,377	\$ 476,249	\$ 490,536	\$ 505,252	\$ 520,410
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Materials & Services, Capital Outlay	\$ 889,030	\$ 923,878	\$ 1,196,452	\$ 965,353	\$ 986,130	\$ 1,170,811	\$ 1,205,936	\$ 1,242,114	\$ 1,279,377	\$ 1,317,758
Debt Service	\$ 1,156,097	\$ 1,155,438	\$ 9,786,820	\$ 1,624,948	\$ 1,563,430	\$ 1,228,600	\$ 1,529,200	\$ 1,378,400	\$ 925,410	\$ -
Capital Projects Transfers	\$ -	\$ -	\$ -	\$ -	\$ 509,550	\$ 1,352,069	\$ 175,393	\$ 1,000,000	\$ 303,116	\$ 573,153
Other Transfers - EQ REPL,interfund loan	\$ 32,955	\$ 32,955	\$ 34,500	\$ 133,850	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Total Materials & Services, CO, etc	\$ 1,189,052	\$ 1,188,393	\$ 9,821,320	\$ 1,758,798	\$ 2,122,980	\$ 2,630,669	\$ 1,754,593	\$ 2,428,400	\$ 1,278,526	\$ 623,153
<b>Total Expenses</b>	<b>\$ 3,322,199</b>	<b>\$ 3,495,233</b>	<b>\$ 12,366,816</b>	<b>\$ 4,187,804</b>	<b>\$ 4,671,590</b>	<b>\$ 5,521,949</b>	<b>\$ 4,752,318</b>	<b>\$ 5,560,042</b>	<b>\$ 4,525,771</b>	<b>\$ 4,015,745</b>

SEWER FUND SUMMARY	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 21-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
	Actual	Actual	Actual	Actual	Projection	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST
Beginning Fund Balance	\$ 6,840,999	\$ 8,048,528	\$ 8,456,171	\$ 8,672,868	\$ 8,003,378	\$ 5,217,484	\$ 4,958,577	\$ 4,180,075	\$ 4,657,590	\$ 3,498,734
Revenue	\$ 8,198,688	\$ 8,310,234	\$ 8,283,465	\$ 8,313,306	\$ 20,412,212	\$ 8,865,492	\$ 9,330,930	\$ 9,797,476	\$ 10,287,350	\$ 10,801,718
Funds Available	\$ 15,039,687	\$ 16,358,762	\$ 16,739,636	\$ 16,986,174	\$ 28,415,590	\$ 14,082,975	\$ 14,289,507	\$ 13,977,551	\$ 14,944,940	\$ 14,300,452
Expenses - Operating	\$ 6,912,551	\$ 7,485,131	\$ 8,050,392	\$ 8,918,281	\$ 17,198,106	\$ 4,124,398	\$ 4,309,432	\$ 4,519,961	\$ 4,746,206	\$ 5,009,463
Expenses - Capital Projects	\$ 78,607	\$ 417,459	\$ 16,376	\$ 64,516	\$ 6,000,000	\$ 5,000,000	\$ 5,800,000	\$ 4,800,000	\$ 6,700,000	\$ 7,000,000
Expenses total	\$ 6,991,158	\$ 7,902,591	\$ 8,066,768	\$ 8,982,796	\$ 23,198,106	\$ 9,124,398	\$ 10,109,432	\$ 9,319,961	\$ 11,446,206	\$ 12,009,463
Ending Fund Balance	\$ 8,048,528	\$ 8,456,171	\$ 8,672,868	\$ 8,003,377	\$ 5,217,484	\$ 4,958,577	\$ 4,180,075	\$ 4,657,590	\$ 3,498,734	\$ 2,290,989
Revenue Surplus/(Shortfall)	\$ 1,207,529	\$ 407,643	\$ 216,696	\$ (669,490)	\$ (2,785,894)	\$ (258,907)	\$ (778,502)	\$ 477,515	\$ (1,158,856)	\$ (1,207,745)
10% Contingency						\$ 912,440	\$ 1,010,943	\$ 931,996	\$ 1,144,621	\$ 1,200,946
Reserve for Future years						\$ 4,046,137	\$ 3,169,131	\$ 3,725,594	\$ 2,354,114	\$ 1,090,043

SEWER FUND Revenue Detail	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 21-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
	Actual	Actual	Actual	Actual	Projection	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST
State Grant	\$ -	\$ 20,270	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Late Fees	\$ 72,185	\$ 69,800	\$ 65,410	\$ 53,094	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer system revenue	\$ 7,915,321	\$ 7,956,548	\$ 7,900,503	\$ 8,057,383	\$ 8,299,105	\$ 8,865,492	\$ 9,330,930	\$ 9,797,476	\$ 10,287,350	\$ 10,801,718
Septage Dumping	\$ 104,157	\$ 114,686	\$ 92,845	\$ 11,076	\$ 76,661	\$ 8,046,137	\$ 3,169,131	\$ 3,725,594	\$ 2,354,114	\$ 1,090,043
Collections	\$ 92	\$ 92	\$ 768	\$ 637	\$ 1,006	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	\$ 79,719	\$ 140,630	\$ 221,080	\$ 181,493	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
Sale of Surplus Property	\$ -	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gain/Loss on Sale	\$ -	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other misc Revenue	\$ 27,214	\$ 7	\$ 2,859	\$ 9,623	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from Sewer Construction (2020-21)	\$ -	\$ -	\$ -	\$ -	\$ 11,947,440	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 8,198,688	\$ 8,310,234	\$ 8,283,465	\$ 8,313,306	\$ 20,412,212	\$ 8,865,492	\$ 9,330,930	\$ 9,797,476	\$ 10,287,350	\$ 10,801,718

SEWER FUND	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 21-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Expense Detail	Actual	Actual	Actual	Actual	Projection	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST
Wages - 5111 -- 6511 Sewer Operations	\$ 894,453	\$ 897,662	\$ 1,024,274	\$ 1,062,257	\$ 1,005,070	\$ 1,223,862	\$ 1,272,816	\$ 1,323,729	\$ 1,376,678	\$ 1,431,745
PT Wages - 5121	\$ 10,980	\$ 10,984	\$ 1,033	\$ 23,465	\$ 22,070	\$ 10,594	\$ 11,018	\$ 11,459	\$ 11,917	\$ 12,394
Overtime - 5121	\$ 13,051	\$ 11,006	\$ 11,636	\$ 19,164	\$ 14,250	\$ 30,222	\$ 31,431	\$ 32,689	\$ 33,996	\$ 35,356
Workers Benefit/Other - 5211	\$ 396	\$ 347	\$ 336	\$ 316	\$ 280	\$ 385	\$ 400	\$ 416	\$ 433	\$ 450
FICA - 5212	\$ 66,758	\$ 66,835	\$ 75,618	\$ 80,983	\$ 75,930	\$ 96,748	\$ 100,618	\$ 104,643	\$ 108,828	\$ 113,181
Medical & Dental - 5213 - 1st & 2nd check	\$ 195,356	\$ 198,228	\$ 230,055	\$ 221,752	\$ 202,080	\$ 212,184	\$ 222,793	\$ 233,933	\$ 245,630	\$ 257,911
PERS - 5214.100	\$ 124,690	\$ 157,053	\$ 190,671	\$ 198,522	\$ 192,000	\$ 252,936	\$ 303,523	\$ 370,298	\$ 451,763	\$ 560,186
PERS PICKUP - 5214.600	\$ 53,365	\$ 52,407	\$ 49,187	\$ 57,696	\$ 57,040	\$ 75,881	\$ 78,916	\$ 82,073	\$ 85,355	\$ 88,770
DEF COMP - 5214.800	\$ 15,561	\$ 16,735	\$ 17,305	\$ 23,849	\$ 23,100	\$ 24,024	\$ 24,985	\$ 25,984	\$ 27,024	\$ 28,105
Long term Disability - 5215 - first check	\$ 3,515	\$ 3,551	\$ 3,303	\$ 3,062	\$ 2,440	\$ 3,609	\$ 3,753	\$ 3,903	\$ 4,059	\$ 4,222
Unemployment - 5216	\$ 772	\$ 759	\$ 802	\$ 871	\$ 990	\$ 1,234	\$ 1,284	\$ 1,335	\$ 1,389	\$ 1,444
Life Insurance - 5217 - first check	\$ 1,308	\$ 1,476	\$ 1,635	\$ 1,575	\$ 1,260	\$ 1,882	\$ 1,958	\$ 2,036	\$ 2,117	\$ 2,202
Wages - 5111 -- 472-631-6521 Sewer Line Maint	\$ 89,040	\$ 92,825	\$ 86,663	\$ 96,811	\$ 112,690	\$ 117,312	\$ 122,004	\$ 126,885	\$ 131,960	\$ 137,238
Overtime - 5121	\$ 2,622	\$ 2,433	\$ 1,983	\$ 1,489	\$ 660	\$ 686	\$ 714	\$ 742	\$ 772	\$ 803
Workers Benefit/Other - 5211	\$ 52	\$ 44	\$ 35	\$ 31	\$ 30	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40
FICA - 5212	\$ 6,694	\$ 6,940	\$ 6,451	\$ 7,185	\$ 8,300	\$ 8,974	\$ 9,333	\$ 9,707	\$ 10,095	\$ 10,499
Medical & Dental - 5213 - 1st & 2nd check	\$ 18,559	\$ 18,711	\$ 17,918	\$ 21,170	\$ 22,870	\$ 24,014	\$ 25,214	\$ 26,475	\$ 27,799	\$ 29,189
PERS - 5214.100	\$ 8,796	\$ 11,412	\$ 12,092	\$ 16,893	\$ 20,030	\$ 23,462	\$ 24,401	\$ 27,915	\$ 29,031	\$ 32,937
PERS PICKUP - 5214.600	\$ 5,279	\$ 5,716	\$ 3,973	\$ 5,898	\$ 6,800	\$ 7,039	\$ 7,320	\$ 7,613	\$ 7,918	\$ 8,234
DEF COMP - 5214.800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Long term Disability - 5215 - first check	\$ 367	\$ 353	\$ 285	\$ 300	\$ 280	\$ 333	\$ 346	\$ 360	\$ 374	\$ 389
Unemployment - 5216	\$ 82	\$ 82	\$ 70	\$ 79	\$ 110	\$ 117	\$ 122	\$ 127	\$ 132	\$ 137
Life Insurance - 5217 - first check	\$ 137	\$ 149	\$ 140	\$ 155	\$ 150	\$ 166	\$ 173	\$ 180	\$ 187	\$ 195
Wages - 5111 -- 472-641-6611 Surface Water Collect	\$ 71,529	\$ 71,902	\$ 56,040	\$ 64,144	\$ 78,770	\$ 82,482	\$ 85,782	\$ 89,213	\$ 92,781	\$ 96,493
Overtime - 5121	\$ 1,096	\$ 1,003	\$ 949	\$ 642	\$ 280	\$ 291	\$ 303	\$ 315	\$ 328	\$ 341
Workers Benefit/Other - 5211	\$ 40	\$ 34	\$ 24	\$ 22	\$ 20	\$ 31	\$ 32	\$ 34	\$ 35	\$ 36
FICA - 5212	\$ 5,125	\$ 5,134	\$ 4,095	\$ 4,701	\$ 5,760	\$ 6,310	\$ 6,562	\$ 6,825	\$ 7,098	\$ 7,382
Medical & Dental - 5213 - 1st & 2nd check	\$ 19,506	\$ 19,459	\$ 14,744	\$ 17,428	\$ 19,280	\$ 20,244	\$ 21,256	\$ 22,319	\$ 23,435	\$ 24,607
PERS - 5214.100	\$ 7,756	\$ 9,744	\$ 7,877	\$ 11,482	\$ 14,500	\$ 16,496	\$ 17,156	\$ 19,627	\$ 20,412	\$ 23,158
PERS PICKUP - 5214.600	\$ 4,392	\$ 4,880	\$ 2,508	\$ 3,898	\$ 4,750	\$ 4,949	\$ 5,147	\$ 5,353	\$ 5,567	\$ 5,790
DEF COMP - 5214.800	\$ 681	\$ -	\$ 135	\$ 175	\$ 180	\$ -	\$ -	\$ -	\$ -	\$ -
Long term Disability - 5215 - first check	\$ 293	\$ 280	\$ 191	\$ 207	\$ 200	\$ 229	\$ 238	\$ 247	\$ 257	\$ 268
Unemployment - 5216	\$ 64	\$ 61	\$ 45	\$ 52	\$ 70	\$ 82	\$ 86	\$ 89	\$ 93	\$ 96
Life Insurance - 5217 - first check	\$ 109	\$ 118	\$ 94	\$ 107	\$ 100	\$ 125	\$ 130	\$ 135	\$ 140	\$ 146
Total Personnel Services	\$ 1,622,426	\$ 1,668,325	\$ 1,822,169	\$ 1,946,378	\$ 1,892,340	\$ 2,246,945	\$ 2,379,855	\$ 2,536,697	\$ 2,707,644	\$ 2,913,944
<b>PERS RESERVE - 1% PAYROLL</b>						\$ 22,469	\$ 23,799	\$ 25,367	\$ 27,076	\$ 29,139
Materials & Services - 472-621-6511	\$ 837,043	\$ 909,640	\$ 866,214	\$ 803,252	\$ 854,037	\$ 879,658	\$ 906,048	\$ 933,229	\$ 961,226	\$ 990,063
Materials & Services - 472-621-6599	\$ 709,423	\$ 709,994	\$ 840,774	\$ 682,045	\$ 735,559	\$ 757,626	\$ 780,355	\$ 803,765	\$ 827,878	\$ 852,715
Materials & Services - 472-631-6521	\$ 40,857	\$ 76,048	\$ 78,222	\$ 86,011	\$ 70,285	\$ 72,393	\$ 74,565	\$ 76,802	\$ 79,106	\$ 81,479
Materials & Services - 472-641-6611	\$ 22,284	\$ 24,601	\$ 36,430	\$ 24,554	\$ 26,967	\$ 27,776	\$ 28,610	\$ 29,468	\$ 30,352	\$ 31,262
Capital Outlay - 6511	\$ -	\$ 8,026	\$ -	\$ 616,579	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay - 6521	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay - 6611	\$ -	\$ 18,343	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 3,533,813	\$ 3,889,563	\$ 4,244,613	\$ 4,468,863	\$ 13,478,918	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects Transfers	\$ 78,607	\$ 417,459	\$ 16,376	\$ 64,516	\$ 6,000,000	\$ 5,000,000	\$ 5,800,000	\$ 4,800,000	\$ 6,700,000	\$ 7,000,000
Other Transfers	\$ 146,706	\$ 146,706	\$ 161,970	\$ 290,599	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000
Total Expenses	\$ 5,368,732	\$ 6,234,266	\$ 6,244,599	\$ 7,036,419	\$ 21,305,766	\$ 6,877,454	\$ 7,729,577	\$ 6,783,264	\$ 8,738,562	\$ 9,095,519
	\$ 6,991,158	\$ 7,902,591	\$ 8,066,768	\$ 8,982,796	\$ 23,198,106	\$ 9,124,398	\$ 10,109,432	\$ 9,319,961	\$ 11,446,206	\$ 12,009,463