

# PROCLAMATION

## MAY 2022 BUILDING SAFETY MONTH

**WHEREAS**, the City of Woodburn is committed to recognizing that our growth and strength depend on the safety and essential role our homes, buildings, and infrastructure play in everyday life; and

**WHEREAS**, our confidence in the resilience of these buildings that make up our community is achieved through the devotion of the building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers, electricians, and others in the construction industry- who work diligently to ensure the safe construction of our built environment; and

**WHEREAS**, Adopted Building Codes ensure the safety of our built environment and include safeguards to protect the public from hazards such as wind and snowstorms, wildland fires, floods, earthquakes; and

**WHEREAS**, “Safety for All: Building Codes in Action,” the theme for Building Safety Month 2022, encourages us all to raise awareness about planning for safe and sustainable construction; career opportunities in building safety; understanding disaster mitigation, energy conservation; and creating a safe and abundant water supply to all of our benefit; and

**WHEREAS**, in observance of Building Safety Month, the community of Woodburn is asked to consider the commitment to improve building safety, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus, and federal agencies in protecting the lives and property of our community;

**NOW, THEREFORE**, be it proclaimed by the City of Woodburn that the month of May 2022 is “**BUILDING SAFETY MONTH**” and, as Mayor, I encourage all residents to join communities across America with participation in Building Safety Month activities.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Woodburn to be affixed this \_\_\_ day of April 2022.

---

Eric Swenson, Mayor  
City of Woodburn

**COUNCIL MEETING MINUTES  
APRIL 11, 2022**

**DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, APRIL 11, 2022**

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

**ROLL CALL**

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

**Staff Present:** City Administrator Derickson, City Attorney Shields, Assistant City Administrator Row, Police Chief Pilcher, Public Works Director Stultz, Community Services Director Cuomo, Assistant City Attorney Granum, Economic Development Director Johnk, Public Affairs and Communications Coordinator Moore, City Recorder Pierson

**BUSINESS FROM THE PUBLIC**

Arnold Ponce requested that the Council consider his request that they reinstate not allowing commercial vehicles to park in residential neighborhoods.

**CONSENT AGENDA**

- A. Woodburn City Council minutes of March 28, 2022,
- B. Building Activity for March 2022.

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

**COUNCIL BILL NO. 3179 - A RESOLUTION AUTHORIZING ACCEPTANCE OF A SPECIAL PUBLIC WORKS FUND GRANT FOR THE BUTTEVILLE ROAD REALIGNMENT PROJECT; AND AUTHORIZING THE CITY ADMINISTRATOR TO SIGN AND EXECUTE ALL NECESSARY DOCUMENTS TO THAT EFFECT**

**Carney** introduced Council Bill No. 3179. City Recorder Pierson read the bill by title only since there were no objections from the Council. City Administrator Derickson stated that he wanted to point out that these two grants are helping to supplement a solution for Butteville Road- Highway 219 to solve a problem that existed prior to Amazon. Economic Development Director Johnk provided a staff report. On roll call vote for final passage, the bill passed unanimously. Mayor Swenson declared Council Bill No. 3179 duly passed.

**COUNCIL BILL NO. 3180 - A RESOLUTION AUTHORIZING ACCEPTANCE OF AN ODOT IMMEDIATE OPPORTUNITY FUND GRANT FOR THE BUTTEVILLE ROAD-HWY 219 ROUNDABOUT CONSTRUCTION PROJECT; AND AUTHORIZING THE CITY ADMINISTRATOR TO SIGN AND EXECUTE ALL NECESSARY DOCUMENTS TO THAT EFFECT**

**Carney** introduced Council Bill No. 3180. City Recorder Pierson read the bill by title only since there were no objections from the Council. Economic Development Director Johnk provided a staff report. On roll call vote for final passage, the bill passed unanimously. Mayor Swenson declared Council Bill No. 3180 duly passed.

**AWARD OF CONSTRUCTION CONTRACT FOR LIBRARY CHILLER**

# COUNCIL MEETING MINUTES

APRIL 11, 2022

## REPLACEMENT TO APEX MECHANICAL, LLC

Community Services Director Cuomo provided a staff report. **Carney/Schaub...** Award the construction contract for the library chiller replacement to the lowest responsible and responsive bidder, Apex Mechanical, LLC. in the amount of \$180,000.00. The motion passed unanimously.

## CITY ADMINISTRATOR'S REPORT

The City Administrator reported the following:

- Family Resource Center was painted and the new sign for it will be here in about a month.
- Provided a map to the City Council that marked the new growth that is happening in Woodburn.
- Budget Committee meeting will take place April 30 at 9:00 a.m.

## MAYOR AND COUNCIL REPORTS

Councilor Schaub stated that she is going to the Tulip Festival next week and that the activity that is taking place around town is amazing. She added that she is proud of Woodburn and what has been accomplished.

Councilor Swanson stated that a house sold for over \$600,000 in her neighborhood and it was a real eye opener and highlights the need for more housing.

Councilor Carney stated that the Legion Park event on Friday was great and that the Mayor gave a wonderful speech.

Councilor Puente concurred with Councilor Carney and thanked everyone involved in the Legion Park project. He added that he would like to see a construction camera at the park.

Councilor Cabrales agreed that a construction camera is a good idea and she is excited about this project coming together. She added that Woodburn is an amazing place to be and live.

Mayor Swenson stated that the plan to develop Legion Park has been in the works for a long time. Kudos to those who have been a part of the planning.

## ADJOURNMENT

**Swanson/Cornwell...**move to adjourn. The motion passed unanimously. Mayor Swenson adjourned the meeting at 7:41 p.m.

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

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

# Woodburn Police Department

## MONTHLY ARRESTS BY OFFENSES

### 2022 Year to Date

CHARGE DESCRIPTION	Jan	Feb	Mar	Total
AGGRAVATED ASSAULT	5	0	0	5
ANIMAL ORDINANCES	2	9	2	13
ASSAULT SIMPLE	8	7	8	23
BURGLARY - BUSINESS	2	2	0	4
BURGLARY - RESIDENCE	2	1	0	3
CHILD NEGLECT	0	0	1	1
CRIME DAMAGE-NO VANDALISM OR ARSON	3	6	1	10
CURFEW	0	1	0	1
CUSTODY - MENTAL	2	4	3	9
DISORDERLY CONDUCT	5	2	1	8
DRIVING UNDER INFLUENCE	6	8	7	21
DRUG LAW VIOLATIONS	2	0	3	5
DWS/REVOKED-MISDEMEANOR	4	2	2	8
ELUDE	1	2	0	3
ESCAPE FROM YOUR CUSTODY	0	0	1	1
FORGERY/COUNTERFEITING	1	0	0	1
FRAUD - BY DECEPTION/FALSE PRETENSES	0	1	5	6
FRAUD - OF SERVICES/FALSE PRETENSES	0	2	0	2
FUGITIVE ARREST FOR ANOTHER AGENCY	43	38	37	118
HIT AND RUN-MISDEMEANOR	1	3	5	9
IDENTITY THEFT	1	0	0	1
INTIMIDATION /OTHER CRIMINAL THREAT	8	7	6	21
KIDNAP - FOR ADDITIONAL CRIMINAL PURPOSE	0	2	0	2
MINOR IN POSSESSION	1	1	0	2
MISCELLANEOUS	0	0	4	4
MOTOR VEHICLE THEFT	3	2	3	8
OTHER	2	0	1	3
PROPERTY RECOVER FOR OTHER AGENCY	2	0	0	2
PROVIDE FALSE INFORMATION TO LAW ENFORCEMENT	1	0	0	1
RECKLESS DRIVING	2	3	5	10
RECKLESSLY ENDANGERING	2	0	1	3
RESTRAINING ORDER VIOLATION	2	1	1	4
ROBBERY - BUSINESS	1	1	0	2
ROBBERY - CAR JACKING	0	1	0	1
ROBBERY - OTHER	1	0	0	1
ROBBERY - RESIDENCE	1	0	0	1
RUNAWAY	1	0	0	1
SEX CRIME - CONTRIBUTE TO SEX DELINQUENCY	1	0	0	1
SEX CRIME - MOLEST (PHYSICAL)	0	0	2	2
SEX CRIME - NON-FORCE RAPE	1	0	0	1
SEX CRIME - OTHER	0	1	0	1
SEX CRIME - SEXUAL ASSAULT WITH AN OBJECT	0	0	1	1
STOLEN PROPERTY - RECEIVING,BUYING,POSSESSING	1	0	4	5
THEFT - BUILDING	2	1	1	4
THEFT - FROM MOTOR VEHICLE	1	0	0	1
THEFT - OTHER	4	0	3	7
THEFT - SHOPLIFT	13	2	3	18
TRAFFIC VIOLATIONS	1	2	0	3
TRESPASS	3	45	3	51
UNAUTHORIZED ENTRY INTO MOTOR VEHICLE	2	0	1	3
VANDALISM	2	38	4	44
WEAPON - CARRY CONCEALED	1	0	0	1
WEAPON - EX FELON IN POSSESSION	2	2	1	5
WEAPON - OTHER	0	0	1	1

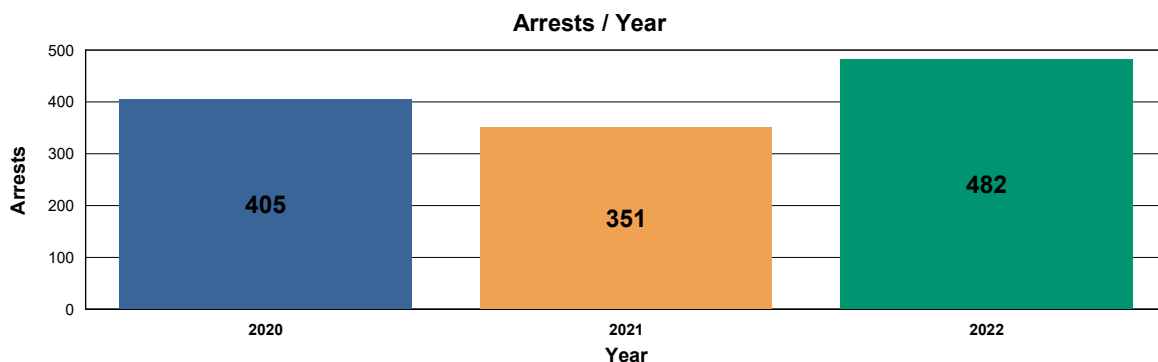
# Woodburn Police Department

## MONTHLY ARRESTS BY OFFENSES

### 2022 Year to Date

	Jan	Feb	Mar	Total
<b>WEAPON - POSSESS ILLEGAL</b>	7	3	3	13
<b>WEAPON - SHOOTING IN PROHIBITED AREA</b>	2	0	0	2

	Jan	Feb	Mar	Total
<b>2022 Total</b>	158	200	124	482
<b>2021 Total</b>	173	97	81	351
<b>2020 Total</b>	161	139	105	405



# Woodburn Police Department

## MONTHLY CRIMINAL OFFENSES

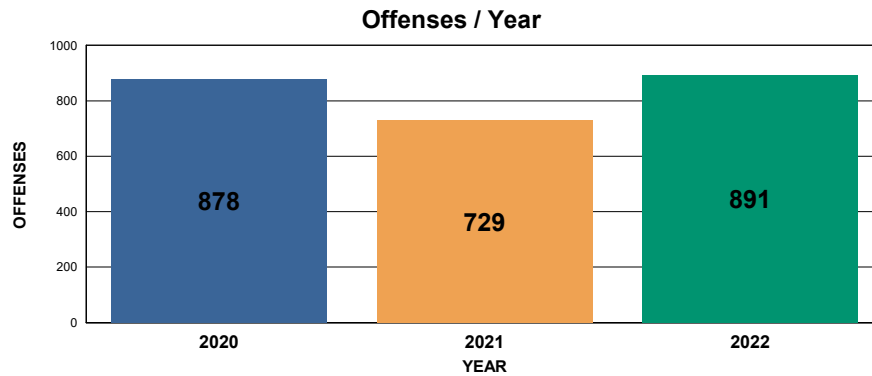
### 2022 Year to Date

CHARGE DESCRIPTION	Jan	Feb	Mar	Total
AGGRAVATED ASSAULT	5	0	3	8
ANIMAL ORDINANCES	2	5	3	10
ASSAULT SIMPLE	17	11	12	40
BURGLARY - BUSINESS	4	1	0	5
BURGLARY - OTHER STRUCTURE	1	0	0	1
BURGLARY - RESIDENCE	3	2	0	5
CHILD NEGLECT	0	0	1	1
CRIME DAMAGE-NO VANDALISM OR ARSON	18	9	6	33
CRIMINAL MISTREATMENT	0	0	1	1
CURFEW	0	1	0	1
CUSTODY - MENTAL	2	4	3	9
DISORDERLY CONDUCT	4	3	2	9
DRIVING UNDER INFLUENCE	6	8	7	21
DRUG LAW VIOLATIONS	2	0	2	4
DWS/REVOKED-MISDEMEANOR	4	2	2	8
ELUDE	6	1	1	8
ESCAPE FROM YOUR CUSTODY	0	0	1	1
FORCIBLE RAPE	2	0	4	6
FORGERY/COUNTERFEITING	2	2	2	6
FRAUD - BY DECEPTION/FALSE PRETENSES	2	4	8	14
FRAUD - CREDIT CARD/AUTOMATIC TELLER MACHINE	3	2	0	5
FRAUD - IMPERSONATION	0	1	2	3
FRAUD - OF SERVICES/FALSE PRETENSES	1	2	0	3
FUGITIVE ARREST FOR ANOTHER AGENCY	25	22	28	75
GARBAGE LITTERING	0	0	1	1
HIT AND RUN FELONY	1	0	1	2
HIT AND RUN-MISDEMEANOR	23	21	27	71
IDENTITY THEFT	3	3	2	8
INTIMIDATION /OTHER CRIMINAL THREAT	5	6	6	17
KIDNAP - FOR ADDITIONAL CRIMINAL PURPOSE	0	2	0	2
MINOR IN POSSESSION	1	1	0	2
MISCELLANEOUS	13	20	16	49
MOTOR VEHICLE THEFT	22	19	9	50
OTHER	3	1	3	7
PROPERTY - FOUND LOST MISLAID	3	3	1	7
PROPERTY RECOVER FOR OTHER AGENCY	1	0	1	2
PROSTITUTION - ENGAGE IN	0	1	0	1
PROSTITUTION - PROMOTE	0	1	0	1
RECKLESS DRIVING	3	3	7	13
RESTRAINING ORDER VIOLATION	3	2	1	6
ROBBERY - BUSINESS	3	1	0	4
ROBBERY - CAR JACKING	0	1	0	1
ROBBERY - OTHER	2	0	0	2
ROBBERY - RESIDENCE	1	0	0	1
RUNAWAY	3	0	1	4
SEX CRIME - MOLEST (PHYSICAL)	0	0	5	5
SEX CRIME - NON-FORCE RAPE	4	1	0	5
SEX CRIME - OTHER	0	1	0	1
STOLEN PROPERTY - RECEIVING,BUYING,POSSESSING	0	0	1	1
THEFT - BICYCLE	2	0	0	2
THEFT - BUILDING	2	1	2	5
THEFT - FROM MOTOR VEHICLE	31	15	17	63
THEFT - MOTOR VEHICLE PARTS/ACCESSORIES	0	2	1	3
THEFT - OTHER	10	12	8	30
THEFT - PICKPOCKET	0	1	0	1
THEFT - PURSE SNATCH	3	0	0	3
THEFT - SHOPLIFT	35	26	54	115

# Woodburn Police Department

## MONTHLY CRIMINAL OFFENSES 2022 Year to Date

	Jan	Feb	Mar	Total
TRAFFIC VIOLATIONS	2	2	4	8
TRESPASS	5	15	2	22
UNAUTHORIZED ENTRY INTO MOTOR VEHICLE	7	1	0	8
VANDALISM	12	23	17	52
VEHICLE RECOVERD FOR OTHER AGENCY	4	3	0	7
WEAPON - CARRY CONCEALED	1	0	0	1
WEAPON - EX FELON IN POSSESSION	2	2	1	5
WEAPON - OTHER	0	0	1	1
WEAPON - POSSESS ILLEGAL	8	3	4	15
WEAPON - SHOOTING IN PROHIBITED AREA	6	2	2	10
	Jan	Feb	Mar	Total
<b>2022 Total</b>	<b>333</b>	<b>275</b>	<b>283</b>	<b>891</b>
<b>2021 Total</b>	<b>259</b>	<b>213</b>	<b>257</b>	<b>729</b>
<b>2020 Total</b>	<b>307</b>	<b>322</b>	<b>249</b>	<b>878</b>



# Woodburn Police Department

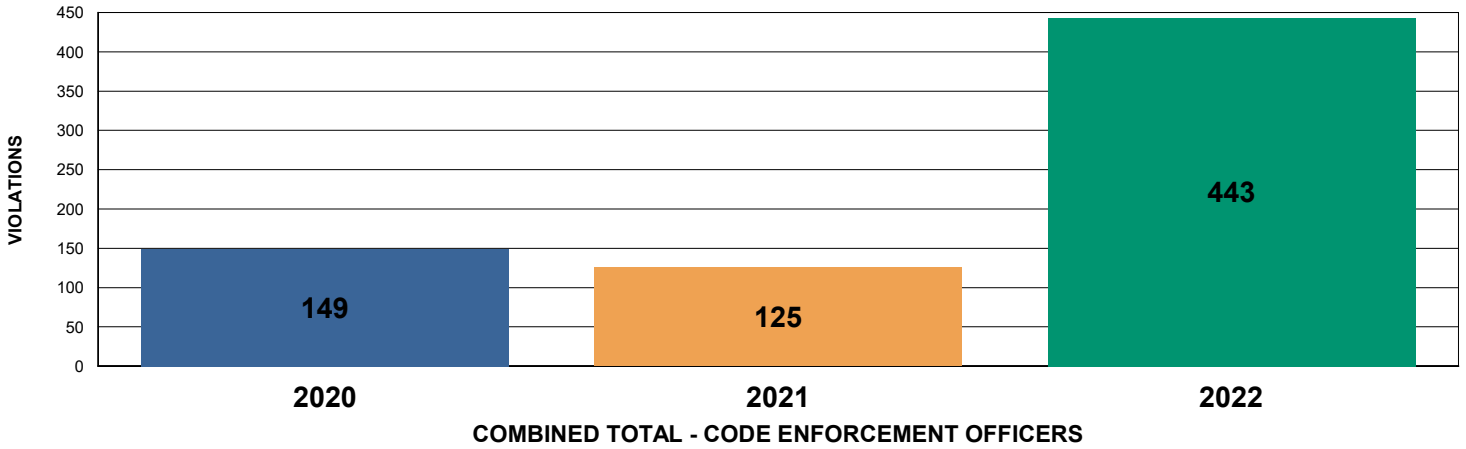
## ORDINANCE VIOLATIONS

### 2022 Year to Date

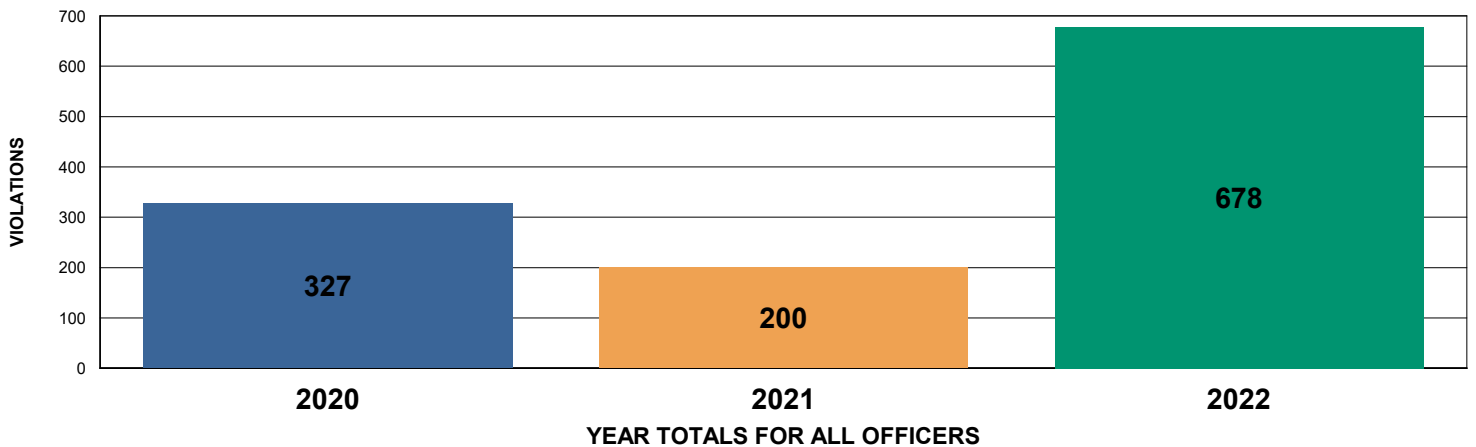
4/13/2022

Ordinance Discription	Jan	Feb	Mar	Total
Animal Complaint	39	53	53	<b>145</b>
Ordiinance - Abate/Nuisances	2	5	11	<b>18</b>
Ordinance - Abandoned Vehicles	38	34	59	<b>131</b>
Ordinance - Abate Graffiti	13	48	18	<b>79</b>
Ordinance - Land Use Violations	1	0	0	<b>1</b>
Ordinance - Oth Violation	135	58	110	<b>303</b>
Ordinance - Tall Grass	1	0	0	<b>1</b>
<b>2022 Total</b>	<b>229</b>	<b>198</b>	<b>251</b>	<b>678</b>
<b>2021 Total</b>	<b>51</b>	<b>66</b>	<b>83</b>	<b>200</b>
<b>2020 Total</b>	<b>109</b>	<b>121</b>	<b>97</b>	<b>327</b>

### Ordinance Violations / Code Enforcement Officers



### Ordinance Violations / Year







# Agenda Item

April 25, 2022

TO: Honorable Mayor and City Council through City Administrator

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

SUBJECT: **Legislative Amendment 21-01 Public Hearing: Public Hearing on Amendment to the Woodburn Development Ordinance (WDO) Relating to the Transportation System Plan (TSP) and Transportation Generally (LA 21-01)**

**RECOMMENDATION:**

Conduct a public hearing and make a motion to tentatively approve LA 21-01, directing staff to submit an ordinance for consideration at the next City Council meeting.

**BACKGROUND:**

On September 23, 2019, the City Council through Ordinance 2575 adopted a major update of the 2005 Transportation System Plan (TSP). The ordinance affirmed the TSP as an element of the binding Comprehensive Plan. The Council on September 9, 2019, passed Resolution 2139 initiating legislative amendments to the Woodburn Development Ordinance (WDO), and both the coronavirus (COVID-19) pandemic and 2020 Council elections intervened between the time of authorization to initiate TSP-related WDO amendments and the present. The Council on August 9, 2021, passed Resolution 2177 initiating the proposed legislative amendment.

*Context*

The WDO establishes the standards that land development is required to meet, and relevance and clarity of standards is critical as the city grows. Staff drafted amendments to the WDO to administer fully the TSP as well as clarify and strengthen development standards related to transportation improvements associated with land developments.

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Agenda Item Review: City Administrator  City Attorney  Finance

### *Project Timeline*

September 23, 2021: The Planning Commission held a work shop at which staff introduced the project and received initial direction. Staff drafted a first draft, and after discussions among staff starting in early October, revised into a second and then third draft. Staff included the Assistant City Administrator in parks & recreation and transit roles, Recreation Services Manager, Public Works Department Engineering Division, and the Assistant City Attorney.

January 13, 2022: Staff presented the third draft to the Planning Commission during a second work shop, after which the Commission indicated it was ready for a public hearing.

February 10, 2022: The Commission held a public hearing and unanimously recommended that the Council approve the draft. At the end of the Commission hearing, Commissioner Corning identified typos in WDO 1.04.03 that staff corrected. After the hearing, staff made a small revision to 2.05.04B.3 after an employee of homebuilder Lennar identified that its applicability needed clarification. (Staff's margin note on draft p. 87 gives context and detail.) These are the revisions from the Commission draft to the draft attached to this Council staff memo.

March 28, 2022: The Council held a work session. A few councilors disagreed on whether to shorten standard parking stall length from 19 to 18 feet.

Note that the strikethrough-and-underline edits include all WDO pages including those not amended. Edits are on a fraction of the 300-plus pages of the amended WDO and are in easy-to-spot color strikethrough and underline. This allows readers to see edits in as full a context as they desire.

### **DISCUSSION:**

#### *Amendments Summary List*

Generally, in order of WDO sections, the draft edits:

1. Add purpose statements underlying clarified and strengthened development standards to guide readers.
2. Revise and add definitions, including adding "substantial construction" a conventional concept for cities regulating land development. It guides staff and developers in dealing with what could be called "zombie"

projects, ones that do some construction but linger without clearly expiring or finishing construction for various reasons, such as economic recession or a developer being essentially bankrupt. In particular, the definition would encourage developers to continue and increase the likelihood of the developer constructing street improvements.

3. Distinguish between “nonconforming” land uses and developments and establish clear and simple lists of when upgrades are required and what upgrades. Continue to treat old houses leniently. The edits clarify that nonconformance by itself does not lessen or eliminate street improvement requirements. They also establish two clear lists of upgrade requirements and standards for on-site improvements, one each for minor and major redevelopment, so that developers know with certainty what they would get into and that the requirements would not discourage minor redevelopment projects.
4. For public (street) improvements:
  - a. Clarify standards and how they’re implemented.
  - b. Establish clear and simple list of lenient standards for a new house or addition in an existing neighborhood.
  - c. Add a new alley cross section, and clarify and establish standards for alleys.
  - d. Clarify standards for new local streets that the TSP envisions and how they’re implemented.
  - e. Acknowledge and establish standards implementing the Mill Creek Greenway Master Plan, including minimum width and dedication either of land or a public easement.
  - f. Establish standards for bicycle/pedestrian corridors intended to be along streams in addition to Mill Creek, including minimum width and dedication either of land or a public easement.
  - g. Clarify the standards for bicycle/pedestrian shortcuts between streets intended for new land divisions.
  - h. Establish standards for City bus stops.
5. Lessen driveway minimum widths and make explicit that Oregon Fire Code (OFC) can supersede.
6. Delete unnecessary driveway pavement depth standards. Specify a larger palette of acceptable pavement types. For greater consistency with Ordinance 2521, allow gravel, but only for properties zoned residential (excepting apartment complexes) and not too close to streets.
7. Clarify standards for traffic impact analyses (TIAs), a.k.a. traffic studies.
8. Require paved bicycle/pedestrian access between sidewalk and building main entrance and that walkway crossings of drive aisles be visibly distinct.

9. Lessen parking stall minimum dimensions while continuing to maintain necessary and safe area for maneuvering similar to other cities.
10. Establish minimum carpool/vanpool (C/V) parking for larger developments.
11. Establish minimum electric vehicle (EV) parking for larger developments.
12. Increase bicycle parking minimum and clarify standards, including to require a higher amount particularly for apartments, clarify the proximity-to-building standard with text and new figures, establish minimum stall size and dimensions, provide guidance on bicycle parking equipment and signage, and require some coverage or sheltering of bicycle parking.
13. Delete the loading are/berth/zone requirement.
14. Require more parking area landscaping.
15. Allow planned unit developments (PUDs) to propose specific enhanced public amenities from a menu of pre-defined options in exchange for limited reduction of the common area minimum of 30% of gross land area. Menu includes parkland improvement, wider landscape strips, and wider sidewalks.
16. Establish clear and simple lighting standards for "dark sky" through "full cut-off" fixtures, height limits, and with reasonable, clear, and simple exemptions for houses and holiday lights.
17. Rename Street Exception application type to Street Adjustment, better distinguish it from Variance app type, and revise purpose and criteria to allow public improvements that are more like an alternative to standards or "custom" standards instead of lessening or voiding standards.
18. Clarify Zoning Adjustment purpose, remove criterion for "hardship" to better distinguish it from Variance app type, and add to the list of standards that developers can request to adjust.

The maps attached to this staff memo are not part of the amendment itself and are to illustrate context.

### *Council Goals*

Among the Council 2019-21 strategic goals, three appear relevant to this amendment project:

- *"Create an inclusive environment where residents participate and are engaged in the community (that is vibrant, safe and active)."*  
A way to serve the goal is strengthening development standards that facilitate people walking, cycling, and rolling along (such as on scooters and similar devices), which the amendments would accomplish.

- *"Develop innovative funding sources to help support the completion of capital improvement projects."*  
A way to serve the goal is strengthening development standards that clarify when and where improvements are required for streets, creek greenways, and other off-street bicycle/pedestrian paths, clarifying and strengthening what the required improvements are, and clarifying when and how developers may pay fees in lieu of improvements ("fees in-lieu"), all of which lessens the burden on the City's general revenue and taxpayers funding capital improvement projects. The amendments would accomplish this.
- *"Grow and support strategic partnerships for economic health."*  
A way to serve the goal is strengthening development standards for both improvements within a development and associated public improvements to create an environment that is (1) attractive through functional and well-landscaped streets, creek greenways, and other off-street bicycle/pedestrian paths, and (2) welcoming and safer for persons walking, cycling, and rolling along. Such an environment would raise property values, increasing assessable value, and better attract landowner investments in property. The amendments would accomplish this.

#### *Next Steps*

If the Council were to act upon the recommendation, staff would return with an ordinance for consideration on May 9, 2022.

#### **FINANCIAL IMPACT:**

None

#### Attachment

1. LA 21-01 WDO strikethrough-and-underline amendments (April 18, 2022)

# Woodburn Development Ordinance

## WDO

Adopted by Ordinance 2313 on April 9, 2002

Acknowledged December 22, 2006

Amended by Ordinance 2423 on July 28, 2007

Amended by Ordinance 2446 on September 8, 2008

Amended by Ordinance 2465 on March 24, 2010

Amended by Ordinance 2473 on December 13, 2010

Amended by Ordinance 2480 on September 26, 2011

Amended by Ordinance 2492 on September 10, 2012

Amended by Ordinance 2509 on August 12, 2013

Amended by Ordinance 2510 on September 23, 2013

Amended by Ordinance 2520 on July 28, 2014

Amended by Ordinance 2526 on February 9, 2015

Amended by Ordinance 2538 on September 26, 2016

Amended by Ordinance 2541 on November 14, 2016

Amended by Ordinance 2544 on January 9, 2017

Amended by Ordinance 2561 on July 9, 2018

Amended by Ordinance 2562 on September 10, 2018

Amended by Ordinance 2573 on June 24, 2019

Amended by Ordinance 2579 on April 13, 2020

Amended by Ordinance 2600 on [Month day LA 21-01], 2022

LA 21-01  
City Council  
public hearing  
April 25, 2022  
Attachment 1

This page is intentionally left blank to facilitate section formatting for printing and binding with each chapter starting on an odd-numbered page so that staff can insert in a binder to follow divider tabs.~~This page is intentionally left blank to facilitate section formatting.~~

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## ORGANIZATION AND STRUCTURE

### 1.01 Structure

1.01.01	Title and Purpose
1.01.02	Annual Review of the WDO
1.01.03	Application and Construction of Regulations
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1.01.07	Severability

#### **1.01.01 Title and Purpose**

- A. This ordinance may be referred to as the “Woodburn Development Ordinance” or by the abbreviation “WDO”, and in the table of contents each numbered set listed for a volume may be referred to as a “Chapter”. Within a chapter, sets of provisions beginning with the decimal format “0.00.00” may be referred to as a “Section”.
- B. The Woodburn Development Ordinance is intended to:
1. Implement the Woodburn Comprehensive Plan in accordance with Oregon’s statewide planning goals and statutes;
  2. Implement additional adopted long-range plans;
  3. Facilitate adequate provisions for transportation, water, sewage, drainage, schools, parks and other facilities;
  - 2-4. Require land developers to construct or fund street improvements, and other improvements for the public, to the greatest extent allowable under the law in order to lessen the cost of land-serving development on existing residents. to the City in order to lessen taxpayer burden for landowners in the context of Oregon Ballot Measures 5 (1990) and 50 (1997);
  - 3-5. Provide adequate light, air, open space, and convenience of access;
  - 4-6. Enhance safety from fire, flood and other dangers;
  - 5-7. Protect environmental resources and natural systems;
  - 6-8. Promote the health, safety, peace, prosperity, and general welfare of the City’s residents and visitors;
  - 7-9. Promote a logical growth pattern within the City and the economic extension of public services and facilities;
  - 8-10. Encourage compatible and beneficial uses of land throughout the City by segregating uses to minimize incompatibilities;
  - 9-11. Provide for a variety of housing types and promote affordable housing;
  - 10-12. Preserve the character of the City by enhancing the aesthetic quality of the built environment and acknowledging the City’s historic architecture;
  - 11-13. Provide avenues for residents of the City to participate in the

establishment and amendment of land use regulations and plans;

~~12.14.~~ Provide residents of the City with the opportunity to participate in development decisions;

~~13.15.~~ Provide a process whereby property may be reclassified for other suitable uses consistent with the Comprehensive Plan and changing conditions and community values;

~~14.16.~~ Protect the rights of property owners; and

~~15.17.~~ Provide effective means of administrative relief for situations where the regulations impose an excessive burden on a particular property.

#### **1.01.02 Annual Review of the WDO**

The Director should maintain a list of potential modifications of the WDO, due to new state or federal laws and rules, case law precedents, scrivener errors, interpretation, or other changes in circumstance. The Director should report these matters to the City Council at its first regular meeting in the month of November, so that the Council may consider initiating appropriate measures to modify the WDO.

#### **1.01.03 Application and Construction of Regulations**

- A. The provisions of the WDO shall be considered the minimum regulations adopted to promote the public health, safety and general welfare; and shall apply uniformly to each case or kind of use, structure or land unless varied or otherwise conditioned, as allowed in the WDO.
- B. A period of time to perform expressed in days shall mean consecutive “calendar days” unless otherwise defined. The number of calendar days is counted beginning with the first date after the date or event from which the period begins, and ending at 5 o’clock p.m. on the last day of the number of days stated, unless the last day is not a City business day, in which case the last day of the period shall be the first City business day following the last of the consecutive calendar days.

#### **1.01.04 Official Actions Shall Comply with the WDO**

All officials, contractor-officials, and employees of the City vested with authority to issue permits or grant approvals shall adhere to and require conformance with the WDO, and shall issue no permit or grant approval for any development or use which fails to comply with conditions or standards imposed to carry out the WDO.

#### **1.01.05 Relationship to Other Laws and Private Agreements**

It is not the intent of the WDO to interfere with, abrogate or annul any easement, covenant or agreement between parties; provided, however, that where the WDO imposes greater restrictions than those imposed or required by other rules or regulations, the provisions of the WDO shall control.

#### **1.01.06 Prior Approvals and Conditions of Approval**

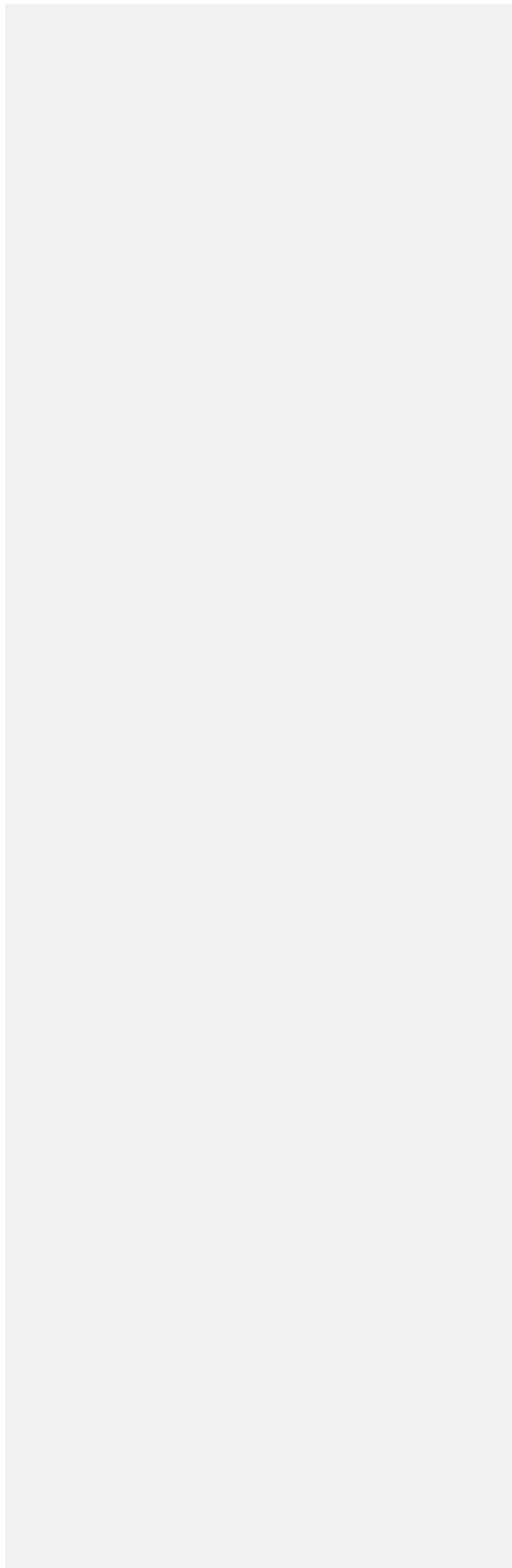
Developments, including subdivisions, partitions, planned unit developments, zone changes, conditional uses, variances, site development review and other development applications for which approvals were granted before the effective date of the WDO, may occur pursuant to such

approvals; except that all subsequent modifications to development approvals shall comply with the WDO.

**1.01.07 Severability**

If any section, paragraph, subdivision, clause, or sentence of the WDO shall be adjudged by any court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair, invalidate, or nullify the remainder of the WDO.

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## 1.02 Definitions

Note: Terms not defined in this Section have the meaning set forth in the New Oxford American Dictionary, 2010 edition (see Section 4.02.06.B.6.)

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

**Access:** The place, means or way by which pedestrians or vehicles have ingress and egress to and/or from a lot or use.

**Accessory Building, Structure or Use:** A detached building, structure or use which is incidental and subordinate to, and supports the primary use on, the same premises.

**Accommodations:**

- **Bed and Breakfast Inn:** A single-family dwelling with at least one room offered to the general public for lodging on an overnight or weekly basis, with a meal provided.
- **Hotel:** A building in which rooms are offered to the general public for lodging on an overnight or weekly basis, where the primary entrance is through a lobby or foyer with internal circulation to the rooms.
- **Living Unit:** A room or suite of rooms, providing living and sleeping facilities for one or more persons where either cooking or eating and/or sanitation facilities are shared. In a rooming and boarding house, each bed rented for compensation is a "Living Unit." Note: Living unit is not synonymous with "dwelling unit."
- **Motel:** a group of attached or detached buildings, in which more than five rooms are offered to the general public for lodging on an overnight or weekly basis, where the rooms have direct access to the outside without the necessity of passing through the main lobby of a building.
- **Rooming and Boarding House:** A residential building or portion thereof with guest rooms, providing lodging or lodging and meals, for three or more persons for compensation.

ADA: The acronym refers to the federal Americans with Disabilities Act (1992) and in the context of WDO standards means compliance with contemporary federal provisions with which developers are bound to comply as standards and compliance with any contemporary supplemental state of Oregon provisions with which developers are bound to comply as standards.

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

**Administrative Body:** The City Council, Planning Commission, Design Review Board, or staff member having the jurisdiction to hear and decide proceedings on land use actions.

**Alley:** A public right-of-way not more than 20 feet wide and not less than 10 feet in width that provides ~~secondary~~ vehicular access to property instead of or in addition to a public street, and that intersects with a public street, and that can serve as a utility corridor. Distinct from "Shared Rear Lane".



Alteration, Structural: Any change in the exterior dimensions of a building, or a change which would affect a supporting member of a building, such as a bearing wall, column, beam or girder.

Anti-Graffiti Surface: Either a preparation applied to the surface area of a wall or fence that is formulated to aid in the removal of unintended paint or other surface markings; or evergreen

vegetation planted directly in front of, or covering, a fence or wall in a way that obscures the visibility of at least 75 percent of any element of each exterior face.

**Application:** Any request for approval of a development or a legislative amendment to the City's land use regulations, comprehensive plan or related maps.

**Approval Criteria and Approval Standards:** All standards which must be met in order to approve an application. Depending upon the specific application, approval criteria include standards contained in the Woodburn Development Ordinance, Woodburn Comprehensive Plan and applicable state law.

**Articulate/Articulation:** The joining and intersecting of walls or building spaces through offsets, projections, overhangs, extensions and similar features.

**Berm:** A linear mound of soil, a small rise or hill in a landscape which is intended to buffer or visually screen certain features of development, such as parking.

**Block:** A unit or contiguous units of land bounded by intersecting streets.

**Buffer:** Landscaping and/or screening between two land uses of differing character to minimize potential conflicts and provide a more aesthetic environment.

**Building:** Any structure having a roof built for the support, shelter, or enclosure of persons, animals, or property of any kind.

**Building Height:** The vertical distance above a reference datum measured to the highest point of the coping or flat roof or to the deck line of a mansard roof or to the average height of the highest gable of a pitched or hipped roof. The height of a stepped or terraced building is the maximum height of any segment of the building. The reference datum shall be selected by either of the following, whichever yields the greater height of building:

1. The elevation of the highest adjoining sidewalk or ground surface within 5-foot horizontal distance of the exterior wall of the building, when such sidewalk or ground surface is not more than 10 feet above the lowest grade (See Figure Figure 1.02A).
2. An elevation 10 feet higher than the lowest grade, when the sidewalk or ground surface described in section 1 above is more than 10 feet above the lowest grade (See Figure Figure 1.02B).

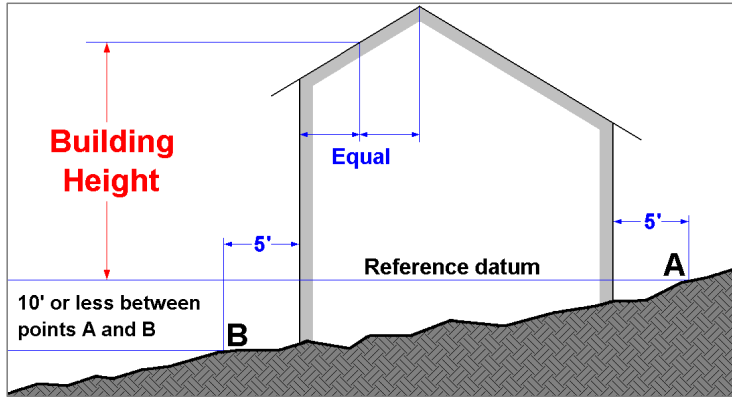


Figure 1.02A – Building Height

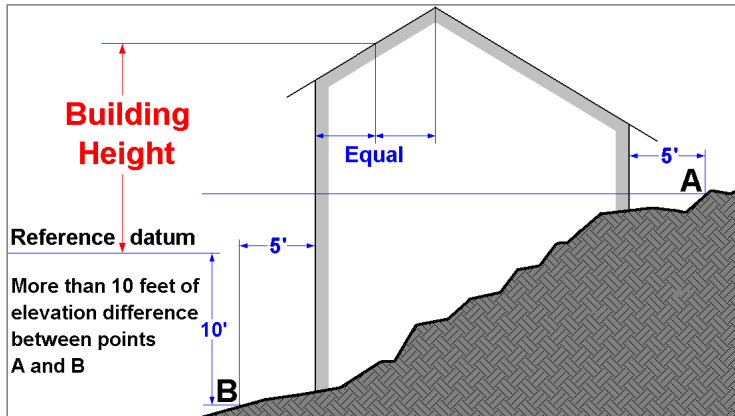


Figure 1.02B – Building Height

**Building, Primary:** A building within which is conducted the main or principal use of the property.

**Cabana:** A stationary structure with two or more walls, used in conjunction with a manufactured dwelling to provide additional living space and meant to be moved with the manufactured dwelling.

**Caliper:** The diameter of a tree measured 6 inches above ground level for trees up to 4 inches in diameter, or 12 inches above ground level for trees 4 inches or more in diameter. Note: A “significant tree” is determined by its diameter measured at 5 feet above ground level, regardless of its caliper.

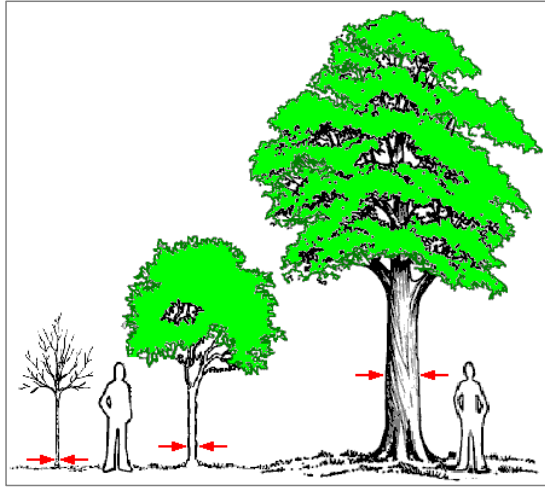


Figure 1.02C – Measurement of Caliper and Significant Tree Diameter

Care services:

- **Child Care:** The care, supervision and guidance on a regular basis of a child, unaccompanied by a parent, guardian or custodian, provided to a child during a part of the 24 hours of the day, in a place other than the child’s home, with or without compensation.
- **Child Care Facility:** A facility that provides child care, including a day nursery, nursery school, day care center, or similar unit operating under any name, but not including:
  - a facility providing care that is primarily group athletic or social activities sponsored by or under the supervision of a church or an organized club or hobby group.
  - a facility operated by a school district or a governmental agency.
  - a facility providing care while the child’s parent remains on the premises and is engaged in an activity offered by the facility or in other non-work activity.
  - a Child Care Home.
- **Child Care Home:** A residential facility certified by the Oregon Child Care Division.
- **Group Care Facility:** A facility that provides residential care, treatment, or training for six or more socially dependent individuals or individuals with physical disabilities or mental retardation or other developmental disabilities or mental, emotional or behavioral disturbances or alcohol or drug dependence. Note: See “Residential Care,” Residential Care Facility,” “Residential Training Facility,” “Residential Treatment Facility,” “Training,” and “Treatment” in ORS 443.400. Group Care Facility includes what is commonly called an “assisted living facility.”
- **Group Home:** A facility that provides residential care, treatment, or training for five or fewer socially dependent individuals or individuals with physical disabilities or mental retardation or other developmental disabilities or mental, emotional or behavioral disturbances or alcohol or drug dependence. Note: See “Residential Care,” Residential

Care Home,” “Residential Training Home,” “Residential Treatment Home,” “Training,” and “Treatment” in ORS 443.400. Group Home includes what is commonly called an “assisted living facility” or “adult foster home.”

- Nursing Home: A building or portion of a building containing living units and providing inpatient nursing and rehabilitative services. Nursing Home includes “hospice” but does not include “Group Care Facility,” “Group Home,” or “Hospital.”

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

Cemetery: Land used or intended to be used for the burial of the dead and dedicated for cemetery purposes, including a columbarium, crematory, mausoleum, or mortuary, when operated in conjunction with, and within the boundary of, such cemetery.

Change of Use: A change from one type of use of a building or land to another type of use for uses as defined by the Woodburn Development Ordinance.

Church: See “House of Worship.”

CIP: The acronym refers to both the City Capital Improvement Program and the five-year Capital Improvement Plan that implements the program.

Community Building: A facility available for public use for meetings, recreation, education.

Condominium: A building or group of buildings, in which separate buildings or portions of buildings are separately owned, while the land on which the building(s) is located is held in a common ownership.

Conforming: In compliance with the current regulations of the Woodburn Development Ordinance.

Contiguous: Touching along a boundary or point. Note: see also “abutting” and “adjacent.”

Corner Clearance: The distance from an intersection of a street to the nearest driveway. The distance shall be measured along the traveled way of the street connecting the intersecting street and the driveway, starting from the closest edge of the pavement of the intersecting street and ending at the closest edge of pavement of the driveway (See Table 3.04A).

County: Refers to the government of Marion County, Oregon.

Delivery Service: The delivery of packages and the sale and/or delivery of food and/or beverages.

Density:-

- Gross Density or Units per Gross Acre: The number of dwelling units or living units per acre prior to ~~the dedication of public right of way; irrevocable easements for private streets or access ways; and private streets in Manufactured Dwelling Parks~~ calculation of net density.
- Net Density or Units per Net Acre: The number of dwelling units or living units per acre based ~~on net buildable area, which is the area of a parcel that excludes land dedicated for public rights-of-way or stormwater easements, common open space, and unbuildable natural areas~~ on the land area committed to housing and common, private ownership but ~~excluding public right of way, irrevocable easements for private streets or access ways, and private streets in Manufactured Dwelling Parks.~~

**Commented [CC1]:** Per Director. The definition would be consistent with that in the footnote of Comprehensive Plan Policy Table 1, which supersedes the WDO. There is no change to interpretation or administration of density; staff has been going by the Comprehensive Plan.

Department: The Community Development Department ~~of Economic and Development Services~~ of the City of Woodburn.

Development: A building or grading operation, making a material change in the use or appearance of a structure or land, dividing land into two or more parcels, partitioning or subdividing land, or the creation or termination of an access right.

Development Standard: The requirement of the City with respect to the quality and quantity of an improvement or activity.

Director: The Director of the Community Development Department ~~of Economic and Development Services~~ of the City of Woodburn or designee.

Driveway: A private vehicular access way means of access to and from a property, a parking space or area, a garage, or a use, intended to allow vehicular ingress and egress but not intended to provide the traffic circulation function of a street.

Dwellings:

- Duplex: A detached building on a single lot containing 2 dwelling units designed exclusively for occupancy by 2 families living independently of each other.
- Dwelling Unit: A building or portion of a building providing complete, independent living facilities for occupancy by one family, including permanent provisions for living, sleeping, eating, cooking and sanitation. Note: “Dwelling unit” is not synonymous with “living unit.”
- Medium Density Residential: Any building where the predominant use is multiple-family residential, nursing home, or group care facility.
- Manufactured Dwelling: Any of the following:
  1. Residential trailer: A structure constructed for movement on the public highways which has sleeping, cooking and plumbing facilities, that is intended for human occupancy, that is being used for residential purposes and that was constructed before January 1, 1962.
  2. Mobile home: A structure constructed for movement on the public highways that has sleeping, cooking and plumbing facilities, that is intended for human occupancy, that is being used for residential purposes and that was constructed between January 1, 1962, and June 15, 1976, and met the construction requirements of the Oregon mobile home law in effect at the time of construction.
  3. Manufactured home: A structure constructed for movement on the public highways that has sleeping, cooking and plumbing facilities, that is intended for human occupancy, that is being used for residential purposes and that was constructed in accordance with federal manufactured housing construction and safety standards and regulation in effect at the time of construction.

Manufactured dwelling does not mean any building or structure constructed to conform to the State of Oregon Structural Specialty Code or the One and Two Family Dwelling Code adopted pursuant to ORS Chapter 455 or any unit identified as a recreational vehicle by the manufacturer.

- 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.
- Row House: A building containing ~~three~~ two or more dwelling units, arranged so that each dwelling unit is located on a separate lot. The building often consists of a series of

**Commented [CC2]:** Per Director 1/11/2022. The definition would continue to distinguish row house from duplex.

houses of similar or identical design, situated side by side and joined by common walls.

- Single-Family Dwelling: A detached building constructed on a single lot, containing one dwelling unit designed exclusively for occupancy by one family.
- Accessory Dwelling Unit – An interior, attached, or detached residential structure that is used in connection with, or that is accessory to, a single-family dwelling.

Employees: All persons, including proprietors, performing work on a premises. For calculating required off-street parking, it shall be the number present during the largest shift or peak season.

Family: An individual or two or more persons related by blood, marriage, legal adoption or guardianship, or a group of not more than five persons (excluding servants) who need not be related by blood or marriage, living together in a dwelling unit. "Family" shall include two or more handicapped persons as defined in the Fair Housing Amendments Act of 1988 living as a single housekeeping unit.

Final Action and Final Decision: The City's final decision on a permit application for which there is either no appeal to another decision-maker within the City, or, if there is the possibility of a local appeal, an appeal was not timely perfected in accordance with the Woodburn Development Ordinance.

Frontage: That portion of a lot which abuts a public street.

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

Grade: Adjacent ground elevation is the lowest point of elevation of the finished surface of the ground, paving or sidewalk within the area between the building and property line or, when the property line is more than 5 feet from the building, between the building and a line 5 feet from the building.

Greenway: For purpose of applying greenway standards, the Mill Creek Greenway as the Mill Creek Greenway Plan (2006-2007 and as amended) plan identifies.

Greenway trail: The mainline bicycle/pedestrian facility within a greenway, as distinct from spurs and supplemental paths and trails.

Gross Floor Area (GFA): The sum of the gross horizontal areas of the several floors of a building, measured from the exterior faces of the exterior wall or from the centerline of walls separating two buildings, but not including:

1. Attic and basement space providing headroom of less than seven feet;
2. Uncovered steps or fire escapes;
3. Private garages, carports, or porches;
4. Accessory water towers or cooling towers;
5. Off-street parking or loading spaces.

Home Occupation: A business or professional activity engaged in by a resident of a dwelling unit as a secondary use of the residence, and in conformance with the provisions of the Woodburn Development Ordinance. Such a term does not include the lease or rental of a dwelling unit (See Section 2.02.10).

House of Worship: A church, synagogue, temple, mosque or other permanently located building



primarily used for religious worship. A house of worship may also include accessory buildings for related religious activities and one dwelling unit.

Interested Person: With respect to a land use action, any person or organization, or the duly authorized representative of either, having a right of appeal under the Woodburn Development Ordinance.

ITE: The acronym refers to the Institute of Transportation Engineers, which publishes both the Trip General Handbook (10<sup>th</sup> Ed. or as amended) and the manual Designing Walkable Urban Thoroughfares: A Context Sensitive Approach (2010 or as amended).

Kennel: Any lot or premises on which four or more dogs and/or cats over the age four months are kept for sale, lease, boarding or racing.

Landscaping: Areas primarily devoted to the planting and preservation of trees, shrubs, lawn and other organic ground cover, together with other natural or artificial supplements such as watercourses, ponds, fountains, decorative lighting, benches, arbors, gazebos, bridges, rock or stone arrangements, pathways, sculpture, trellises and screens.

Legal Description: The description of a subject property by either metes and bounds or in reference to a lot, or lot and block, number of a recorded subdivision or partition.

Legislative Action: Any final decision of the city that adds to, amends or repeals the City's land use regulations, comprehensive plan or related maps and does not pertain to a particular property or small set of properties.

Loading Space: An on-site space or berth on the same lot with a building, or contiguous to a group of buildings, for the temporary parking of a commercial vehicle while loading or unloading merchandise or material.

Lot: A lot or parcel created by subdivision or partition in compliance with ORS Chapter 92 and applicable zoning and subdivision ordinances, or created by deed or land sale contract recorded before subdivision requirements or partition requirements in the City of Woodburn (April 16, 1963) or for land in Marion County not yet incorporated in the City of Woodburn prior to major partition regulations (August 8, 1962) and minor partition regulations (September 1, 1977), exclusive of units of land created solely to establish a separate property tax account.

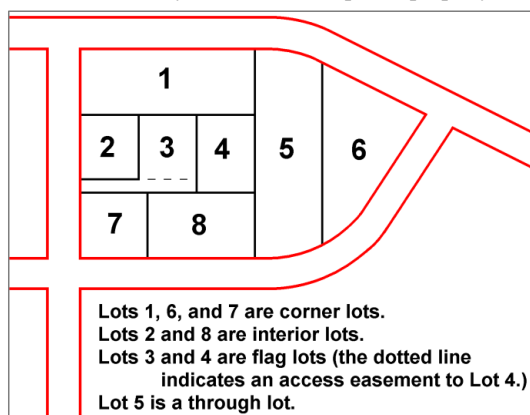


Figure 1.02D – Lot Types

- Corner Lot: A lot abutting two segments of street right-of-way along either, a curvilinear street, or two intersecting streets, where the projection of the two line segments forms an

angle of intersection that is no greater than 135 degrees.

- Flag Lot: A lot that is either a) accessed by an easement; or b) accessed by a strip of land; where the width of the driveway access is neither less than, nor exceeds by more than 20 percent, the standards of Table 3.04A.
- Interior Lot: A lot with frontage on a single street.
- Lot, Through: A lot which fronts on two streets which do not intersect along the boundaries of the lot.

Lot Area: The total area of a lot, measured in a horizontal plane, within the boundary lines, excluding dedicated public rights-of-way and recorded irrevocable easements for private streets or driveways.

Lot Coverage: The percentage, or portion, of total lot area covered by primary and/or accessory buildings, including roofed but unenclosed structures, but excluding covered structures less than five feet in height and having less than 20 square feet of gross floor area (such as pet shelters and play houses).

Lot Depth, Average: The horizontal distance measured from the midpoint of the front lot line to the midpoint of the rear lot line.

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

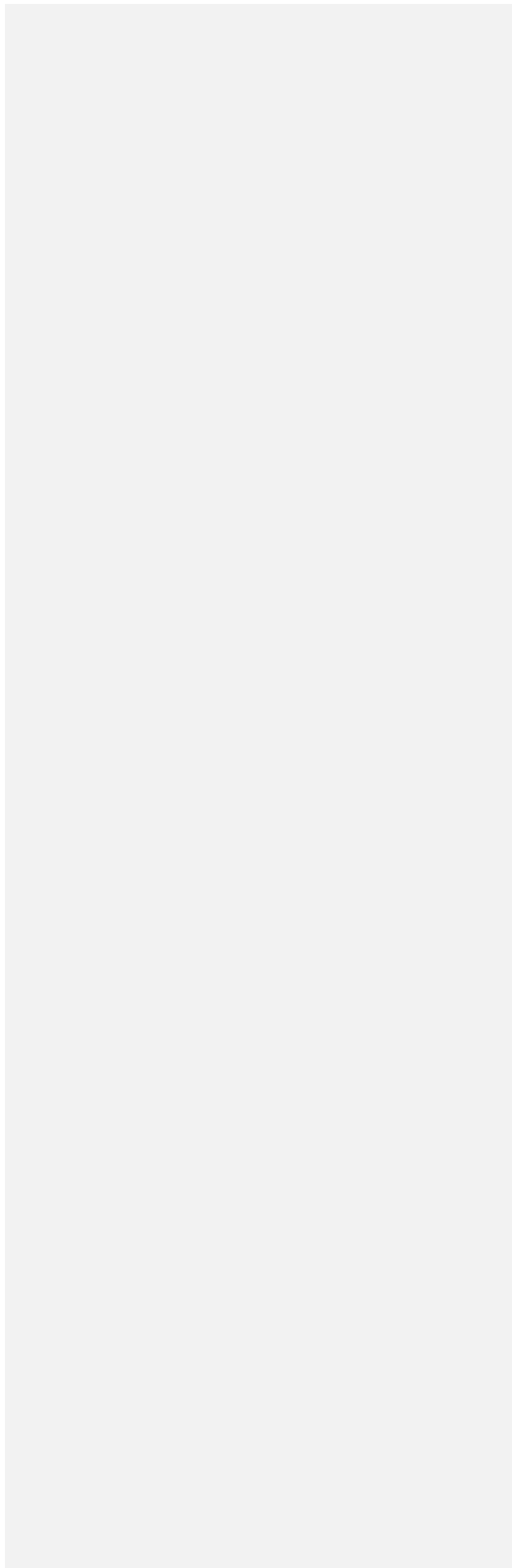
- Front Lot Line:
  1. In the case of an interior lot, a line separating the lot from the street.
  2. In the case of a corner lot, a line separating the lot from the street from the architectural front of the existing or contemplated primary building.
  3. In the case of a flag lot resembling Figure 1.02D example Lot 3, the lot line which is most nearly parallel to the street that provides access to the interior lot, or resembling example Lot 4 by not having a pole, then the lot line nearly parallel to the access easement and that is closest to the easement.
- 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.

Lot Width: The horizontal distance between the side lot lines, measured at right angles to the lot depth at a point midway between the front and rear lot lines.

Manufactured Dwelling Park: Any place where four or more manufactured dwellings are located within 500 feet of one another on a lot, tract or parcel of land under the same ownership, the primary purpose of which is to rent or lease or use facilities or to offer space free in connection with securing the trade or patronage of such person. The term does not include a lot or lots located within a subdivision being rented or leased for occupancy by no more than one manufactured dwelling per lot, if the subdivision was approved pursuant to ORS Chapter 92.

- Park Space: Any area or portion of a manufactured dwelling park, which is designated or used for the placement of one manufactured dwelling and appurtenant facilities.

**Commented [CC3]:** Per Director. Allows potential land divisions like recently approved ANX 2020-02 Valentina Estates No. 2 to not prompt a variance request as that one did.



Mini-Storage Warehouse: An area within an enclosed building or structure used for the storage of personal property for compensation.

Mobile Food Services: A vehicle, trailer, or wagon used for the preparation and/or sale of food and/or beverages.

MUTCD: The acronym refers to the *Manual on Uniform Traffic Control Devices* published by the United States Department of Transportation (U.S. DOT) Federal Highway Administration (FHWA) and in the context of WDO standards means compliance with contemporary federal provisions with which developers are bound to comply as standards and compliance with any contemporary supplemental state of Oregon provisions with which developers are bound to comply as standards.

NACTO: The acronym refers to the National Association of City Transportation Officials, which publishes the *Urban Street Design Guide*.

Nonconforming Development: Any development which met all applicable development standards imposed by applicable City or County zoning ordinance provisions when the development was established, and which has been maintained in compliance with such standards; but which does not comply with the current development standards of the Woodburn Development Ordinance solely because of the adoption or amendment of the Woodburn Development Ordinance, or because annexation to the City resulted in application of different development standards to the subject property. It also includes any of frontage, street, and other public improvements that do not comply with current WDO standards.

Non-final Decision: Any decision by the Director, Planning Commission or Design Review Board which is not a final decision, but is appealable to another decision maker within the City.

ODOT: The acronym refers to the Oregon Department of Transportation.

OFC: The acronym refers to the Oregon Fire Code.

Open Space, Common: An area, feature, building or other facility within a development which has been dedicated in common to the ownership within the development, or to the public, specifically for the purpose of providing places for recreation, conservation or landscaping, and which is intended for the use of the residents and property owners of the development.

Open Space, Usable Common: Common open space, the use of which conforms with use and development guidelines specified by the Woodburn Development Ordinance.

Owner: The owner of record of real property, as shown on the latest tax rolls or deed records of the county, or a person who is purchasing a parcel of property under a written sales contract.

Parking Lot or Area: An on-site building, structure, or improved area, other than a street or alley, used for the parking of automobiles and other vehicles.

Partition: Note: Partition is defined in State statute. See ORS 92.010.

Pedestrian Facilities: Improvements which provide for public pedestrian foot traffic, including sidewalks, walkways, crosswalks and other improvements, such as lighting or benches, which provide safe, convenient and attractive walking conditions.

Permit: Any form of approval pertaining to the use of land rendered by the City under the Woodburn Development Ordinance, including subdivisions, partitions, property line adjustments, zone changes and plan amendments, land use, limited land use and expedited land divisions.

Planned Unit Development or PUD: A type of land development which, as a single project, allows for mixed use and design flexibility that is based on a design which is in compliance with the Comprehensive Plan, the uses allowed by underlying zoning, specified exceptions to zoning standards and applicable subdivision, condominium and homeowner association requirements of the Woodburn Development Ordinance.

Plant Unit: A quantity of specified plant materials (See Table 3.06B).

PUE: The acronym refers to public utility easement.

Recreational Vehicle or RV: A vehicle with or without motive power that is designed for human occupancy and to be used temporarily for recreational, seasonal, or emergency purposes. The term includes camping trailer, motor home, park trailer, travel trailer, and truck camper.

Recreational Vehicle Park or RV Park: A plot of land upon which two or more recreational vehicle sites are located, established or maintained for occupancy by recreational vehicles

belonging to the general public as temporary living quarters for recreational or vacation purposes.

**Recycling Center:** An area or structure used for the collection and temporary storage of non-putrescible, discarded materials, which will be transported elsewhere to be reused or recycled.

**Repair:** The reconstruction or renewal of any part of an existing building or structure for the purposes of maintenance. The term shall not include structural alteration.

**Review Area:** The review area that defines the character of surrounding dwellings and immediately surrounding dwellings shall encompass the five nearest dwellings to the subject lot that are on the same street and that are within 500 feet of the subject lot.

**ROW:** The acronym refers to right-of-way. Unless a WDO provision specifies otherwise, ROW excludes railroad right-of-way.

**School, Elementary, Middle or High:** A public or private institution offering instruction in the several branches of learning and study, in accord with the rules and regulations of the State Department of Education.

**Screening:** A sight-obscuring fence, architectural wall, or evergreen hedge at least 6 feet in height.

**Setback or Setback Line:** The minimum distance between a specified line and the foundation or exterior wall of a building or structure, whichever is closer.

1. For interior and corner lots, the distance shall be measured from the abutting property line.
2. In a Manufactured Dwelling Park, setbacks shall be measured from the delineation of a "Park Space."
3. For Interior Flag Lots, setbacks shall be measured from a property line, except in the case of development that abuts a flag lot driveway access easement or strip of land in fee. In that case, the setback shall be measured from the easement line or the property line, whichever is closer to the development.

Note: A setback is the *minimum required distance* between a structure and a lot line, whereas a yard is the *actual area* between a structure and a lot line.

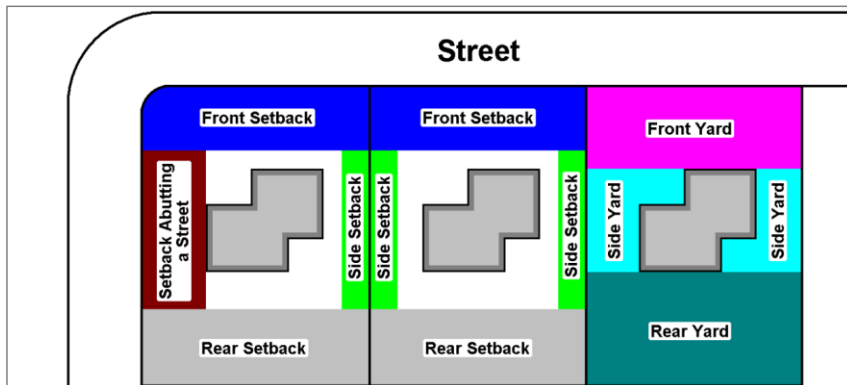




Figure 1.02E – Setbacks and Yards

Setback, Average: For any continuous wall, “average setback” shall be as follows:

1. For a straight wall: The distance derived from dividing the sum of the closest and furthest points of the building wall from the property line by two; or
2. For an articulated wall: The location of a wall where the yard area abutting the property line (accounting for offsets and jogs) is equal to the yard area computed by multiplying the length of the wall by the standard for the allowable average setback.

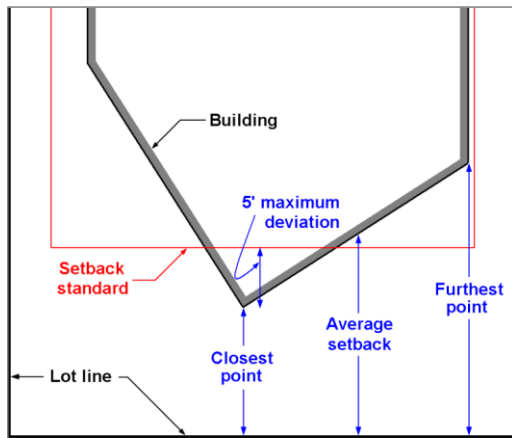


Figure 1.02F – Average Setback for a Straight Wall

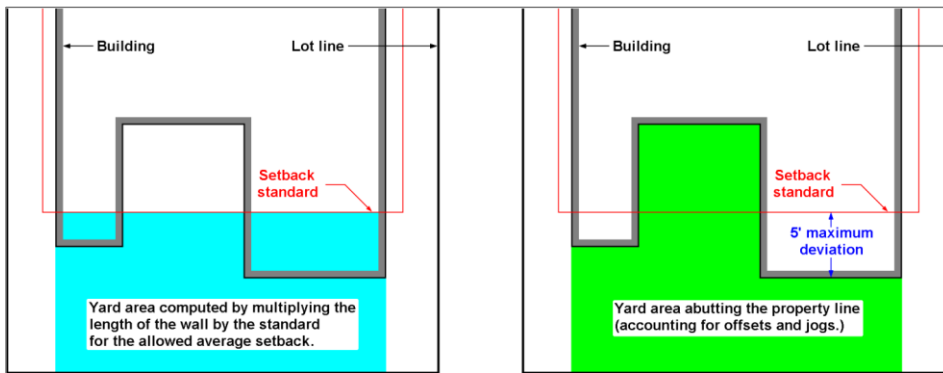


Figure 1.02G – Average Setback for an Articulated Wall

Shared Rear Lane: Similar to “Alley”, except that it remains privately maintained and a legal instrument grants the public access to it.

Significant Tree: Any existing, healthy tree 24 inches or more in diameter, measured five feet above ground level (See Section 3.06.07).

**Commented [CC4]:** Allows the Public Works Dept. broad discretion about whether to accept for a given land development its “alleys” as public ROW maintained by that department or to leave as privately owned and privately maintained tracts with public access easements over them.

Street:

- Boundary Street: That portion, or portions, of a street right-of-way abutting a subject property where existing or proposed development is located within 260 feet of the subject right-of-way.
- Cul-de-sac: A dead end street having a turnaround area at the dead end.
- Park Street: A private street which affords the principal means of access to abutting individual manufactured dwelling spaces and auxiliary buildings within a manufactured dwelling park.
- Public Street: The entire width between the right-of-way lines of a public way capable of providing the principal means of access to abutting property.

Structural Alteration: Any alteration, addition or removal of any structural member of a building, or structure.

Structure: That which is built or constructed; an edifice or building of any kind; or any piece of work artificially built up or composed of parts joined together in some definite manner, regardless of whether it is wholly or partly above or below grade.

Subdivision: Note: Subdivision is defined in State statute. See ORS 92.010.

Subject Property: The real property or properties that is/are the subject of a permit application.

Substantial construction: In the context of expiration or vesting, a context in which the City has inspected, tested, and found acceptable under applicable WDO and public works construction code requirements and land use conditions of approval the public and private infrastructure required by this definition, unless the City Administrator and developer agree in writing to a specified lower standard:

- All surface and subsurface public improvements, including off-site improvements, associated with the development or, where there is an approved Phasing Plan per Section 5.03.05, the development phase. The Director and Public Works Director may use ORS 455.175(1)(c) as a guide to interpret and administer this requirement.
- The foundation or shell of a building. In the context of residential development where it includes any one or more of a clubhouse, leasing office, recreation building, or other communal building for use by apartment tenants or homeowners association members, it shall be one of these buildings for which a developer constructs a foundation or shell.

Grading alone is not substantial construction.

UGB: The acronym refers to urban growth boundary. See the Comprehensive Plan and its land use map.

Use: (noun) An activity or a beneficial purpose for which a building, structure or land is designed, developed or occupied.

- Ancillary Use: An ancillary use is a use that is subsidiary to a predominant use and is either vertically integrated with, or directly linked with, the conduct of a predominant use, or is exclusively for the benefit of occupants, or employees, of a predominant use.
- Nonconforming Use: A use which met all applicable use standards imposed by applicable City or county zoning ordinance provisions when it was established, but which does not comply with the use standards of the Woodburn Development Ordinance solely

**Commented [CC5]:** A conventional concept for cities regulating land development. Guides staff and developers in dealing with what could be called "zombie" projects, ones that divide land and do some construction, but linger without clearly expiring or finishing construction for various reasons, such as economic recession or a developer being essentially bankrupt.

because of the adoption of or amendment of the Woodburn Development Ordinance, or because annexation to the City resulted in the application of different use standards to the subject property (See also Nonconforming Development).

- Permitted Use: Those land uses permitted in a zoning district that are allowed outright, subject to the standards of the Woodburn Development Ordinance.
- Required Supporting Use: An on-site space or facility necessary to fulfill a dimensional or development standard of the Woodburn Development Ordinance, or a condition of a land use approval. Required supporting uses include access facilities, parking, loading, landscaping, and open space.

Utilities: Water, sanitary sewer, storm drainage, natural gas, electrical, wire communication service, cable television and all persons and companies supplying the same.

Vision Clearance Area (VCA): An area defined by the standards within which visual obstructions are regulated for safety purposes (See Section 3.03.06). Also known as "sight triangle".

Wall, Architectural: A brick, poured concrete, precast concrete, or CMU wall that meets the design standards of Section 3.06.06.

Wetlands: An area that is inundated or saturated by surface water or ground water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation typically adapted for life in saturated soil conditions.

Wetlands, Significant: Wetlands which are defined by the criteria adopted by the Department of State Lands (DSL) pursuant to ORS Chapter 197 and are subject to land use regulation.

Yard: An open and unoccupied space on the lot on which a building is situated. Note: A setback is the *minimum required distance* between a structure and a lot line, whereas a yard is the *actual area* between a structure and a lot line. (See Figure 1.02E)

- Buffer Yard: A yard improved with landscaping and/or screening to applicable standards of the Woodburn Development Ordinance, that is located between two land uses of differing character to minimize potential conflicts and to provide a more aesthetic environment.
- Front Yard: The space extending across the full width of a lot, the depth of which is the minimum horizontal distance between the front lot line and a line parallel to the nearest point of the foundation or exterior wall of the primary building or structure, whichever is closer.
- Rear Yard: The space extending across the full width of the lot between the rear lot line, the depth of which is the minimum horizontal distance between the rear lot line and a line parallel to the nearest point of the foundation or exterior wall of the primary building or structure, whichever is closer.
- Side Yard: The space extending from the front yard line to the rear yard line, the depth of which is the minimum horizontal distance between the side lot line and a line parallel to the nearest point of the foundation or exterior wall of the primary building or structure, whichever is closer.

## **1.03 Official Zoning Map**

- 1.03.01 Adoption of the Official Zoning Map
- 1.03.02 Content of the Official Zoning Map
- 1.03.03 Depiction of Rights-of-Way
- 1.03.04 Interpretation of Zoning District Boundaries
- 1.03.05 Maintenance of the Official Zoning Map by Director
- 1.03.06 Maintenance of Land Use Decisions by City Recorder

### **1.03.01 Adoption of the Official Zoning Map**

The “Official Zoning Map” of the City of Woodburn is hereby adopted and made a part of the Woodburn Development Ordinance.

### **1.03.02 Content of the Official Zoning Map**

The location and boundaries of all zoning districts, overlay districts and all other graphic information required by the Woodburn Development Ordinance shall be noted on the Official Zoning Map.

### **1.03.03 Depiction of Rights-of-Way**

The Official Zoning Map need not depict zoning for rights-of-way. Regardless of depiction on the Official Zoning Map, zoning districts shall extend to the centerline of abutting rights-of-way.

### **1.03.04 Interpretation of Zoning District Boundaries**

Where there is uncertainty, contradiction or conflict concerning the intended location of zoning district boundary lines, the boundary lines shall be determined by consideration of the following guidelines in a Type IV review. Such a review may be initiated by the owner of the subject property or by the Director:

- A. Boundaries indicated as approximately following the center of right-of-way lines of streets, highways, railroad track or alleys shall be construed to be such district boundaries;
- B. Boundaries, when not adjacent to public rights-of-way, indicated as approximately following the boundaries of a lot shall be construed as following such boundaries;
- C. Boundaries indicated as approximately following the City limits shall be construed as following such boundary;
- D. Boundaries indicated as approximately following river, stream and/or drainage channels or basins shall be construed as following the center line of the channel of such river, stream or channel; and

E. Whenever any public right-of-way is lawfully vacated, the lands formerly within the vacated right-of-way shall automatically be subject to the same zoning district designation that is applicable to lands to which the vacant land attaches.

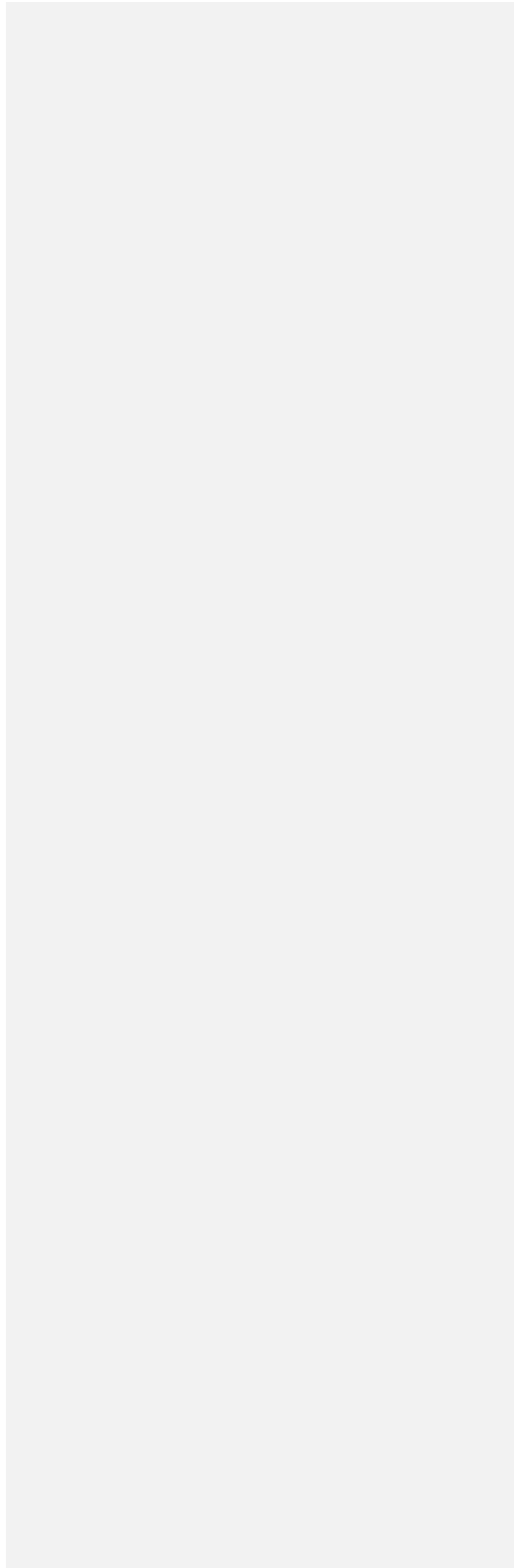
**1.03.05 Maintenance of the Official Zoning Map by Director**

The Director shall maintain an up-to-date copy of the Official Zoning Map and, shall have procedures in place to insure against accidental or unauthorized modification or loss of the data.

**1.03.06 Maintenance of Land Use Decisions by City Recorder**

Pursuant to the Woodburn City Charter, the City Recorder shall maintain an accurate record of all land use decisions made by the City Council and Planning Commission. In the event of a conflict between the Official Zoning Map and a land use decision kept on file by the City Recorder, the land use decision shall control.

|





## 1.04 Nonconforming Uses and Development

**Commented [CC6]:** This is the chapter almost wholly rewritten. It now distinguishes between the old land "uses" and "development" and makes clear where and when changes to old developments require a clear and objective list of upgrades. It continues to go easy on old houses.

~~1.04.01~~ ~~Applicability Purpose & Applicability~~

~~1.04.02~~ ~~Change or Expansion of an Existing Use with Nonconforming Parking, Loading~~

~~1.04.03~~ ~~1.04.02~~ ~~— and/or Landscaping Use~~

~~1.04.04~~ ~~1.04.03~~ ~~Change or Expansion of an Existing Use within a Nonconforming Structure Development~~

~~1.04.05~~ ~~1.04.04~~ ~~Nonconforming Lots of Record~~

~~Repairs and Maintenance~~

~~Termination of a Nonconforming Use~~

~~—Termination of a Use within a Nonconforming Building or Structure Note:~~

Nonconforming signs are regulated by Section 3.10.11.

### **1.04.01** ~~Applicability Purpose & Applicability~~

~~A. Purpose: The provisions of this Section relate exclusively to the use and development standards and conditions imposed by the WDO. Nothing in this Section shall be deemed a waiver, relaxation or abrogation of any provision of any other applicable law, ordinance, or regulation controlling the use or development of buildings, structures or land. To describe nonconformance, distinguish between land use and development, identify when and what nonconformities require upgrades to come into conformance, allow smaller partial redevelopments of sites to avoid the burden of upgrading, allow larger partial redevelopments of sites to avoid the burden of full upgrading, and to be lenient with the nonconforming use of land by older existing detached single-family dwellings.~~

~~A.B. Applicability: The provisions of this Section relate exclusively to nonconformance relative to the WDO. Nothing in this Section shall be a abrogation, relaxation, or waiver of any provision of any other applicable law, ordinance, or regulation controlling the use or development of buildings, structures, or land. Section 1.02 defines nonconformance.~~

### **1.04.02** ~~Change or Expansion of an Existing Use with Nonconforming Parking, Loading and/or Landscaping Use~~

~~Any additional parking, loading, landscaping, wall or refuse facility required by the WDO to accommodate a change in use, or expansion of an existing use shall be subject to the following:~~

~~A. Multiple-family dwelling and non-residential uses:~~

- ~~1. Exterior or outdoor expansion: Nonconforming use may expand only through additional exterior or outdoor area for display, storage (including fleet or other vehicle storage), or operations or through additional off-street parking area. It may expand through unenclosed accessory structures or pre-fabricated sheds that do not require anchoring or building foundations. Improvements for exterior or outdoor expansion shall conform. It shall not expand through enclosed buildings with occupiable gross floor area.~~

2. The Director may allow nonconforming use to expand outdoors where the application of this section to a proposal is unclear.

3. Expansion onto adjacent property or onto subject property expanded through property line adjustment or lot consolidation is prohibited. For applications where the change or expansion increases the required area for parking, loading, or landscaping by 25 percent or more, all parking, loading, landscaping, buffer walls and refuse facilities shall conform to the standards of the WDO.

A.B. Residential other than multiple-family dwelling: The use of dwelling may expand through any of building addition, additional buildings, and accessory structures. However, the Director may regulate siting to account for potential redevelopment of a subject property that accommodates a conforming use or uses and public corridors and facilities.

C. Termination: Vacancy of a year or longer shall be considered termination of a use, including a period of vacancy between the terminated use and proposed recommencement of the same use. However, the Director may waive this provision as guided by Section 4.02.06. For applications where the change or expansion increases the required area for parking, loading, or landscaping by less than 25 percent, the parking, loading, landscaping, buffer walls and refuse facilities required for the expansion shall conform to the standards of the WDO. The property owner is encouraged, but not required, to bring more of the site into conformity.

B.—

#### 1.04.03 ~~Change or Expansion of an Existing Use within a Nonconforming Structure~~ Development

A. Repairs and Maintenance: Except as otherwise provided in this Section, nonconforming structures and development and premises occupied by nonconforming uses may be repaired and maintained, so long as any such repair or maintenance does not in any way increase its nonconformity. Any expansion or addition to buildings or structures with noneonforming height, setback, density or lot coverage shall not make the development more nonconforming.

B. Destruction by Natural Disaster, Fire, Arson, or Similar: Any of a nonconforming building or structure, or, a use dependent upon such building or structure (with the exception of residential use other than multiple-family dwelling) shall be terminated under any one of the following circumstances:

1. Use of a building or structure that is substantially damaged or becomes deteriorated to the extent that it has been declared a "dangerous building or structure" and ordered demolished pursuant to the state Building Code or other federal, state or local regulations, shall be terminated upon such declaration and order;

2. Use of a building or structure which is substantially damaged or deteriorated to the extent that the cost of repairing the building or structure exceeds 60 percent of its replacement cost shall be terminated upon the date of such damage or deterioration. The replacement cost shall be established by the Building Official assuming new materials and compliance with the state building code; or

**Commented [CC7]:** This is copied from what was 1.04.05.

3. Use of a building or structure which is damaged or deteriorated less than 60 percent shall be terminated where permits and full reconstruction has not been initiated within one year of the preparation of a restoration estimate. The restoration cost shall be estimated by a registered engineer or architect assuming new materials and compliance with the state building code.

Commented [CC8]: This is adapted from what was 1.04.07.

**C. Partial Redevelopment:**

1. Single family dwelling exception: Any expansion or addition to dwellings that are (a) other than multiple-family dwellings and (b) existed before the effective date of the WDO of July 1, 2002 per Ordinance No. 2313, shall be exempt from the architectural guidelines and standards of the WDO; however, those located within the Neighborhood Conservation Overlay District (NCOD) shall remain subject. The exemption is not applicable within planned unit developments.
2. Multiple-family dwellings:
  - a. Partial redevelopment: Where redevelopment would increase dwellings to result in a net total of 5 to 9 dwellings, or if off-street parking increases to no more than 19 stalls total, the standards for upgrading nonconformities shall be the same as for non-residential partial redevelopment per subsection 3a(2) below.
  - b. Full redevelopment: Where redevelopment would increase dwellings to result in a net total of 10 or more dwellings, or if off-street parking increases to 20 or more stalls total, the standards for upgrading nonconformities shall be the same as per non-residential full development per subsection 3b(2) below.
3. Non-residential: New development that adds to or alters existing development shall conform. Regarding development nonconformities on the remainder of a site:
  - a. Partial redevelopment:
    - (1) Thresholds: Where:
      - (a) Building gross floor area increases by no more than either 500 square feet for non-industrial or 1,000 square feet for industrial, or by up to 24.9% from an existing amount, whichever is less; or
      - (b) Off-street parking increases from zero to no more than 19 stalls or from an existing amount by up to 24.9% from an existing amount.
    - (2) Standards: Upgrade to provide the following minimum improvements as other WDO sections specify:
      - (a) Improvements per Section 3.01;
      - (b) Walkways, wide walkways, and drive aisle walkway crossings;
      - (c) Off-street parking for the partial development;
      - (d) Carpool/vanpool parking;
      - (e) Bicycle parking and bicycle parking directional signage;
      - (f) Landscaping of minimum setback abutting a street or streets, or where no minimum setback is required, then the depth of yard up to 20 ft;
      - (g) Landscaping of minimum parking area setback;

(h) Landscaping of additional parking area, if any; and

(i) Pavement of unpaved driveway throat minimum 18 feet from ROW.

The Director may limit partial redevelopment to no more frequently than yearly to prevent successive partial redevelopments from cumulatively avoiding the upgrade standards for full development.

b. Full development:

(1) Thresholds: Where:

(a) Building gross floor area increases by more than either 500 square feet for non-industrial or 1,000 square feet for industrial, or by 25% or more from an existing amount, whichever is less;

(b) Off-street parking increases from zero to 20 stalls or more total or from an existing amount by 25% or more; or

(2) Standards: Upgrade all nonconformities exterior to buildings. This includes any of frontage, street, and public improvements that are nonconforming.

~~B. Any expansion or addition to single family and duplex dwellings that existed before the effective date of the WDO, except those located in the Neighborhood Conservation Overlay District (NCOD), shall be exempt from the architectural guidelines and standards of the WDO.~~

**1.04.04 Nonconforming Lots of Record**

Any nonconforming lot of record may be used, provided all standards not involving width or lot area shall comply with the WDO.

~~**1.04.05 Repairs and Maintenance**~~

~~Except as otherwise provided in this Section, nonconforming structures and development and premises occupied by nonconforming uses may be repaired and maintained, so long as any such repair or maintenance does not in any way increase its nonconformity.~~

~~**1.04.06 Termination of a Nonconforming Use**~~

~~The nonconforming use of a building, structure, or land shall be considered terminated if the Director finds that the use of the building, structure or land ceased, for any reason, for a continuous period of one year. Any findings by the Director shall be subject to Section 4.02.06.~~

~~**1.04.07 Termination of a Use within a Nonconforming Building or Structure**~~

~~A use dependent upon a nonconforming building or structure (with the exception of a single family dwelling) shall be terminated, as noted, under any one of the following circumstances:~~

- ~~A. Use of a building or structure that is substantially damaged or becomes deteriorated to the extent that it has been declared a “dangerous building or structure” and ordered demolished pursuant to the state Building Code or other federal, state or local regulations, shall be terminated upon such declaration and order;~~
- ~~B. Use of a building or structure which is substantially damaged or deteriorated to the extent that the cost of repairing the building or structure exceeds 60 percent of its replacement cost shall be terminated upon the date of such damage or deterioration. The replacement cost shall be established by the Building Official assuming new materials and compliance with the state building code; or~~
- ~~C. Use of a building or structure which is damaged or deteriorated less than 60 percent shall be terminated where permits and full reconstruction has not been initiated within one year of the preparation of a restoration estimate. The restoration cost shall be estimated by a registered engineer or architect assuming new materials and compliance with the state building code.~~

## 1.05 Planning Commission

- 1.05.01 Composition, Terms and Vacancies
- 1.05.02 Organization of the Commission
- 1.05.03 Functions and Duties of the Commission

### **1.05.01 Composition, Terms and Vacancies**

#### A. Creation of the Commission

1. The Woodburn Planning Commission as created and organized pursuant to Ordinance 1807, is hereby recreated and continued as provided herein.
2. The Commission shall have the duties and powers set forth in this Section and such further and additional powers and duties conferred by the constitutions and laws of the United States and the State of Oregon, the Charter, Ordinances and Resolutions of the City of Woodburn, and as directed by the City Council.
3. The Commission shall act as the Design Review Board under the WDO except where the City Council has acted by resolution pursuant to Section 1.06.01 to appoint a Design Review Board.

#### B. Composition of the Commission

1. The Commission shall consist of a total of seven members appointed by the Mayor to a full or unexpired term, and confirmed by the City Council. Any vacancy in the Commission shall be filled by appointment by the Mayor with the consent of the City Council for the unexpired portion of the term.
2. All members of the Commission shall be legal residents of the City of Woodburn, with the exception of one member, who may reside outside the City.
3. No more than one member shall be engaged principally in the buying, selling, or developing of real estate for profit as an individual, or as a member of any corporation that is engaged principally in the buying, selling or developing of real estate for profit. No more than one member shall be engaged in the same kind of business, trade or profession.

#### C. Terms of Office

1. The terms of office of each Commissioner shall be four years, or until a successor is appointed and qualified. The terms of the Commissioners shall be staggered so that not more than three members' terms of office will expire in the same year. The terms of office shall expire at midnight on December 31.
2. Commission members shall be installed at the first regular meeting of the Commission following the expiration of a term or vacancy, and their confirmation by the City Council. Installation shall be completed after an oath or affirmation to uphold the Constitutions of the United States and the State of Oregon and impartially perform the duties of the office to best of their ability.

3. The Council may remove a Commissioner, after hearing, for misconduct or nonperformance of duty.

D. Compensation

Members of the Commission shall receive no compensation for their services, but may be reimbursed for expenses incurred in the performance of their duties.

**1.05.02 Organization of the Commission**

A. Officers

1. The Commission shall elect a Chair and a Vice Chair. The terms of office shall comply with the rules and regulations of the Commission and City Council.
2. The Director shall serve as Secretary for the Commission. The Secretary, supported by other City staff, shall provide notice of public meetings and public hearings, and keep minutes of all proceedings of the Commission in accordance with state law and City ordinances.

B. Meetings

1. Four members of the Commission shall constitute a quorum.
2. The regular meeting place of the Commission shall be at the City Hall.
3. The Commission may establish rules to conduct its business consistent with the laws of the State of Oregon and with the Charter and Ordinances of the City of Woodburn.

**1.05.03 Functions and Duties of the Commission**

A. General Responsibilities for Recommendations to the City Council and Others

Except as otherwise provided by the City Council, the Commission shall have the power to make recommendations to the City Council and to all other public authorities regarding the following:

1. The laying out, widening, extending, and locating of public thoroughfares, parking of vehicles and relief of traffic congestion;
2. Betterment of housing and sanitation conditions;
3. Establishment of zones or districts limiting the use, height, area and bulk and other characteristics of buildings and structures related to land development;
4. Protection and assurance of access incident to solar radiation;
5. Protection and assurance of access to wind for potential future electrical generation or mechanical application;
6. Plans for regulating future growth, development and beautification of the City in respect to its public and private buildings and works, streets, parks, grounds and vacant lots, and plans consistent with future growth and development of the city in order to secure to the City and its inhabitants sanitation, proper service of public utilities and

telecommunications utilities, including appropriate public incentives for overall energy conservation and transportation facilities;

7. Plans for development and regulation of industrial and economic needs of the community, in respect to industrial pursuits;
8. Economic surveys of the present and potential needs of the City;
9. Needs of local industries with a view to strengthening and developing them and stabilizing employment conditions.

B. Recommendations on Planning and Zoning

The Commission shall make written findings and recommendations to the City Council on all proposed amendments to the Comprehensive Plan; proposed or revised ordinances relating to the regulation of land use; all types of land use applications specified for Commission review by the WDO; and all other matters as directed by the City Council after holding any prescribed public hearing. The Commission may also hold public hearings and make recommendations to the Council on any other matter that relates to the Commission's powers and duties.

C. Review and Tentative Approval

The Commission shall have the duty and power to review and tentatively approve all Type III and Type IV applications, subject to review or appeal to the City Council.

D. Other Duties of the Commission

The Commission shall have the authority to exercise any and all powers, functions, and authority delegated to, or conferred upon, the Commission by the laws of Oregon, the Charter of the City of Woodburn, the WDO, or any other ordinance or resolution of the City of Woodburn.



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## **1.06 Design Review Board**

- 1.06.01 Composition, Terms and Vacancies
- 1.06.02 Organization of the Board
- 1.06.03 Functions and Duties of the Board

### **1.06.01 Composition, Terms and Vacancies**

#### **A. Creation of the Board**

1. The City Council may, by resolution, create or dissolve a Design Review Board, which shall have the functions, duties and powers set forth in this Section. Until a Design Review Board is created, the functions, duties and powers set forth in this Section are vested in the Planning Commission.
2. The Board shall have the functions and duties and powers set forth in this Section and such further and additional functions and duties as may be conferred upon it by the Charter, Ordinances and Resolutions of the City of Woodburn, and as directed by the City Council.

#### **B. Composition of the Board**

1. The Board shall consist of a total of five members, appointed by the Mayor to a full or unexpired term and confirmed by the City Council.
2. Voting membership of the Board shall include at least three design professionals or persons with experience and/or knowledge of design. No more than one voting member shall be engaged in the same kind of business, trade or profession.

#### **C. Terms of Office**

1. The terms of office of the initially appointed members shall run as follows: two members until January 1 of the year that commences one year following their initial appointment and three members until January 1 of the year that commences two years following their initial appointment. The Council shall determine by lot the terms of the initial members.
2. The term of office of a member, other than those initially appointed, shall be for staggered terms of four years, or until a successor is appointed. The terms of office shall expire at midnight on December 31.
3. Board members shall be installed at the first regular meeting of the Board following the expiration of a term or vacancy.
4. The Council may remove a Board member, after hearing, for misconduct or nonperformance of duty.

#### **D. Compensation**

Members of the Board may receive compensation for their services as shall be determined by City Council and may be reimbursed for expenses incurred in the performance of their duties.

**1.06.02 Organization of the Board**

A. Officers

1. The Board shall elect a Chair and a Vice Chair. The terms of office shall comply with the rules and regulations of the Board.
2. The Director shall serve as Secretary of the Board. The Secretary, supported by other City staff, shall provide notice of public meetings and public hearings, and keep an accurate record of all proceedings and actions of the Board in accordance with state law and city ordinances.

B. Meetings

1. Three members of the Board shall constitute a quorum.
2. The Board shall have a regular meeting schedule. All meetings of the Board shall be open public meetings. The regular meeting place of the Board shall be at the City Hall.
3. The Board shall establish rules to conduct its business consistent with the laws of the State of Oregon and with the Charter and Ordinances of the City of Woodburn.

**1.06.03 Functions and Duties of the Board**

It shall be the function and duty of the Board to administer the design review provisions of the WDO that are identified as functions of the Board. It shall be the duty of the Board to make recommendations or decisions with written findings in compliance with the applicable procedures of the WDO.

## 2.01 General Provisions

Zoning seeks to group like uses together, to separate incompatible uses, and to allow a wide range of land uses in appropriate environments and with appropriate regulations. The zones are depicted on the Official Zoning Map. This Section sets forth the regulations for each zone in the City.

2.01.01	Establishment of Zoning
2.01.02	Zoning Districts
2.01.03	Classification of Uses
<u>2.01.04</u>	<u>Other Use Provisions</u>
<u>2.01.05</u>	<u>Documents Electronic Copies</u>

### 2.01.01 ~~Establishment of Zoning~~

All areas within the corporate limits of the City of Woodburn are divided into distinctive land use categories, as depicted on the Official Zoning Map. The use of the territory within a zoning district shall be limited to the uses specified in the zoning district.

### 2.01.02 Zoning Districts

The City of Woodburn shall be divided into the following zoning and overlay districts:

- A. Residential Zones:
  - 1. Residential Single Family (RS)
  - 2. Nodal Single Family Residential (RSN)
  - 3. Retirement Community Single Family Residential (R1S)
  - 4. Medium Density Residential (RM)
  - 5. Nodal Multi-Family Residential (RMN)
- B. Commercial Zones
  - 1. Downtown Development and Conservation (DDC) zone
  - 2. Commercial General (CG) zone
  - 3. Commercial Office (CO) zone
  - 4. Mixed Use Village (MUV) zone
  - 5. Neighborhood Nodal Commercial (NNC) zone
- C. Industrial and Public and Semi-Public Zones
  - 1. Industrial Park (IP) zone
  - 2. Light Industrial (IL) zone

3. Southwest Industrial Reserve (SWIR)

4. Public and Semi-Public (P/SP) zone
- D. Overlay Districts
1. Gateway Commercial General Overlay District
  2. Interchange Management Area Overlay District
  3. Neighborhood Conservation Overlay District
  4. Nodal Overlay Districts
  5. Riparian Corridor and Wetlands Overlay District
  6. Southwest Industrial Reserve

**2.01.03      Classification of Uses**

- A. Within each zone, uses are classified as “permitted,” “special,” “conditional,” “specific conditional” and “accessory.” Further, uses are functionally classified by description of the particular activity (such as “site-built single-family dwelling”).
- B. Where a use is not defined in Section 1.02, the words of this ordinance describing such a use are to be given their ordinarily accepted meaning, except where the context in which they are used clearly indicates otherwise.
- C. In many cases, uses are listed under convenient categories. Such titles of subsections do not indicate nor shall they be construed as meaning that they themselves independently designate permitted, special, conditional or accessory uses. They are provided for ease of reference only.
- D. The uses listed in each use classification refer to the “predominant use.” The term “predominant use” not only describes the principal use but also allows for “ancillary uses” and “required supporting uses.” “Predominant use” does not differentiate about the duration of a use, uses of both permanent and temporary nature are considered to be the same.
- E. An ancillary use is a use that is subsidiary to a predominant use and is either vertically integrated with, or directly linked with, the conduct of a predominant use, or is exclusively for the benefit of occupants, or employees, of a predominant use.

**2.01.04      Other Use Provisions**

The Woodburn Development Ordinance (WDO) included standards and procedure for development within the City of Woodburn. All development is subject to the standards of the WDO. The uses authorized in each zone are listed in Sections 2.02, 2.03, 2.04 and 2.06. There are additional standards, including standards for Accessory Uses (Section 2.06), Special Uses (Section 2.07), Conditional Uses (Section 2.08), Streets (Section 3.01), Utilities and Easements (Section 3.02), Setbacks (Section 3.03), Access (Section 3.04), Off-Street Parking and Loading (Section 3.05), Landscaping (Section 3.06), Architectural Design (Section 3.07), and Signs (Section 3.10).

**2.01.05      Documents Electronic Copies**

A. Easements: Where any of extinguished, altered, or additional public easements are involved, a developer shall not apply for building permit until having completed recordations with the County and provided electronic copies of the recorded easement documents and drawings to the City when and as any of the Director or Public Works Director direct.

B. Other document types: Including as-builts and the same as subsection A.

## 2.02 Residential Zones

- A. The City of Woodburn is divided into the following residential zones:
1. The Residential Single Family (RS) zone is intended to establish standard density single-family residential developments (typically 6,000 square foot lots).
  2. The Nodal Single Family Residential (RSN) zone provides for row houses (attached single-family homes) and detached single-family homes on smaller lots (typically 4,000 square foot lots).
  3. The Retirement Community Single Family Residential (RIS) zone provides small lot residential development for seniors, allowing single-family homes on lots as small as 3,600 square feet.
  4. The Medium Density Residential (RM) zone provides for multi-family dwellings and care facilities at up to 16 dwelling units per net acre.
  5. The Nodal Multi-Family Residential (RMN) zone provides for row houses, multi-family dwellings and care facilities at higher densities than non-nodal zones.
- B. Approval Types (Table 2.02A)
1. Permitted Uses (P) are allowed outright, subject to the general development standards of this Ordinance.
  2. Special Permitted Uses (S) are allowed outright, subject to the general development standards and the special development standards of Section 2.07.
  3. Conditional Uses (CU) may be allowed, subject to the general development standards of this Ordinance and conditions of Conditional Use approval.
  4. Specific Conditional Uses (SCU) may be allowed, subject to the general development standards of this Ordinance, the specific standards of Section 2.08, and conditions of Conditional Use approval.
  5. Accessory Uses (A) are allowed outright, subject to the general standards of this Ordinance.

Uses Allowed in Residential Zones							
Table 2.02A							
Use			Zone				
Accessory Uses (A)	Conditional Uses (CU)	Permitted Uses (P)	RS	RSN	RIS	RM	RMN
Special Permitted Uses (S)	Specific Conditional Uses (SCU)						
A	Dwellings						
1	Accessory dwelling unit		S	S	S	S	S
2	Duplex dwelling		S	S		P	P
3	Manufactured dwelling		S <sup>1</sup>	S <sup>1</sup>	S	S	S
4	Manufactured dwelling park					S	S



Uses Allowed in Residential Zones						
Table 2.02A						
Use		Zone				
Accessory Uses (A) Conditional Uses (CU) Permitted Uses (P) Special Permitted Uses (S) Specific Conditional Uses (SCU)		RS	RSN	RIS	RM	RMN
5	Multiple-family dwelling				P	P
6	Row houses				P	P
7	Single-family detached dwellings	P	P	P	P	P
<b>B</b>	<b>Nonresidential, Care and Public Uses</b>					
1	Child care facility for 12 or fewer children	P	P	P	P	P
2	Child care facility for 13 or more children, within a non-residential building.				CU	P
3	Elementary, middle and high schools	CU	CU	CU	CU	CU
4	Government and public utility buildings and structures	CU	CU	CU	CU	CU
5	Group care facility for six or more persons				P	P
6	Group home for five or fewer persons	P	P	P	P	P
7	Historically or architecturally significant site	SCU	SCU	SCU	SCU	SCU
8	House of worship	S	S	S	S	S
9	Nursing home				P	P
10	Off-street parking to serve a non-residential use allowed in zone	CU	CU	CU	CU	CU
11	Parks, play grounds and associated activities	P	P	P	P	P
12	Rights-of-way, easements and improvements for streets, water, sanitary sewer, gas, oil, electric and communication lines, stormwater facilities and pump stations.	P	P	P	P	P
<b>C</b>	<b>Other Uses</b>					
1	Boat, recreational and vehicle storage pad	S	S	S	S	S
2	Common boat, recreational and vehicle storage area	S	S	S	S	S
3	Community club buildings and facilities	S	S	S	S	S
4	Deck or patio	A	A	A	A	A
5	Delivery services	S	S	S	S	S
6	Facilities during construction	S	S	S	S	S
7	Fence or freestanding wall	A	A	A	A	A
8	Garage	A	A	A	A	A
9	Golf courses without a driving range	S	S	S	S	S
10	Golf driving range in conjunction with a golf course	CU	CU	CU	CU	CU
11	Greenhouse, storage building, hobby shop	A	A	A	A	A

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

C. Development Standards (Tables 2.02B-F)

Residential Single-Family (RS) - Site Development Standards Table 2.02B			
Lot Area, Minimum (square feet)	Interior, flag or cul-de-sac lot		6,000 <sup>1</sup>
	Corner lot	Single-family dwelling, child care facility or group home <sup>2</sup>	8,000 <sup>1</sup>
		Any other use	10,000 <sup>1</sup>
Lot Width, Minimum (feet)	Interior, flag or cul-de-sac lot		50
	Corner lot		80
Lot Depth, Average (feet)	Interior, flag or cul-de-sac lot		90
	Corner lot		90
Street Frontage Minimum (feet)	Interior or cul-de-sac lot		40
	Corner lot	Single-family dwelling	40
		Any other use	50
	Flag lot		20-24 <sup>3</sup>
Residential Density, Minimum (units per net acre)			5.2

**Residential Single-Family (RS) - Site Development Standards  
Table 2.02B**

Front Setback and Setback Abutting a Street, Minimum (feet)				20 <sup>4,5,6</sup>
Side Setback, Minimum (feet)	Primary structure			5 <sup>5,9</sup>
	Accessory structure			Same as primary structure
Rear Setback, Average (feet)	Primary structure	Building height (feet)	16 or less	24 <sup>7</sup>
			more than 16 and less than 28	30 <sup>7</sup>
			28 or more	36 <sup>7</sup>
	Accessory structure			5
Setback to a Private Access Easement, Minimum (feet)				5
Lot Coverage, Maximum (percent)	Primary building height 16 feet or less			40
	Primary building height greater than 16 feet			35
	Accessory structure			25 of rear yard <sup>8,10</sup>
Building Height, Maximum (feet)	Primary structure	Outside Gateway subarea		35
		Gateway subarea		40
	Features not used for habitation			70
	Accessory structure			15 <sup>10</sup>
<ol style="list-style-type: none"> <li>1. Excluding easements for private streets or driveways (See Section 1.02, Lot area)</li> <li>2. Child care facility for 12 or fewer children, group home for five or fewer persons</li> <li>3. See Table 3.04A, Flag Lot Access Width</li> <li>4. Measured from the <del>Special Setback</del><u>Street Widening Setback</u> (Section 3.03.02), if any</li> <li>5. Except for flag lots under the option that all setbacks are 12 feet</li> <li>6. Infill lots between developed lots: average of abutting residential buildings, plus or minus 5 feet, but not less than 10 feet</li> <li>7. With a maximum deviation of five feet from the setback standard</li> <li>8. Accessory structures are included in the total lot coverage.</li> <li>9. A house of worship shall be set back at least 20 feet from a property line abutting a residential zone or use.</li> <li>10. Accessory Dwelling Units are subject to specific development standards (see Section 2.07, Special Uses)</li> </ol>				

Nodal Residential Single-Family (RSN) - Site Development Standards Table 2.02C				
Lot Area, Minimum (square feet)	Standard lot	Interior or cul-de-sac lot		6,000 <sup>1</sup>
		Corner lot	Single-family dwelling, child care facility or group home <sup>2</sup>	8,000
			Any other use	
	Small lot and row house	Interior or cul-de-sac lot		4,000 <sup>1</sup>
Lot Width, Minimum (feet)	Standard lot	Interior or cul-de-sac lot		50
		Corner lot		80
	Small lot and row house	Interior or cul-de-sac lot		30
		Corner lot		50
Lot Depth, Average (feet)	Standard lot			90
	Small lot and row house			80
Standard lot Residential Density, Minimum (units per net acre)				5.2
Small lot and row house Residential Density, Minimum (units per net acre)				7.9
Street Frontage, Minimum (feet)	Standard lot	Interior or cul-de-sac lot		40
		Corner lot	Single-family dwelling, child care facility or group home <sup>2</sup>	40
			Any other use	
	Small lot and row house	Interior lot		40
		Corner lot		50
Cul-de-sac lot		30		
Front Setback and Setback Abutting a Street, Minimum (feet)				20 <sup>3,4</sup>
Front Porch Setback, Maximum (feet)				10
Side Setback, Minimum (feet)				5 <sup>7,8</sup>
Rear Setback, Average (feet)	Primary structure		20 or 0 <sup>5,7,10</sup>	
	Accessory structure		5	
Setback to a Private Access Easement, Minimum (feet)				5

Nodal Residential Single-Family (RSN) - Site Development Standards Table 2.02C		
Lot Coverage, Maximum (percent)	Primary building height 16 feet or less	40 <sup>9</sup>
	Primary building height more than 16 feet	35 <sup>9</sup>
	Accessory structure	25 of rear yard <sup>6, 9, 11</sup>
Building Height, Maximum (feet)	Primary structure	35
	Features not used for habitation	70
	Accessory structure	15 <sup>11</sup>
<ol style="list-style-type: none"> <li>1. Flag lots are not allowed in the RSN zone.</li> <li>2. Child care facility for 12 or fewer children, group home for five or fewer persons</li> <li>3. Measured from the <del>Special Setback</del> <u>Street Widening Setback</u> (Section 3.03.02), if any</li> <li>4. Infill lots between developed lots: average of abutting residential buildings, plus or minus 5 feet, but not less than 10 feet</li> <li>5. With a maximum deviation of five feet from the setback standard</li> <li>6. Accessory structures are included in the total lot coverage.</li> <li>7. A house of worship shall be set back at least 20 feet from a property line abutting a residential zone or use.</li> <li>8. Row houses have a 0 foot side setback on interior lots</li> <li>9. Lot coverage limitations determined by setbacks for small lot and row house development</li> <li>10. Garages have a 20 ft or 0 ft setback</li> <li>11. Accessory Dwelling Units are subject to specific development standards (see Section 2.07, Special Uses)</li> </ol>		

**Retirement Community Single-Family Residential (R1S) - Site Development Standards**  
**Table 2.02D**

Lot Area, Minimum (square feet)		3,600 <sup>1</sup>
Lot Width, Minimum (feet)		50
Lot Depth, Average (feet)		Not specified
Street Frontage, Minimum (feet)	Interior or corner lot	50
	Flag lot	24-30 <sup>2</sup>
	Cul-de-sac lot	40
Front Setback and Setback Abutting a Street, Minimum (feet)		20 <sup>3</sup>
Side Setback, Minimum (feet)	Primary structure	5 <sup>6</sup>
	Accessory structure	5 <sup>4</sup>
Rear Setback, Minimum (feet)	Primary structure	5 <sup>6</sup>
	Accessory structure	5
Setback to a Private Access Easement, Minimum (feet)		5
Lot Coverage, Maximum (percent)	Primary building height 14 feet or less	40
	Primary building height more than 14 feet	35
	Accessory structure	25 of rear yard <sup>5,7</sup>
Building Height, Maximum (feet)	Primary structure	35
	Features not used for habitation	70
	Accessory structure	15 <sup>7</sup>

1. Excluding easements for private streets or driveways (See Section 1.02, Lot area)
2. See Table 3.04A, Flag Lot Access Width
3. Measured from the ~~Special Setback~~ Street Widening Setback (Section 3.03.02), if any
4. Five feet if located in the rear yard
5. Accessory structures are included in the total lot coverage. Accessory structures are also limited to 25% coverage of the rear yard.
6. A house of worship shall be set back at least 20 feet from a property line abutting a residential zone or use.
7. Accessory Dwelling Units are subject to specific development standards (see Section 2.07, Special Uses)

<b>Medium Density Residential (RM) - Site Development Standards</b>			
<b>Table 2.02E</b>			
Lot Area, Minimum (square feet)	Single-family dwelling, child care facility or group home	Interior, flag or cul-de-sac lot	6,000 <sup>1</sup>
		Corner lot	8,000 <sup>2</sup>
	Duplex		8,000
	Any other use		Not specified <sup>8</sup>
Lot Width, Minimum (feet)	Interior, flag or cul-de-sac lot		50
	Corner lot		80
Lot Depth, Average (feet)	All lots		90
Street Frontage, Minimum (feet)	Interior, corner or cul-de-sac lot		40
	Flag lot		24-30 <sup>4</sup>
Residential Density (units per net acre)	Minimum	Duplex, Single-family dwelling	5.2
		Any other use	12.8
	Maximum	Multiple-family dwelling	16
		Child care facility, group care facility or nursing home	32 <sup>3</sup>
		Manufactured dwelling park	12
		Any other use	Not specified <sup>8</sup>
Front Setback and Setback Abutting a Street, Minimum (feet)			20 <sup>5, 10</sup>

Medium Density Residential (RM) - Site Development Standards					
Table 2.02E					
Side Setback, Minimum (feet)	Primary structure	Single-family dwelling, duplex, child care facility or group home			5 <sup>2, 6, 7</sup>
		Any other use			Same as rear
	Accessory structure				Same as primary
Rear Setback, Minimum (feet)	Primary structure	Single-family dwelling, duplex, child care facility or group home	Building height (feet)	16 or less	24 <sup>2, 6</sup>
				more than 16 and less than 28	30 <sup>2, 6</sup>
				28 or more	36 <sup>2, 6</sup>
		Any other use except nonresidential use abutting DDC, NNC, CG, IP, SWIR, or IL zone	Building height (feet)	16 or less	24
				more than 16 and less than 28	30
				28 or more	36
	Nonresidential use abutting DDC, NNC, or CG zone		10 <sup>9</sup>		
	Nonresidential use abutting IP, SWIR, or IL zone		15 <sup>9</sup>		
Accessory structure				5	
Setback to a Private Access Easement, Minimum (feet)				5	



**Medium Density Residential (RM) - Site Development Standards  
Table 2.02E**

Lot Coverage, Maximum (percent)	Single-family dwelling, duplex, child care facility or group home <sup>2</sup>	Primary building height 16 feet or less	40
		Primary building height more than 16 feet or less	35
	Any other use		Not specified <sup>8</sup>
Building Height, Maximum (feet)	Primary structure		35
	Features not used for habitation		70
	Accessory structure		15 <sup>11</sup>

1. Excluding easements for private streets or driveways (See Section 1.02, Lot area)
2. Child care facility for 12 or fewer children, group home for five or fewer persons
3. Child care facility for 13 or more children, group home for six or more persons
4. See Table 3.04A, Flag Lot Access Width
5. Measured from the ~~Special Setback~~ Street Widening Setback (Section 3.03.02), if any
6. Except for flag lots under the option that all setbacks are 12 feet
7. For row houses, there is no side setback along common lot lines. See table 2.02C for row house development standards
8. The minimum lot dimensions, maximum density, and maximum lot coverage are determined by setbacks, off-street parking, and landscaping requirements.
9. A house of worship shall be set back at least 20 feet from a property line abutting a residential zone or use.
10. Infill lots between developed lots: average of abutting residential buildings, plus or minus 5 feet, but not less than 10 feet
11. Accessory Dwelling Units are subject to specific development standards (see Section 2.07, Special Uses)

Nodal Medium Density Residential (RMN) - Site Development Standards Table 2.02F			
Lot Area, Minimum (square feet)	Single-family dwelling, child care facility or group home	Interior or cul-de-sac lot	4,000 <sup>1,2</sup>
		Corner lot	5,000 <sup>2</sup>
	Row house	Interior lot	3,000 <sup>1</sup>
		Corner or cul-de-sac lot	3,600
	Duplex		8,000 <sup>1</sup>
	Multiple-family dwelling, child care facility, group home or nursing home		87,120 <sup>1,3</sup>
Any other use		Not specified <sup>7</sup>	
Lot Width, Minimum (feet)	Single-family dwelling, child care facility or group home	Interior or cul-de-sac Lot	45 <sup>2</sup>
		Corner lot	60 <sup>2</sup>
	Row house	Interior lot	20
		Corner or cul-de-sac lot	35
	Duplex		80
	Multiple-family dwelling, child care facility, group home or nursing home		200 <sup>3</sup>
Any other use		Not specified <sup>7</sup>	
Lot Depth, Average (feet)	Single-family dwelling, child care facility or group home or row house		80 <sup>2</sup>
	Duplex		90
	Multiple-family dwelling, child care facility, group home or nursing home		200 <sup>3</sup>
	Any other use		Not specified <sup>7</sup>
Street Frontage, Minimum (feet)	Single-family dwelling, child care facility, group home, or multiple-family dwelling <sup>2</sup>	Interior lot	20
		Corner lot	35
		Cul-de-sac lot	30
	Row house	Interior lot	20
		Corner or cul-de-sac lot	35
	Duplex		80
Any other use		200	
Residential Density (units per net acre)	Minimum	Single-family dwelling	7.9
		Duplex or row houses	10
		Multiple-family dwelling	19
		Any other use	Not specified <sup>7</sup>
	Maximum	Multiple-family dwelling	24 <sup>7</sup>

Nodal Medium Density Residential (RMN) - Site Development Standards Table 2.02F					
		Child care facility, group care facility or nursing home		32 <sup>3,7</sup>	
		Manufactured dwelling park		12 <sup>7</sup>	
		Any other use		Not specified <sup>7</sup>	
Front Setback and Setback Abutting a Street, Minimum (feet)	Single-family dwelling, child care facility or group home			20 <sup>2,4</sup>	
	Row house	Abutting an arterial street		20 <sup>4</sup>	
		Not abutting an arterial street		10 <sup>4</sup>	
	Any other use	Abutting commercial or industrial zone, or collector or arterial street		20 <sup>4</sup>	
		Not abutting commercial or industrial zone, or collector or arterial street		10 <sup>4</sup>	
Abutting an RS zone		10 plus 5 for each story over 1 <sup>4</sup>			
Front Setback and Setback Abutting a Street, Maximum (feet)	Row houses	To front porch		10	
	Duplex, multiple-family dwelling, group home or nursing home	Abutting commercial or industrial zone, or collector or arterial street		Not specified <sup>3</sup>	
		Not abutting commercial or industrial zone, or collector or arterial street		15 <sup>3</sup>	
	Any other use			Not specified	
Side Setback, Minimum (feet)	Single-family dwelling, child care facility or group home			5 <sup>2</sup>	
	Row house			15 <sup>5,9</sup>	
	All other uses	Abutting RS, RM, or P/SP zone, or an existing single-family, duplex, or multiple-family dwelling	Building height (feet)	16 or less	24
				more than 16 and less than 28	30
				28 or more	36
		Abutting NNC, or CG zone		10 <sup>8</sup>	
	Abutting SWIR zone		15		
Accessory structure			Same as primary		
Rear Setback, Minimum (feet)	Single-family dwelling, child care facility or group home	Building height (feet)	16 or less	24 <sup>2,6</sup>	
			more than 16 and less than 28	30 <sup>2,6</sup>	
			28 or more	36 <sup>2,6</sup>	

Nodal Medium Density Residential (RMN) - Site Development Standards Table 2.02F			
	Row houses	20 or 0 <sup>11</sup>	
	Any other use	Same as side	
	Accessory structure	5	
Setback to a Private Access Easement, Minimum (feet)		5	
Lot Coverage, Maximum (percent)	Single-family dwelling, child care facility or group home	Primary building height 16 feet or less	40 <sup>2</sup>
		Primary building height more than 16 feet or less	35 <sup>2</sup>
	Any other use		Not specified <sup>7, 10</sup>
Building Height, Maximum (feet)	Primary structure	45	
	Features not used for habitation	70	
	Accessory structure	15 <sup>12</sup>	
<ol style="list-style-type: none"> <li>1. Flag lots are not allowed in the RMN zone.</li> <li>2. Child care facility for 12 or fewer children, group home for five or fewer persons</li> <li>3. Child care facility for 13 or more children, group home for six or more persons</li> <li>4. Measured from the <del>Special Setback</del> <u>Street Widening Setback</u> (Section 3.03.02), if any</li> <li>5. For row houses, there is no side setback along common lot lines.</li> <li>6. With a maximum deviation of five feet from the setback standard</li> <li>7. The minimum lot dimensions, maximum density, and maximum lot coverage are determined by setbacks, off-street parking, and landscaping requirements.</li> <li>8. A house of worship shall be set back at least 20 feet from a property line abutting a residential zone or use.</li> <li>9. Row houses have a 0 foot side setback on interior lots</li> <li>10. Lot coverage limitations determined by setbacks for small lot and row house development</li> <li>11. Garages have a 20 ft or 0 ft setback</li> <li>12. Accessory Dwelling Units are subject to specific development standards (see Section 2.07, Special Uses)</li> </ol>			

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## 2.03 Commercial Zones

- A. The City of Woodburn is divided into the following commercial zones:
1. The Downtown Development and Conservation (DDC) zone is the community’s retail core, providing for unique retail and convenient shopping
  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.
  3. The Commercial Office (CO) zone is intended primarily for office type development, with limited retail activity.
  4. The Mixed Use Village (MUV) is intended to promote efficient use of land that promotes employment and housing through pedestrian-oriented development.
  5. The Neighborhood Nodal Commercial (NNC) zone is intended to meet the shopping needs of nearby residents in a compact commercial setting
- 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.
  4. Special Permitted Uses (S) are allowed outright, subject to the general development standards and the special development standards of Section 2.07.
  5. Specific Conditional Uses (SCU) may be allowed, subject to the general development standards of this Ordinance, the specific standards of Section 2.08, and conditions of Conditional Use approval.

Uses Allowed in Commercial Zones							
Table 2.03A							
Use			Zone				
Accessory Uses (A)	Conditional Uses (CU)	Permitted Uses (P)	DDC	CG	CO	MUV	NNC
Special Permitted Uses (S)	Specific Conditional Uses (SCU)						
A	Civic Uses						
1	Public administration, aquatic facilities, fire protection, government and public utility buildings and storage yards		P	P	P	P	P

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)		DDC	CG	CO	MUV	NNC
2	Public and private schools, house of worship, civic and social organizations	P	P	P	P	P
3	Rights-of-way, easements and improvements for streets, water, sanitary sewer, gas, oil, electric and communication lines, stormwater facilities and pump stations.	P	P	P	P	P
<b>B</b>	<b>Commercial Retail and Services</b>					
1	Ambulance service	CU <sup>3</sup>	CU <sup>3</sup>	CU	CU <sup>3</sup>	
2	Automotive maintenance and gasoline stations, including repair services	CU	CU <sup>3</sup>		P <sup>6</sup>	
3	Bakeries, delicatessens, grocery and convenience stores	P <sup>7</sup>	P		P	P
4	Bowling, skating, movie and performing arts theaters	P	P		P	
5	Building material and garden equipment	P <sup>5</sup>	P <sup>5</sup>		P <sup>5</sup>	P <sup>5</sup>
6	Business services	P	P	P	P	
7	Computer, commercial, electric motor, precision equipment, industrial and home goods repair.	P <sup>4</sup>	P <sup>1</sup>	P <sup>4</sup>	P <sup>4</sup>	
8	Contractors: a. Flooring and roofing b. Equipment and machinery c. Glass and glazing d. Masonry, drywall, insulation and tile contractors e. Other types of contractors		P <sup>4</sup>	P <sup>4</sup>	P <sup>6</sup>	
9	Craft industries: a. Apparel manufacturing b. Leather manufacturing, furniture and related product manufacturing, including cabinets c. Sporting goods manufacturing d. Doll, toy and game manufacturing	S	S	S	S	S
10	Delivery services	S	S	S	S	S
11	Dry cleaning, laundry and self-service laundry service	P <sup>7</sup>	P		S	P
12	Fitness and recreational sports	P	P	P	P	P
13	Funeral home	P	P	P	P	P
14	Hospitals and ancillary uses		CU <sup>3</sup>			
15	Hotels, motels and bed and breakfast inns	P	P	P	P	P
16	Office and office services and supplies	P	P	P	P	P

Uses Allowed in Commercial Zones							
Table 2.03A							
Use		Zone					
Accessory Uses (A)	Conditional Uses (CU)	Permitted Uses (P)	DDC	CG	CO	MUV	NNC
Special Permitted Uses (S)	Specific Conditional Uses (SCU)						
17	Other amusements, including ballrooms			P <sup>1</sup>			
18	Pawn, check cashing, payday loan and cash transfer	CU <sup>7</sup>		P		P	
19	Printing, publishing, copying, bonding, finance, insurance, medical, data processing, social assistance, legal services, management, and corporate offices	P <sup>7</sup>		P	P	P	P
20	Professional services	P		P		P	
21	Restaurants and drinking places	P <sup>7</sup>		P	P	P	P
22	Retail trade offering goods and services directly to customers	P <sup>7</sup>		P		P	P
23	Spectator sports			P <sup>1</sup>			
24	Taxidermist			CU <sup>3</sup>			
25	Veterinary service			CU <sup>3</sup>			
26	Wine and liquor	CU <sup>7</sup>		P		P	
C	Industrial						
1	Charter bus, special needs transportation, transit system, school transportation, limousine service and taxi service			CU <sup>3</sup>			
2	Heavy equipment and motor vehicle sales: a. Manufactured (mobile) home dealers b. Motor vehicle and parts dealers, including new car, used car, recreational vehicle, motorcycle, boat, parts and tire dealers c. Truck dealers, including new truck, used truck, parts and tire dealers d. Tractor, farm machinery and equipment dealers e. Farm, garden and landscaping supplies			CU <sup>3</sup>			
3	Manufacturing of metal products, furniture and cabinets			P <sup>4</sup>	P <sup>6</sup>		
4	Motor freight transportation and warehousing, including local or long-distance trucking or transfer services, storage of farm products, furniture, other household goods, or commercial goods, and mini-storage			CU <sup>1</sup>			



**Uses Allowed in Commercial Zones  
Table 2.03A**

Use		Zone					
Accessory Uses (A)	Conditional Uses (CU)	Permitted Uses (P)	DDC	CG	CO	MUV	NNC
Special Permitted Uses (S)	Specific Conditional Uses (SCU)						
5	Motor vehicle towing			CU <sup>3</sup>			
6	Parking lots and garages	P	P	P			P
7	Recreational vehicle park			CU <sup>1</sup>			
D	Miscellaneous						
1	Facilities during construction	S	S	S	S	S	S
2	Fence or free-standing wall	A	A	A	A	A	A
3	Temporary outdoor marketing and special event: a. Arts and crafts b. Food and beverages, including mobile food services c. Seasonal sales of fireworks, Christmas trees, produce or plant materials d. Amusement rides and games e. Entertainment f. Any other merchandise or service which is neither accessory to a primary, permanent use of the property nor marketed by employees of that permanent use	S	S	S	S	S	S
E	Residential						
1	Attached single-family (row houses) dwellings	P	P <sup>2</sup>		P	P	P
2	Child care facility, group home, and nursing home	P <sup>8</sup>	P <sup>8</sup>	P <sup>8</sup>	P <sup>8</sup>	P <sup>8</sup>	P <sup>8</sup>
3	One dwelling unit, in conjunction with a commercial use	P	P	P	P	P	P
4	Multiple-family dwellings	P	CU <sup>9</sup>	CU	P	P	P
<ol style="list-style-type: none"> <li>Not allowed in the Gateway Overlay District</li> <li>Only allowed in the Gateway Overlay District</li> <li>Allowed outright if not within 200 feet of residentially zoned properties</li> <li>Within a building, no outdoor storage or repair</li> <li>All outdoor storage and display shall be enclosed by a seven foot masonry wall.</li> <li>Existing uses are allowed as a permitted use, new uses are not allowed in the MUV</li> <li>Drive-throughs are not allowed</li> <li>Child care facility for 13 or more children, group home for six or more persons</li> <li>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)</li> </ol>							

C. Development Standards (Tables 2.03B-F)

<b>Downtown Development and Conservation (DDC) - Site Development Standards Table 2.03B</b>				
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)			Zero <sup>1</sup>	
Front Setback and Setback Abutting a Street, Maximum (feet)			10 <sup>1</sup>	
Side or Rear Setback, Minimum (feet)			No minimum <sup>4</sup>	
Setback to a Private Access Easement, Minimum (feet)			No minimum	
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 <sup>3</sup>	12	
		Multi-family dwelling	No minimum	
	Maximum	Row house	16	
		Child care facility, group home, or nursing home <sup>3</sup>	32	
		Multi-family dwelling	No maximum	
Building Height, Maximum (feet)	Primary or accessory structure	Outside Gateway subarea	35	
		Gateway subarea	40	
<p>1. This is a guideline, not a standard. A setback of up to 10 feet is permitted when occupied by pedestrian amenities (e.g., plaza, outdoor seating).</p> <p>2. Lot coverage is limited by setbacks, off-street parking, and landscaping requirements.</p> <p>3. Child care facility for 13 or more children, group home for six or more persons</p> <p>4. A house of worship shall be set back at least 20 feet from a property line abutting a residential zone or use.</p>				

**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, RIS, 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		

1. Measured from the ~~Special Setback~~Street Widening Setback (Section 3.03.02), if any
2. Lot coverage is limited by setbacks, off-street parking, and landscaping requirements.
3. Only allowed in the Gateway Overlay District
4. A house of worship shall be set back at least 20 feet from a property line abutting a residential zone or use.
5. A building may be constructed at the property line, or shall be set back at least five feet.

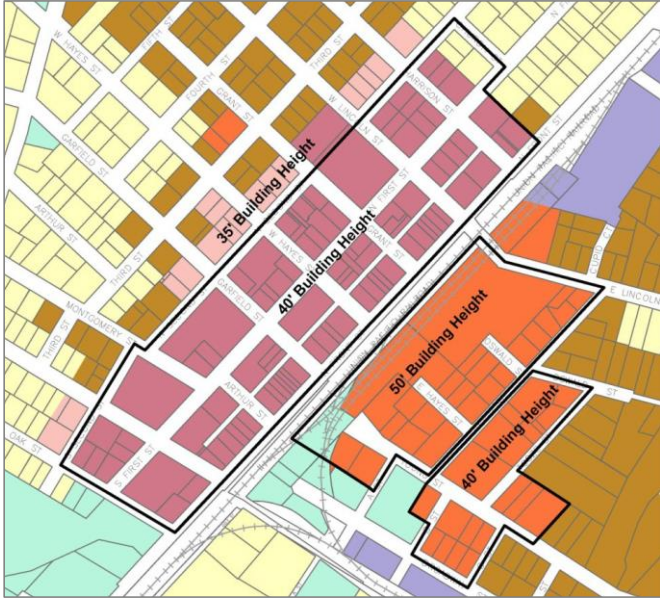


Figure 2.03A - Building Height Limits in the Gateway Subarea

**Commercial Office (CO) - Site Development Standards  
Table 2.03D**

Lot Area, Minimum (square feet)	Nonresidential use		No minimum	
	Residential use		Per Table 2.02E <sup>1</sup>	
Lot Width, Minimum (feet)	Nonresidential use		No minimum	
	Residential use		Per Table 2.02E <sup>1</sup>	
Lot Depth, Average (feet)	Nonresidential use		No minimum	
	Residential use		Per Table 2.02E <sup>1</sup>	
Street Frontage, Minimum (feet)	Any use		No minimum	
Front Setback and Setback Abutting a Street, Minimum (feet)			15 <sup>2</sup>	
Side or Rear Setback, Minimum (feet)	By-right use, group home, or government building	Abutting RS, R1S, RM, P/SP, or CO zone	10 <sup>4,5</sup>	
		Abutting DDC, NNC, CG, IP, SWIR, or IL zone	15 <sup>4,5</sup>	
	Conditional use except group home or government building		Per Table 2.02E <sup>1</sup>	
Setback to a Private Access Easement, Minimum (feet)			5	
Lot Coverage, Maximum			Not specified <sup>3</sup>	
Residential Density (units per net acre)	Minimum	Child care facility, group home, or nursing home		12 <sup>4</sup>
		Multi-family dwelling	Stand-alone	12
			In mixed use development	No minimum
	Maximum	Child care facility, group home, or nursing home		32 <sup>4</sup>
		Multi-family dwelling	Stand-alone	No maximum
			In mixed use development	32
Building Height, Maximum (feet)	Primary or accessory structure		35	
	Features not used for habitation		70	

1. Site development standards for the RM zone
2. Measured from the ~~Special Setback~~ Street Widening Setback (Section 3.03.02), if any
3. Lot coverage is limited by setbacks, off-street parking, and landscaping requirements.
4. Child care facility for 13 or more children, group home for six or more persons
5. A house of worship shall be set back at least 20 feet from a property line abutting a residential zone or use.

Mixed Use Village (MUV) - Site Development Standards Table 2.03E				
Lot Area, Minimum (square feet)	Nonresidential use		No minimum	
	Residential use		Per Table 2.02E <sup>1</sup>	
Lot Width, Minimum (feet)	Nonresidential use		No minimum	
	Residential use		Per Table 2.02E <sup>1</sup>	
Lot Depth, Average (feet)	Nonresidential use		No minimum	
	Residential use		Per Table 2.02E <sup>1</sup>	
Street Frontage, Minimum (feet)	Any use		No minimum	
Front Setback and Setback Abutting a Street, Minimum (feet)			0 – 15 recommended <sup>2</sup>	
Side or Rear Setback, Minimum (feet)	By-right use, group home, or government building	Abutting RS, R1S, RM, P/SP, or CO zone	10 <sup>4</sup>	
		Abutting DDC, NNC, CG, IP, SWIR, or IL zone	15 <sup>4</sup>	
	Conditional use except group home or government building		Per Table 2.02E <sup>1</sup>	
Setback to a Private Access Easement, Minimum (feet)			5	
Lot Coverage, Maximum			Not specified <sup>3</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		32
		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		35	
	Features not used for habitation		70	
<ol style="list-style-type: none"> <li>1. Site development standards for the RM zone</li> <li>2. Measured from the <del>Special Setback</del><u>Street Widening Setback</u> (Section 3.03.02), if any</li> <li>3. Lot coverage is limited by setbacks, off-street parking, and landscaping requirements.</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> </ol>				

<b>Nodal Neighborhood Commercial (NNC) - Site Development Standards</b>			
<b>Table 2.03F</b>			
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)		Zero	
Front Setback and Setback Abutting a Street, Maximum (feet)		10 <sup>1</sup>	
Side or Rear Setback, Minimum (feet)		No minimum <sup>3</sup>	
Setback to a Private Access Easement, Minimum (feet)		No minimum	
Lot Coverage, Maximum		Not specified <sup>2</sup>	
Residential Density (units per net acre)	Minimum	Row house	20
		Child care facility, group home, or nursing home	12
		Multi-family dwelling	19
	Maximum	Row house	No maximum
		Child care facility, group home, or nursing home	32
		Multi-family dwelling	No maximum
Building Height, Maximum (feet)		Primary or accessory structure	45
<p>1. This is a guideline, not a standard.</p> <p>2. Lot coverage is limited by setbacks, off-street parking, and landscaping requirements.</p> <p>3. A house of worship shall be set back at least 20 feet from a property line abutting a residential zone or use.</p>			

## 2.04 Industrial and Public Zones

- A. The City of Woodburn is divided into the following industrial and public zones:
1. The Light Industrial (IL) zone, which is intended for industrial activities that include land-intensive activities;
  2. The Industrial Park (IP) zone, which is intended for light industrial activities in a park-like setting;
  3. The Public and Semi-Public (P/SP) zone, which is intended for public uses, parks, schools and cemeteries.
  4. The Southwest Industrial Reserve (SWIR), which is intended for employment and industries identified in the 2016 Target Industry Analysis;
- B. Approval Types (Table 2.04A)
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.
  4. Special Permitted Uses (S) are allowed outright, subject to the general development standards and the special development standards of Section 2.07.
  5. Specific Conditional Uses (SCU) may be allowed, subject to the general development standards of this Ordinance, the specific standards of Section 2.08, and conditions of Conditional Use approval.

Uses Allowed in Industrial Zones						
Table 2.04A						
Use			Zone			
Accessory Uses (A) Conditional Uses (CU) Permitted Uses (P) Special Permitted Uses (S) Specific Conditional Uses (SCU)			IL	IP	P/SP	SWIR
A	Civic Uses					
1	Golf driving range		P	P	CU	
2	Parks, play grounds and associated activities, golf courses without a driving range				P	
3	Public administration, aquatic facilities, fire protection, government and public utility buildings and storage yards		P	P	CU	P



Uses Allowed in Industrial Zones					
Table 2.04A					
Use		Zone			
Accessory Uses (A) Conditional Uses (CU) Permitted Uses (P) Special Permitted Uses (S) Specific Conditional Uses (SCU)		IL	IP	P/SP	SWIR
4	Rights-of-way, easements and improvements for streets, water, sanitary sewer, gas, oil, electric and communication lines, stormwater facilities and pump stations.	P	P	P	P
5	Trade schools	P	P	CU	CU
<b>B</b>	<b>Commercial Retail and Services</b>				
1	Ambulance service	P	P		
2	Automotive maintenance and gasoline stations, including repair services	P	P		
3	Business services		P		P
4	Contractors: f. Flooring and roofing g. Equipment and machinery h. Glass and glazing i. Masonry, drywall, insulation and tile contractors j. Other types of contractors	P	P		P
5	Delivery services	S	S	S	S
6	Fitness and recreational sports	P	P		P
7	Hospitals and ancillary uses		P	CU	P
8	Mobile Food Services	S	S		S
9	Restaurants and drinking places	P	P		P
10	Marijuana dispensaries	S	S		
<b>C</b>	<b>Industrial</b>				
1	Auction houses, except livestock and poultry sales	CU			
2	Automotive wrecking yards	CU			
3	Charter buses, special needs transportation, transit system, school transportation, limousine service and taxi service	P	P		
4	Chemical manufacturing	CU	CU		CU
5	Distribution and E-commerce including; wholesale trade, farm supplies and merchant wholesalers, packaging and labeling services.	P	P		P
6	Recycling center	CU	CU		CU
7	Asphalt or Portland cement concrete batch plant	CU	CU		
8	Commercial and industrial equipment repair, transit and ground transportation	P	CU		CU

**Uses Allowed in Industrial Zones  
Table 2.04A**

Use		Zone			
		IL	IP	P/SP	SWIR
	Accessory Uses (A) Conditional Uses (CU) Permitted Uses (P) Special Permitted Uses (S) Specific Conditional Uses (SCU)				
9	Electronic and other electrical equipment and components, including manufacturing machinery, apparatus, and supplies for the generation, storage, transmission, transformation, and utilization of electrical energy; electricity distribution equipment; electrical industrial apparatus; household appliances; electrical lighting and wiring equipment; radio and television receiving equipment; communications equipment; electronic components and accessories; and other electrical equipment and supplies	P	P		P
10	Fabricated metal products, including fabricating ferrous and non-ferrous metal products such as metal cans, tin ware, hand tools, cutlery, general hardware, non-electric heating apparatus, fabricated structural metal products, metal forgings, metal stampings, and metal and wire products	CU	CU		P
11	Industrial and commercial machinery and computer equipment, including engines and turbines; farm and garden machinery; construction, mining, and oil field machinery; elevators and conveying equipment; hoists, cranes, monorails, trucks and tractors; metalworking machinery; special industry machinery; general industrial machinery; computer and peripheral equipment, computer, semiconductor, laboratory instrument, and office machinery, manufacturing; refrigeration and service industry machinery manufacturing	P	P		P
12	Heavy equipment and motor vehicle sales: e. Manufactured home dealers f. Motor vehicle and parts dealers, including new cars, used cars, recreational vehicles, motorcycles, boats, parts and tire dealers g. Truck dealers, including new trucks, used trucks, parts and tire dealers h. Tractor and farm machinery and equipment dealers i. Farm, garden and landscaping supplies	S	S		

Uses Allowed in Industrial Zones					
Table 2.04A					
Use		Zone			
Accessory Uses (A) Conditional Uses (CU) Permitted Uses (P) Special Permitted Uses (S) Specific Conditional Uses (SCU)		IL	IP	P/SP	SWIR
13	Manufacturing: a. Apparel manufacturing b. Beverage, food and tobacco c. Furniture and related products d. Leather and allied products e. Paper, limited to assembly f. Metal product manufacturing g. Miscellaneous manufacturing h. Plastics and rubber i. Textile products	P	P		P
14	Motor freight transportation and warehousing, including local or long-distance trucking or transfer services, storage of farm products, furniture and other household goods, commercial goods, and mini-storage	P	P		P
15	Non-depository credit institutions engaged in extending credit in the form of loans, but not engaged in deposit banking		P		P
16	Paper manufacturing	CU			
17	Parking lots and garages	P	P		
18	Petroleum and coal products manufacturing with all storage underground	CU			
19	Printing, publishing, and allied industries	P	P		P
20	Professional services including software publishers		P		P
21	Stone, clay, glass, and concrete products including manufacturing flat glass, other glass products, cement, structural clay products, pottery, concrete and gypsum products, cut stone, abrasive and asbestos products, and other products from materials taken principally from the earth in the form of stone, clay, and sand	P			
22	Telecommunication facilities subject to Section 2.08.03	SCU	SCU		SCU
23	Wholesale trade in durable and non-durable goods	P	P		P
24	Wood product manufacturing	P	P		P
D	Miscellaneous				
1	Facilities during construction	S	S	S	S
2	Fence or free-standing wall	A	A	A	A

Uses Allowed in Industrial Zones						
Table 2.04A						
Use			Zone			
Accessory Uses (A) Special Permitted Uses (S)	Conditional Uses (CU) Specific Conditional Uses (SCU)	Permitted Uses (P)	IL	IP	P/SP	SWIR
3	Temporary outdoor marketing and special event: a. Arts and crafts b. Food and beverages, including mobile food services c. Seasonal sales of fireworks, Christmas trees, produce or plant materials d. Amusement rides and games e. Entertainment f. Any other merchandise or service which is neither accessory to a primary, permanent use of the property, nor marketed by employees of that permanent use		S	S	S	S
E	Residential					
1	One dwelling unit in conjunction with an industrial use		P	P	P	P

C. Development Standards (Tables 2.04B-E)

Light Industrial (IL) - Site Development Standards		
Table 2.04B		
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)		10 <sup>1</sup>
Side or Rear Setback, Minimum (feet)	Abutting P/SP zone or a residential zone or use	30
	Abutting a commercial or industrial zone	0 or 5 <sup>2</sup>
Setback to a private access easement, Minimum (feet)		5
Lot Coverage, Maximum		Not specified <sup>3</sup>
Building Height, Maximum (feet)	Primary or accessory structure	70
	Features not used for habitation	100
<ol style="list-style-type: none"> <li>1. Measured from the <del>Special Setback</del> <u>Street Widening Setback</u> (Section 3.03.02), if any.</li> <li>2. A building may be constructed at the property line, or shall be set back at least five feet.</li> <li>3. Lot coverage is limited by setbacks, off-street parking, and landscaping requirements.</li> </ol>		

<b>Industrial Park (IP) - Site Development Standards</b>		
<b>Table 2.04C</b>		
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)		10 <sup>1</sup>
Side or Rear Setback, Minimum (feet)	Abutting P/SP zone or a residential zone or use	30
	Abutting a commercial or industrial zone	0 or 5 <sup>2</sup>
Setback to a Private Access Easement, Minimum (feet)		5
Lot Coverage, Maximum		Not specified <sup>3</sup>
Building Height, Maximum (feet)	Primary or accessory structure	45
	Features not used for habitation	70
<ol style="list-style-type: none"> <li>1. Measured from the <del>Special Setback</del> <u>Street Widening Setback</u> (Section 3.03.02), if any.</li> <li>2. A building may be constructed at the property line, or shall be set back at least five feet.</li> <li>3. Lot coverage is limited by setbacks, off-street parking, and landscaping requirements.</li> </ol>		

<b>Public/Semi-Public (P/SP) - Site Development Standards</b>			
<b>Table 2.04D</b>			
Lot Area, Minimum		No minimum	
Lot Width, Minimum		No minimum	
Lot Depth, Minimum		No minimum	
Street Frontage, Minimum		No minimum	
Front Setback and Setback Abutting a Street, Minimum (feet)		20 <sup>1</sup>	
Side or Rear Setback, Minimum (feet)	Abutting P/SP zone or a residential zone or use	20	
	Abutting a commercial or industrial zone	0 or 5 <sup>2</sup>	
Setback to a Private Access Easement, Minimum (feet)		5	
Lot Coverage, Maximum		Not specified <sup>3</sup>	
Building Height, Maximum (feet)	Primary or accessory structure	Outside Gateway subarea	35
		Gateway subarea	50
	Features not used for habitation		No minimum

**Public/Semi-Public (P/SP) - Site Development Standards  
Table 2.04D**

1. Measured from the ~~Special Setback~~Street Widening Setback (Section 3.03.02), if any.
2. A building may be constructed at the property line, or shall be set back at least five feet.
3. Lot coverage is limited by setbacks, off-street parking, and landscaping requirements.

**Southwest Industrial Reserve (SWIR) - Site Development Standards  
Table 2.04E**

Lot Area, Minimum (square feet)		See Table 2.04F
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)		10 <sup>1</sup>
Side or Rear Setback, Minimum (feet)	Abutting P/SP zone or a residential zone or use	30
	Abutting a commercial or industrial zone	0 or 5 <sup>2</sup>
Setback to a Private Access Easement, Minimum (feet)		5
Lot Coverage, Maximum		Not specified <sup>3</sup>
Building Height, Maximum (feet)	Primary or accessory structure	45
	Features not used for habitation	70

1. Measured from the ~~Special Setback~~Street Widening Setback (Section 3.03.02), if any.
2. A building may be constructed at the property line, or shall be set back at least five feet.
3. Lot coverage is limited by setbacks, off-street parking, and landscaping requirements.

**Southwest Industrial Reserve (SWIR) - Lot Standards  
Table 2.04F**

Development Subarea	Assessor's Tax Lot Number	Gross Acres	Buildable Acres	Required Lot Sizes (Acres)	Conceptual Lot Sizes (Acres)
A <sup>1</sup>	052W1100300	108	88	25-50	35
				10-25	15
				10-25	15
				5-10	8
				5-10	8
				2-5	4
B <sup>2</sup>	052W1400200	9	22	10-25	15
	052W1400600	13		5-10	7
C	052W1400700	8		No standard	

**Southwest Industrial Reserve (SWIR) - Lot Standards**  
**Table 2.04F**

Development Subarea	Assessor's Tax Lot Number	Gross Acres	Buildable Acres	Required Lot Sizes (Acres)	Conceptual Lot Sizes (Acres)
D <sup>1,4</sup>	052W1400800	51	106	50-100	65
	052W1400900	43		25-50	33
	052W1401000	10		2-5	4
	052W1401100	22			
E <sup>2</sup>	052W1401200	4	4	2-5	4
F <sup>2,3</sup>	052W1301100	24	96		
	052W1401500	59		96	96
	052W1401600	25			
G <sup>1</sup>	052W2300100	50	46	25-50 5-10 2-5	35 8 3

1. Land division is permitted with master plan approval.
2. Land division is not permitted.
3. Shall be developed with a use with at least 300 employees.
4. 50-100 acre lot shall be developed with a use with at least 200 employees.

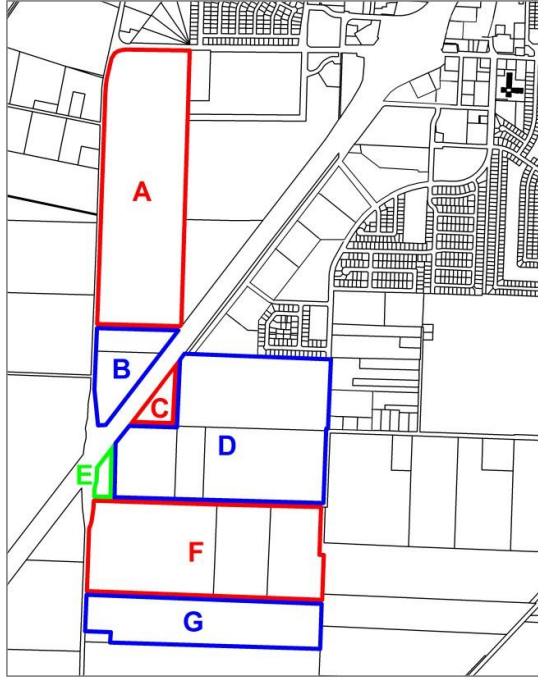


Figure 2.04A – SWIR Development Subareas



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## 2.05 Overlay Districts

There are six land use Overlay Districts within the City. Overlay districts include development standards for historic preservation, natural resource conservation, traffic generation, etc, which are in addition to the land use regulations of the underlying zones.

- 2.05.01 Gateway Commercial General Overlay District
- 2.05.02 Interchange Management Area Overlay District
- 2.05.03 Neighborhood Conservation Overlay District
- 2.05.04 Nodal Overlay Districts
- 2.05.05 Riparian Corridor and Wetlands Overlay District
- 2.05.06 Southwest Industrial Reserve

### 2.05.01 Gateway Commercial General Overlay District

#### A. Purpose

The Gateway Commercial General Overlay District is the Commercial General (CG) area immediately adjacent to the downtown. Special use provisions within the Gateway Overlay District allow multi-family residential development, either as a stand-alone use, or as part of a vertical mixed-use project. Specific uses are prohibited, while other uses are limited, allowed only within enclosed buildings or behind masonry walls. Additionally, specific height limitations apply within this Overlay District. The district allows multi-family residential to provide more consumers living within an area of commercial development and to provide 24-hour a day life in the eastern entrance to the downtown.

#### B. Applicable Provisions

The Gateway Commercial General Overlay District includes special-use provisions limiting outside storage and land-intensive uses, while allowing multi-family residential development, either as a stand-alone use or as part of a vertical mixed use project. The land use and development standards are contained in this ordinance. The Overlay District is noted on the Official Zoning Map.



Figure 2.05A – Gateway Commercial General Overlay District

**2.05.02 Interchange Management Area Overlay District**

**A. Purpose**

The purpose of the Interchange Management Area Overlay District (IMA) is to preserve the long-term capacity of the I-5/Highway 214 Interchange. Preserving the capacity of the interchange is essential for the City’s future. Continued access to I-5 is critical for existing businesses and for attracting new businesses and development to the community.

The IMA complements the provisions of the Southwest Industrial Reserve (SWIR) Zoning District by ensuring that industrial land is retained for the development envisioned in the Woodburn Comprehensive Plan. The IMA also ensures that needed industrial, commercial and residential lands within the IMA are protected from incompatible development generating excessive vehicle trips.

The vehicle trip budget (Table 2.05A) identifies by parcel the maximum amount of peak hour trips for each parcel within the IMA and is intended to be high enough to accommodate peak hour trips anticipated by the Woodburn Comprehensive Plan and the Transportation Systems Plan (TSP), but low enough to restrict unplanned vehicle trips that could adversely affect the I-5/Hwy 214 Interchange.

**B. Applicability**

The provisions of this Section apply to all Type II – V land use applications that propose to allow development that will generate more than 20 peak hour vehicle trips (based on the latest Institute of Transportation Engineers Trip Generation Manual) on parcels identified in

Table 2.05A. The provisions of this Section 2.05.02F apply to all properties within the boundary of the IMA.

**Commented [CC9]:** Per Director. Makes clearer the legislative intent and how staff administrators.

### C. Vehicle Trip Budgets

This Section establishes a total peak hour trip generation budget for planned employment (commercial and industrial) land uses within the IMA.

1. The IMA trip budget for vacant commercial and industrial parcels identified in Table 2.05A is 2,500 peak hour vehicle trips. An estimated 1,500 additional peak hour residential trips are planned within the IMA. The IMA vehicle trip budget is allocated to parcels identified in Table 2.05A on a first-developed, first-served basis.
2. Parcel budgets are based on 11 peak hour trips per developed industrial acre, and 33 peak hour trips per developed commercial acre.
3. The parcel budget for each parcel will be reduced in proportion to actual peak hour vehicle trips generated by new development on any portion of the parcel.
4. The City may allow development that exceeds the parcel budget for any parcel in accordance with this Section.

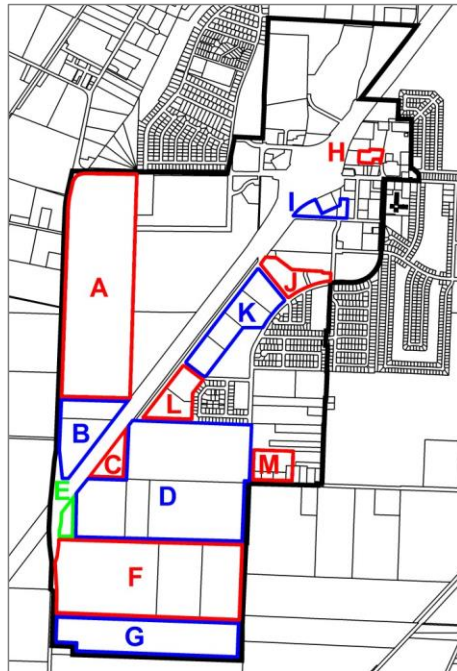


Figure 2.05B – Interchange Management Area Boundary and Subareas

<b>Vehicle Trip Budget by Parcel (Parcel Budget)</b>				
<b>Table 2.05A</b>				
Subarea	Assessor's Tax Lot Number	Comprehensive Plan Designation	Buildable Acres	Maximum Peak Hour Vehicle Trips
A	052W11 00300	SWIR	88	968
B	052W14 00200 052W14 00600	SWIR	22	242
C	052W1400700	SWIR	Exempt	Exempt
D	052W14 00800 052W14 00900 052W14 01000 052W14 01100	SWIR	106	1,199
E	052W14 01200	SWIR	4	44
F	052W13 01100 052W14 01500 052W14 01600	SWIR	96	1,056
G	052W23 00100	SWIR	46	506
H	052W12AC 04301	Commercial	2	66
I	052W12C 00604	Commercial	1	33
	052W12C 00605		3	99
J	052W12C 02300	Commercial	7	231
	052W12C 02400		2	66
K	052W12C 02100	Commercial	7	231
	052W12C 02200		6	198
	052W13 01600		5	165
	052W14 02300		6	198
L	052W14 02000	Commercial	8	264
	052W14 02100		5	165
M	052W13BD 00900 (westerly portion) 052W13BD 01500 052W13BD 01600 052W13BD 01700 052W13BD 01800	Nodal Commercial	9	297

D. Administration

This Section delineates responsibilities of the City and ODOT to monitor and evaluate vehicle trip generation impacts on the I-5 interchange from development approved under this Section.

1. TIA: In addition to Section 3.04.05, the following applies: A ~~Traffic-Transportation~~ Impact Analysis (TIA) is required for all land use applications subject to the provisions of this Section. The TIA must meet City and ODOT administrative rule (OAR Chapter 734, Division 51) requirements and shall include an evaluation and recommendation of feasible Transportation Demand Management (TDM) measures that will minimize peak hour vehicle trips generated by the proposed development.
2. For a land use application subject to the provisions of this Section:
  - a. The City shall not deem the land use application complete unless it includes a TIA prepared in accordance with TIA Requirements;
  - b. The City shall provide written notification to ODOT when the application is deemed complete. This notice shall include an invitation to ODOT to participate in the City's review process;
  - c. ODOT shall have at least 20 days to provide written comments to the City, measured from the date the completion notice was mailed. If ODOT does not provide written comments during this 20-day period, the City's decision may be issued without consideration of ODOT comments.
3. The details of City and ODOT monitoring and coordination responsibilities are found in the Woodburn – ODOT Intergovernmental Agreement (IGA).
  - a. The City shall be responsible for maintaining a current ledger documenting the cumulative peak hour trip generation impact from development approved under this Section, compared with the IMA trip budget.
  - b. The City may adjust the ledger based on actual development and employment data, subject to review and concurrence by ODOT.
  - c. The City will provide written notification to ODOT when land use applications approved under this Section, combined with approved building permits, result in traffic generation estimates that exceed 33% and 67% of the IMA trip budget.
4. This Section recognizes that vehicle trip allocations may become scarce towards the end of the planning period, as the I-5 Interchange nears capacity. The following rules apply to allocations of vehicle trips against the IMA trip budget:
  - a. Vehicle trip allocations are vested at the time of design review approval.
  - b. Vehicle trips shall not be allocated based solely on approval of a comprehensive plan amendment or zone change, unless consolidated with a subdivision or design review application.
  - c. Vesting of vehicle trip allocations shall expire at the same time as the development decision expires.

E. Allowed Uses

Uses allowed in the underlying zoning district are allowed, subject to other applicable provisions of the Woodburn Development Ordinance and this Section.

F. Comprehensive Plan and Zoning Map Amendments

1. The provisions of this Section (2.05.02.F) apply to all Comprehensive Plan Map amendments within the IMA. This Section does not apply to Zoning Map amendments

that result in conformance with the applicable Comprehensive Plan Map designation, such as Zoning Map amendments that occur when land is annexed to the City.

2. Applications for Comprehensive Plan Map amendments and for Zoning Map amendments shall determine whether the proposed change will significantly affect a collector or arterial transportation facility.
3. To ensure that the remaining capacity of the I-5 Interchange is reserved for targeted employment opportunities and needed housing, this section imposes the following prohibitions on Comprehensive Plan Map amendments within the IMA:
  - a. Comprehensive Plan Map amendments that will increase the net commercial land area within the IMA shall be prohibited.
  - b. Comprehensive Plan Map amendments that allow land uses that will generate traffic in excess of the IMA trip budget shall be prohibited.

G. Interchange Capacity Preservation Standards

Land use applications subject to the provisions of this Section shall comply with the following:

1. Peak hour vehicle trips generated by the proposed development shall not, in combination with other approved developments subject to this Section, exceed the IMA trip budget of 2,500.
2. Peak hour vehicle trips generated by the proposed development shall not exceed the maximum peak hour vehicle trips specified in Table 2.05A for the subject parcel, except:
  - a. Development may be allowed to exceed the maximum, if the development will contribute substantially to the economic objectives found in the Comprehensive Plan.
  - b. Residential development on a parcel zoned Commercial shall be allowed to exceed the maximum.
3. Transportation Demand Management (TDM) measures shall be required to minimize peak hour vehicle trips and shall be subject to annual review by the City.

**2.05.03 Neighborhood Conservation Overlay District**

A. Purpose

The Neighborhood Conservation Overlay District (NCOD) is intended to conserve the visual character and heritage of Woodburn's oldest and most central neighborhood.

B. Applicability

The NCOD provides the basis for specific architectural design guidelines. The NCOD architectural guidelines are contained in Section 3.07.04. The guidelines are applicable to all single-family and duplex dwellings, both existing and proposed.

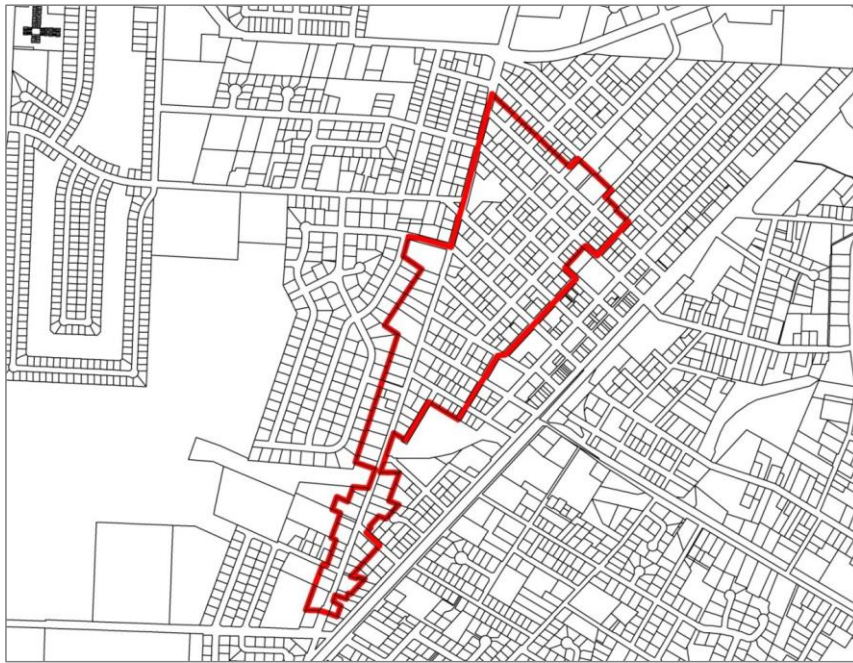


Figure 2.05C – Neighborhood Conservation Overlay District

#### 2.05.04 **Nodal Overlay Districts**

##### A. Purpose

Development within the Nodal Overlay Districts includes multi-family, single family, attached single family (row houses) and small-lot single family development, with limited commercial development and accessible parks. The intent of the overlay districts is to provide community identity to higher density residential developments within walking distance (generally one-half mile or less) of the neighborhood commercial center. Nodal development will be designed with a pedestrian focus, with interconnected streets and pedestrian walkways, alleys serving garages located at the rear of lots, and with limited on-street parking.

Nodal Overlay Districts are shown on the Comprehensive Plan Map with zoning applied at the time of annexation. To ensure that land is efficiently used within the Urban Growth Boundary (UGB), master plans shall be required for land within Nodal districts.

##### B. Nodal Single Family Residential (RSN) and Nodal Medium Density Residential (RMN) Districts access management:

1. Applicability: This applies to residential development of other than multiple-family dwellings and where land division is applicable. The exception to applicability is development of a lot or lots each 8,000 square feet or larger and 80 feet wide or wider.



measured after land division.

2. Alley / shared rear lane: A development requires one or more alleys or shared rear lanes as Section 1.02 defines to serve minimum 75 percent of all lots and tracts. Direct vehicular access to a public street through driveway approaches, aprons, or curb cuts is prohibited, and access to on-site parking that faces either an alley or shared rear lane is required. Zoning Adjustment is permissible.
3. Yards abutting streets: Off-street parking, maneuvering, and vehicular circulation and storage is prohibited within both (a) the minimum setback abutting a street and (b) within a yard abutting a street sited closer to the street than the street-facing main wall plane of the building closest to the street. A lot having up to 4 dwellings and with one or more parking pads, which Section 3.05.03F requires or allows, is exempt.
4. Development standards: For alleys, refer to Section 3.01. Vehicular access directly to a public street is prohibited and alley access to garages facing the alley is required for anything other than standard single family development.

**Commented [CC10]:** The existing WDO requires alleys in the Nodal zoning district, but doesn't explicitly set a numerical minimum. Staff worked out a way to administer for the first time through Smith Creek Development, for which alleys serve a slight majority of lots. This edit establishes a numerical standard for alleys / shared rear lanes in keeping with the Nodal intent.

**Commented [CC11]:** After the Planning Commission hearing February 10, 2022, staff revised 2.05.04B.3 after an employee of homebuilder Lennar affiliated with the Oregon Home Builders Association (HBA) on February 17 identified that its applicability needed clarification. Staff clarified context and added an exemption.

~~Off-street parking, maneuvering and storage is prohibited within a required front or side setback, or any yard abutting a street with attached single family and small lot single family development.~~

~~2.4. Alleys shall be required for all small lot single family residential subdivisions and attached single family (row houses) development. Alleys shall be dedicated and paved to a minimum width of 20 feet. No parking shall be allowed within an alley right-of-way.~~

C. Neighborhood Nodal Commercial (NNC) zoning district access management:

1. Applicability: Any development.

2. Alley / shared rear lane: The NNC district requires one or more alleys or shared rear lanes as Section 1.02 defines to serve all developments, lots, and tracts within the district. There shall be minimum one point of alley or shared rear lane access to each of two different public streets.

**Commented [CC12]:** Intent is to avoid the NNC land, which is about 10 acres and not yet annexed, from being developed as a "superblock" without any alley or shared rear lane. (A through drive aisle with public access easement can serve as a shared rear lane. A drive aisle would not have to look like an alley to meet the requirement.) It also intends to not burden surrounding streets with too many commercial driveways.

C.D. Master Planning Requirement

1. A master development plan shall be approved by the City Council for the entire area designated as Nodal Overlay on the Comprehensive Plan Map, prior to annexation of any property within the Nodal Development Overlay Comprehensive Land Use Plan map designation. The master plan shall be conceptual and non-binding in nature, but may be used as a general guide for development within the Nodal Overlay Districts.
2. The required master plan shall show:
  - a. The location and rights-of-way for existing and planned streets. These streets shall provide access to all existing and proposed parcels, consistent with the Transportation System Plan (TSP);
  - b. The location and size of existing and planned sanitary sewer, storm water and water facilities, at adequate levels to serve existing and proposed development;
  - c. The location and area of the Riparian Corridor and Wetlands Overlay District (RCWOD). Planned streets and public facilities that cannot reasonably avoid the RCWOD shall be indicated;
  - d. A development plan for the Nodal Neighborhood Commercial center, neighboring multi-family areas, and potential parks, including planned pedestrian and bicycle connections within the Nodal Overlay District as shown on the Transportation System Plan, and pedestrian and bicycle connections to Southwest Industrial Reserve areas;
  - e. A development plan for all residential areas, demonstrating consistency with applicable nodal design standards.

D.E. Removal of a Nodal Overlay District

1. Removal of a Nodal Overlay District from any area or parcel shall require the following:
  - a. A revised transportation, housing and commercial land needs analysis, consistent with the Goal 9, 10 and 12 Rules (OAR Chapter 660, Divisions 8, 9 and 12);
  - b. A Comprehensive Plan Amendment that demonstrates compliance with all applicable Statewide Planning Goals, applicable goals and policies of the Marion County Framework Plan, and applicable goals and policies of the Comprehensive

- Plan;
- c. A zoning map amendment that demonstrates consistency with the Comprehensive Plan.

### **2.05.05 Riparian Corridor and Wetlands Overlay District**

#### **A. Purpose**

The Riparian Corridor and Wetlands Overlay District (RCWOD) is intended to conserve, protect and enhance significant riparian corridors, wetlands, and undeveloped floodplains in keeping with the goals and policies of the Comprehensive Plan. The RCWOD is further intended to protect and enhance water quality, prevent property damage during floods and storms, limit development activity in designated areas, protect native plant species, maintain and enhance fish and wildlife habitats, and conserve scenic and recreational values.

#### **B. Boundaries of the RCWOD**

##### **1. The RCWOD includes:**

- a. Riparian corridors extending upland 50 feet from the top of the bank of the main stem of Senecal Creek and Mill Creek and those reaches of their tributaries identified as fish-bearing perennial streams on the Woodburn Wetlands Inventory Map; and
- b. Significant wetlands identified on the Woodburn Wetlands Inventory Map. Where significant wetlands are located fully or partially within a riparian corridor, the RCWOD shall extend 50 feet from the edge of the wetland; and
- c. The 100-year floodplain on properties identified as vacant or partly vacant on the 2005 Woodburn Buildable Lands Inventory.

2. The approximate boundaries of the RCWOD are shown on the Zoning Map. The precise boundaries for any particular lot should be verified by the property owner when making a land use application. Map errors may be corrected as provided in this Ordinance (Section 1.02.04).

#### **C. Permitted Uses and activities**

The following uses and activities are allowed, provided they are designed and constructed to minimize intrusion into the RCWOD:

1. Erosion or flood control measures that have been approved by the Oregon Department of State Lands, the U.S. Army Corps of engineers, or another state or federal regulatory agency
2. Maintenance of existing structures, lawns and gardens
3. Passive recreation uses and activities
4. Removal of non-native plant species and replacement with native plant species
5. ~~Streets, roads, and paths that are included in an element of the Comprehensive Plan~~ Public streets and off-street public bicycle/pedestrian facilities that other WDO sections require.
6. Utilities
7. Water-related and water-dependent uses, including drainage facilities, water and sewer facilities, flood control projects, drainage pumps, public paths, vehicular means of access to such uses-ways, trails, picnic areas or interpretive and educational displays and overlooks, including benches and outdoor furniture

D. Prohibited Uses and Activities

1. New buildings or structures or impervious surfaces, except for replacement of existing structures within the original building footprint
2. Expansion of existing buildings or structures or impervious surfaces
3. Expansion of areas of pre-existing non-native landscaping such as lawn, gardens, etc.
4. Dumping, piling, or disposal of refuse, yard debris, or other material
5. Removal of vegetation except for:
  - a. Uses permitted by this Section
  - b. Perimeter mowing of a wetland for fire protection purposes;
  - c. Water-related or water-dependent uses, provided they are designed and constructed to minimize impact on the existing riparian vegetation;
  - d. Removal of emergent in-channel vegetation that has the potential to cause flooding;
  - e. Hazardous tree removal.
6. Grading, excavation and the placement of fill except for uses permitted by this Section.

E. Variances

The restrictions of this Section may be reduced or removed if they render an existing lot or parcel unbuildable or work an excessive hardship on the property owner. The reduction or removal shall be decided through the Variance process.

F. Site Maintenance

1. Any use, sign or structure, and the maintenance thereof, lawfully existing on the date of adoption of this ordinance, is permitted within the RCWOD. Such use, sign or structure may continue at a similar level and manner as existed on the date of the adoption of this ordinance.
2. The maintenance and alteration of pre-existing ornamental landscaping is permitted as long as no native vegetation is disturbed. Maintenance of lawns, planted vegetation and landscaping shall be kept to a minimum and not include the spraying of pesticides or herbicides. Vegetation that is removed shall be replanted with native species. Maintenance trimming of existing trees shall be kept at a minimum and under no circumstances can the trimming maintenance be so severe as to compromise the tree's health, longevity, and resource functions. Vegetation within utility easements shall be kept in a natural state and replanted when necessary with native plant species.

G. Site Plan

When a use or activity that requires the issuance of a building permit or approval of a land use application is proposed on a parcel within, or partially within the RCWOD, the property owner shall submit a site plan to scale showing the location of the top-of-bank, 100-year flood elevation, jurisdictional delineation of the wetland boundary approved by the Oregon Department of State Lands (if applicable), riparian setback, existing vegetation, existing and proposed site improvements, topography, and other relevant features.

H. Coordination with the Department of State Lands

The Oregon Department of State Lands shall be notified in writing of all applications to the City for development activities, including applications for plan and/or zone amendments, development or building permits, as well as any development proposals by the City that may affect any wetlands, creeks or waterways.

**2.05.06      Southwest Industrial Reserve**

A. Purpose

The Southwest Industrial Reserve (SWIR) is intended to protect suitable industrial sites in Southwest Woodburn, near Interstate 5, for the exclusive use of targeted industries identified in the Comprehensive Plan. This broad objective is accomplished by master planning, retention of large industrial parcels, and restricting non-industrial land uses.

B. Application of the SWIR Zone

Land designated on the Comprehensive Land Use Plan Map as Southwest Industrial Reserve shall only be zoned SWIR.

C. Dimensional Standards:

The following dimensional standards shall be the minimum requirements for all development within the SWIR zone:

1. Land divisions may only be approved following approval of a master plan, as required in this ordinance.
2. Lots in a SWIR zone shall comply with the standards of Table 2.04F. For a land division, at least one lot shall be sized to meet each of the required lot size ranges listed in Table 2.04F for each site, except that smaller required lots may be combined to create larger required lots.

D. Master Planning Requirement

1. A master development plan shall be approved by the City Council for the entire area designated SWIR on the Comprehensive Land Use Plan Map, prior to annexation of any property within the SWIR Comprehensive Plan Map designation. The master plan shall be conceptual and non-binding in nature, but may be used as a general guide for development within the SWIR.
2. The required master plan shall show:
  - a. The location and rights-of-way for existing and planned streets, which shall provide access to all existing and proposed parcels, consistent with the Transportation System Plan;
  - b. The location and size of existing and planned sanitary sewer, storm water and water facilities, at adequate levels to serve existing and proposed industrial development;
  - c. The location and area of the Riparian Corridor and Wetlands Overlay District (RCWOD) as it affects existing and proposed industrial parcels. Planned streets and public facilities that cannot reasonably avoid the RCWOD shall be indicated;

- d. Parcels consistent with the lot sizes indicated in Table 2.05B;
- e. Pedestrian and bicycle connections consistent with the TSP.

E. Removal of the SWIR Zone

Removal of the SWIR zone from any area or parcel shall require the following:

1. A revised Economic Opportunities Analysis and Industrial Site Suitability Analysis, consistent with the Goal 9 Rule (OAR Chapter 660, Division 9);
2. A new Statewide Planning Goal 2 Exception that explains why other land within or adjacent to the UGB, that does not require an exception, cannot meet the purported need;
3. A Comprehensive Plan Amendment that demonstrates compliance with all applicable Statewide Planning Goals, applicable goals and policies of the Marion County Framework Plan, and applicable goals and policies of the Comprehensive Plan;
4. A Zoning Map amendment that demonstrates consistency with the Comprehensive Plan.

## 2.06 Accessory Structures

The purpose of this Section is to set forth the regulations for accessory structures such as fences, walls, storage buildings, detached garages and gazebos.

2.06.01	Applicability
2.06.02	Fences and Walls
2.06.03	Structures

### **2.06.01**     **Applicability**

The following standards are applicable to accessory structures in all zones. Accessory Dwelling Units are exempt from these standards and are subject to the provisions of Section 2.07.20.

### **2.06.02**     **Fences and Walls**

- A. Location and Height Abutting a Street in Residential Zones
1. The height shall comply with the vision clearance area standards, Section 3.03.06.
  2. The height shall not exceed 42 inches (3½ feet) above the ground elevation under the fence or wall located at the lot line abutting the street.
  3. The height may increase one foot for each 6 feet of setback from the lot line abutting the street. Fences may increase to their maximum height (7 ft) when flush with the house or garage.
  4. For corner lots, one frontage shall not exceed the standards in #2 above. The alternative frontages are treated as interior lot line(s), allowing fencing in excess of 42 inches up to, and equal with, the house frontage. The remaining frontage shall not exceed the 42 inch limitation.
  5. For through lots, abutting streets and/or alleys on two opposite frontages, the rear frontage opposite the front is to be treated as an interior lot line, allowing a maximum height of 7 ft.
  6. Fences and walls may be constructed in the ~~special setback~~ **Street Widening Setback**, provided the property owner agrees to removal at such time as street improvements are made.
- B. Height in Yards Not Abutting a Street
1. In residential zones, the maximum height of a fence or wall other than for corner and/or through lots, shall be seven feet, relative to the ground elevation under the fence or wall.
- 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~~Street Widening Setback provided the property owner agrees to removal at such time as street improvements are made.

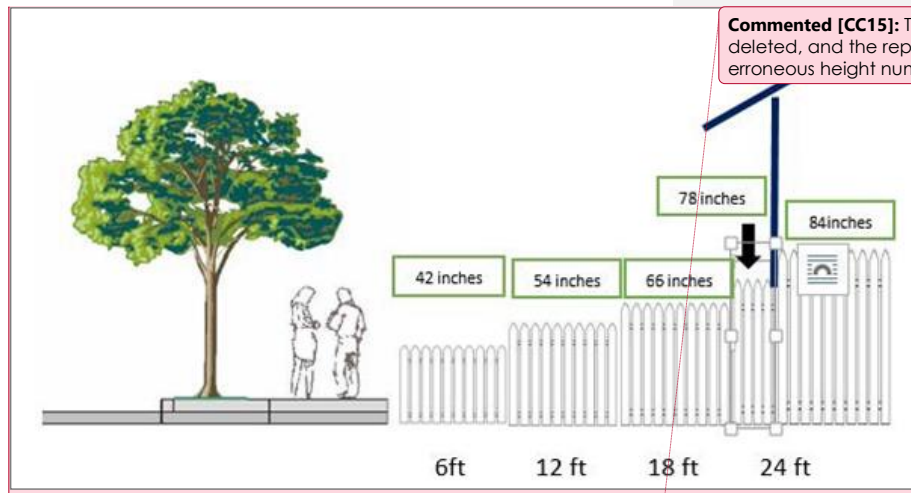
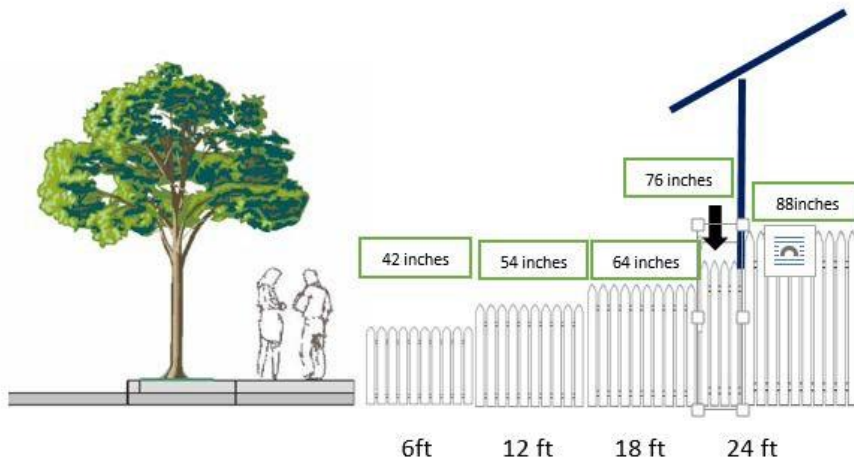
D. Fence Materials

1. Materials: 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. Coating and slats: Chain link fences are acceptable as long as the fence is coated and includes slats made of vinyl, wood or other durable material. Chain link fence in a residential zone, except where part of refuse and recycling collection facility gates, is exempt from the slats requirement. 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. Industrial: 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.

- ~~3-4.~~ Prohibition: A fence constructed of materials that could cause bodily harm, including, but not limited to, those conveying electric current, barbed wire, razor wire, spikes and broken glass, is prohibited.

**Commented [CC13]:** Per Director. Codifies existing interpretation.

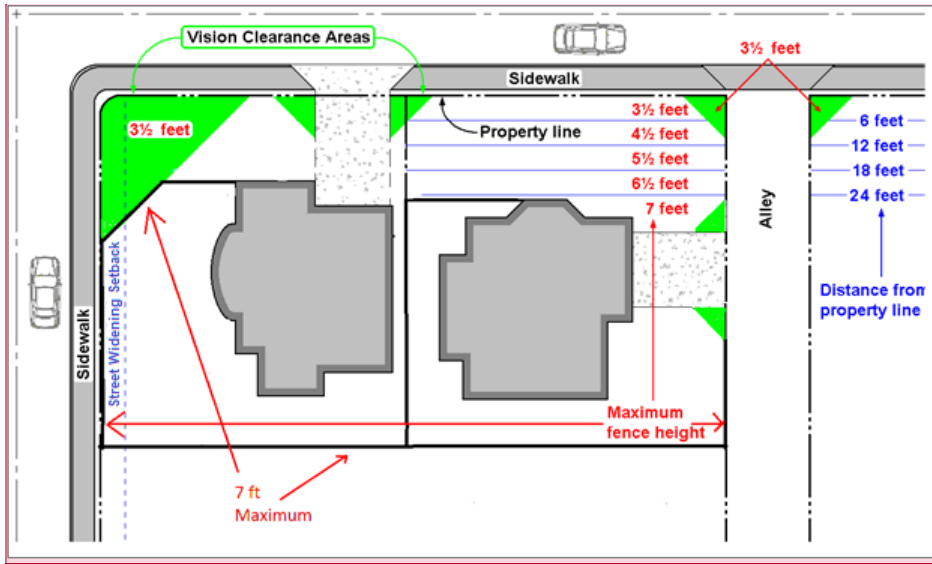
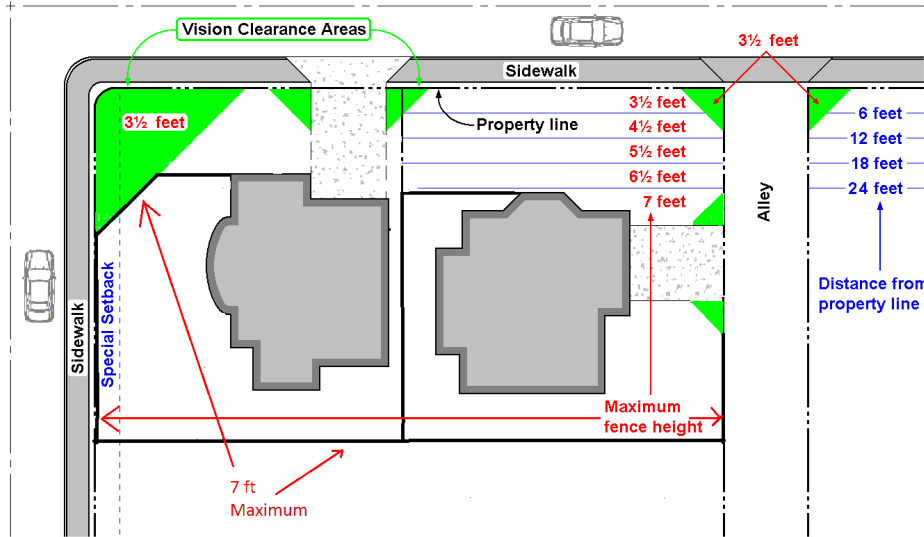
**Commented [CC14]:** Per Director. Informs fence builders who wouldn't know about nuisance Ordinance No. 2338 that prohibits the same.



**Commented [CC15]:** The above figure is to be deleted, and the replacement below corrects erroneous height numbers.

Figure 2.06A – Stepped Fence or Wall Height Elevation View

Figure 2.06B – Stepped Fence or Wall Height Plan View



**Commented [CC16]:** The above figure is to be deleted, and the replacement below changes only to edit the left reference "Special Setback" to "Street Widening Setback". (All WDO references to "Special Setback" are renamed to "Street Widening Setback" for immediate understanding by readers.)

**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.

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## 2.07 Special Uses

Special Permitted Uses are allowed outright, but are subject to additional requirements designed to ensure their compatibility with, or mitigate their impact on, surrounding (usually residential) development.

- 2.07.01 General Provisions
- 2.07.02 Boat, Recreational and Vehicle Storage Pad
- 2.07.03 Common Boat, Recreational and Vehicle Storage Area
- 2.07.04 Community Club Buildings and Facilities
- 2.07.05 Craft Industries
- 2.07.06 Delivery Services
- 2.07.07 Duplex
- 2.07.08 Facilities During Construction
- 2.07.09 Golf Courses
- 2.07.10 Home Occupations
- 2.07.11 House of Worship
- 2.07.12 Industrial Sales
- 2.07.13 Manufactured Dwelling Park (MDP)
- 2.07.14 Manufactured Dwelling on a Lot
- 2.07.15 Mobile Food Services
- 2.07.16 Residential Sales Office
- 2.07.17 Temporary Outdoor Marketing and Special Events
- 2.07.18 Temporary Residential Sales
- 2.07.19 Marijuana Dispensaries
- 2.07.20 Accessory Dwelling Units

### **2.07.01 General Provisions**

#### A. Application

1. Special uses are subject to specific development standards. These standards are non-discretionary, so special review of a proposed development is not required. The standards contained in this Section apply to Special Uses.
2. The standards contained in this Section may be modified through the Conditional Use process.

#### B. Development Requirements

Unless specifically modified by the provisions of this Section, special uses are also subject to the development requirements of the underlying zone. Where the special use standard imposes a more restrictive standard, the special use standard shall apply.



**2.07.02 Boat, Recreational and Vehicle Storage Pad**

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

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

**2.07.03 Common Boat, Recreational and Vehicle Storage Area**

- A. Applicability
  - 1. When a Boat, Recreational and Vehicle Storage Area is established as a special use, it shall comply with the following use and development standards.
  - 2. When a Boat, Recreational and Vehicle Storage Area is incorporated in the review of a residential development, the following criteria shall serve as guidelines.
- B. The storage must be operated by either a homeowners' association or a property manager of the apartment, Manufactured Dwelling Park or residential complex.
- C. The storage area is limited exclusively to the storage of the resident's vehicles, boats or trailers, recreational vehicles, utility trailers and horse trailers.
- D. Storage areas and driveways to the storage area shall be paved to the standards of this ordinance (Section 3.04.04).
- E. Outdoor lighting shall be directed away from residential property and public streets.

**2.07.04 Community Club Buildings and Facilities**

- A. Applicability
  - 1. When Community Club Buildings and Facilities are established as a special use, they shall comply with the following criteria.
  - 2. When Community Club Buildings and Facilities are incorporated in the review of a development, the following criteria shall serve as guidelines.
- B. Criteria
  - 1. Swimming pools, tennis courts, and similar sports courts or fields shall be set back 20 feet from a property line abutting a residential zone or use.

2. No off-street parking or loading area shall be permitted within 10 feet of the side and rear lot lines.
3. Outdoor lighting shall be directed away from residential property and public streets.

**2.07.05      Craft Industries**

- A. Primary uses shall be limited to the following:
  1. Apparel manufacturing
  2. Other leather manufacturing
  3. Furniture and related-product manufacturing
  4. Sporting goods manufacturing
  5. Doll, toy and game manufacturing
- B. The use shall have a retail storefront.
- C. Outdoor storage, manufacturing, assembly or staging for shipping is prohibited.
- D. Manufacturing and/or assembly shall be limited to either 10,000 square feet, or five or fewer full-time equivalent employees, whichever is smaller.
- E. The craft industry shall be continuously conducted in such a manner as not to create any off-premise nuisance, including, but not limited to, noise, odors, vibration, fumes, smoke, fire hazards, or electronic, electrical, or electromagnetic interference.

**2.07.06      Delivery Services**

- A. The use shall be limited to the delivery of packages and the sale or delivery of food and beverages.
- B. The service shall be transacted from a self-contained, mobile unit.
- C. In conducting the sales and service, the mobile unit and delivery personnel shall be required to move to a new location at intervals of 15 minutes or less.

**2.07.07      Duplex**

- A. A duplex shall be located only on a corner lot.
- B. The lot shall comply with dimensional requirements of Table 2.02B, 2.02C, 2.02E, or 2.03F.
- C. Each dwelling unit shall have pedestrian and vehicular access from different street frontages, unless otherwise approved by the Director.

**2.07.08      Facilities During Construction**

- A. The use shall be limited to mobile offices, temporary power equipment, temporary housing for night security personnel, portable toilets, and equipment storage during construction.
- B. All temporary facilities necessary for construction shall be removed prior to final occupancy.

**2.07.09      Golf Courses**

A. Applicability

1. When a golf course is established as a special use, it shall comply with the following criteria.
2. When a golf course is incorporated in the review of a residential development, the following criteria shall serve as guidelines.

B. Criteria

1. Buildings shall comply with the setback requirements of the underlying zone. Accessory swimming pools, tennis courts, and similar sports courts or fields shall be set back a minimum of 20 feet from a property line abutting a residential zone or use.
2. No off-street parking or loading area shall be permitted within 10 feet of the side and rear lot lines.
3. Outdoor lighting shall be directed away from residential property and public streets.

**2.07.10      Home Occupations**

Home occupations shall be conducted entirely within a dwelling or accessory structure and shall comply with the following use and development standards:

A. Operations

1. The owner/operator of the home occupation shall reside in the dwelling in which the home occupation is conducted.
2. No outside employees shall work on-site or use the site as a base of operations that requires a daily visit to the site of the home occupation for instructions, assignments or the distribution of tools or other goods.

B. The home occupation shall be continuously conducted in such a manner as not to create any off-premise nuisance, including, but not limited to, noise, odors, vibration, fumes, smoke, fire hazards, or electronic, electrical, or electromagnetic interference.

C. The home occupation shall be conducted entirely within a building.

D. The total floor area devoted to the home occupation shall not exceed 500 square feet.

E. Structural alterations shall be permitted, provided the residential character of the building is not altered.

F. Parking

1. The number of required off-street parking spaces shall not be reduced; however, no additional parking shall be required.
2. The outdoor parking or storage of vehicles licensed as commercial vehicles or displaying commercial advertising shall be prohibited on-site.

G. Visits by suppliers or customers shall be limited to the hours of 8:00 a.m. and 8:00 p.m.

H. Prohibited Activities

1. Vehicle Repair: Repair of vehicles, including automobiles, motorcycles, tractors and similar mechanized equipment, shall be prohibited. Repair of vehicles includes, but is not limited to, mechanical repair, vehicle service, body work, vehicle painting and vehicle detailing.
2. Retail or Wholesale Sales and Distribution: The retail or wholesale sale or distribution of a product or goods shall be prohibited. This prohibition shall not apply to the operation of a business where customers do not come to the site.
3. Marijuana dispensaries.

I. The provisions in this section shall not apply to child care providers.

**2.07.11 House of Worship**

- A. Bus and Van Storage: Storage of buses and vans used by a house of worship shall be permitted if the vehicles are not parked closer than 20 feet to a property line abutting a residential zone or use.
- B. Residential uses: Places of Worship may provide housing or space for housing provided for under ORS 227.500 in a building that is detached from the place of worship, provided:
  1. At least 60 percent of the residential units provided are affordable to households with incomes equal to or less than 60 percent of the median family income for Marion County
  2. The housing or space for housing complies with applicable land use regulations and meets the standards and criteria for residential development for the underlying zone; and
  3. The housing must be subject to a covenant appurtenant that restricts the owner and each successive owner of the building or any residential unit contained in the building from selling or renting any residential unit designated as affordable housing as housing that is not affordable to households with incomes equal to or less than 60 percent of the median family income for Marion County for a period of 60 years from the date of the certificate of occupancy.

**2.07.12 Industrial Sales**

A. Permitted Uses

The use shall be limited to:

1. Manufactured dwelling dealers
2. Motor vehicle and parts dealers including new car, used car, recreational vehicle, motorcycle, boat, parts and tire dealers

3. Tractor and farm machinery and equipment dealers
  4. Farm, garden and landscaping supplies
- B. The site for the use shall be located in an IP zone within 500 feet of Pacific Highway 99E.
- C. The use is subject to site plan review and all development standards of the Woodburn Development Ordinance, including the standard that any area that is not landscaped shall be paved.

**2.07.13 Manufactured Dwelling Park (MDP)**

- A. Applicability of Design and Improvement Standards
1. The design and improvement standards of this Section are applicable to all Manufactured Dwelling Parks.
  2. All standards established by state statute (ORS 197.307 and ORS Chapter 446) and/or state administrative rule OAR 918-600). Deviation from these state standards is governed by these statutes and rules.
  3. All Manufactured Dwelling Parks, and manufactured dwellings in those parks, established prior to the adoption of the Woodburn Development Ordinance (WDO), have nonconforming status under the WDO.
- B. Design and Improvement Standards
1. The minimum site area for a manufactured dwelling park shall be 1.0 acres.
  2. The required setback from a perimeter property line shall be 20 feet.
  3. The minimum area for each manufactured dwelling space shall be 3,600 square feet.
  4. Dimensions of a Park Space
    - a. Minimum Width: 30 feet.
    - b. Minimum Length: 40 feet.
  5. Each manufactured dwelling space shall have direct unobstructed access to a street.
  6. Parking
    - a. One parallel parking space on an abutting private street may be counted toward the required off-street parking for a manufactured dwelling.
    - b. Parking spaces shall comply with this Ordinance (Table 3.05C05B, Parking Space and Drive Aisle Dimensions).
    - c. Driveways shall comply with this Ordinance (Table 3.04A, Access Requirements).
    - d. Parking spaces and driveways shall be improved to the standards of this Ordinance (Section 3.04.04).
  7. Storage of boats and recreational vehicles is prohibited, except in a Boat and Recreational Vehicle Storage Area.
  8. Play Area
    - a. Area Ratio: 100 square feet per manufactured dwelling space, but not less than 2,500 square feet

- b. A play area shall not be required for manufactured dwelling parks established prior to March 13, 1989 as an all-adult park.

9. Park Streets

- a. Ownership: Private
- b. Connectivity: The park street system shall connect to a public street.
- c. Paved Width
  - 1. Without on-street parking, 20 feet.
  - 2. With on-street parking, 30 feet.
- d. Sidewalks, Curbs and Drainage: Sidewalks, curbs and drainage for park streets shall be designed to the local street standards of Section 3.301.
- e. Block Length: The block length and the length of cul-de-sac streets shall comply with the standards of Section 3.301.

10. Manufactured Dwelling Design Standards

- a. Roof Pitch: Each manufactured dwelling shall have a pitched roof with a slope no less than a nominal 3 feet in height for each 12 feet in width.
- b. Siding and Roofing: Each manufactured dwelling shall have exterior siding and roofing which in color, material and appearance is similar to the exterior siding and roofing material commonly used on residential dwellings within the community or which is comparable to the “predominant materials used in surrounding dwellings”.

- 11. Each manufactured dwelling space shall be addressed off a park street.

**MDP Separation Matrix**

**Table 2.07A**

	Manufactured Dwelling	Accessory Building	Accessory Structure
Perimeter property line	20 feet	20 feet	20 feet
Interior property line	5 feet	5 feet	5 feet
Park street	5 feet	5 feet	5 feet
Park sidewalk	2 feet	2 feet	none
Manufactured dwelling on the same lot	10 feet <sup>1,2</sup>	3 feet	none
Manufactured dwelling on an adjacent lot	10 feet	6 feet	6 feet
Buildings on the same property	10 feet	6 feet	6 feet
Accessory buildings on the same lot	3 feet	3 feet	none
Accessory building on an adjacent lot	6 feet	6 feet	6 feet
Accessory structures on the same lot	none	none	none
Accessory structures on an adjacent lot	6 feet	6 feet	6 feet
1. The Building Official may approve reduced setbacks and clearances that are different than the dimensions in this table with the use of fire-resistant construction, according to the prescriptive requirements in the Oregon Residential Specialty Code. 2. Additional requirements in OAR 918-500-0530 may be applicable.			
Note: This table is adapted from Table 11-2.3, Minimum Setbacks and Fire Separation Inside Parks, from the Oregon Manufactured Dwelling Installation Specialty Code, 2010 edition.			

**2.07.14 Manufactured Dwelling on a Lot**

A manufactured dwelling located on an individual lot outside of a Manufactured Dwelling Park shall comply with Architectural and Design Standards (Section 3.07.02 or 3.07.03) with the following exceptions:

- A. The manufactured dwelling shall have been manufactured after June 15, 1976, and exhibit the Oregon Department of Commerce “Insignia of Compliance” that indicates conformance with Housing and Urban Development (HUD) standards.
- B. The manufactured dwelling shall be multi-sectional and enclose a space of not less than 1,000 square feet.
- C. The manufactured dwelling shall be placed on an excavated and back-filled foundation and enclosed at the perimeter such that the manufactured dwelling is located not more than 12 inches above grade.
- D. The manufactured dwelling shall be certified by the manufacturer to have an exterior thermal envelope meeting performance standards equivalent to the performance standards

required of single-family dwellings constructed under the State Building Code, as defined in ORS Chapter 455.

**2.07.15 Mobile Food Service**

- A. The use shall be limited to the preparation and/or sale of food and beverages from a vehicle or trailer.
- B. Business Operations
  - 1. Shall not be conducted within public rights-of-way
  - 2. Shall be conducted on property with the written consent of the property owner
- C. The use shall not block driveways, entrances or parking aisles.
- D. The base of operations for mobile food service units shall be inside the industrial zones. Use of sites in residential zones for the preparation, maintenance, or storage area for mobile food service units is prohibited.

**2.07.16 Residential Sales Office**

- A. The office shall be located on a lot within a subdivision or planned development, or on a space within a manufactured dwelling park.
- B. The principal use of the office shall be the sale of lots, renting of spaces, or the sale of dwellings or manufactured dwellings on lots or spaces within the development.
- C. The office shall have a finished exterior and the site must be landscaped.
- D. Business shall be conducted between 8:00 a.m. to 8:00 p.m.

**2.07.17 Temporary Outdoor Marketing and Special Events**

- A. Permitted Uses
  - 1. Seasonal sales of fireworks, Christmas trees, produce or plant materials, except marijuana
  - 2. Amusement rides and games
  - 3. Entertainment
  - 4. Any other merchandise or service except marijuana dispensaries
- B. Duration
  - 1. Single events shall be limited to a maximum duration of three consecutive days, with all goods, temporary facilities and signs removed within 24 hours of closing on the last day of each event.
  - 2. Recurring events shall be limited to a maximum duration of one day, with all goods, temporary facilities and signs removed within 24 hours of each event. Events may reoccur once per week for a maximum of 36 weeks.
  - 3. Seasonal sales shall be limited to two events, with each event not exceeding more than 30 consecutive days.
- C. Events shall only be conducted between the hours of 8:00 a.m. and midnight.



- D. The use shall not block driveways, entrances or parking aisles.
- E. The required parking for all other uses of the property shall not be diminished below that required by this ordinance (Section 3.05).
- F. The use shall conform to all setback standards for the zone.
- G. Responsibilities
  - 1. The event operator:
    - a. Shall possess a valid special event permit for each event;
    - b. Shall be responsible for compliance with use standards, crowd and traffic control, and for sanitation, including rest rooms, waste disposal, and cleanup.
  - 2. The operator of a special use shall possess valid certification of compliance for all applicable health, sanitation and safety standards of the City and other applicable jurisdictions.
- H. The temporary outdoor marketing and special events shall not be located within a public right-of-way unless authorized by the appropriate jurisdiction (City of Woodburn, Marion County, or the Oregon Department of Transportation).
- I. Existing businesses with outdoor product display areas are not required to obtain a Temporary Outdoor Marketing and Special Events permit, but are limited to the following:
  - 1. Products sold within the primary building;
  - 2. Covering no more than ten percent of the gross square footage of the buildings on the property;
  - 3. Retaining a minimum of four feet for pedestrian clearance along any adjacent walkway.

**2.07.18 Temporary Residential Sales**

- A. Permitted Uses
  - 1. Produce and plant materials grown on the subject property
  - 2. Estate, garage and yard sales
  - 3. Crafts and other hobby items
- B. Number of Sales per Year
  - 1. Estate, garage, yard, craft and hobby sales
    - a. The number of sales, in any combination, conducted at the same site, shall not exceed three in any calendar year.
    - b. The duration of each sale period shall not exceed three consecutive days.
  - 2. A sale of produce and plant materials grown on-site shall be limited to one event, no longer than 60 days in duration.
- C. Sales shall be conducted between the hours of 8:00 a.m. and 8:00 p.m.
- D. All signs shall be taken down the day the sale ends.

**2.07.19 Marijuana Dispensaries**

- A. The dispensary shall not be located within 1,000 feet of the real property comprising:
  - 1. a public or private elementary, secondary or career school attended primarily by minors;
  - 2. a child care facility;
  - 3. a public park or public recreational facility;
  - 4. property designated residential on the Comprehensive Plan Map;
  - 5. another marijuana dispensary;
- B. The dispensary shall be located entirely within a permanent building.
- C. Drive-through service is prohibited.
- D. Maximum allowed gross floor area for a dispensary is 3,000 square feet.
- E. Enhanced exterior security lighting is required for a dispensary.

**2.07.20 Accessory Dwelling Units**

- A. Applicability:
  - 1. Accessory dwelling units shall be subject to all applicable development standards of the WDO except as provided for in this Section.
  - 2. One accessory dwelling unit per each single-family detached dwelling—the primary dwelling— may be approved if the applicant shows compliance with the following criteria and standards.
- B. Siting: Accessory dwelling units may be detached and freestanding from the primary dwelling, located within or attached to the primary dwelling, or attached to an accessory structure garage.
- C. Architecture: The exterior of the proposed accessory dwelling unit shall match the architectural design of the dwelling or garage if attached to a garage, in terms of finish materials, roof pitch, trim, and window proportion.
- D. Accessory dwelling units shall be subject to the site development standards of the underlying zoning district, except:
  - 1. Lot coverage: Accessory dwelling units are not subject to the rear yard lot coverage limitation for Accessory Structures.
  - 2. Building height. Accessory dwelling units shall not exceed the height of the principal dwelling unit.

3. Density: Accessory dwelling units are not included part of the density calculation for the underlying zone.

E. Floor Area: The gross floor area of the accessory dwelling unit shall not exceed 50 percent of the primary dwelling, or 725 square feet, whichever is less. The garage area shall be excluded from calculation of the floor area.

F. Separation: There shall be a minimum six foot separation between detached accessory dwelling units and all other structures on the site.

G. Vehicles: Structures/vehicles licensed by the Oregon Department of Motor Vehicles shall not be permitted as accessory dwelling units.

H. Entrance: An accessory dwelling unit attached or located within a primary dwelling shall not result in any new door entrance being located on an exterior wall facing a front property line.

I. Non-conformities: Legally non-conforming accessory structures located on residentially zoned land may be converted to an accessory dwelling unit in accordance with the requirements of Section 1.04.

## 2.08 Specific Conditional Uses

The purpose of this Section is to establish additional development standards for specific uses which are allowed conditionally. These standards are intended to mitigate the impacts of the particular use when allowed through the Conditional Use process.

- 2.08.01 General Provisions
- 2.08.02 Historically and Architecturally Significant Buildings
- 2.08.03 Telecommunications Facilities

### **2.08.01 General Provisions**

- A. Specific conditional uses require conditional use approval that is subject to:
  - 1. The supplementary conditional use approval criteria specified in this Section;
  - 2. Additional conditions of development found to be appropriate to mitigate impacts of a particular use;
  - 3. Development standards of the underlying zone, unless the specific conditions of approval set higher standards.
- B. The specific development standards for each type of conditional use listed in this Section are mandatory. Any deviation from these standards shall comply with criteria for a variance.
- C. The provisions of this Section shall not apply to those uses allowed outright in a particular zone.

### **2.08.02 Historically and Architecturally Significant Buildings**

Certain non-residential uses are permitted as specific conditional uses in the RS and RM zones, in order to preserve historic and architectural resources by allowing an increase in the intensity of use. The conditional use process is intended to strike a balance between providing the economic incentive to restore and maintain the resource, and mitigating any negative impacts of the proposed use on surrounding uses.

- A. Criteria for Building Designation  
To qualify for designation as a historically or architecturally significant building, the building shall meet one or more of the following criteria:
  - 1. Be designated on the “National Register of Historic Places” published by the U.S. Department of Interior, or any other inventory of historic structures acknowledged by the State Historic Preservation Office;
  - 2. Be designated an architecturally significant building or awarded recognition for meritorious design by a recognized professional design organization;
  - 3. Be designated in the cultural resource inventory of the Comprehensive Plan as a historically or architecturally significant building.

- B. Supplemental Conditional Use Approval Criteria
  - 1. The building is designated historically or architecturally significant, pursuant to this Section;
  - 2. The more intensive use of the building is necessary to maintain and preserve its continued existence;
  - 3. In addition to the uses permitted in the underlying zoning district, adaptive reuse of the property may be allowed to a more intensive use. Such adaptive reuse of the property shall be limited to the uses specified in this Section.
  - 4. The scope and intensity of negative impacts associated with the proposed use can be suitably conditioned to mitigate adverse affects on adjoining uses.
- C. Adaptive Reuses Permitted:
  - 1. Additional dwelling units, limited to three dwelling units in an RS zone
  - 2. Retail trade
    - a. Art gallery
    - b. Clothing and accessory stores
    - c. Picture frame shop
  - 3. Professional services
    - a. Legal services
    - b. Accounting
    - c. Architects and engineers
    - d. Specialized design services
    - e. Computer system design
    - f. Management consulting
    - g. Advertising
  - 4. Management and support services
    - a. Telephone answering service
  - 5. Health care and social assistance
    - a. Physician, dentist, and other health practitioner offices
    - b. Child day care services
    - c. Other individual and family services
  - 6. Accommodations, limited to two guest rooms
    - a. Bed-and-breakfast inn
- D. Development Standards
  - 1. All proposed exterior alterations of the building, additions to the building and addition

of structures on the same site, shall maintain the visible architectural and/or historical features and design character that identify the building as a designated resource.

2. Adaptive re-use limits on-site employees to a maximum of three.

### **2.08.03 Telecommunications Facilities**

All telecommunication facilities shall be regulated by the provisions of this Section of the Woodburn Development Ordinance (WDO). In the event of any conflict between this and other sections of the WDO, the most restrictive provisions shall control.

#### A. Definitions

**Aerial:** A privately owned and operated antenna for non-commercial uses, subject to height limitations as specified in the WDO. Aerial includes “amateur radio antennae”, but is not a “telecommunications facility”.

**Ancillary Facilities, Telecommunications:** The structure and equipment required for operation of the telecommunication equipment, including, but not limited to, antenna(e), repeaters, equipment housing structures, and ventilation and other mechanical equipment.

**Antenna(e), Telecommunications:** An electrical conductor or group of electrical conductors that transmit or receive radio waves for commercial uses.

**Attachment, Telecommunications:** An antenna or other piece of related equipment affixed to a transmission tower.

**Collocated Telecommunications Facilities:** The attachment of new or additional transmission facilities to an existing transmission tower designed for such multiple use.

**Exchange Carrier:** A provider of telecommunications services.

**Guyed Tower, Telecommunications:** A transmission tower on which cables (guy wires) are permanent.

**Lattice Tower, Telecommunications:** A transmission tower constructed of lateral cross members.

**Monopole, Telecommunications:** A transmission tower consisting of a single upright pole support that does not require guy wires or lateral cross.

**Pre-existing Towers and Pre-existing Antenna(e), Telecommunications:** Any tower or antenna for which a building permit has been properly issued, prior to passage of the WDO.

**Repeater, Telecommunications:** Equipment containing both a receiver and a transmitter; used to relay radio signals over large distances or to provide signals in an area which would otherwise be in a shadow.

**Shadow, Telecommunications:** A geographic area that has less than adequate telecommunication service coverage.

**Telecommunications Facilities:** Facilities designed and used for the purpose of transmitting and receiving voice and data signals from various wireless communications devices.

**Telecommunications Facilities, New:** The installation of new transmission towers. New attachments are not new facilities.

**Tower Footprint, Telecommunications:** The area described at the base of a transmission tower as the perimeter of the transmission tower, including the transmission tower foundation and any attached or overhanging equipment, attachments, or structural members, but excluding ancillary facilities and guy wires and anchors.

**Tower Pad, Telecommunications:** The area that encompasses the tower footprint, ancillary facilities fencing and screening.

**Tower Height, Telecommunications:** The vertical distance from the highest point on the transmission tower to the original grade of the ground directly below.

**Transmission Tower, Telecommunications:** The structure on which receiving antennae are located.

**B. Standards of Approval**

1. All new telecommunications facilities shall be located on a property of sufficient size to comply with the following:
  - a. A setback from all property lines to the tower, which is at least two-thirds the tower height. This standard shall not apply to collocated telecommunications facilities.
  - b. A tower pad large enough to allow for additional collocated and ancillary facilities. The tower or towers shall be located centrally on this pad. This standard shall not apply to antenna(e) attached to existing structures or towers located on rooftops.
  - c. Protection to adjoining property from the potential impact of tower failure and ice falling from the tower. A registered structural engineer’s analysis shall be submitted that demonstrates that the site and facility adequately accommodate measures to mitigate these hazards.
  - d. Separation from pre-existing towers. Tower separation shall be measured by following a straight line from the base of the proposed tower to the base of any pre-existing tower. Minimum separation distances shall be as indicated in Table 2.204A.

<b>Minimum Separation Among Telecommunication Facilities</b>				
<b>Table 2.08A</b>				
	Lattice Tower	Guyed Tower	Monopole 80 or more feet in height	Monopole less than 80 feet in height
Lattice Tower	500 feet	500 feet	150 feet	75 feet
Guyed Tower	500 feet	500 feet	150 feet	75 feet
Monopole 80 or more feet in height	150 feet	150 feet	150 feet	75 feet
Monopole less than 80 feet in height	75 feet	75 feet	75 feet	

**2. Collocation**

- a. Before a proposal for a new transmission tower is considered, an applicant shall exhaust all collocation options, including placement of antennae on existing tall structures and multiple antennae or attachments on a single tower. In cases where an existing tower is modified or rebuilt to a taller height to allow collocation, such change may only occur one time per communication tower site and may only occur

when the modification or rebuild request has been initiated by a separate exchange carrier.

- b. New telecommunication facilities shall be constructed so as to accommodate future collocation, based upon expected demand for transmission towers in the service area. Towers shall be designed so as to accommodate a minimum expansion of three two-way antennae for every 40 vertical feet of tower.
  - c. Replacement of existing pole type structures may be permitted for the purpose of collocation, provided that there is no change to the type of tower. Setback and other location criteria of the underlying zone shall still apply.
3. Multiple Attachments on Utility Poles: In conformance with the Telecommunications Act of 1996, Section 703, a utility shall provide any telecommunications carrier with nondiscriminatory access to any pole, duct, conduit, or right-of-way owned or controlled by it, unless there is insufficient capacity, or access cannot be granted for reasons of safety, reliability, and generally applicable engineering purposes.
  4. Height: New telecommunication facilities shall not exceed the height limits established by the underlying zone.
  5. Visual Impact: The applicant shall demonstrate that the tower will have the smallest practicable visual impact on the environment, considering technical, engineering, economic and other pertinent factors.
    - a. The height and mass of the transmission tower shall not exceed that which is essential for its intended use and public safety, as demonstrated in a report prepared by a registered structural engineer.
    - b. Towers 100 feet or less in height shall be painted, in order to best camouflage the tower with regard to compatibility with surrounding objects and colors. Unless towers are otherwise disguised or collocated, towers shall be camouflaged as trees whenever structurally possible.
    - c. Towers more than 100 feet in height shall be painted in accordance with the Oregon State Aeronautics Division and Federal Aviation Administration standards, unless an appropriate waiver is obtained. Where a waiver has been granted, towers shall be painted and/or camouflaged in accordance with Section 2.08.03.A.5.b.
  6. Accessory Uses: Accessory uses shall include only buildings and facilities that are necessary for transmission functions and associated satellite ground stations, and shall not include broadcast studios (except emergency broadcast), offices, vehicular storage areas, or other similar uses not necessary for the transmission or relay functions. No unenclosed storage of materials is allowed.
  7. Lighting: No lighting shall be permitted on transmission towers, except that required by the Oregon State Aeronautics Division or Federal Aviation Administration. This standard shall not prevent shared use or replacement of an existing light pole. For collocation on existing or replaced light poles the transmission tower shall have no net increase to the spread, intensity or direction of the existing light source.
  8. Noise: Noise generated by equipment shall be sound-buffered by means of baffling, barriers, or other suitable means, to reduce the sound level measured at the property line



to 30 dBA when adjacent to residential uses and 45 dBA in other areas.

9. Fences and Landscaping:

- a. The tower(s) and ancillary facilities shall be enclosed by a six foot fence meeting the requirement of the WDO. Chain link fences, when allowed, shall have a green vinyl coating. Where a six foot fence in sound condition already exists on a side or sides of the tower pad area, fencing requirements may be waived for that side.
- b. Landscaping shall be placed outside of fences and shall consist of fast-growing vegetation, with a minimum planted height of six feet, placed densely so as to form a solid hedge.
- c. Landscaping and fencing shall be compatible with other nearby landscaping and fencing.
- d. Where antenna(e) or towers and ancillary facilities are to be located on existing buildings or structures and are secure from public access, landscaping and fencing may be waived.

10. Signs: One unilluminated sign, not to exceed two square feet in area, which states the contact name and phone number for emergency purposes shall be provided at the main entrance to the facility. Signs shall not be placed on towers and antennae.

C. Abandoned Facilities:

1. When the use of a transmission facility is discontinued for a period of six or more consecutive months, the facility is deemed abandoned. Abandoned facilities shall be removed by the property owner no later than 90 days from the date of abandonment.
2. Failure to remove an abandoned facility is declared a public nuisance and is subject to abatement, pursuant to the Woodburn Nuisance Ordinance and all other applicable legal remedies.
3. Upon written application prior to the expiration of the six month period, the Director shall grant a six month extension for reuse of the facility. Additional extensions beyond the first six month extension may be granted by the Director, subject to any conditions required to bring the project into compliance with current laws and to make it compatible with surrounding development.

### 3.01 Streets, Greenways & Other Off-Street Bicycle/Pedestrian Corridors, and Bus Transit

Commented [CC17]: This chapter has the most edits because it's about transportation improvements.

The purpose of this Section is to provide for attractive, safe, comfortable, interesting, and efficient streets, off-street bicycle/pedestrian corridors and facilities, and transit improvements within the City, especially to include and be equitable toward Woodburn residents who cannot or do not own private vehicles or drive, and to implement the Woodburn Comprehensive Plan and the Transportation System Plan (TSP), to use civil engineering of streets to reduce speeding, to guide City capital improvement projects, and to have developers upgrade nonconforming streets and construct extended and new streets and off-street bicycle/pedestrian facilities that conform. An objective is to have developers construct or fund street improvements, and other proportional share of improvements for the public, to lessen the cost of land development to the City in order to lessen taxpayer burden for landowners in the context of Oregon Ballot Measures 5 (1990) and 50 (1997). The provision of streets is guided by the applicable goals and policies of the Comprehensive Plan, the TSP, the Highway 99E Corridor Plan, creek greenway plans, the Transit Plan, and other WDO sections of the Woodburn Development Ordinance.

- 3.01.01            Applicability
- 3.01.02            General Provisions
- 3.01.03            Street Improvements Required for Development
- 3.01.04            Street Cross-Sections
- 3.01.05            Street Layout
- 3.01.06            Street Names
- 3.01.07            Off-Street Public Bicycle/Pedestrian Corridors
- 3.01.08            Mill Creek Greenway
- 3.01.063.01.09    Bus Transit Improvements

#### 3.01.01            **Applicability**

- A. Right-of-way standards apply to all public streets and public alleys.
- B. Improvement standards apply to all public and private streets, public alleys, sidewalks, landscape strips, and bikeway on and off-street public bicycle pedestrian corridors. Standards do not exclude conformance with the public works construction code that the Public Works Department administers.
- C. Functional standards are identified in the Woodburn The Woodburn Transportation System Plan (TSP) designates the functional class of major thoroughfares and local streets.
- D. This applies to all development as Section 1.02 defines, and is not limited to partitions, subdivisions, multi-family, commercial or industrial construction, or establishment of a manufactured dwelling or recreational vehicle park; however, a lesser set of standards applies to infill residential development of 4 or fewer dwellings and where no land division or Planned Unit Development is applicable, including construction of a single-family dwelling or placement of a manufactured dwelling on an infill lot. See Section 3.01.03C.2.

~~a. Construction of a single family dwelling or placement of a manufactured dwelling does not, for the purposes of this Section, constitute development, however, in no case can this type of development occur without minimal access as determined by the Director.~~

**Commented [CC18]:** The existing WDO goes easy on what staff calls "infill" houses and manufactured homes, that is, new houses or manufactured homes on lots in existing neighborhoods, as opposed to newly developed subdivisions. The edit respects the intent, expands the allowance for lesser improvements to all "middle housing" (duplex, triplex, quadplex, row houses, and cottage clusters) in anticipation of LA 21-03 to conform to state law to regulate houses and middle housing equitably, and refers to a new section that has a clear and objective list of what the lesser standards are for infill homes.

### 3.01.02 Street 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.
- B. Private streets are prohibited, except in manufactured dwelling parks, pursuant to State statute (ORS Chapter 446 and OAR 918-600). All private streets in manufactured dwelling parks shall comply with ~~the standards of the Woodburn Development Ordinance (WDO) and State statute and WDO standards.~~
- C. Materials and construction shall comply with specifications of the City of Woodburn.
- ~~D. The standards of this Section may be modified, subject to approval of an Exception to Street Right of Way and Improvement Requirements Adjustment, Planned Unit Development, Zoning Adjustment, or Variance. Other sections restrict where and how these application types apply.~~

~~E. When all public improvements are due: The construction of all public improvements, their passing City inspections, and acceptance by the City are due no later than by either 5.01.06B in the context of land division final plat application to the City or by building permit issuance, except if (1) the developer applies to the City through the Public Works Department for deferral and (2) the City Administrator or designee issues a document approving and describing a bond or performance guarantee pursuant to Section 4.02.08. Administration of bonding and performance guarantees for improvements that are public defaults to the Public Works Department, and the department shall notify the Community Development Director of deferral applications and any approvals.~~

**Commented [CC19]:** Revised from Planning Commission draft as different new text in response to Director.

~~When all public improvements are due:~~

~~Civil engineering plan (CEP) review: A developer shall not apply for building permit until the Public Works Department Engineering Division has marked or stamped and issued an approved civil engineering plan set or sets, and where and when agencies such as ODOT and the County have jurisdiction over review and approval of public improvements, the agencies also have issued approved civil engineering plan sets. The Public Works Director may in writing allow a developer upon written request to apply for review such that the Public Works Department may accomplish CEP through or during the same period as the building permit review process. Building permit plans shall not conflict with approved civil engineering plans without required process and documentation that the Public Works Department establishes to resolve conflict. See also Section 2.01.05.~~

**Commented [CC20]:** Just what it says, and made explicit. It also makes clearer for developers and staff how projects move from land use review through the Planning Division on to civil engineering plan review by the Public Works Dept. Engineering Division on to building permit applications and issuance through the Building Division. Intent is to allow management reasonable administrative discretion to accommodate developer requests while also securing public/street improvements by prompting developers to construct them at some point or return to the City for re-review and new agreement and documentation of what and how to construct them.

~~Construction: A developer shall construct required public improvements, and the City shall have inspected and accepted improvements, before building permit issuance, and when and where any of Partition or Subdivision Final Plat is involved, before completion of recordation with the County, specifically no later than before a City official signs a plat or re-plat Mylar per Section 5.01.06C.1.~~

~~Exception (a) is that the Director, with written concurrence by the Public Works Director, may in writing allow a developer upon written request to defer from building permit issuance to either a date certain or when specified required results manifest, in either case no later than 1.5 years past the building permit issuance date. Zoning Adjustment is permissible to defer improvements from building permit application for longer than this Exception (a) allows.~~

~~Exception (b) is a construction bond pursuant to Section 4.02.08, in which case bond approval managed by the Public Works Department shall precede building permit issuance.~~

~~Recordation and fees: A developer also shall conform to Sections 2.01.05 and 4.02.12.~~

~~D.F. Fees in-lieu: Per Section 4.02.12.~~

### 3.01.03 **Street Improvements Required for Development**

A. With development, the Internal, Boundary, and Connecting streets shall be constructed to at least the minimum standards set forth below.

B. Internal Streets

Internal streets shall meet all standards of WDO and the TSP.

C. Boundary Streets

1. The minimum improvements for a Boundary Street may be termed "half-street" improvements and shall be as follows, except per subsection 2:

a. One paved 11-foot travel lane in each direction, even though this results in required improvements being slightly more than half-street by exceeding what the applicable cross section figure would require for a half-street;

b. On-street parking on the side of the street abutting the development, if the required cross section includes on-street parking-is indicated in the TSP;

c. Curb on the side of the street abutting the development;

d. Drainage facilities on the side of the street abutting the development;

e. Landscape strip with ~~Street-street~~ trees and lawn grass on the side of the street abutting the development; and

f. ~~A~~ Sidewalk on the side of the street abutting the development.

2. Infill residential development of 4 or fewer dwellings and where no land division or Planned Unit Development is applicable, per Section 3.01.01D: A developer shall:

a. Dedicate ROW per the required cross section;

b. Dedicate one or more streetside PUEs per Section 3.02.01B;

c. Either construct sidewalk per the required cross section or pay fee in-lieu per Section 4.02.12;

d. Plant a street tree or trees per Section 3.06.03A and specifically sited to conform with where a landscape strip would be per the required cross section, or pay fee in-lieu per Section 4.02.12; and

e. Provide minimum access per Section 3.04, and where a driveway approach, apron, or curb cut within ROW is relevant, have it meet the public works construction code.

**Commented [CC21]:** These are the "infill: homes public street improvement lesser standards that Section 3.01.01D refers to.

#### D. Connecting Streets

1. The minimum improvements for a Connecting Street shall be one paved 11-foot travel lane in each direction.
2. Connecting streets shall extend from the boundary street of a development, to the nearest intersection that meets the cross-section and improvement requirements of this Section, or 1,000 feet, whichever is less.

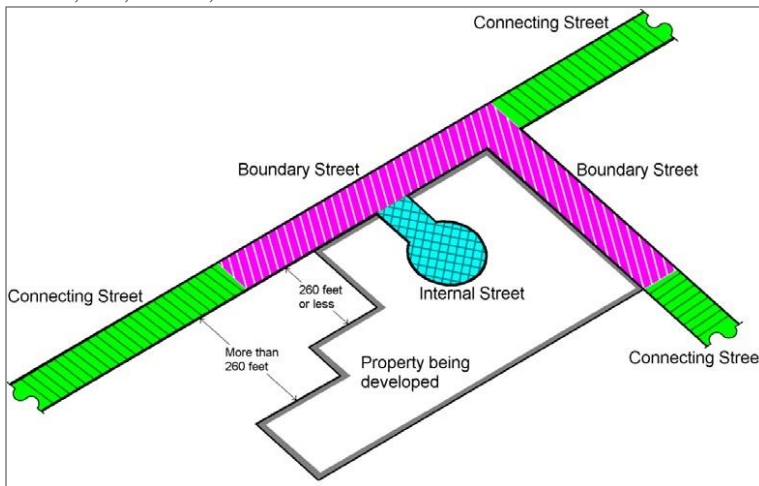


Figure 3.01A – Internal, Boundary, and Connecting Streets

~~E.—When the Director determines that a required improvement of a Boundary or Connecting Street would not be timely, such as due to pending development of properties in the immediate vicinity or the area for Boundary Street ROW being wholly on adjacent property outside a developer's control or improvement of the streets which are identified in the Capital Improvement~~

- E. Program (CIP), the Director may accept developer shall pay a fees- in-lieu per Section 4.02.12, in the amount equal to the costs of the required improvement.
- F. When the Director determines that a required improvement of a Boundary or Connecting Street would not be feasible, due to physical constraints of properties in the immediate vicinity or an inability to obtain right-of-way dedication from property outside a developer's control, the developer shall pay fees in-lieu per Section 4.02.12, the Director may approve construction of a partial-width street; to the minimum standards set forth above, or a combination of both.
- G. ADA: The minimum standards of this Section 3.01 apply to development such that implementation includes constructing new or upgrading existing public improvements to be ADA-compliant.
- H. Bridges / culvert crossings:
1. ROW: Required ROW shall remain such regardless of the physical width of the crossing, unless the developer obtains approval of Street Adjustment, modification through Planned Unit Development (PUD), or Variance.
  2. Parking: Any parking lane(s) required by the applicable standard cross section shall remain required unless the developer obtains approval of Street Adjustment, modification through PUD or Variance.
  3. Sidewalk widths: A developer may omit from a bridge or culvert the street landscape strips, thereby resulting in curb-tight sidewalk, the minimum width of which shall be either 8 ft where there is to be no adjacent on-street parking or 9 ft where there is to be. Where the City considers a segment of a bicycle/pedestrian facility that is Class A or B to be along sidewalk, the minimum width shall widen to the class standard as applicable. Wider width shall apply where ADA per subsection G applies such that it is required.
  4. Fence/railings: Where (1) a street segment is a bridge or culvert crossing, and (2) the public works construction code requires any guardrail, handrail, fall protection railing, or safety railing, then it shall be decorative or ornamental (as examples, having an artistic pattern or resembling wrought iron), and blue, bronze, brown, green, teal, metal, or rust color. Any required fence at each end of railings shall be the same color(s).
  5. Bridge sides: If the bridge sides are concrete, the surface shall be stamped or treated to resemble either cut stone or rough stone.
- I. TSP and other adopted long-range plans: Where such plans identify improvements within a Boundary Street, on the subject property of a development, or abutting a side or rear boundary of the subject property, the improvement or a proportional share of the improvement shall apply as a public improvement standard for the development. Applying a proportionate share may necessitate a developer applying to modify, adjust, or vary from a standard where and as the WDO allows.
- J. Off-site public improvements: To provide for the safety of the traveling public and ensure improved access to a development site consistent with Comprehensive Plan policies and WDO purposes and objectives for orderly urbanization and extension of public facilities, the Director may require off-site improvements reasonably related to a development and concurrent with it.

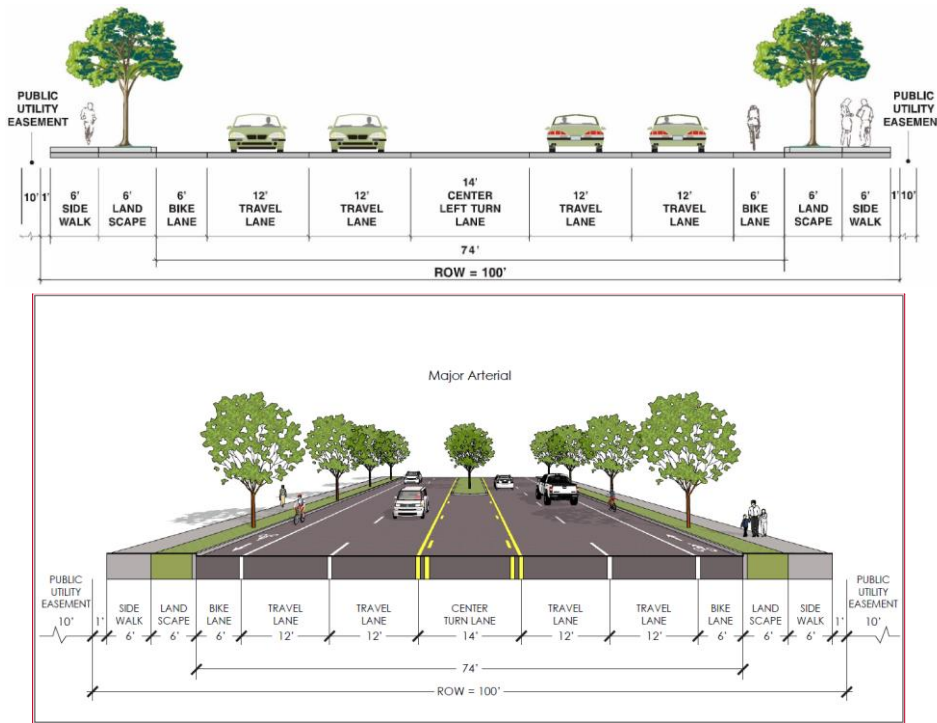
~~F.K.~~ Signage: A developer shall remove prohibited signage that Section 3.10.08R identifies.

**3.01.04 Street Cross-Sections**

- A. These standards are based on the functional classification of each street as shown in the Woodburn TSP. The street right-of-way and improvement standards minimize the amount of pavement and right-of-way required for each street classification, consistent with the operational needs of each facility, including requirements for pedestrians, bicycles, and public facilities.
- B. All public streets under the jurisdiction of the City of Woodburn shall comply with the cross-sections depicted in this Section, unless the developer obtains approval of Street Adjustment, modification through Planned Unit Development, Zoning Adjustment, or Variance as the WDO allows them to be applicable.
  - ~~1. For the cross section illustrated in Figures 3.01G-J, the street shall have fewer than 1,000 average daily trips (ADT) per day when all future street connections are made.~~
  - 2.1. For local residential streets, the standard cross section is Figure 3.01G. Another among local cross section figures, or a custom cross section, may apply through Street Adjustment or Planned Unit Development. The cross section illustrated in Figure 3.01H, is optional in infill situations, or where adjacent streets are similarly constructed. Street trees shall be located in a street tree easement outside the public right-of-way.
  - 2. Figures 3.01K-N illustrate one-way and two-way traffic concepts model cross sections that the Director may apply, instead of the other standard cross sections, for downtown streets partly or wholly within the Downtown Development and Conservation (DDC) and Gateway Commercial General Overlay Districts.
  - 3. S. Pacific Highway from E. Cleveland Street to South UGB: If neither ODOT nor the Public Works Director in writing objects, the Director may administratively allow a developer to apply cross section Figure 3.01R to that segment of S. Pacific Highway instead of 3.01B. If the administrative option is closed, a developer may request to apply Figure 3.01R through Street Adjustment. If the City approves, among other conditions it may require any of the same ROW dedication as Figure 3.01B would have required, a wider streetside PUE equivalent to such ROW, or a combination of some excess ROW and wider PUE.
- ~~C. Landscape or planter strips shall have area remaining after street tree plantings landscaped with lawn grass or, if the Public Works Director in writing allows, a species of groundcover. Cobblestones, gravel, pebbles, and rocks are prohibited. Bark dust, mulch, or wood chips are permissible only within the immediate vicinity of a street tree trunk. The developer shall install landscape strip irrigation, and shall provide temporary irrigation during construction, per the public works construction code. 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.~~
- C. Exceeding cross section element minimums: Provision of ROW, sidewalk, or landscape strip that exceeds minimum width does not require modification, adjustment, or Variance.

D. Streets designated as Arterials or Collectors in the TSP which are located within the Historic Settlemier Transportation Corridor do not require bicycle lanes or a center turn lane, unless the Director determines that a turn lane is warranted for safety reasons. The existing pavement should be used to the extent possible to preserve the historic corridor.

D.—



Commented [CC22]: This three-dimensional figure replaces the flat one above.

Figure 3.01B – Major Arterial

(Note 3.01B: The illustrated median is conceptual, optional, and at the discretion of the Public Works Director.)



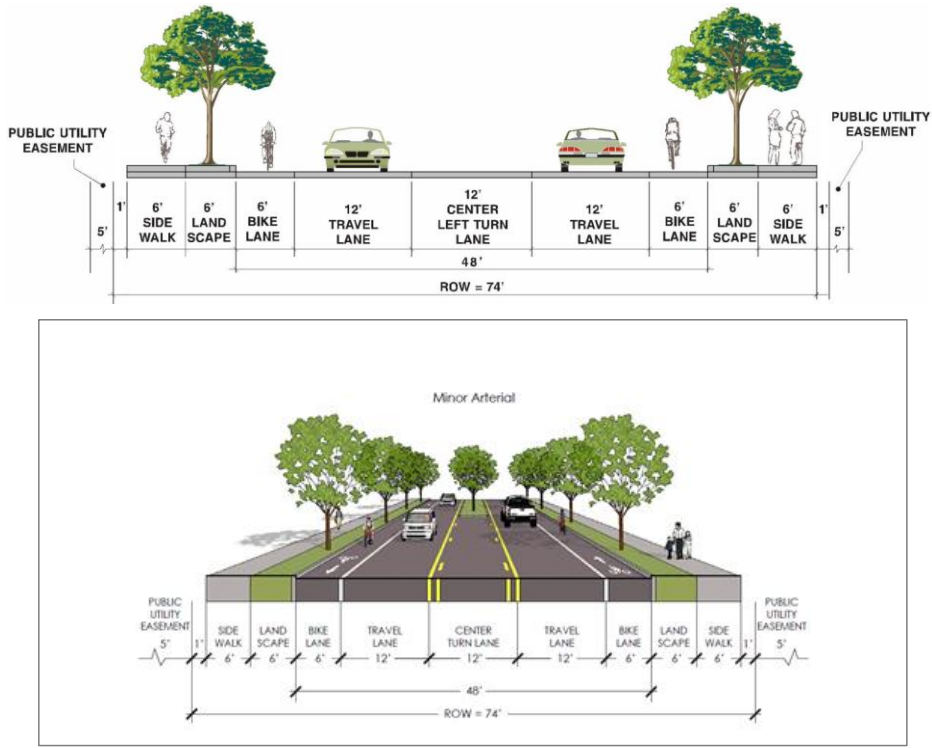


Figure 3.01C – Minor Arterial

(Note 3.01C: The illustrated median is conceptual, optional, and at the discretion of the Public Works Director.)

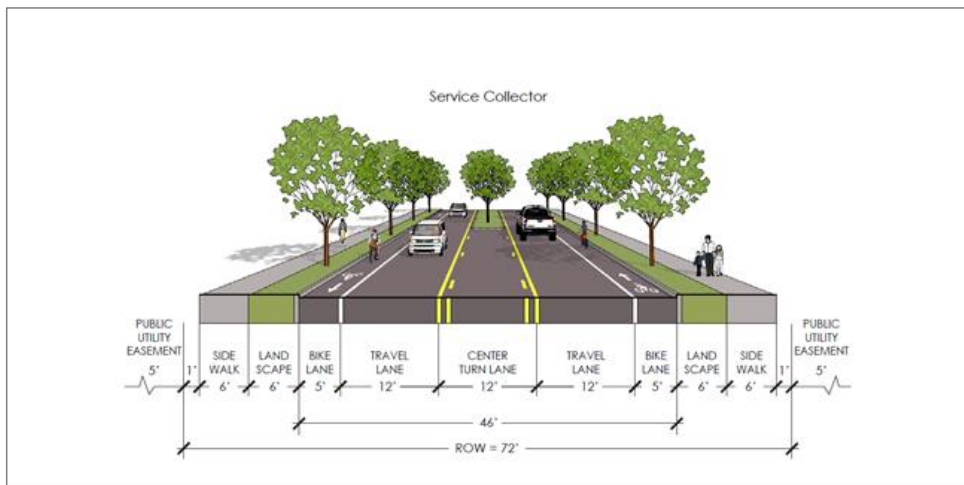
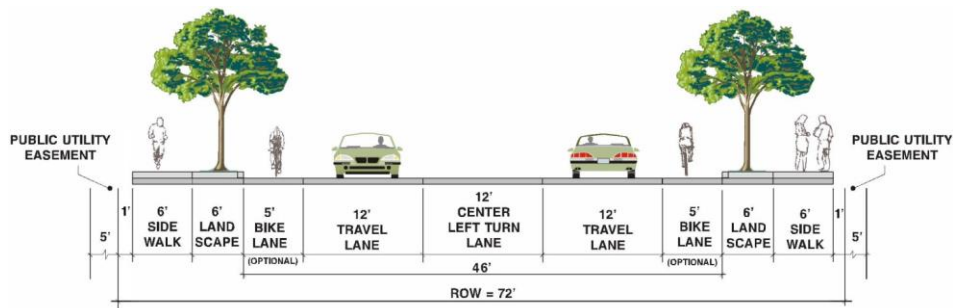


Figure 3.01D – Service Collector

(Note 3.01D: The illustrated median is conceptual, optional, and at the discretion of the Public Works Director.)

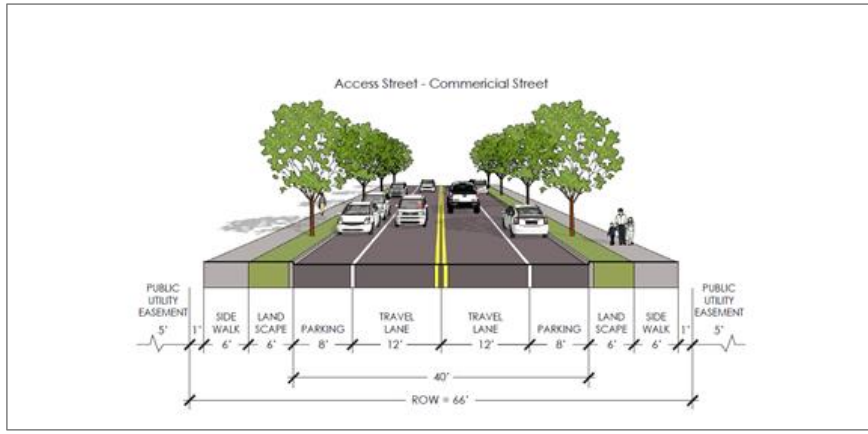
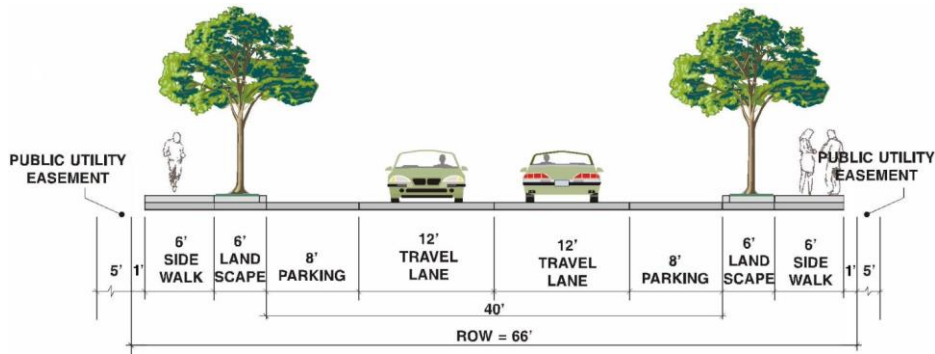


Figure 3.01E – Access Street / Commercial Street

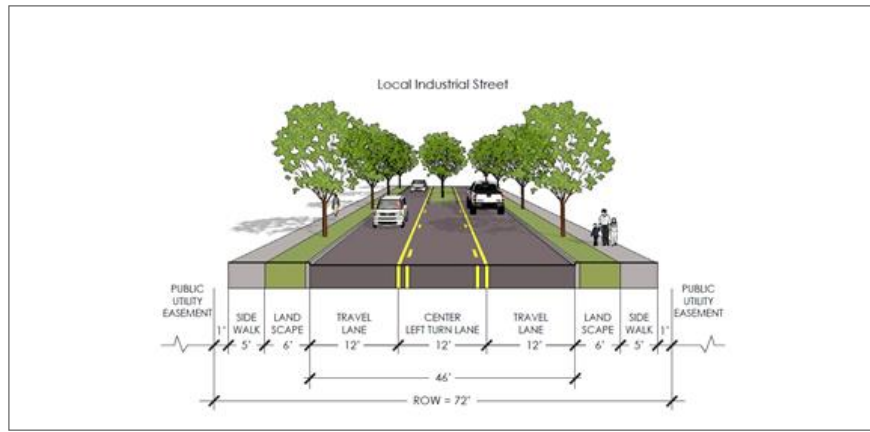
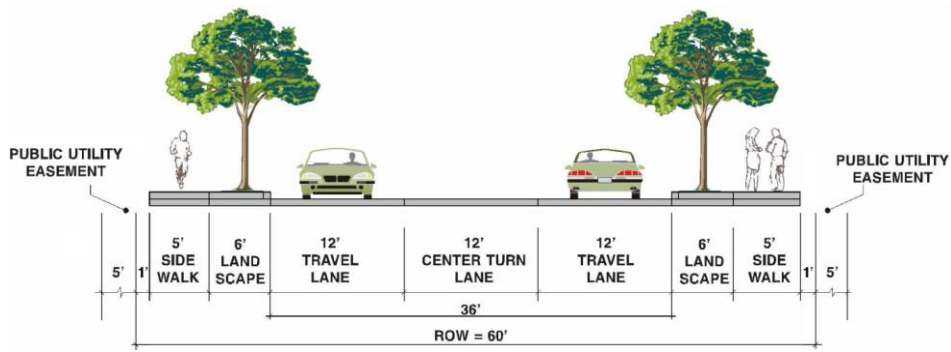
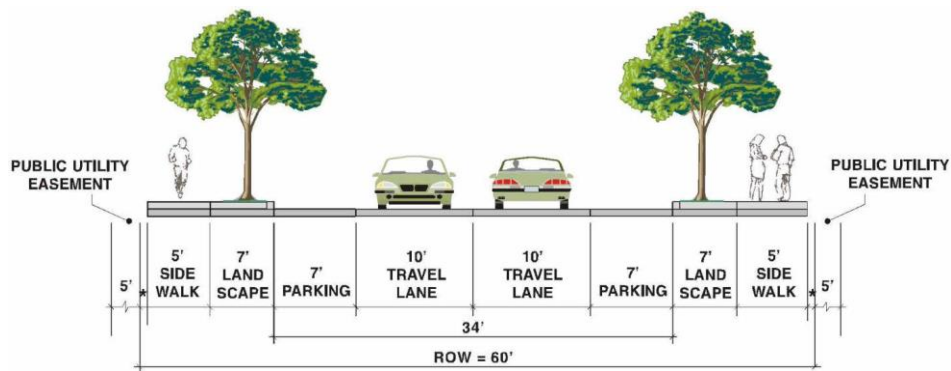


Figure 3.01F – Local Industrial Street



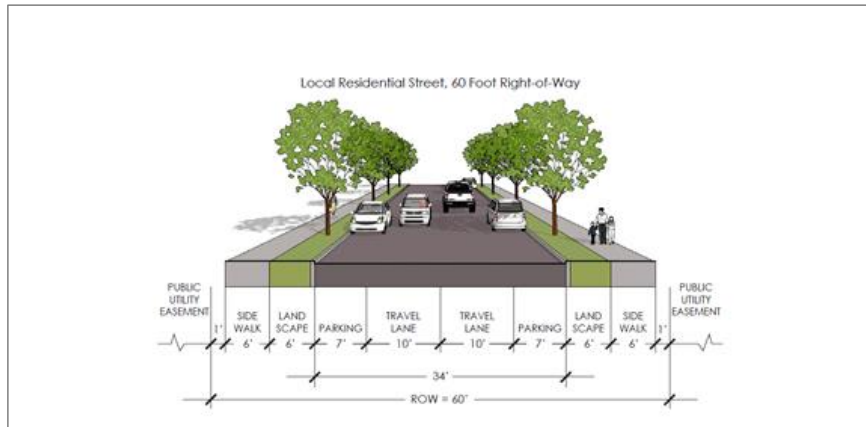


Figure 3.01G – Local Residential Street with Parking Both Sides, 60 Foot Right-of-Way

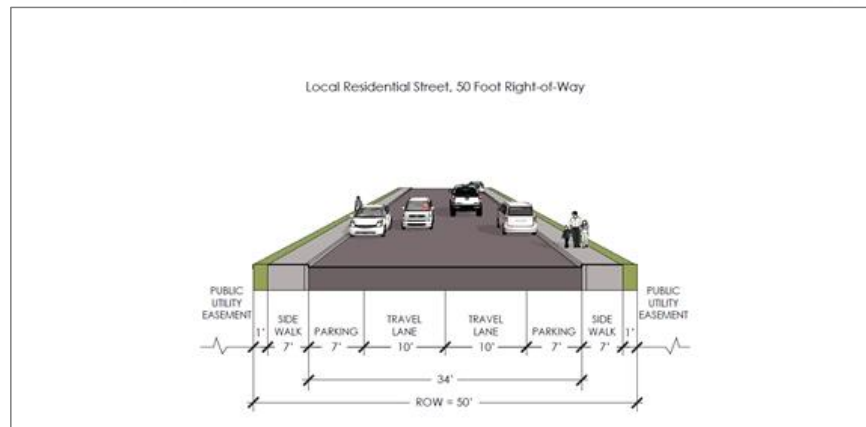
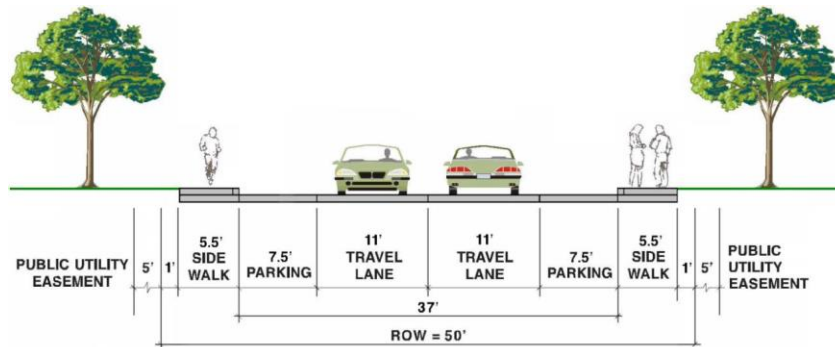


Figure 3.01H – Local Residential Street with Parking Both Sides, 50 Foot Right-of-Way

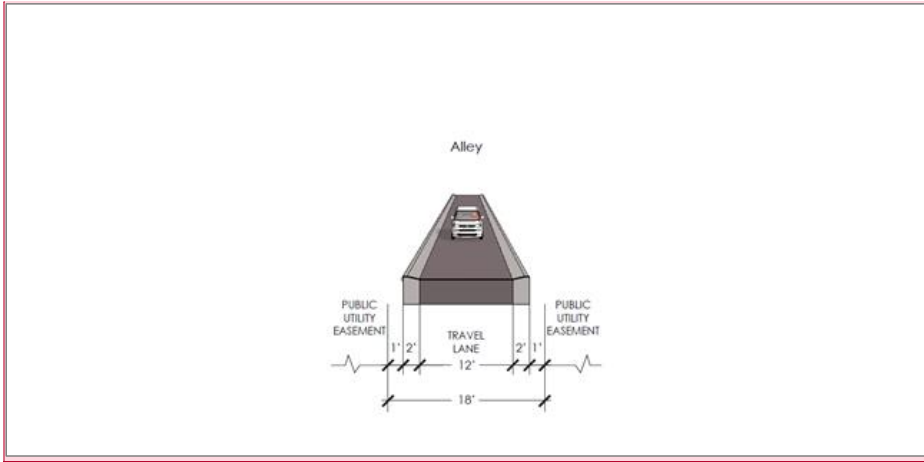


Figure 3.01J – Alley

**Commented [CC23]:** The existing WDO has no alley standard cross section.

Note 3.01J: It is permissible that Oregon Fire Code (OFC) as administered by the independent Woodburn Fire District may cause alley ROW width to exceed the minimum up to the maximum per Section 1.02, and alley pavement to widen to maximum 20 feet, upon written testimony entered into the record before the City makes a land use final decision and with written concurrence of the Director.

**Commented [CC24]:** Allows the Woodburn Fire District to influence alleys while reserving the right of the City to determine how much wider an alley must be before it accepts and maintains it. Alleys are not always required nor always necessary to be a two-way "fire lane" or "apparatus access road" per the Oregon Fire Code (OFC) because the streets that wrap around alley-served lots serve that purpose.

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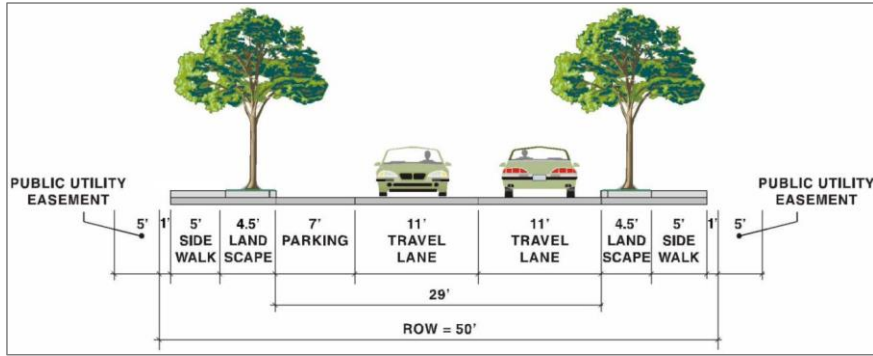


Figure 3.01K-01K – Local Residential Street with Parking One Side

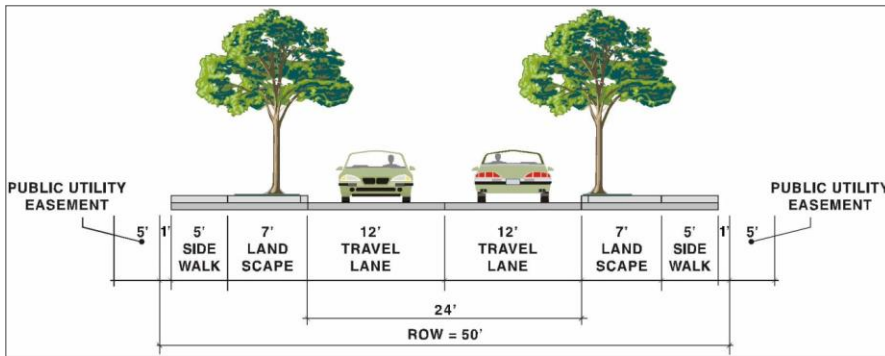


Figure 3.01L-01L – Local Residential Street with No Parking

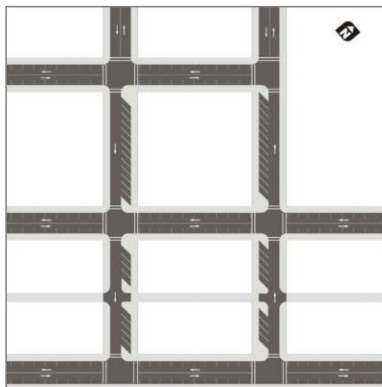


Figure 3.01M-01M – Traffic Concepts for Downtown Streets, One-Way and Two-Way Design  
 Woodburn Development Ordinance Section 3.01 Page 133

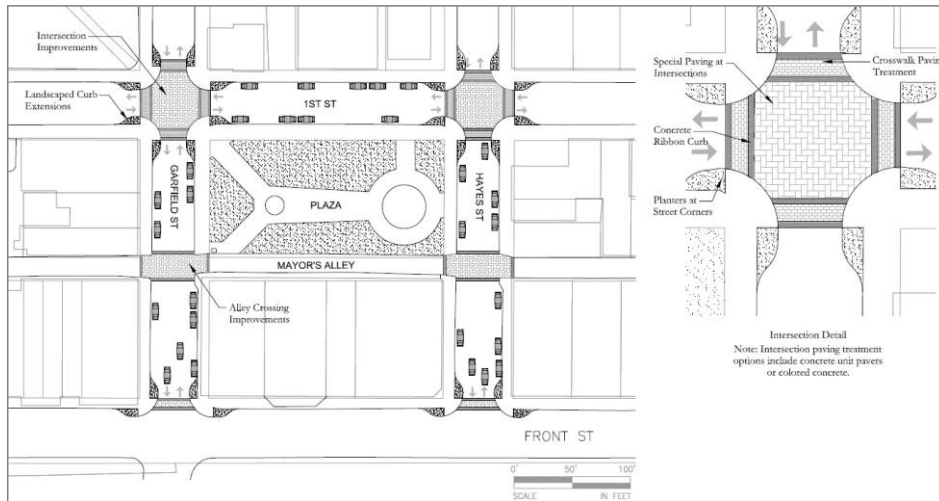


Figure 3.04L-01N – Plaza Street Plan – Two-Way Traffic Concept

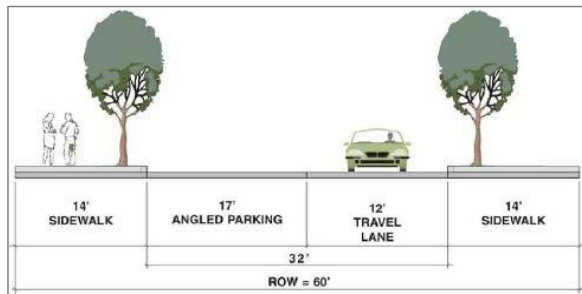


Figure 3.04M-01P – One-Way with Angled Parking

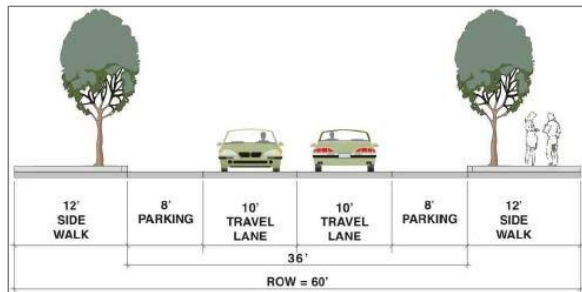




Figure 3.01N-01Q – Two-Way with Parallel Parking

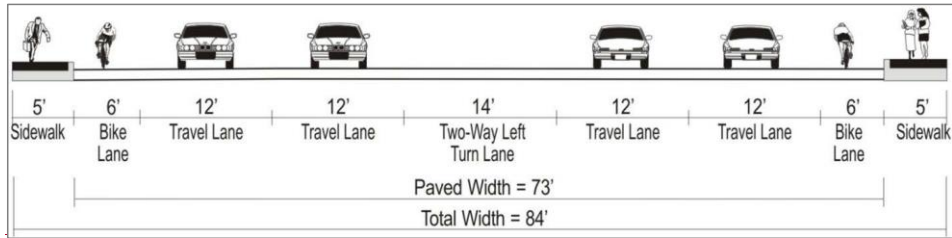


Figure 3.01O – Pacific Highway 99E  
Carl Road to Lincoln Street (MP 30.85 to MP 32.41)

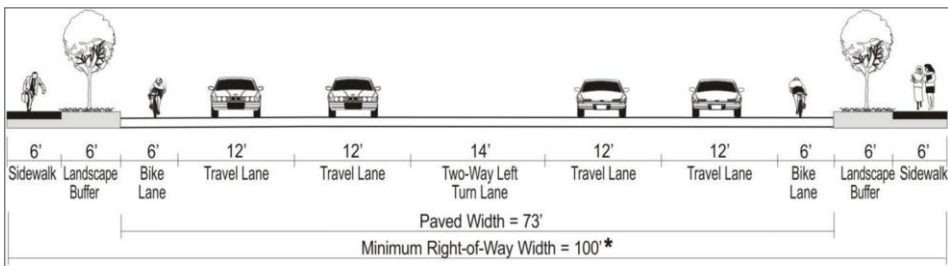
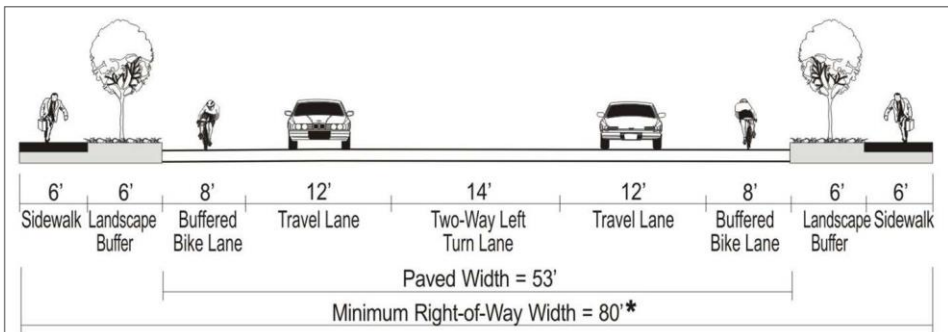


Figure 3.01P – Pacific Highway 99E  
Lincoln Street to 600 Feet South of Cleveland Street (MP 32.41 to MP 33.08)\*\*



\* One foot of right-of-way outside each sidewalk is needed for operational purposes.  
\*\* Transition between five-lane and three-lane roadways to occur between MP 33.08 and MP 33.19.

Figure 3.01Q-01R – Pacific Highway 99E  
1,150 Feet South of Cleveland Street to South UGB (MP 33.19\*\* to MP 34.07)

### 3.01.05 Street Layout

#### A. Purpose: To:

1. Implement Woodburn Comprehensive Plan Policies including those regarding avoiding dead-end streets, cul-de-sacs, and out-of-direction travel;
2. Implement the TSP including the Figure 6 "Local Street Connectivity Plan";
3. Shorten out-of-direction travel for emergency responders;
4. Lessen physical vehicular access to the end of a street stub (from adjacent unimproved land where there is no driveway) that damages an improved street such as by demolishing curb or sidewalk or dragging dirt, mud, or gravel onto an improved street;
5. Not allow outer areas of the city to have street networks so sparse such that a few major thoroughfares are burdened with almost all vehicular traffic;
6. Encourage constructing new means of public access across on-site or adjacent creeks or creek tributaries;
7. Prompt developers to construct alleys or shared rear lanes where they can serve for vehicular travel and access as well as and at less expensive construction cost than public streets; and
8. Allow off-street public bicycle/pedestrian facilities to substitute for a public street, such as an Internal Street, where justified.

#### A.B. Termination of Streets and Off-Street Bicycle/Pedestrian Facilities, Bikeways and Pedestrian Ways

1. Cul-de-sac Streets
  - a. The maximum length of a cul-de-sac street shall be 250 feet. Cul-de-sac length shall be measured along the center line from the nearest right-of-way line of the nearest intersecting street, to the point of curvature of the cul-de-sac bulb.
  - b. The minimum radius of a cul-de-sac bulb right-of-way shall be 55 feet.
  - c. The minimum improved street radius of a cul-de-sac shall be ~~48~~the number of feet per OFC Figure D103.1 or as amended plus the number that fits curb, planting strip and sidewalk.
  - d. The Director may require bikeway and pedestrian facilities to connect from one cul-de-sac to an adjacent cul-de-sac or street, except where the cul-de-sac abuts developed property, or where the Director determines that there is no need for a connection.
2. Temporary Dead End Streets

Streets extensions that result in temporary dead end streets, or stub streets, shall:

  - a. Be extended to the adjoining ~~tract~~land when it is necessary to give access to, or permit, a future division of adjoining land;
  - b. Require a barricade at the end of the street to be installed and paid for by the property owners. It shall not be removed until authorized by the City of Woodburn.

- c. Have an all-weather sign at the temporary street terminus, installed by the property owners, that states: “This Street is Planned for Future Extension”.
  - d. If the Public Works Director in writing requires, Provide provide either a one foot-reserve strip deeded to the City, or an alternative method for limiting access approved by the City, at the temporary end of the right-of-way.
3. Continuity of Off-Street Bicycle/Pedestrian Facilities~~Public Bikeway and Pedestrian Facilities Located Off Street~~
- Public bikeway and pedestrian facilities, other than those incorporated in a street right-of-way, shall either:
- a. Provide for a continuous system, with each segment originating and terminating with a connection to a public street, a public alley, a shared rear lane, a greenway, a public park, or to a designated activity center; or
  - b. Provide stubbed facilities to not preclude subsection (a.) and that may extend beyond the limits of an approved development, when such a public facility has been required by the decision-maker.

B.C. Block Standards

- 1. Block length shall not be less than 200 feet and not more than 600 feet, except where street location is precluded by any of the following;
  - a. Natural topography, wetlands, significant habitat areas or bodies of water, or pre-existing development;

- b. Blocks adjacent to arterial streets, limited-access highways, collectors or railroads;
  - c. Residential blocks in which internal public circulation provides equivalent access.
2. In any block that is longer than 600 feet, as measured from the right-of-way line of the street to the right-of-way line of the adjacent street, a bikeway/ pedestrian facility shall be required through and near the middle of the block.
  3. On any block longer than 1,200 feet, ~~pathways-corridors per Section 3.01.07 and 3.01.08~~ may be required through the block at 600 foot intervals.
  4. In a proposed development ~~including partition and subdivision~~, or where redevelopment potential exists and a street connection is not proposed, one or more ~~off-street bicycle/pedestrian facilities~~~~bikeway and pedestrian facilities~~ may be required ~~as partition or subdivision connection paths or shortcut paths~~ to connect a cul-de-sac ~~or other public street~~ to ~~other~~ public streets, to other ~~pathways~~~~bicycle/pedestrian facilities~~, or to ~~the project boundary~~~~adjoining land~~ to allow for future connections.

D. Street Access

Developments comprised of 25 or more dwelling units, including existing units, shall have at least two means of public street access from a cul-de-sac, dead-end street, or other street. Those two or more means of public access must be two non-overlapping public street routes ~~to a major arterial identified in the TSP.~~

E. Alleys and Shared Rear Lanes:

1. Purpose: To use alleys and shared rear lanes as a means of access management for the same purposes that Section 3.04.03A lists and to have developers to construct public alleys and shared rear lanes where they can serve for vehicular travel and access as well as and at less expensive construction cost than public streets.
2. Cross section: The alley standard cross section is Figure 3.01J.
3. For development within the RSN and RMN zoning districts, see the standards in Section 2.05.04B. For development that is both outside those districts and planned unit development, see the standards in Section 3.09.06C.

F. Local street connectivity plan:

1. Purpose: To implement Woodburn Comprehensive Plan policies and TSP Figure 6 "Local Street Connectivity Plan" and related plan text and serve purposes to improve access and circulation for walking, cycling, and rolling along as well as driving and to have developers bring about extended and new local class streets.
2. Applicability: Applicable to a development where TSP Figure 6 indicates a future street corridor into, through, along, or near a development. The Director may determine what the word "near" means.
3. Standards:
  - a. Cross section: Based on Section 3.01.04B.1, the presumptive minimum width shall be 70 feet for a full width future street corridor or 35 feet for a half-street corridor. The Director may establish a wider standard if more than a half-street width but less than full width is within the development.

- b. Extent: The presumptive minimum extent begins at an existing street and either connects to a different street or protects future connection. The Director may determine extent of a street connection by considering factors including:
    - (1) TSP Figures 2, 8 & 9;
    - (2) An applicable off-street bicycle/pedestrian facility in or adjacent to a development;
    - (3) Access management per Section 3.04;
    - (4) Existing and future bus transit;
    - (5) Proximity to parks and public schools;
    - (6) Context of developments in the vicinity;
    - (7) Whether a development is in a region within the UGB that has a sparse street network;
    - (8) The layout of regional public potable water, sanitary sewer, and drainage and stormwater management lines and facilities; and
    - (9) Where applicable, the ability of development to conform to subsection C above regarding two means of public access.
    - (10) Where applicable, the RCWOD that Section 2.05.05 regulates.
  - c. Future street corridor: Within the width and extent of a future street corridor where there is a street reservation easement instead of ROW, a developer shall not build buildings, install, mount, or place pre-fabricated buildings, or construct free-standing walls or structures such as trash and recycling enclosures.
  - d. Subsurface/underground: The Public Works Director may direct a developer's arrangement of private utility lines and facilities if and where they pass under a future street corridor.
4. Implementation: The City may implement this section in concert with Section 3.01 at large by using any of full, wider than half-street, half-street, or narrower than half-street ROW dedication. The City may instead or also use any of off-street PUE dedication or dedication of other types of public easements to identify, memorialize, and reserve future street corridors in place of ROW dedication. Where an easement or easements substitute for ROW, a public easement as a street reservation easement shall include text that identifies and memorializes the future street corridor and makes apparent the easement purpose. The Director may apply this subsection F when administering a street reservation for a street that TSP Figure 2 classifies as higher than local.

~~D.—~~

### **3.01.06 Street Names**

- A. All public streets and private manufactured dwelling park streets shall be named, after providing the Woodburn Fire District with an opportunity to review and comment.
- B. Public and private manufactured dwelling park streets shall be named as follows:
  - 1. The street name shall not duplicate an existing street name, unless there is reasonable

assurance the named streets will be connected in the future.

2. New streets shall be designated with the same names as existing streets only if they fall in the same grid line and there are reasonable assurances that the street will connect with another section of the numbered street.
  3. Street names shall not sound like another street name or cause confusion.
  4. Street names that are deliberately misspelled, frivolous, or reflect the name of the developer or family members shall not be allowed.
- C. Streets shall be further named with a suffix.
1. Except as indicated in the Woodburn Transportation System Plan, the following suffixes designations apply to new streets, as follows:
    - a. North/South streets shall be designated as a “Street”, with the exception that major streets classified as an arterial in the Woodburn TSP may be designated as a “Road” or a “Highway”.
    - b. East/West streets shall be designated as an “Avenue”, with the exception that major streets classified as an arterial in the Woodburn TSP may be designated as a “Road” or “Highway”.
    - c. A skewed or meandering street shall be named a “Drive”.

- d. A street less than 1,000 feet in length may be designated as a “Place,” “Way,” or “Lane”.
- e. A cul-de-sac street with no cross-street shall be designated as a “Court”.
- f. A continuous loop street that has two intersections with the same street shall be segmented, in reference to its orientation to the overall North/South, East/West street grid, so that the each segment of the loop has a unique name.
- g. A street that runs in a circle with only one entrance/exit shall be designated as a “Circle”.
- h. A street with a continuously landscaped median shall be designated as a “Boulevard”.
- i. If named, an alley shall be designated as either “Alley” or “Lane”.
- j. A street along a bluff along a creek or creek tributary may be designated “Terrace”.

**3.01.07 Off-Street Public Bicycle/Pedestrian Corridors**

- A. Purpose: To provide a comprehensive network of safe, comfortable, and interesting off-street public bicycle/pedestrian facilities, such as paths, with amenities and support facilities that attract walking, cycling and rolling along and as a complement to greenways, especially to include and be equitable toward Woodburn residents who cannot or do not own private vehicles or drive, to implement Woodburn Comprehensive Plan policies, to bring about Transportation System Plan (TSP) accessways and multi-use pathways, to bring about Highway 99E Corridor Plan bicycle/pedestrian enhancements, to reduce out-of-direction walking, cycling, and rolling along, including where railroads constrain the street network or where the street network is sparse, to provide for public active transportation and exercise, to attract cyclists who are interested but concerned about safety from cars, and to have developers upgrade nonconforming facilities and construct extended and new facilities that conform.
- B. Applicability: Where a development includes or abuts an off-street public bicycle/pedestrian corridor, other than greenway, subject to improvement as the Director determines. For Mill Creek Greenway standards, see instead Section 3.01.08. For purpose of applying improvement standards, corridors are any of the following:
  - 1. Senecal Creek;
  - 2. East Senecal Creek;
  - 3. A creek tributary;
  - 4. A corridor contiguous with the extent of the Riparian Corridor and Wetlands Overlay District (RCWOD) as Section 2.05.05B.1a defines for a riparian corridor;
  - 5. A corridor contiguous with the extent of the 100-year floodplain; and
  - 6. A drainageway that drains to a creek or creek tributary. This includes channelized drainageways and ones otherwise altered, such as through farming, in an era prior to urban stormwater regulation.
- C. Corridor width: The corridor of land dedicated to accommodate the facility and related

**Commented [CC25]:** As the existing Section 3.01.05 establishes street network, this new section does the same for an off-street walking and cycling network.

improvements and landscaping shall be either dedicated to the City or covered with one or more public easements that accomplish granting public access. The minimum width shall be per Table 3.01A.

**Off-Street Public Bicycle/Pedestrian Corridor Widths**

**Table 3.01A**

<u>Corridor Context</u> <sup>1</sup>	<u>Description</u>	<u>Minimum Width (feet)</u>	
<u>1. Specific</u>	<u>a. N. Pacific Hwy</u>	<u>The six bicycle/pedestrian accesses that the Highway 99E Corridor Plan, p. 12, Figure 2 “Key Corridor Enhancements” identifies with arrow symbols.</u>	<u>20</u>
	<u>b. Railroads</u>	<u>Along (1) the east side of the Union Pacific railroad between E. Cleveland and E. Lincoln Streets and (2) the Willamette Valley Railway Co. railroad north side between Mill Creek and Bird’s Eye Avenue. The corridors may be referenced respectively as Bicycle/Pedestrian Corridor RR1 and RR2.</u>	<u>20</u> <sup>2</sup>
	<u>c. Hermanson Pond vicinity</u>	<u>A corridor between the Mill Creek Greenway Hermanson Pond and N. Pacific Highway. It may be referenced as Bicycle/Pedestrian Corridor Z.</u>	
<u>2. Land division</u>	<u>Where a corridor is either (a) a partition or subdivision tract or (b) subarea of a lot or lots intended to be covered by a public easement granting public access and that leaves the remainder of the lot or lots similar in size to a smaller lot or lots with no such easement.</u>	<u>20</u>	
<u>3. RCWOD</u>	<u>Where the Riparian Corridor and Wetlands Overlay District as Section 2.05.05 describes overlaps a corridor. (For the Mill Creek Greenway specifically, see Section 3.01.08.)</u>	<u>50</u>	
<u>1. A corridor is one context. Either of the specific or RCWOD contexts supersede the land division context where it would also have been applicable.</u>			
<u>2. Zoning Adjustment permissible.</u>			

D. Facility class: There shall be three classes of facility pavement widths and related improvement standards, Class A, B, & C, applied as follows:

1. Class A: Table 3.01A corridor context 1c and RCWOD corridor other than Mill Creek. (For Mill Creek Greenway corridor, see instead Section 3.01.08.)
2. Class B:
  - a. Park: Among paths on tracts that a developer is to dedicate to the City as public parkland, minimum 1 path, other than a greenway trail where such is applicable.
  - b. Other: Facilities not otherwise specified in this subsection D.

**Commented [CC26]:** Per management direction, the classes intentionally remain undefined. The hierarchy of three classes serves to guide establishment and application of standards development by development and for the City to adopt any of a policy or specifications document that establishes the details for each class of walking and cycling facility. The basic intent is that Class A is 12 feet width of asphalt or concrete, Class B is 10, and Class C is 8.



3. Class C: A land division, partition, or subdivision connection path or shortcut path.

E. Improvement, amenity, and support facility standards: Per the Director.

F. Landscaping: Per Section 3.06.

G. Plan review: As part of land use review, a developer shall submit scaled drawings, including plan and cross section views, of corridor width and facility width, extent, and details.

### **3.01.08 Mill Creek Greenway**

A. Purpose: To provide a comprehensive network of safe, comfortable, and interesting public greenway trails with amenities and support facilities that attract walking, cycling and rolling along and as a complement to other off-street public bicycle/pedestrian facilities, especially to include and be equitable toward Woodburn residents who cannot or do not own private vehicles or drive, to implement Woodburn Comprehensive Plan policies, to bring about TSP Projects P46 through P50, to implement adopted creek greenway plans including the Mill Creek Greenway Master Plan, to provide for public active transportation and exercise using land for which private development is environmentally constrained or prohibited, to attract cyclists who are interested but concerned about safety from cars, to put drainage corridors to more than one use, and to have developers upgrade nonconforming greenways and construct extended and new greenways that conform.

B. Applicability: Where a development includes or abuts the Mill Creek Greenway, the developer shall construct or install greenway trail and related improvements per this section.

C. Corridor width: The corridor of land dedicated to accommodate the trail and related improvements and landscaping shall be either dedicated to the City or covered with one or more public easements that accomplish granting public access. The presumptive minimum width shall be 24 feet.

D. Improvement, amenity, and support facility standards: A developer shall construct trail as a Class A facility. Additional standards are per the Director.

E. Landscaping: Per Section 3.06.

F. Fees in-lieu: Per Section 4.02.12.

G. Plan review: Same as Section 3.01.07G.

### **3.01.09 Bus Transit Improvements**

A. Purpose: The purpose of this section is to provide for apparent, attractive, and dignified regional and City bus transit facilities, to improve service, especially to include and be equitable toward Woodburn residents who cannot or do not own private vehicles or drive, to extend the reach of those walking and cycling, to implement Woodburn Comprehensive Plan policies, to implement the Transportation System Plan (TSP), to

**Commented [CC27]:** This section acknowledges the existence of the Mill Creek Greenway. Per management direction, the improvement standards for what developers construct within the specified corridor width remain unspecified. The section is meant to guide establishment and application of standards development by development and for the City to adopt any of a policy or specifications document that establishes the details for greenway trail and related improvements.

**Commented [CC28]:** This section acknowledges the existence of the City bus transit system. Per management direction, the improvement standards for what developers construct within the specified bus transit area remain unspecified. The section is meant to guide establishment and application of standards development by development and for the City to adopt any of a policy or specifications document that establishes the details for bus transit improvements.

implement the Transit Plan Update that supplements the TSP, to guide City capital improvement projects, and to have developers improve bus transit stops that have few or no improvements. The provision of bus transit improvements is guided also by the Highway 99E Corridor Plan and other WDO sections.

B. Applicability: The standards apply along a frontage for which development causes street improvements and either where a bus stop exists that lacks conforming improvements or the City has adopted a long-range transit plan identifying a new bus stop. The standards apply also to off-site bus stop improvements where and as conditioned.

C. ROW: Where ROW, whether existing or widened to a minimum per Section 3.01, cannot accommodate a bus shelter, a developer shall dedicate to the City additional width and extent of area to accommodate a shelter and a pad on which the developer is to install it. The developer shall dedicate any of additional ROW, additional width of streetside PUE, off-street PUE, other type of public easement, or combination that both meets the accommodation requirement and to which the Public Works Director does not in writing object.

D. Improvements: Per the Director.

E. Fees in-lieu: Per Section 4.02.12.

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## **3.02 Utilities and Easements**

The purpose of this Section is to ensure that adequate easements for public utilities and drainage are provided for all developments, to identify, memorialize, and reserve future street corridors where developers do not dedicate right-of-way (ROW), to secure public access to off-street public bicycle/pedestrian facilities where developers do not dedicate corridors of land to the City, to establish standards for street lighting, and to require that new developments be served with buried or underground utilities.

- 3.02.01 Public Utility Easements & Public Access Easements
- 3.02.02 Creeks and Watercourse Maintenance Easements
- 3.02.03 Street Lighting
- 3.02.04 Underground Utilities

### **3.02.01 Public Utility Easements & Public Access Easements**

- 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. Streetside: A ~~five foot wide streetside~~ public utility easement (PUE) shall be dedicated along each lot line abutting a public street at minimum width 5 feet.
- C. Off-street: The presumptive minimum width of an off-street PUE shall be 16 feet, and the Public Works Director in writing may establish a different width as a standard.
- ~~B-D.~~ Public access: The minimum width of a public access easement along a bicycle/pedestrian corridor, where the easement serves instead of dedication of either land or ROW to the City, shall be per Section 3.01.07C.
- E. As a condition of approval for development, including property line adjustments, partitions, subdivisions, design reviews, ~~or~~ Planned Unit Developments (PUDs), Street Adjustments, Zoning Adjustments, or Variances, the Director may require dedication of additional public easements, including off-street public utility easements and other easement types such as those that grant access termed any of bicycle/pedestrian access, cross access, ingress/egress, or public access, as well as those that identify, memorialize, and reserve future street corridors in place of ROW dedication-
- F. Streetside PUE maximum width:
  - 1. Purpose: To prevent developers and franchise utilities from proposing wider than minimum streetside PUEs along tracts or small lots after land use final decision; to prevent particularly for a tract or lot abutting both a street and an alley; to encourage developers to communicate with franchise utilities and define streetside PUE widths during land use review and how to what is defined; to avoid overly constraining yards, and to avoid such PUEs precluding front roofed patios, porches, or stoops.
  - 2. Standards: On a lot or tract with:
    - a. No alley or shared rear lane: 8 feet streetside.

b. Alley or shared rear lane: 8 feet streetside and 5 feet along alley or shared rear lane.

Nothing in this section precludes a streetside PUE from variable width where necessary such as to expand around fire hydrants.

a.—

### **3.02.02 Creeks and Watercourse Maintenance Easements**

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

### **3.02.03 Street Lighting**

- A. Public Streets:

Public streets abutting a development shall be illuminated with street lights installed to the standards of the City and the electric utility. A developer shall provide documentation to the attention of the Public Works Director indicating that any needed illumination complies with the standards. A developer is to refer to Illuminating Engineering Society (IES) of North America Recommended Practice 8, Roadway Lighting (RP-8) or other source as the public works construction code specifies.

B. Manufactured Dwelling Park Private Streets

The full length of private streets and walkways in manufactured dwelling parks shall be illuminated with lighting designed to average 0.25 horizontal foot-candles.

**3.02.04 Underground Utilities**

A. Purpose: To improve streetscape aesthetics, reduce the number of poles errant drivers going off the road can hit, improve reliability of electricity during and after storms, and require larger developments to bury or underground existing electric utilities, developers of larger developments being more likely able to fund such.

B. Street: All permanent utility service within ROW resulting from development shall be underground, except where overhead high-voltage (35,000 volts or more) electric facilities exist as the electric utility documents and the developer submits such documentation.

1. Developments along Boundary Streets shall remove existing electric power poles and lines and bury or underground lines where the following apply:

- a. A frontage with electric power poles and lines is or totals minimum 250 feet; and
- b. Burial or undergrounding would either decrease or not increase the number of electric power poles. The developer shall submit documentation from the electric utility.

Where the above are not applicable, a developer shall pay a fee in-lieu, excepting residential development that has 4 or fewer dwellings and involves no land division.

2. Fees in-lieu: Per Section [4.02.12](#).

C. Off-street: 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.

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### **3.03 Setbacks and Open Space**

The purpose of this Section is to identify the requirements for setbacks, open space and vision clearance requirements. Setbacks and open space provide for adequate air movement, solar access, visibility, aesthetics, emergency access, fire separation, recreation, and vision clearance.

- 3.03.01 Setbacks
- 3.03.02 ~~Special Setback~~ Street Widening Setbacks
- 3.03.03 Projections into the Setback Abutting a Street
- 3.03.04 Projections into the Side Setback
- 3.03.05 Projections into the Rear Setback
- 3.03.06 Vision Clearance Area

#### **3.03.01 Setbacks**

- A. Setbacks
  - 1. No required setback provided for any building or structure shall be considered as providing a setback for any other building.
  - 2. No required setback for any building or structure shall be considered as providing lot coverage for another building, except for a common area not required to be located within a lot, when owned by a homeowner's association in a Planned Unit Development (PUD).
- B. Setbacks shall be open and unobstructed by buildings or structures from the ground to the sky, except as may otherwise be permitted in this Section and in Accessory Structures (Section 2.06).
- C. No portion of a lot necessary to meet the standards for lot area, width, frontage, setbacks, lot coverage, open space, or other requirement of this Ordinance shall have more than one owner, except through a zoning adjustment, or variance.

#### **3.03.02 ~~Special Setback~~ Street Widening Setbacks**

- A. ~~Special Setback~~ Street Widening Setbacks are necessary when the existing street right-of-way is less than the designated right-of-way in the Woodburn Transportation System Plan, including as relates to Section 3.01.05F. ~~Special Setback~~ Street Widening Setbacks ensure that development will conform with setback and vision clearance requirements, after a full right-of-way has been acquired.
- B. ~~Special setback~~ Street Widening Setback distances shall be measured at right angles to the center line of street rights-of-way.
- C. Where dedicated rights-of-way are less than the ~~Special Setback~~ Street Widening Setback, the setback abutting a street shall be measured from the ~~Special Setback~~ Street Widening Setback. All regulations applicable to setbacks abutting streets and vision clearance areas shall apply to the area between the lot line and the ~~Special Setback~~ Street Widening Setback. Fences and walls are allowed up to the property line.



**Special Setback Street Widening Setback by  
Street Classification  
Table 3.1-13.03A**

<u>By Transportation System Plan Classification &amp; Section 3.01.04 Standard Cross Sections</u>	<u>Special Setback Street Widening Setback</u> from Centerline (feet)
Major Arterial	50 <del>feet</del> <sup>+</sup>
Minor Arterial	37 <del>feet</del>
Service Collector	36 <del>feet</del>
Access Street/Commercial Street	33 <del>feet</del>
Local Street, 60-foot right-of-way	30 <del>feet</del>
<del>Local Street, 52-foot right-of-way</del>	<del>26 feet</del>
Local Street, 50-foot right-of-way	25 feet
<u>Other</u>	<u>Equal to planned total ROW width divided by 2, then measured from centerline</u>

**3.03.03 Projections into the Setback Abutting a Street**

- A. 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.
- B. Covered, unenclosed porches, extending not more than 10 feet beyond the front walls of the building, shall maintain at least a ~~10-5~~ foot setback from the property line or ~~Special Setback Street Widening Setback~~.
- C. A balcony, outside stairway or other unenclosed, unroofed projection may not project more than 10 feet into a front setback.
- D. Arbors, archways, pergolas and trellises shall be exempt from the setback abutting a street.
- E. Uncovered decks, not more than 18 inches above final grade, shall maintain at least a three foot setback from the property line or ~~Special Setback Street Widening Setback~~.
- F. Flag poles shall maintain at least a five foot setback from the property line or ~~Special Setback Street Widening Setback~~.

**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.
- B. Fire escapes, when not prohibited by any other code or ordinance, may not project into a side setback farther than one-third of the width of the setback, or less than three feet.

- C. Uncovered decks, not more than 18 inches above final grade, shall maintain at least a three foot setback from the property line or ~~Special Setback~~ Street Widening 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~~ Street Widening Setback.
- C. Covered, unenclosed porches, extending not more than 10 feet beyond the rear walls of the building, shall maintain at least a 10 foot setback from the property line or ~~Special Setback~~ Street Widening Setback.
- D. Uncovered decks not more than 18 inches above final grade shall maintain at least a three foot setback from the property line or ~~Special Setback~~ Street Widening 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).

~~3.03.06~~ **3.03.05 Vision Clearance Area**

- A. A vision clearance area (Figures 3.03A and B) is an area at the intersection of two streets, a street and a driveway, or a street and an alley, in which visual obstructions are limited for safety purposes.
- B. The vision clearance area is formed by a combination of the following lines:
  - 1. At the intersection of two public streets: a line extending 30 feet from the two lot lines adjacent to a street, and a third line drawn across the corner of the lot that connects the ends of the lines.
  - 2. At the intersection of a public street and a private street: a line extending 30 feet from the lot line adjacent to the public street, a line extending 30 feet from the outside edge of the pavement on private street, and a third line drawn across the corner of the lot that connects the ends of the lines.
  - 3. Within the DDC zone (Figure 3.03B): a line extending 20 feet from the two curb lines, and a third line drawn across the corner of the lot that connects the ends of the lines.
  - 4. At the intersection of a public street and an alley: a line extending ten feet from the intersection along the back of curb, a line extending ten feet from the property line along the alley and a line drawn across the corner of the lot that connects the ends of the lines.
  - 5. At the intersection of a public street and a driveway: a line extending ten feet from the intersection along the back of curb, a line extending ten feet along the side of the

driveway, and a third line drawn across the corner of the lot that connects the ends of the lines.

6. At the intersection of a private street and a driveway: a line extending ten feet from the outside edge of pavement on the private street, a line extending ten feet along the side of the driveway, and a third line drawn across the corner of the lot that connects the ends of the lines.

7. If a street is subject to a ~~Special Setback~~ Street Widening Setback, the ~~Special Setback~~ Street Widening Setback shall be used to define the vision clearance area.

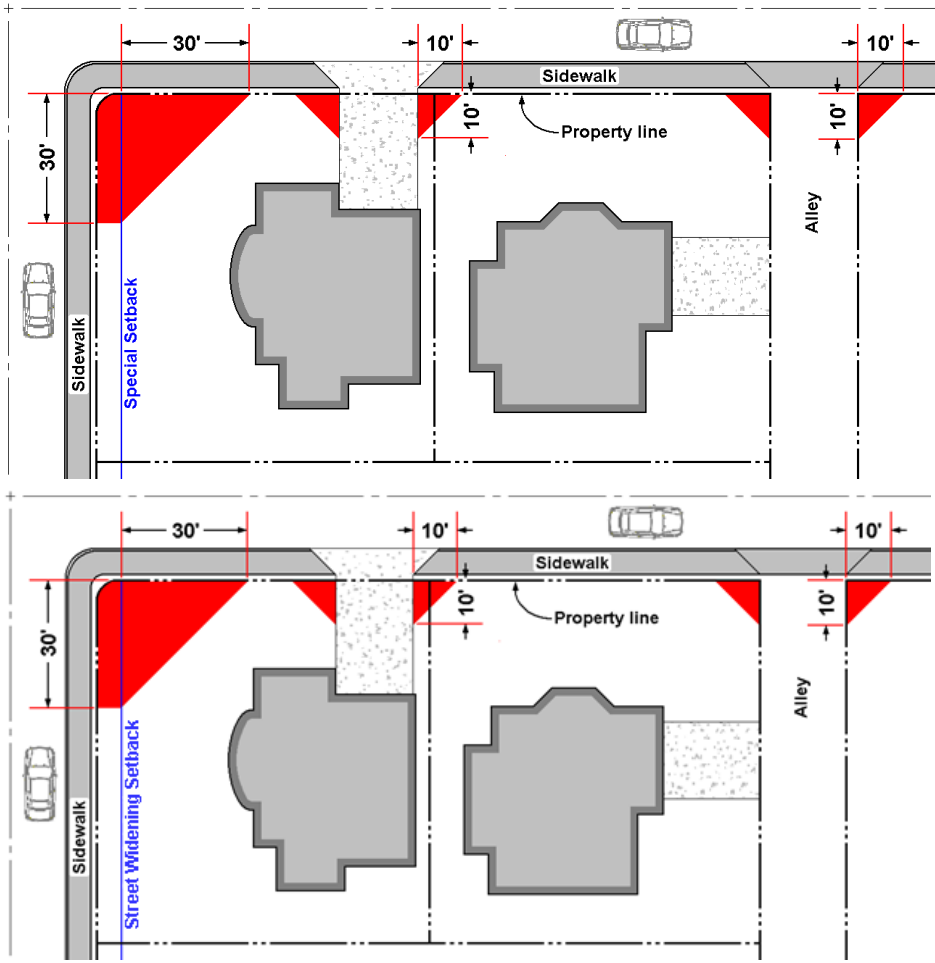


Figure 3.03A – Vision Clearance Area in All Zones Except DDC

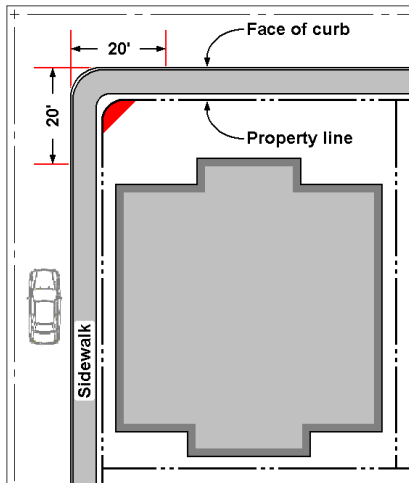


Figure 3.03B – Vision Clearance Area in the DDC Zone

- C. Vision clearance area shall contain no plants, fences, walls, structures, signs, parking spaces, loading spaces, temporary or permanent obstructions exceeding 42 inches in height (measured from the top of the curb or, where no curb exists, from the street centerline), except:
1. Trees, provided branches and foliage are removed to a height of 7 feet above grade;
  2. Utility poles;
  3. Utility boxes less than ten inches at the widest dimension; and
  4. Traffic control signs and devices.
- D. The Director shall have the authority to modify the standards for vision clearance areas upon finding that the modification is appropriate, due to one-way traffic patterns.

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### **3.04 Vehicular & Bicycle/Pedestrian Access**

The purpose of this Section is to establish procedures and standards for granting vehicular access to public streets. Pedestrian access to public streets and between buildings is required and specified by the Woodburn Development Code (WDO).

- 3.04.01 Applicability and Permit
- 3.04.02 Drive-Throughs
- 3.04.03 Access Management: Driveway Guidelines and Standards
- 3.04.04 Driveway & Drive Aisle Improvement Standards
- ~~3.04.05~~ Traffic-Transportation Impact Analysis
- ~~3.04.05~~3.04.06 Bicycle/Pedestrian Access between Sidewalk and Building Entrances

#### **3.04.01 Applicability and Permit**

##### A. Street Access

Every lot and tract shall have minimum access per subsection 1. or 2.:

1. Direct access to an abutting public street, alley, or shared rear lane; or
2. Access to a public street by means of an access easement and maintenance agreement to the satisfaction of the Director, ~~and~~ revocable only with the concurrence of the Director, and that is recorded. The easement shall contain text that pursuant to Woodburn Development Ordinance (WDO) 3.04.03B.3, the public shared access (ingress and egress) right of this easement is revocable only with the written concurrence of the Community Development Director.
3. Alley: Where proposed or required, every lot and tract abutting it shall access it instead of a public street.
- ~~2.4.~~ Shared rear lane: Where proposed or required, and it has a public access easement the same as per subsection 2, it may substitute for an alley, and every lot and tract abutting it shall access it instead of a public street.

##### B. Access to City Streets

A City access permit shall be required for any new or modified vehicular access to a street that is under City jurisdiction.

##### C. Access to County Roads

Access to a road under the jurisdiction of Marion County shall be subject to County requirements. The Director may incorporate County requirements into the conditions of approval for any application.

##### D. Access to State Highways

Access to a transportation facility under the jurisdiction of the Oregon Department of Transportation (ODOT) shall be subject to State requirements. The Director may incorporate ODOT requirements into the conditions of approval for any application.

### 3.04.02 **Drive-Throughs**

#### A. Drive-Through Lane Dimensions and Configuration:

1. Minimum Lane Width: ~~12-10~~ feet.

~~2.~~ Minimum Lane Length: 50 feet, unobstructed by lateral vehicular access. Precluded lateral vehicular access shall include the access/maneuvering area for off-street parking and overlap onto public street right-of-way. The unobstructed length shall be measured from the drive-up window or stop line, whichever is greater.

~~2-3.~~ Buffering/screening: A drive through in yard abutting a street shall be buffered or screened to the same standards as Section 3.06.05B and shall include a minimum number of trees equal to 1 per 30 lineal feet of drive-through aisle. Where a streetside PUE per Section 3.02.01 applies such that it overlaps or exceeds a drive-through aisle proposed setback, and, per the Public Works Director this would preclude planting of new trees or construction or installation of screening within that area of yard that the PUE overlays, the drive-through aisle street setback shall increase to a minimum equal to the streetside PUE width plus 3 feet.

~~— Minimum Turn Radius: 25-10 feet~~

~~3. Placement: Drive throughs shall not be in a yard abutting a street.~~

#### B. ~~By Pass Lane~~

~~Drive throughs shall include a by-pass lane to a site exit with a minimum width of 8 feet and striped in 1 foot high letters or signed as "Bypass". Zoning Adjustment is permissible.~~

### 3.04.03 **Access Management: Driveway Guidelines and Standards**

A. Purpose: To implement Woodburn Comprehensive Plan policies, to implement the Highway 99E Corridor Plan, to reduce vehicular points of conflict, to reduce driveways interrupting landscape strips and the pedestrian experience along sidewalk, to preserve the appearance of street-facing yards in developments of other than multiple-family dwellings, and to preserve on-street parking where existing or required of development.

#### A.B. 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:
  - a. 30 dwelling units in single-family or duplex dwellings; or
  - b. 100 dwelling units in multiple-family dwellings (200 if all dwelling units are equipped with automatic fire sprinklers); or
  - c. 100 living units in group care facilities or nursing homes (200 if all living units are equipped with automatic fire sprinklers).
3. For nonresidential uses, the number of driveways should be minimized based on overall

site design, including consideration of:

- a. The function classification of abutting streets;
- b. The on-site access pattern, including parking and circulation, joint access, turnarounds and building orientation;
- c. The access needs of the use in terms of volume, intensity and duration characteristics of trip generation.

~~4.~~

4. Unused driveways shall be closed.

5. For all development and uses, the number of driveways shall be further limited through access management per subsections C & D below.

#### B-C. Joint Access

1. Lots that access a Major Arterial, Minor Arterial, ~~or Service Collector~~, or Access Street should be accessed via a shared driveway or instead to an alley or shared rear lane.
2. A partition, subdivision, or PUD should be configured so that lots abutting a Major Arterial, Minor Arterial, ~~or Service Collector~~, or Access Street have access to a local street, alley, or shared rear lane. Access to lots with multiple street frontages should be from the street with the lowest functional ~~classification~~ class.
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 per the same means as in Section 3.04.01A.2.~~

4. Standards:

- a. Easement: Per Section 3.04.01A.2 and minimum width 20 feet.
- b. Improvements: The easement and the drive aisle or aisles it follows shall align along centerline. Each shared access drive aisle shall extend to the property line with no terminating curb and no fixed barrier mounted to the drive aisle. The drive aisle minimum width is 20 feet if without side curbs and 21 feet inclusive of side curbs.

#### D. Access management:

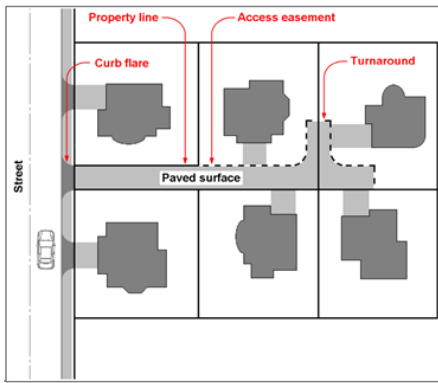
1. Residential development other than multiple-family dwellings: The Director may require that two or more dwellings across two or more lots within a partition, subdivision, or Planned Unit Development to share driveways, for example, by requiring detached houses on adjoining lots to share a driveway along a common lot line.
2. Commercial: Any development within a commercial zoning district that Section 2.03A lists shall grant shared access to adjacent lots and tracts partly or wholly within any of the same districts. An alley or shared rear lane may substitute for meeting this standard if the alley provides equivalent public access. Zoning Adjustment is permissible.

~~3.~~

3. Flag lots: For development that proposes a flag lot that resembles Figure 1.02D, Lot 3



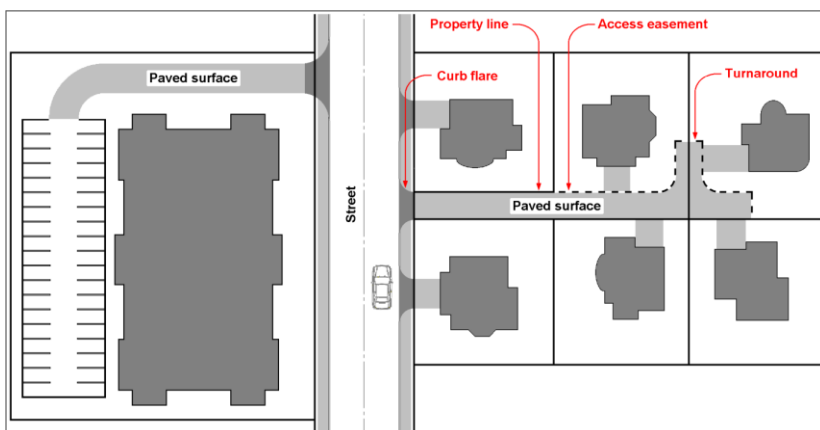
by having a pole, the two adjacent lots along the street shall, if resembling figure Lot 2, shall share access via a driveway on the flag lot pole. This section supersedes Figure 3.04A, of which the right side is excerpted and reproduced below:



4. P/SP: For development within the Public and Semi-Public (P/SP) zoning district, the Director may limit the number of driveways.
  5. Driveway movements: For development with two or more driveways, the Director may limit turning movements into or out of a driveway or limit a driveway to being inbound or outbound only.
- 3.—

E.E. Interconnected Parking Facilities

1. All uses on a lot shall have common or interconnected off-street parking and circulation facilities.



2. Similar or compatible uses on abutting lots shall have interconnected access and parking facilities.

Access Requirements Table 3.04A				
		1 to 4 Dwellings, Living Units or Individual Lots <sup>6</sup>	5 or More Dwelling or Living Units, School, or House of Worship <sup>6</sup>	Commercial or Industrial Use
Flag Lot Access Width (feet) (See Figure 3.04A)		20 minimum	<del>24</del> - <del>20</del> minimum	<del>30</del> - <del>20</del> minimum
Paved Width of Driveway (feet) <sup>3,4,7,8</sup>	1-way	<del>n/a</del> <u>8 minimum</u>	<del>12</del> - <del>10</del> minimum 20 maximum	<del>12</del> - <del>10</del> minimum 20 maximum
	2-way	<del>20 minimum</del> <del>30 maximum</del> <u>14 minimum</u> <u>16 maximum</u> <sup>7</sup>	<del>24</del> - <del>20</del> minimum <del>30</del> - <del>24</del> maximum* <u>*(Add 8'-6 ft</u> <u>maximum if a turn lane</u> <u>pocket is</u> <u>provided</u> <u>added)</u>	<u>Commercial/Mix</u> <u>ed-Use:</u> <u>20 minimum</u> <u>24 maximum*</u> <u>*(Add 12 ft</u> <u>maximum if a</u> <u>turn pocket is</u> <u>added)</u>
	Manufactured Dwelling Park	10 minimum	n/a	<u>Industrial:</u> <u>24</u> - <u>22</u> minimum <u>36 maximum*</u> <u>*(Add 8' if a</u> <u>turn lane-pocket</u> <u>is</u> <u>provided</u> <u>added)</u>
<del>Curb Flare Radius (feet)</del>		<del>15 minimum</del>	<del>25 minimum</del>	<del>30 minimum</del>
Throat Length (feet) <sup>5</sup>	Major Arterial, Minor Arterial, Service Collector	n/a	<del>50</del> - <del>36</del> minimum	50 minimum
	Access or Local Street	n/a	<del>20</del> - <del>18</del> minimum	<del>20</del> - <del>18</del> minimum
Corner Clearance (feet) Guidelines <sup>1</sup>	Access or Local Street	30 minimum	30 minimum	30 minimum
	Service Collector	50 minimum	50 minimum	50 minimum
	Minor Arterial	245 minimum	245 minimum	245 minimum

(See Figure	Major Arterial	300 minimum	300 minimum	300 minimum
Driveway Separation Guidelines (feet) <sup>1,2</sup> (See Figure 3.04B)	Driveway on the same parcel	22 minimum	50 minimum	50 minimum
	Access or Local Street	none	none	none
	Service Collector	50 minimum	50 minimum	50 minimum
	Minor Arterial	245 minimum	245 minimum	245 minimum
	Major arterial	300 minimum	300 minimum	300 minimum

Access Requirements Table 3.04A				
		1 to 4 Dwellings, Living Units or Individual Lots <sup>6</sup>	5 or More Dwelling or Living Units, School, or House of Worship <sup>6</sup>	Commercial or Industrial Use
Turnarounds (See Figure 3.04C) <sup>8</sup>	Access to a Major or Minor Arterial	Required	Required	Required
	Access to any other street	Required if the driveway length to the lot located furthest from the street exceeds 150 feet	Requirements per the Woodburn Fire District	Requirements per the Woodburn Fire District
<ol style="list-style-type: none"> <li>1. The separation should be maximized.</li> <li>2. Driveways on abutting lots need not be separated from each other, and may be combined into a single shared driveway.</li> <li>3. Driveways over 40 feet long and serving one dwelling unit may have a paved surface <del>12</del> <u>minimum 8</u> feet wide.</li> <li>4. Notwithstanding the widths listed in this table, the minimum clearance around a fire hydrant shall be provided (See Figure 3.04D).</li> <li>5. Throat length is measured from the closest off-street parking or loading space to the right-of-way. A throat applies only at entrances (See Figure 3.05B).</li> <li><del>6.</del> <u>Maximum of 4 individual lots can be served from single shared driveway (See Figure 3.04D) except where and as Section 3.04.03D.3 supersedes.</u></li> <li><u>7. It is permissible that the Oregon Fire Code (OFC) as administered by the independent Woodburn Fire District may cause driveway widths to exceed minimums and maximums. It is a developer's responsibility to comply with the OFC.</u></li> <li><u>8. Width measurement excludes throat side curbing, if any.</u></li> <li><del>6-9.</del> <u>Refer to OFC Appendix D, Figure D103.1.</u></li> </ol>				

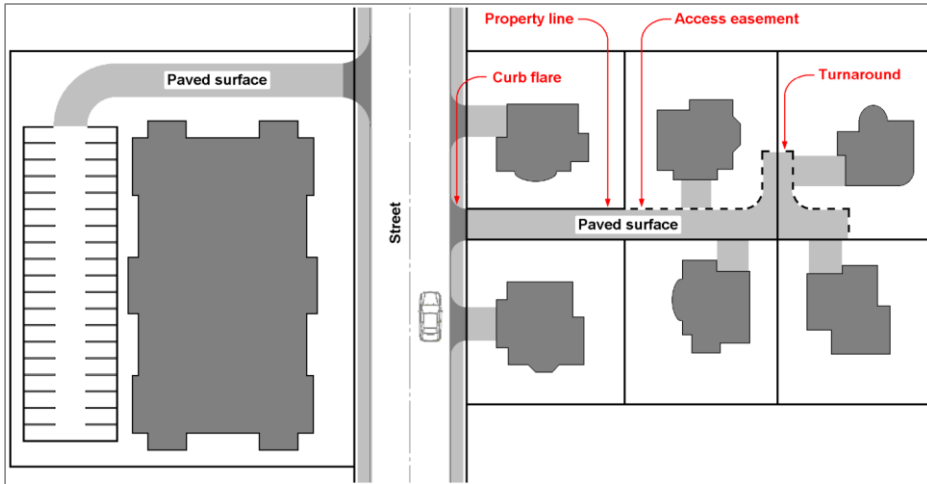


Figure 3.04A – Flag Lot Access Width

(Note 3.04A: Where it applies, Section 3.04.03D.3 supersedes Figure 3.04A regarding flag lot maximum number.)

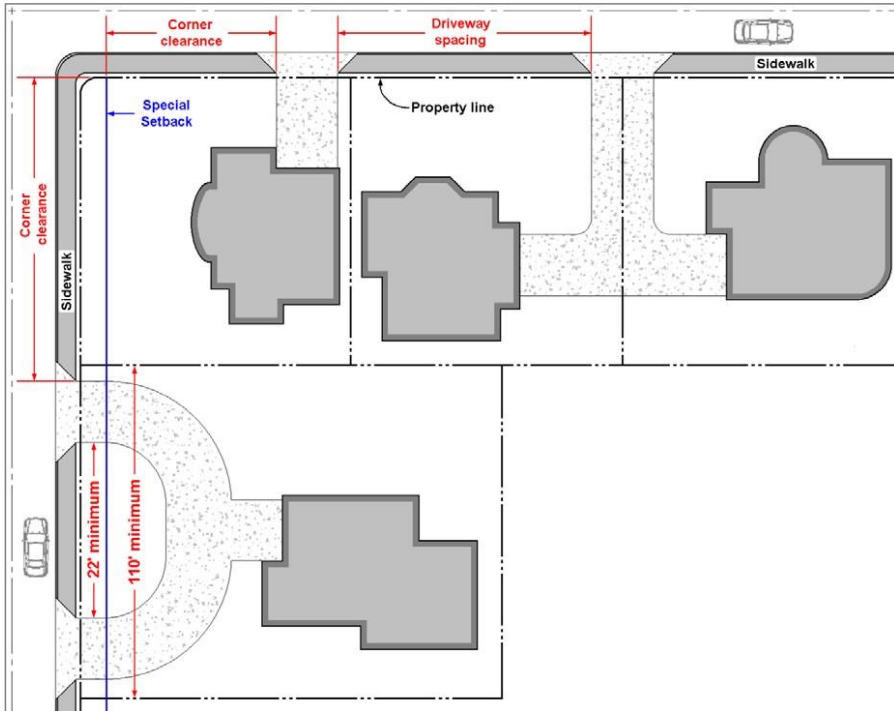


Figure 3.04B – Corner Clearance and Driveway Spacing

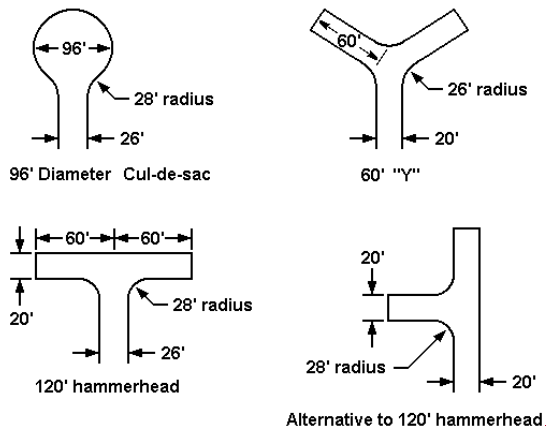


Figure 3.04C — Acceptable Turnarounds (from Oregon Fire Code Figure D103.1)

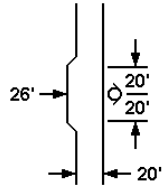


Figure 3.04D— Minimum Fire Hydrant Clearance (from Oregon Fire Code Figure D103.1)

### 3.04.04 Driveway & Drive Aisle Improvement Standards

The portion of a driveway on private property shall be paved. Asphalt, brick, poured concrete, concrete pavers, and square or rectangular cobblestone pavers are allowed. Particularly within emergency-only fire lanes and lanes for maintenance vehicle access to private drainage and stormwater management facilities, but also anywhere on private property, reinforced cellular concrete (cast on-site) grass paving surface ("grasscrete") is allowed also. Gravel is allowed only for property with residential zoning, where no land division is involved, and for other than multiple-family dwelling development. Gravel must be minimum 10 feet from the ROW of a street, with:

- ~~Portland cement concrete to a minimum depth of six inches, or~~
- ~~Asphalt concrete to a minimum depth of two inches, or~~
- ~~Brick or pavers with a minimum depth of two and one-fourth inches.~~

**Commented [CC29]:** Staff trusts builders to lay pavement of sufficient depth for their needs, and inspection isn't practical. The allowance for gravel is for more consistency with Ordinance No. 2521 (2014), while also continuing to lessen gravel dragged onto streets.

### 3.04.05 Traffic-Transportation Impact Analysis

A. This section establishes when a proposal must be reviewed for potential transportation impacts; when developer must submit a transportation impact analysis (TIA) or transportation impact letter or memo with a development application in order to determine whether conditions are needed to mitigate impacts to transportation facilities; the methodology and scope of a TIA or letter or memo; who is qualified to prepare the analysis; and implements Woodburn Comprehensive Plan policies. Where the IMA Overlay District is relevant, see also Section 2.05.02.

B. A Traffic-transportation Impact study known as a transportation impact Analysis-analysis (TIA) may isbe 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 for any of the following:

1. Comprehensive Plan Map Change or Zone Change or rezoning that is quasi-judicial, excepting upon annexation designation of zoning consistent with the Comprehensive Plan.

**Commented [CC30]:** Summary of edits:  
 - Lower the thresholds for when a TIA is required; more developments will require one.  
 - Emphasize analyzing walking and cycling safety also, particularly at intersections along state roads.  
 - Provide more technical direction for scope and method of TIAs.  
 - Make explicit that developments are to mitigate the transportation demands that they would make.

2. A development would increase vehicle trip generation by 50 peak hour trips or more or 500 average daily trips (ADT) or more.
  3. A development would raise the volume-to-capacity (V/C) ratio of an intersection to 0.96 or more during the PM peak hour.
  4. Operational or safety concerns documented by the City or an agency with jurisdiction, such as ODOT or the County, and submitted no earlier than a pre-application conference and no later than as written testimony entered into the record before the City makes a land use final decision.
  5. A development involves or affects streets and intersections documented by ODOT as having a high crash rate, having a high injury rate of persons walking or cycling, having any cyclist and pedestrian deaths, or that partly or wholly pass through school zones that ODOT recognizes.
- 4.6. Where ODOT has jurisdiction and ORS or OAR, including OAR 734-051, compels the agency to require.

A developer shall submit a traffic impact letter or memo when the City or an agency with jurisdiction does not require a TIA. A development within the Downtown Development and Conservation (DDC) zoning district is exempt from TIA submittal.

- C. A TIA shall evaluate the ~~traffic-transportation~~ impacts projected of a development proposal, and where a development would fail to meet a transportation standard or would hinder public safety, shall ~~and the estimated effectiveness of potential traffic list and describe impact mitigation~~ to the satisfaction of the City ~~measures~~. To bring about mitigation, the City may apply conditions having rational nexus and rough proportionality, and conditions may establish improvements, fees, and transportation demand management (TDM) for a development above and beyond WDO minimums.
- D. Mitigation may include that which allows for or improves walking, cycling, rolling, and public transit and serves transportation demand management (TDM), for example, such as through construction or payment of fees in lieu of bicycle/pedestrian facilities and transit stop improvements, whether on or off-street and on or off-site.
- ~~B-E.~~ Mitigation shall be concurrent with development and due the same as public improvements and fees in-lieu are per Sections 3.01.03K and 4.02.12 with an exception that a condition or conditions of approval may set a later due date for a mitigation item.
- F. The methodology for a TIA shall be consistent with City standards, both below and where superseded by any of other sections of the WDO (such as Section 2.05.02 for the IMA Overlay District), another City ordinance, a resolution, written policy, or ODOT or County jurisdiction and application of more stringent agency standards. Vehicular level of service (LOS) and volume-to-capacity (V/C) ratio shall be as follows:-
1. For a signalized and all-way stop-control intersection, the minimum LOS shall be either "E" or if pre-development already operating at lower LOS, then at no lower LOS.



2. For a signalized intersection, the minimum V/C ratio shall be either less than 1.00 regardless of LOS or if pre-development already operating at 1.00 or higher V/C, then at no higher V/C.
3. For an unsignalized intersection, the minimum V/C shall be 0.95 or lower for minimum the major movement through the intersection, or, if pre-development already operating at higher V/C, then at no higher V/C.
4. For developments within the Gateway Commercial General Overlay, Mixed Use Village (MUV), and Neighborhood Nodal Commercial (NNC) zoning districts and intersections partly or wholly within a district, the Director may allow the lower minimum of either LOS "F" or 1.00 V/C, whichever is more generous.
5. Modeling assumptions: The vehicle trip background growth rate shall be minimum zero percent and maximum 0.5 percent. Vehicles per lane per hour shall be minimum 720 for a local class street with signalized intersections.
6. The Director may specify what intersections a TIA is to study.
- +7. A developer may propose, and the Director may allow, a different analysis and concurrent mitigation based on any of the ITE manual *Designing Walkable Urban Thoroughfares: A Context Sensitive Approach* and the NACTO *Urban Street Design Guide*.

#### **3.04.06 Bicycle/Pedestrian Access between Sidewalk and Building Entrances**

- A. Purpose: To provide for those who are not driving apparent, safe, and dignified access to developments from public streets and public off-street bicycle/pedestrian facilities, especially to include and be equitable toward Woodburn residents who cannot or do not own private vehicles or drive, and to implement Woodburn Comprehensive Plan policies.
- B. Wide walkway: Excluding residential development other than multiple-family dwellings, 1 wide walkway minimum or with each of two frontages for sites of two or more frontages. Where a development includes or abuts a public off-street bicycle/pedestrian facility, a wide walkway shall also connect to the facility. Minimum width 8 feet, ADA-compliant, and not gated.
- C. Walkway: Minimum 1 per frontage except where a wide walkway supersedes. Minimum width 6 feet and may have stairs.  
For residential development of other than multiple-family dwellings, each lot shall have a walkway minimum 2 feet wide of minimum length such that it connects sidewalk with an entrance to each and every dwelling on a given lot. The walkway shall not overlap a driveway, and where a walkway is flush with a driveway, it shall either (1) be raised minimum 3 inches, have curbing which may be mountable, and be minimum 3 feet and 3 inches wide, or (2) be dyed, patterned, stamped or otherwise treated or of a different paving material than the driveway to visually distinguish it from the adjacent driveway.
- D. Walkway and wide walkway crossings: A development with crossings of drive aisles shall have one or more crossings made visually distinct from adjacent vehicular pavement and minimum width equal to that of the walkway.

**Commented [CC31]:** The existing WDO doesn't require a walkway between sidewalk and a front door. The statewide uniform building code doesn't address this. Though most developers opt to provide such, some are inclined not to. The edit makes explicit to provide for this "last mile" improvement and sets simple, clear, and objective standards.

1. Wide walkways: Minimum width 8 ft each. Every crossing along a wide walkway shall be either an extension of wide walkway poured concrete at the same grade as adjacent vehicular area or in the form of a speed table, also known as a raised walkway crossing, minimum 4 inches high and with vehicular side ramps maximum slope ten percent and with striped warning triangles. ADA-compliant transitions or ramps shall be minimum 5 feet wide. For multiple-family dwelling development, the speed table option shall be a requirement.
2. Walkways: Where there are walkways and any of them cross drive aisles, all of the crossings along minimum 1 walkway shall be either an extension of walkway poured concrete at the same grade as adjacent vehicular area and same width as the walkway or in the form of a speed table, also known as a raised walkway crossing, minimum 4 inches high. A developer shall stripe remaining walkway crossings with any of hatch or ladder pattern or three or more bars perpendicular to the crossing.
3. See Section 3.05.02N regarding crossings within multiple-aisle parking areas.

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## **3.05 Off-Street Parking and Loading**

The purpose of this Section is to identify the requirements for off-street parking and loading facilities. Well-designed parking facilities improve vehicular and pedestrian safety, promote economic activity, ~~and~~ enhance the driving public's experience, promote cycling, carpooling, vanpooling, and per electric vehicles, allow persons walking, cycling, and rolling along to pass along or through parking areas in comfort and dignity, and to implement Woodburn Comprehensive Plan policies. With appropriate landscaping and storm water design, parking areas can also mitigate the environmental impacts of development and reduce the urban heat island effect.

- 3.05.01** Applicability
- 3.05.02** General Provisions
- 3.05.03** Off-Street Parking
- 3.05.04** Off-Street Loading & Unloading
- 3.05.05** Shared Parking
- ~~3.05.05~~ **3.05.06** Bicycle Parking Standards

### **3.05.01 Applicability**

The provisions of this Section shall apply to the following types of development:

- A. All requirements and standards of Section 3.05 shall apply to any new building or structure constructed after the effective date of the Woodburn Development Ordinance (WDO).
- B. Any additional parking or loading required to accommodate a change in use, or expansion of an existing use, shall conform to all parking, loading and landscaping standards of the WDO.

### **3.05.02 General Provisions**

- A. All required parking and loading spaces shall be retained and maintained in accordance with the standards of the WDO.
- B. The land for off-street parking and loading areas shall either be:
  - 1. Owned in fee title by the owner of the structure or site being served by the parking area, or
  - 2. Subject to legal documentation to the satisfaction of the Director, establishing permanent use of off-street parking that is under separate ownership. The parking, subject to such a parking agreement, shall be in compliance with all requirements and development standards of the WDO. The agreement shall be recorded with the County Recorder and filed with the Director.
- C. When calculations for determining the number of required off-street parking spaces results in a fractional space, any fraction of a space less than one-half shall be disregarded, and a fraction of one-half or greater shall be counted as one full space.

D. Location

1. Off-street parking and loading spaces shall be provided on the same lot as the primary building or use except that:
  - a. In RS, R1S or RM zones, parking spaces for non-residential uses permitted in the zone may be located on another site, if such site is within 250 feet of the lot containing the primary building, structure or use.
  - b. In any zone other than RS, R1S or RM, the parking spaces may be located on another site, if such site is within 500 feet of the site containing the primary building, structure or use.
2. Off-street parking shall be located either in the same zone, in a more intensive zone or in a zone where parking is allowed as a permitted use, or subject to approval as a conditional use.
3. In residential districts, off-street parking and storage shall be prohibited within a yard abutting a street, except within a driveway leading to a garage or carport.
4. In non-residential districts, off-street parking and storage shall be prohibited within a setback adjacent to a street, except ~~behind a wall~~ if screened per Section 3.06.05B. Vehicle parking within the public right-of-way shall not be eligible for fulfilling any required off-street parking requirement.

E. Setback

1. In commercial and industrial zones, the parking, loading, and circulation areas shall be set back from a street a minimum of five feet.
2. Parking, loading, and circulation areas shall be set back from a property line a minimum of five feet, excepting any of (a) interior lot lines of lots in a development that have the same owner or that have outbuildings as part of a complex of buildings sited amid parking, such as in an office or industrial park or strip mall, (b) a shared access and unless there is a shared use agreement to the satisfaction of the Director between or among landowners per Section 3.04, verifying shared use between the separate properties, and (c) shared access in the specific context of residential development of other than multiple-family dwellings.

- F. All vehicle parking and loading areas shall be paved to the standards of this ordinance (Section 3.04.04), except that in the IP, IL, SWIR, and P/SP zones, storage areas used for equipment that may damage pavement may be stored on a gravel-surface storage area. A gravel storage area shall be constructed to a minimum of surfacing of: six inches of one inch minus to three inch minus gravel. If three inch minus is used, the top two inches shall be one inch minus. The property owner shall maintain a gravel storage area to ensure continued drainage and dust control. A paved access apron to any paved access road is required, regardless of the storage area surface.
- G. All vehicle parking, loading, and storage areas shall be graded and provide storm drainage facilities approved by the Director.
- H. All parking spaces, except those for ~~single family and duplex~~ residential development other than multiple-family dwellings, shall be constructed with concrete or rubber bumper guards or wheel barriers maximum 4 inches high that prevent vehicles from damaging structures, projecting over walkways so as to leave less than ~~four~~ 4.5 feet of unobstructed passage, or

**Commented [CC32]:** The edit prevents unnecessary imposition of a parking setback in the interior of developments where common sense indicates that regardless of invisible lot lots, an integrated development under common ownership/management is just that.

projecting over ~~access ways~~ wide walkways, abutting properties, or rights-of-way.

- I. Maneuvering areas shall be designed in compliance with this Section (Table 3.05C05B). Off-street parking areas shall be designed so that no backing or maneuvering within a public right-of-way is required. These provisions do not apply to single-family dwellings or duplexes.
- J. All uses required to provide 20 or more off-street parking spaces shall have directional markings or signs to control vehicle movement, and any dead-end drive aisle 50 feet or longer shall have a "no outlet" sign.
- K. Except for single-family and duplex dwellings, off-street parking spaces shall be delineated by double parallel lines on each side of a space, except a side adjacent to curb. The total width of the lines shall delineate a separation of two feet. The lines shall be four inches wide (See Figure 3.05C).
- ~~L. For nonresidential uses:
  - 1. ~~Parking and loading areas should be illuminated at an average of 0.2 horizontal foot candle at ground level (or 0.5 horizontal foot candle if the applicant states that personal security or vandalism is a likely or severe problem), with a maximum uniformity ratio of 20:1 (maximum to minimum)~~
  - 2. ~~Entrance areas to the building should be illuminated at an average of 0.5 horizontal foot candle at ground level (or 1.0 horizontal foot candle if the applicant states that personal security or vandalism is a likely or severe problem), with a maximum uniformity ratio of 15:1 (maximum to minimum).~~~~
- L. Exterior lighting for all developments shall conform to Chapter 3.11.
  - ~~3. ~~Illumination shall not shine or reflect onto residentially zoned property or a public street.~~~~
- M. Required parking spaces shall be available for parking of operable vehicles of residents, customers, patrons and employees and shall not be used for the storage of vehicles or materials or for the parking of fleet vehicles, except for those fleet vehicles:
  - 1. Driven by an employee to the site each work day from home, or
  - 2. Stored during periods other than normal business hours.
- N. Walkway crossings: Parking areas with multiple aisles shall have minimum 1 walkway or wide walkway that passes through the parking area to the aisle farthest from the building. Each walkway crossing shall conform to Section 3.04.06D.

### 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. ADA: Accessible parking shall be provided in amounts not less than those ~~set forth in Table 3.05B~~ that ORS 447.233 requires. The number of accessible spaces shall be included

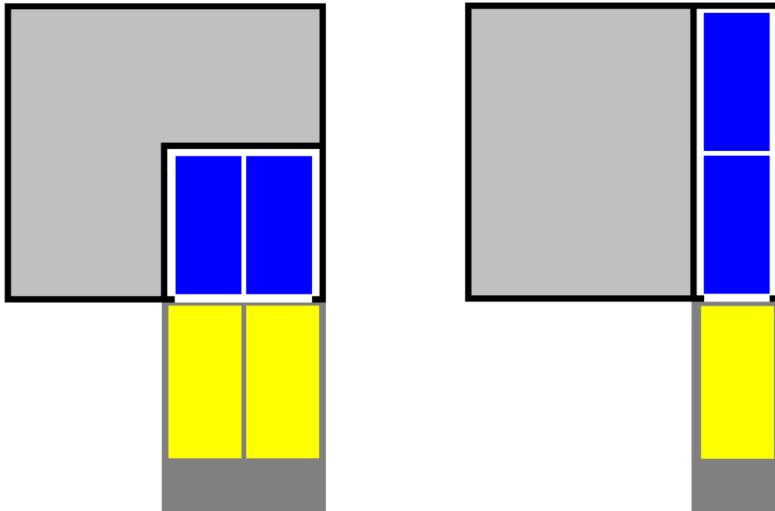
as part of total required vehicle parking spaces.

- 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(05B)).
- 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, with a maximum of 20 rack spaces.~~ A developer shall provide off-street bicycle parking per the minimums and standards in Tables 3.05D & G and the additional standards in Section 3.05.06.

F. Garages

- 1. For ~~single family and duplex~~ other than multiple-family dwellings,
  - a. The parking spaces required by this section (Table 3.05A) shall be in a garage or garages.
  - b. There shall also be an improved parking pad, abutting the garage doorway, for each opposing parking space within the garage. Each parking pad shall have the minimum dimensions of ~~10-8~~ feet wide by ~~20-18~~ feet long.
- 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, whether conventional or tandem, or,

**Commented [CC33]:** The edit respects the intent, expands the requirement to all "middle housing" (duplex, triplex, quadplex, row houses, and cottage clusters) in anticipation of LA 21-03 to conform to state law to regulate houses and middle housing equitably. (LA 21-0-3 will revise the definition of multiple-family dwellings to be 5 or more dwellings.)



in a carport or carports.

Figure 3.05A – Parking Spaces in Garage (Blue) and Improved Parking Pad (Yellow)

- G. Additional design standards apply in the DDC zone (Section 3.07.07.C.12), MUV zone (Section 3.07.08.K), and NNC zone (Section 3.07.09.B).

**Off-Street Parking Ratio Standards  
Table 3.05A**

Use <sup>1,2</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
2. Rooming/boarding house, hotel, motel, and other traveler accommodations	2 parking spaces + 1/ guest room
3. Group Home or Group Care Facility	0.75/ living unit
<b>COMMERCIAL / PUBLIC</b>	
4. General indoor recreation	1/ 200 square feet
5. Food and drinking places	1/ 200 square feet
6. Motor vehicle service	1/ 200 retail area + 3/ service bay + 1/ pump island
7. General retail sales (such as food and beverages, clothing, sporting goods, health and personal care items, and motor vehicle parts)	1/ 250 square feet
8. Photo finishing	
9. Ambulatory health services (such as doctors, dentists, optometrists, and chiropractors)	
10. Postal service	
11. Limited-service eating place	1/ 350 square feet
12. Offices (such as professional, scientific and technical services, finance and insurance, real estate, administrative and support services, social assistance, and public administration – but not including ambulatory health services)	
13. Personal services	Greater of: 1/ 350 square feet; or 2/ service chair or room
14. Libraries	1/ 400 square feet
15. Outdoor sales and service of bulky merchandise (such as motor vehicles, farm equipment, and manufactured dwellings)	1/ 400 square feet of structure + 1/ 20,000 square feet of outdoor display area
16. General repair and service (such as electronic and precision equipment, leather goods, laundry and dry cleaning equipment)	1/ 500 square feet
17. Printing and related support activities	Greater of 1/ 700 square feet or 1/ employee
18. Mail order house	



19. Fabricated metal products manufacturing 20. Commercial and industrial equipment repair 21. Craft industries 22. Commercial bakery	Greater of 1/ 800 square feet or 1/ employee
23. Indoor sales and service of bulky merchandise (such as furniture, appliances, and building materials)	1/ 900 square feet
24. Temporary outdoor marketing and special events	1/ 1,000 square feet of outside event space plus, no reduction from primary zoning for other uses.
25. Delivery services	One space per delivery vehicle plus one space per employee per shift.
26. Mobile Food Service	4
27. Home occupation 28. Residential sales office 29. Temporary residential sales	No reduction from dwelling requirement is allowed.
30. Contractors	2 parking spaces + 1/ employee
31. Parks and playgrounds	Minimum of other uses requiring parking
32. Urban transit system, interurban and rural transit, taxi service, limousine service, school transportation, charter bus service, special needs transportation, motor vehicle towing	1/ vehicle plus 1/ employee
33. Hospital	1.5/ bed
34. Meeting facilities (such as house of worship, auditorium, motion picture theater, arena, funeral home, and lodge hall) 35. Museum and historic sites 36. Community center 37. Community club building and facilities	One space per 4 occupants, as established by the building code
38. Bowling center	2/ lane
39. Golf course	4/ tee
40. Court games (tennis, handball, racquetball)	3/ court + 1/ 4 feet of bench
41. Day care	2/ caregiver
42. Elementary or middle school	2/ classroom
43. High school	1/ unit of capacity for 6 students
44. Community college, college, business school, trade school, technical school, other instruction (including dance, driving and language)	1/ unit of capacity for 4 students
45. Play or ball field	Greater of: 15/ field or 1/ 8 feet of bench
46. Government and public utility buildings and structures	Greater of: 2 or one per employee at location

47. Cemetery	10 plus one per acre
<b>INDUSTRIAL</b>	
48. Wholesale trade	1/ 700 retail square feet + 1/ 1,000
49. Motor vehicle wrecking yard	wholesale square feet
50. Manufacturing	Greater of:
51. Stone, clay, glass and concrete products	a. 1/ 800 square feet (0 to 49,999 square feet)
52. Fabricated metal products, except machinery	b. 63 plus 1/ 1,000 square feet over 50,000 (50,000 to 99,999 square feet)
53. Electronic and other electrical equipment and components, except computer equipment	c. 113 plus 1/ 2,000 square feet over 100,000 (100,000 square feet or more)
54. Transportation equipment	or 1/ employee
55. Warehousing	Greater of:
56. Motor freight transportation and warehousing	a. 1/ 5000 square feet (0 to 49,999 square feet)
57. Truck transportation	b. 10 plus 1/ 10,000 square feet over 50,000 (50,000 to 99,999 square feet)
58. Support activities for rail transportation	c. 15 plus 1/ 15,000 square feet over 100,000 (100,000 square feet or more)
59. Wholesale trade – durable goods	or 1/ employee
60. Wholesale trade – Non-durable goods	
61. Recycling centers	
62. Asphalt or cement batch plants	
63. Agricultural practices	Exempt from the parking requirements
64. Telecommunication facilities	
65. Transit ground transportation	1 transit vehicle space per transit vehicle plus 1/ employee
66. Freight transportation arrangement	1/ employee
67. Self storage	1/ 6 storage units, maximum of 6 spaces
<p>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.</p> <p>2. There is no required parking ratio <del>for non-residential uses and residential units above first floor commercial uses</del> in the DDC zone <del>per (See Section 3.07.07.CB.12).</del></p> <p>2.3. See Tables 3.05C &amp; E for minimum carpool/vanpool and electric vehicle parking and Table 3.05D for minimum bicycle parking.</p>	

**Commented [CC34]:** This edit does not lower parking ratio, but makes it consistent with the 3.07.07B.12.a, which requires no off-street parking within DDC and which the Director has interpreted supersedes.

**Accessible Parking Ratio Standards**  
**Table 3.05B**

Total Spaces <sup>2,3</sup>	Minimum Total Accessible Spaces <sup>1</sup>	Minimum Van Accessible Spaces	Minimum "Wheelchair User Only" Spaces
1 to 25	1	1	
26 to 50	2	1	
51 to 75	3	1	
76 to 100	4	1	
101 to 150	5		1
151 to 200	6		1
201 to 300	7		1
301 to 400	8		1
401 to 500	9		2
501 to 1000	2% of total		1 in every 8 accessible spaces or portion thereof
1001 or more	20 plus 1 for each 100 spaces over 1000		

1. ~~"Van Accessible Spaces" and "Wheelchair User Only" are included in "Total Accessible Spaces."~~

2. ~~Facilities providing outpatient services require ten percent of the total number of parking spaces to be accessible spaces.~~

3. ~~Facilities that specialize in treatment or services for persons with mobility impairments require 20 percent of the total number of parking spaces to be accessible spaces.~~

**Commented [CC35]:** Table deleted because it's a copy of Oregon Revised Statutes (ORS) 447.233, which remains subject to change by the legislature. Section 3.05.03B is amended to direct developers to this statute.

**Parking Space and Drive Aisle Dimensions**  
**Table 3.05C05B**

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
0° (Parallel)	Standard	9.0	<del>22.5</del> 22.0	8.0	8.0	12.0	24.0
	Compact	8.0	<del>22.5</del> 20.0	<del>8.0</del> 7.5	<del>8.0</del> 7.5		
	Accessible/ <u>ADA</u>	9.0	<del>22.5</del> 22.0	9.0	9.0		
	Accessible Aisle	Part of the accessible route to a building					

Parking Space and Drive Aisle Dimensions							
Table 3.05C05B							
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
30°	Standard- <del>or</del> <del>Accessible</del>	9.0	18.0	34.6	17.3	12.0	24.0
	Compact	7.5	15.0	28.0	14.0		
	<u>Accessible/ADA</u>	<u>9.0</u>	<u>18.0</u>	<u>34.6</u>	<u>17.3</u>		
	Car Accessible Aisle	6.0	12.0	29.4	14.7		
	Van Accessible Aisle	8.0	16.0	32.9	16.5		
45°	Standard- <del>or</del> <del>Accessible</del>	9.0	12.7	28	19.8	15.0	24.0
	Compact	7.5	10.6	22.5	15.9		
	<u>Accessible/ADA</u>	<u>9.0</u>	<u>12.7</u>	<u>28</u>	<u>19.8</u>		
	Car Accessible Aisle	6.0	8.5	25.0	17.7		
	Van Accessible Aisle	8.0	11.3	27.0	19.1		
60°	Standard- <del>or</del> <del>Accessible</del>	9.0	10.4	24.2	21.0	18.0	24.0
	Compact	7.5	8.7	19.3	16.7	15.0	
	<u>Accessible/ADA</u>	<u>9.0</u>	<u>10.4</u>	<u>24.2</u>	<u>21.0</u>	<u>18.0</u>	
	Car Accessible Aisle	6.0	6.9	22.5	19.5		
	Van Accessible Aisle	8.0	9.2	23.3	20.4		
90° <u>(Per-</u> <u>pendicu-</u>	Standard- <del>or</del> <del>Accessible</del>	9.0	<del>8.59-0</del>	<del>19.0</del> <u>18.0</u>	<del>18.0</del> <u>19.0</u>	24.0	24.0
	Compact	7.5	7.5	15.0	15.0	22.0	
	Car Accessible Aisle	6.0	6.0	<u>18.0</u> <del>19.0</del>	<u>18.0</u> <del>19.0</del>	24.0	
	Van Accessible Aisle	8.0	8.0	<u>18.0</u> <del>19.0</del>	<u>18.0</u> <del>19.0</del>	24.0	

1. A parking space other than compact may occupy up to ~~two~~ 1.5 feet of a landscaped area or walkway as measured from face of curb. Compact may occupy up to six inches. At least ~~four~~ 4.5 feet clear width of a walkway must be maintained.
2. Space width is measured from the midpoint of the double stripe.
3. Curb or wheel stops shall be utilized to prevent vehicles from encroaching on abutting properties ~~or~~ rights-of-way, or wide walkways.
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.
5. Where the angle of parking stalls differ across a drive aisle, the greater drive aisle width shall be provided.
6. In the context of residential development of other than multiple-family dwellings, parking space minimum dimensions shall be 8 feet wide by 18 feet long, including within a carport or garage. See also Section 3.05.03F.1.
- 5-7. The Oregon Fire Code (OFC) as administered by the independent Woodburn Fire District may cause drive aisle widths to exceed the minimum and maximums in this table.

**Commented [CC36]:** The existing table is unclear it what is required for a parking space in a house garage or carport, and this new footnote establishes a modest minimum for houses and "middle housing" that developers can always exceed if they choose. The referenced section contains edited dimensions of "parking pads" to match.

Table 3.05C here:

**Carpool/Vanpool Parking**

**Table 3.05C**



**Commented [CC37]:** The requirement is reasonably scaled to development. Many developments wouldn't have to provide. For example, a typical office building would have to be at least 7,000 square feet (requiring 20 parking spaces) for the carpool/vanpool requirement to apply at all.

<u>Development or Use</u>	<u>Description</u>	<u>Stall Minimum Number or Percent</u>
<u>1. Non-residential development within commercial zoning districts</u>	<u>Zero to 19 total minimum required off-street parking spaces</u>	<u>n/a</u>
	<u>20 to 33 total</u>	<u>1 stall</u>
	<u>34 to 65 total</u>	<u>2 stalls</u>
	<u>66 or more total</u>	<u>2 stalls or 3%, whichever is greater</u>
<u>2. Industrial zoning districts</u>	<u>Zero to 19 total minimum required spaces</u>	<u>n/a</u>
	<u>20 to 29 total</u>	<u>1 stall</u>
	<u>30 to 39 total</u>	<u>2 stalls</u>
	<u>40 or more total</u>	<u>2 stalls or 5% of total spaces, whichever is greater</u>
<u>3. Public and Semi-Public (P/SP) zoning district</u>	<u>Public elementary, middle, or high school (K-12 schools), community college, college, business school, and technical or trade school <sup>1</sup></u>	<u>2 stalls or 3% of total spaces, whichever is greater</u>
	<u>Other uses</u>	<u>n/a</u>
<u>1. Standard applies even if the site is not zoned P/SP.</u>		
<u>2. See Section 3.05.03H for carpool/vanpool (C/V) development standards.</u>		

**H. Carpool/vanpool (C/V) stalls shall meet the following standards:**

1. Convenient locations: The distance from a stall, in whole or in part, shall be maximum 50 feet to a building perimeter walkway or, where there is no perimeter walkway, a building main or staff-only entrance.
2. Striping: Stripe each stall in lettering 1 ft high min "CARPOOL/VANPOOL" or similar.
3. Signage: Post at each stall a wall-mounted or pole-mounted sign for "Carpool/Vanpool" or similar. Each sign 1½ by 1 foot minimum with top of a posted sign between 5½ and 7 feet high max above vehicular grade.

Table 3.05D here:

**Off-Street Bicycle Parking**

**Table 3.05D**



**Commented [CC38]:** The edits are premised on, "Build it, and they will come". If bike parking is plentiful and convenient, cyclists will use it and more people will be inclined to cycle. More parking is required for multiple-family dwellings in particular.

<u>Development or Use</u>	<u>Description</u>	<u>Stall Minimum Number, Percent, or Ratio</u>	
<u>1. Residential development</u>	<u>a. Multiple-family dwellings</u>	<u>1.1/ dwelling unit</u>	
	<u>b. Dwellings other than multiple-family</u>	<u>1 or 2 dwellings</u>	<u>n/a</u>
		<u>3 or 4 dwellings</u>	<u>2 stalls total</u>
<u>2. Non-residential development within commercial zoning districts</u>		<u>Whichever of the two rates is greater: (1) 2 stalls or 15% of total minimum required parking spaces, whichever is greater; or (2) 2 stalls or equal to 0.6/ 1,000 square feet GFA, whichever is greater.</u>	
<u>3. Institutional</u>	<u>Group home and group care facility</u>	<u>2 stalls or equal to 0.25/ bed, whichever is greater</u>	
	<u>Nursing home</u>	<u>2 stalls or equal to 0.13/ bed, whichever is greater</u>	
<u>4. Industrial zoning districts</u>		<u>2 stalls or 15%, whichever is greater</u>	
<u>5. Public and Semi-Public (P/SP) zoning district</u>	<u>Public elementary school <sup>1</sup></u>	<u>1/ classroom <sup>2</sup></u>	
	<u>Public middle or high school <sup>1</sup></u>	<u>2/ classroom <sup>2</sup></u>	
	<u>Other uses</u>	<u>n/a</u>	
<u>1. Standard applies even if the site is not zoned P/SP.</u> <u>2. Each modular classroom counts as a classroom.</u> <u>3. The Director may authorize off-street bicycle parking for any use that the Development or Use column does not clearly include.</u> <u>4. See Section 3.05.06 for bicycle parking development standards.</u>			

Table 3.05E here:

**Electric Vehicle Parking**

**Table 3.05E**



**Commented [CC39]:** The requirement is reasonably scaled to development. Many developments wouldn't have to provide. For example, a typical office building would have to be at least 7,000 square feet (requiring 20 parking spaces) for the EV requirement to apply at all. An apartment project would have to be at least 10 apartments for the EV requirement to apply at all.

A purpose is to implement Comprehensive Plan energy conservation Goal M-1 and related policies (2019) and serve similar objectives of Oregon Administrative Rules (OAR) 918-020-0380 "Electric Vehicle Ready Parking", the Governor's Executive Order on Climate Change (EO 20-04, March 10, 2020), the West Coast Green Highway initiative for I-5 of ODOT, the states of California and Washington, and the province of British Columbia, and, the ODOT 2021-2023 Strategic Action Plan (July 2021), p. 18 Strategic Outcome and Metric 4 "Electrify Oregon's Transportation System": "By the end of 2023, triple the number of electric vehicles on Oregon's roads. By the end of 2025, expand Statewide electric vehicle charging infrastructure by ten percent."

<u>Development or Use</u>	<u>Description</u>	<u>Stall Minimum Number or Percent</u>	
<u>1. Residential development</u>	<u>a. Multiple-family dwellings</u>	<u>Zero to 19 total minimum required spaces</u>	<u>n/a</u>
		<u>20 to 31 total</u>	<u>1 stall</u>
		<u>32 to 39 total</u>	<u>2 stalls</u>
		<u>40 or more total</u>	<u>2 stalls or 5% of total minimum required spaces, whichever is greater</u>
	<u>b. Dwellings other than multiple-family</u>	<u>n/a</u>	
<u>2. Non-residential development within commercial zoning districts</u>	<u>Zero to 19 total minimum required spaces</u>	<u>n/a</u>	
	<u>20 to 39 total</u>	<u>2 stalls</u>	
	<u>40 or more total</u>	<u>2 stalls or 5%, whichever is greater</u>	
<u>3. Industrial zoning districts</u>	<u>Zero to 19 total minimum required spaces</u>	<u>n/a</u>	
	<u>20 to 39 total spaces</u>	<u>2 stalls</u>	
	<u>40 or more total spaces</u>	<u>2 stalls or 5%, whichever is greater</u>	
<u>4. Public and Semi-Public (P/SP) zoning district</u>	<u>Community college, college, business school, and technical or trade school <sup>1</sup></u>	<u>2 stalls or 5%, whichever is greater</u>	
	<u>Other uses</u>	<u>n/a</u>	
<u>1. Standard applies even if the site is not zoned P/SP.</u> <u>2. The Director may authorize EV parking for any use that the Development or Use column does not clearly include.</u> <u>3. See Section 3.05.03I below for EV development standards.</u> <u>4. Administrative note: As of January 2022, electrical permitting remains through the County instead of the City by agreement between the City and County.</u>			

I. Electric vehicle (EV) includes both electric vehicle and plug-in hybrid vehicle, and EV parking stalls shall meet the following standards:

1. Convenient locations: The distance from a stall, in whole or in part, shall be maximum 50 feet to a building perimeter walkway or, where there is no walkway, a building main



or staff-only entrance.

2. Charging level: minimum Level 2 (240 volt alternating current [AC] charging), or faster charging.
3. Striping: Stripe each stall in lettering 1 ft high min “ELECTRIC VEHICLE CHARGING” or similar and stencil of an EV image or logo.
4. Signage: Post at each stall a wall-mounted or pole-mounted sign for “Electric Vehicle Charging” or similar and include an EV image or logo. Each sign 1½ by 1 foot minimum with top of a posted sign between 5½ and 7 feet high max above vehicular grade.
5. Management/operations: The landowner or property manager shall keep EV stalls available for EVs and plug-in hybrid vehicles and keep conventional gasoline vehicles from parking in them, and in the context of multiple-family dwelling development:
  - a. Priority users shall be tenants, and guests/visitors would be secondary.
  - b. May charge EV stall users for the costs of charging an EV through a charging station, but shall not (1) charge users 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 (2) shall charge to recoup costs to the landowner or property manager and not generate profit for the landowner or property manager. (This does not preclude the landowner or property manager contracting with a for-profit company to manage EV charging stations).
  - c. 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.

It is anticipated but not required that the layout will be that each charging station would serve a pair of stalls.

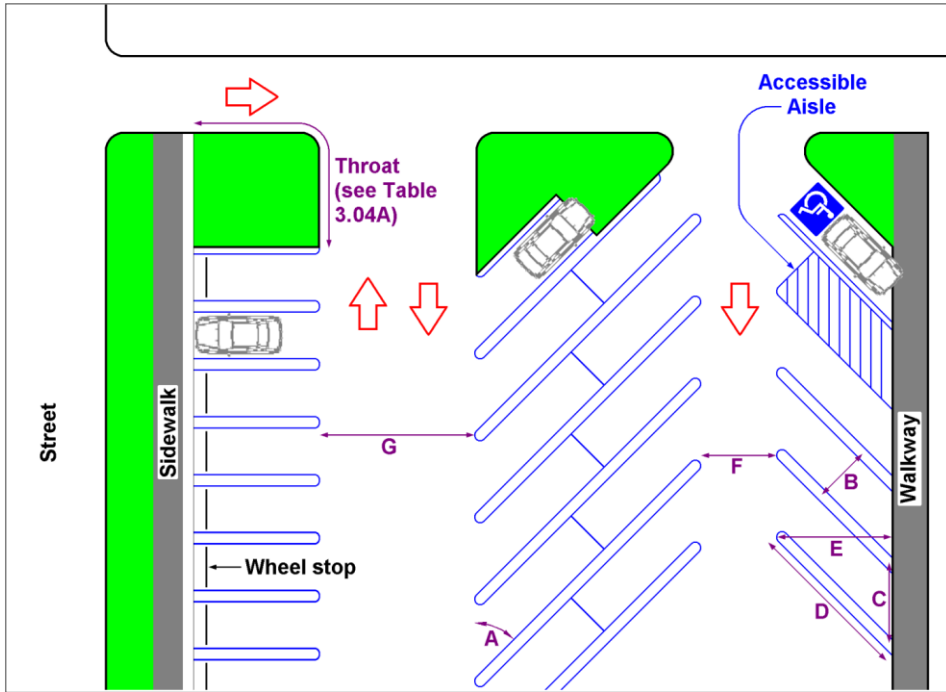
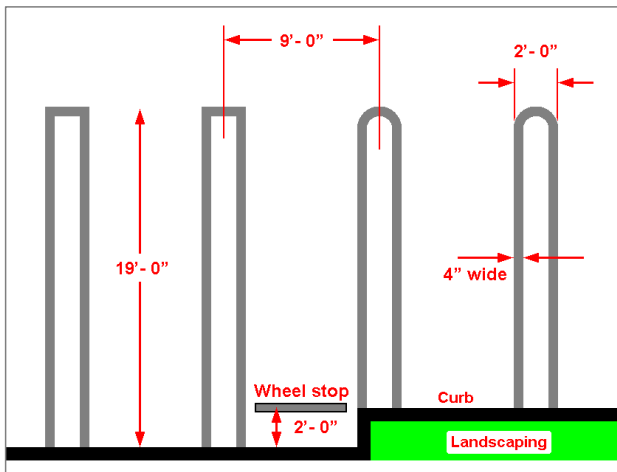


Figure 3.05B - Parking Space and Aisle Dimensions



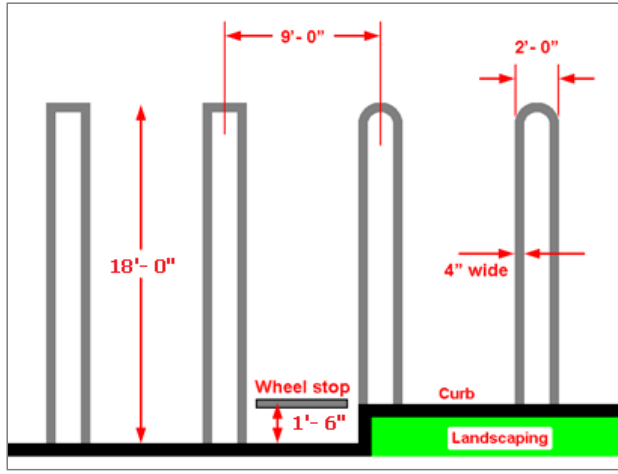


Figure 3.05C - Parking Space Striping

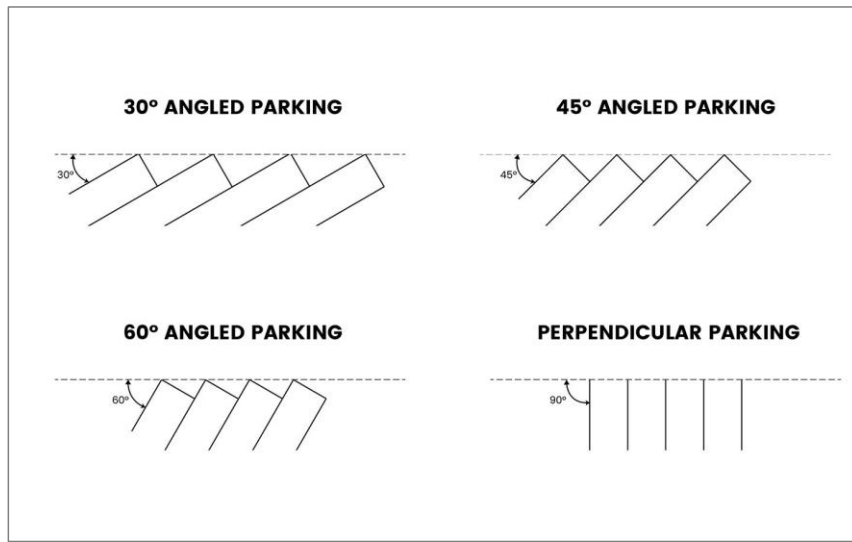


Figure 3.05D - Conceptual Illustration of Table 3.05B Parking Angles

**3.05.04**

**Off-Street Loading & Unloading**

- A. ~~Standard: Loading and unloading for all multiple-family dwelling and non-residential development shall not encroach within the ROW of a street with a functional class designation higher than local. Off-street loading spaces shall comply with the dimensional standards and amounts not less than those set forth in this Section (Table 3.05D).~~
- 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. Administration: The Director may require a developer to submit a site plan sheet or sheets illustrating where and how loading and unloading would occur such that a development would meet subsection A above.~~
- C. ~~Additional Loading area and facility design standards provisions apply in the industrial zones (Section 3.07.10-B.2).~~

**Commented [CC40]:** Per Director. The existing standards are excessive for non-industrial development, and industrial developers already provide sufficient loading without need of the existing regulations.

<b>Loading Space Requirements Table 3.05D</b>				
Use and Area (square feet)	Minimum Number of Spaces	Minimum Size of Space (feet)		
		Width	Length	Height
Office 0—4,999 5,000—41,999 42,000 or more	0 1 2	12	30	14
Nonresidential uses, except office, in the CO, CG, and NNC zones 0—9,999 10,000—41,999 42,000—81,999 82,000 or more	1 2 3 4	12	30	14
All uses in the IP, IL, and SWIR zones 0—11,999 square feet 12,000—35,999 36,000—59,999 60,000—99,999 100,000 or more	1 2 3 4 1 additional for each 50,000 square feet or fraction thereof	12	60	14

**3.05.05**

**Shared Parking**

- A. Shared parking shall be allowed through a Zoning Adjustment, Design Review, Conditional Use, or Planned Unit Development.
  - 1. Up to 20 percent of the required vehicle parking may be satisfied by joint use of the parking area for another use with the same peak hours; or
  - 2. Up to 40 percent of the required vehicle parking may be satisfied by joint use of the

parking area for another use with alternate peak hours; and

3. An additional amount of joint use parking, of up to 10 percent of the required vehicle parking, may be satisfied when the development is located along a transit service route with stops, pullouts, or shelters.

Note: This provision does not reduce the number of required off-street parking spaces, but allows a portion of the requirement to be satisfied by shared parking. The actual number of required off-street parking spaces may be reduced through a Zoning Adjustment or Variance.

- B. The following uses are considered as daytime uses for purposes of shared parking identified in this Section: banks, business offices, retail stores, personal service shops, household equipment or furniture shops, clothing, shoe repair or service shops, manufacturing or wholesale buildings, and other similar primarily daytime uses, as determined through the Zoning Adjustment or Design Review.
- C. The following uses are considered as nighttime or weekend uses for purposes of shared parking identified in this Section: auditoriums incidental to a public or private school, houses of worship, bowling alleys, dance halls, theaters, drinking and eating establishments, and other similar primarily nighttime or weekend uses, as determined through the Zoning Adjustment or Design Review.
- D. Shared parking may be allowed if the following standards are met:
  1. Future changes of use, such as expansion of a building or establishment of hours of operation which conflict with, or affect, a shared parking agreement, shall require review and authorization of a subsequent Design Review or Modification of Conditions.
  2. Legal documentation, to the satisfaction of the Director, shall be submitted verifying shared parking between the separate developments. Shared parking agreements may include provisions covering maintenance, liability, hours of use, and cross-access easements.
  3. The approved legal documentation shall be recorded by the applicant at the Marion County Recorder's Office and a copy of the recorded document shall be submitted to the Director, prior to issuance of a building or other land use permit.

E. Use of off-street parking by the City or other transit agency for park and ride does not require applying the shared parking provisions.

F. Multiple-family dwellings: 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. (This provision applies regardless of whether Section 3.05.05A is relevant or not.)

**Commented [CC41]:** This situation arose for ANX 2019-01 Woodburn Eastside Apts. at 2145 Molalla Rd, now called Woodburn Place Apts., and could arise again.

**Commented [CC42]:** The existing WDO provides no specifications for the required amount of bike parking. The edits specify characteristics such as dimensions, clearances, pavement, security, and covering/sheltering.

This section has a lot of images to make implementation clear and easy. A legal principle is that regulatory text supersedes images, and this new section is set up so that even if no one reads it and looks only below at the three figures 3.05E, F, & G below, developments will more than likely meet the text standards right off the bat.

### **3.05.06 Bicycle Parking Standards**

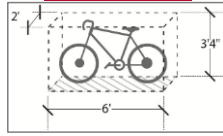
- A. Purpose: To implement Woodburn Comprehensive Plan policies. To ensure that developers design required bicycle parking so that people of various ages and abilities can access it and securely lock their bicycles without undue inconvenience, and that bicycle parking is in areas that are reasonably safeguarded from theft and accidental damage. To allow for a variety of bicycle types, including but not limited to standard bicycles, tricycles, hand cycles, tandems, electric motor assisted cycles and cargo bicycles. To have such bicycle parking in weather protected facilities. To have bicycle parking located in publicly accessible, highly visible locations that serve the main entrance of a building. To have bicycle parking or signage leading to it visible to pedestrians and bicyclists from sidewalk. For residents of multiple-family dwellings, to have convenient parking available to induce cycling and through any of stairwell bottoms, large enough patio and balcony outdoor closets, closets or alcoves inside dwellings, and communal parking rooms, sheds, or open-air shelters.
- B. Applicability: Applies to total minimum required bicycle parking per Table 3.05D and any excess.
- C. Standards: Developers shall install parking in lockers or racks that meet the following:
1. Surface: The area devoted to bicycle parking shall be paved if outdoors or otherwise hard surfaced if enclosed or indoors. Outdoor pavement shall be asphalt, bricks, cobblestone rectangular pavers, concrete pavers, poured concrete, structurally supported fiber cement or wood planking, or combination.
  2. Facility: Where bicycle parking is provided with racks, they shall meet the following:
    - a. The rack shall be designed so that the bicycle frame and one wheel can be locked to a rigid portion of the rack with a U-shaped shackle lock, when both wheels are left on the bicycle;
    - b. If the rack is a horizontal rack, it shall support the bicycle at two points, including the frame; and
    - c. The rack must be securely anchored with tamper-resistant hardware.
  3. Dimensions. Bicycle parking spaces, aisles and clearances shall be per Table 3.05G, which Figures 3.05E, F, & G illustrate.
  4. Signage: If bicycle parking is not visible from sidewalk, wide walkway, or the main entrance of the building(s), a developer must install a permanent sign, minimum 1 by 1.5 feet, at the main entrance of each primary building indicating the location of bicycle parking. Figure 3.05H illustrates examples.
  5. Proximity: A developer shall construct or install bicycle parking within maximum 50 feet of the main entrance and per Figures 3.05J-L.

6. Covered/sheltered: A developer shall cover or shelter from precipitation among the total required bicycle parking minimum 50 percent of any and all parking that is outdoors.
7. Multiple-family dwellings: In multiple-family dwelling development where buildings have no elevators, some of the bicycle parking that a developer may provide in stairwells and patio and balcony outdoor closets may count towards the total minimum required bicycle parking stalls. Specifically, all stall facilities in stairwells and patio outdoor closets may count, while 50 percent of stall facilities in balcony outdoor closets may count. A developer may provide a stall in an indoor closet or alcove of a dwelling if the space meets the minimum dimensions per Table 3.05G and includes a hook or rack meets the locking standards of above subsection 2 and is foldable or retractable. All patio physical separations from common area shall have a gate minimum 2 feet, 4 inches wide.
8. Plan review: The developer or contractor shall submit the following information with applications for any of land use or building permit review:
  - a. Location; where not obvious, access route(s) to; and number of bicycle parking stalls;
  - b. Notated dimensions of all stalls, aisles, maneuvering areas, and clearances; and
  - c. If applicable, information adequate to illustrate the racks and stalls that meet a particular set of standards.

[Table 3.05G here:]

**Bicycle Parking Stall Minimum Dimensions**

**Table 3.05G**



Dimension	Conventional Horizontal <sup>1</sup> (feet)	Alternative (feet) <sup>2</sup>	
		Horizontal as Wall-Attached <sup>3</sup>	Vertical or Wall-Mounted <sup>1,4,5</sup>
Length	6	6	3 ft, 4 inches
Width	2	2	1 ft, 5 inches
Height	3 ft, 4 inches	3 ft, 4 inches	6
Maneuvering width <sup>7</sup>	5	5	5
Clearance	0.5 <sup>8</sup>	1 <sup>9</sup>	n/a

1. See Figure 3.05E.
2. The purpose of alternatives primarily is to allow multiple-family dwelling developments to include more easily a number of stalls through any of communal storage rooms and sheds and on building, freestanding, and trash and recycling enclosure walls.
3. See Figure 3.05F.
4. See Figure 3.05G.
5. Vertical or wall-mounted maximums:
  - a. Where the total minimum required bicycle parking is fewer than 4 stalls, vertical and wall-mounted stalls are prohibited.
  - b. Where the total minimum required bicycle parking is 4 or more stalls, of the subtotal that is outside a building, maximum 50 percent may be vertical stalls.
6. See Figure 3.05H.
7. Sidewalk: Where a bicycle parking stall is adjacent to a sidewalk, off-street bicycle/pedestrian facility, walkway, or access way, the maneuvering area may extend over the sidewalk.
8. Measured to stall length or width boundary.
9. Measured to centerline of outermost bar of facility.



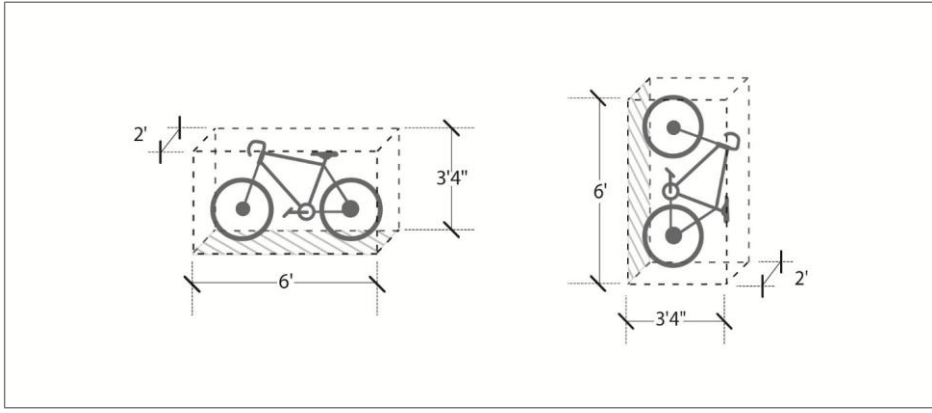


Figure 3.05E – Bicycle Parking Stall Minimum Dimensions

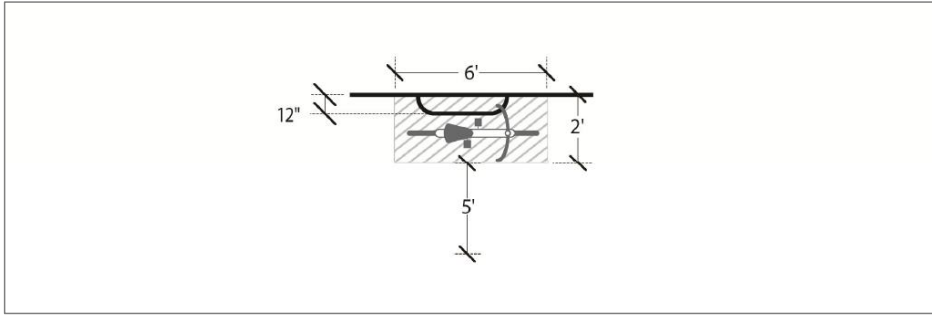


Figure 3.05F – Horizontal as Wall-Attached Stalls

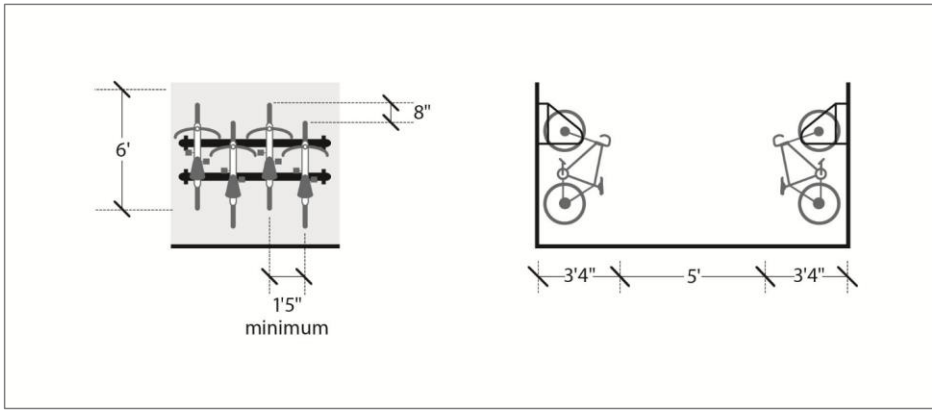


Figure 3.05G – Vertical or Wall-Mounted Stalls



Figure 3.05H – Bicycle Parking Signage Examples

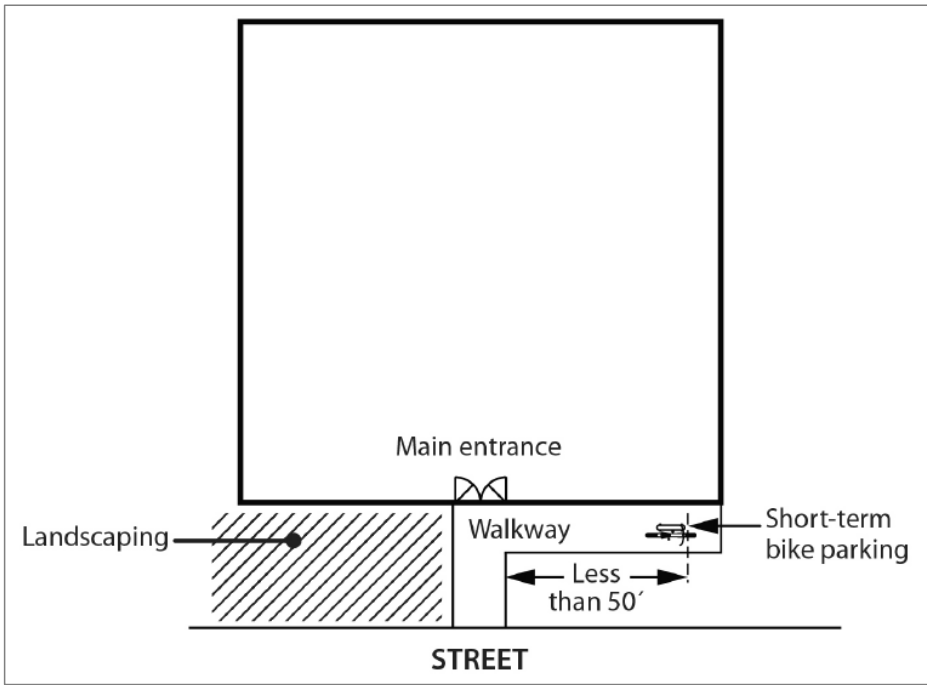


Figure 3.05J – Bicycle Parking Proximity: One Building, One Entrance

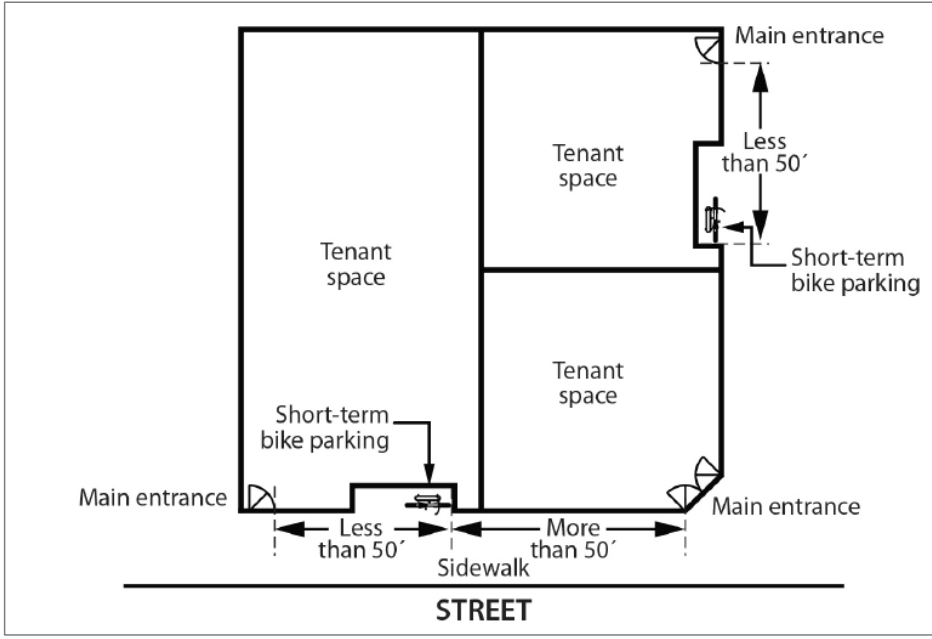


Figure 3.05K – Bicycle Parking Proximity: One Building, Multiple Entrances

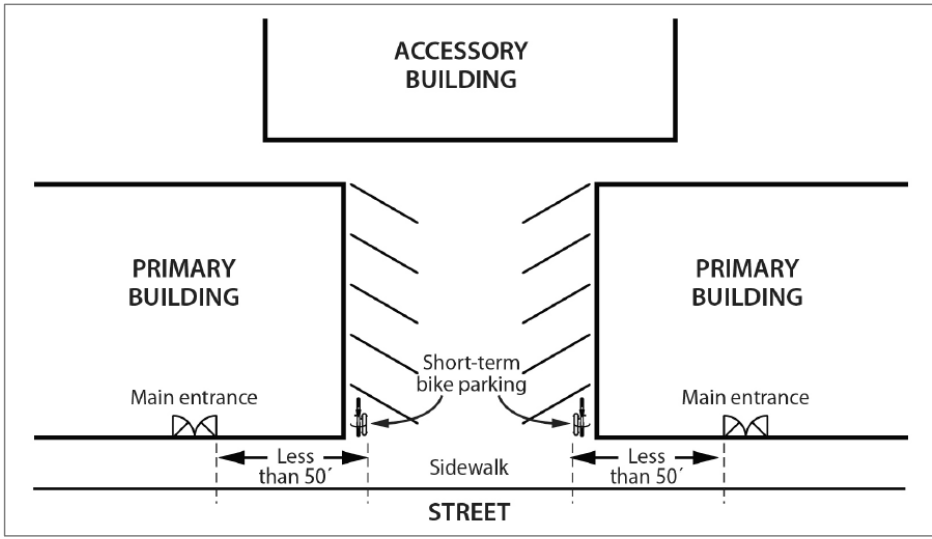


Figure 3.05L – Bicycle Parking Proximity: Multiple Buildings, Multiple Entrances

## **3.06 Landscaping**

The purpose of this Section is to identify the requirements for site landscaping and street trees. Landscaping enhances the beauty of the City, provides shade and temperature moderation, mitigates some forms of air and water pollution, reduces erosion, promotes stormwater infiltration, and reduces peak storm flows.

- 3.06.01 Applicability
- 3.06.02 General Requirements
- 3.06.03 Landscaping Standards
- 3.06.04 Plant Unit Value
- 3.06.05 Screening
- 3.06.06 Architectural Walls
- 3.06.07 Significant Trees on Private Property

### **3.06.01 Applicability**

The provisions of this Section shall apply:

- A. To the site area for all new or expanded non-residential development, parking and storage areas for equipment, materials and vehicles.
- B. Single-family and duplex dwellings need comply only with the street tree and significant tree provisions of this Section.

### **3.06.02 General Requirements**

- A. Building plans for all uses subject to landscaping requirements shall be accompanied by landscaping and irrigation plans.
- B. All required landscaped areas shall be irrigated unless it is documented that the proposed landscaping does not require irrigation.
- C. All shrubs and ground cover shall be of a size upon installation so as to attain 80% of ground coverage within 3 years.
- D. Installation of plant materials and irrigation specified in an approved landscaping plan shall occur at the time of development and shall be a condition of final occupancy. Should site conditions make installation impractical, an acceptable performance guarantee may be approved, subject the requirements of this Ordinance (Section 4.02.08).
- E. The property owner shall be responsible for maintaining all landscaping, fences, and walls in good condition, so as to present a healthy and orderly appearance. Unhealthy and dead plants shall be removed and replaced, in conformance with the original landscape plan.
- F. The required number of plant units shall be met by a combination of plant materials listed in this Ordinance (Table 3.06B).

- G. Required plant units need not be allocated uniformly throughout specified landscaping areas, but may be grouped for visual effect.
- H. Landscaped areas that are not covered by plant materials shall be covered by a layer of bark mulch or decorative rock, a minimum of two inches in depth.
- I. A minimum six-4 inch high and wide concrete curb shall be provided between landscaped areas and parking and circulation areas.
- J. Plant materials shall be appropriate to the climate and environment of Woodburn. Inclusion of plants identified in “Suggested Plant Lists for Required Landscaping”, published by the Portland Bureau of Development Services, can be used to meet this standard. A landscape architect, certified arborist or nursery person may also attest to plant appropriateness.
- K. Prohibited trees identified by this ordinance (Table 3.06C) do not count towards required landscaping.

**3.06.03 Landscaping Standards**

A. Street Trees

The purpose of the street tree provisions is to get and preserve street trees, to shade those walking and provide them psychological protection from passing vehicles, to calm those driving, to help spatially define streets through canopy, to absorb stormwater and pollutants, to reduce the urban heat island effect, and to raise value of adjacent property.

Within the public street right-of-way abutting a development, street trees shall be planted to City standards, prior to final occupancy or earlier if conditioned.

1. A number of trees equal to One-one tree per every entire 50-30 feet of street frontage within a block face, shall be planted within the right-of-way, subject to vision clearance area standards and placement of public utilities.
2. Street trees shall be planted according to the property’s zoning, and the abutting street’s boundary street classification in the Transportation System Plan:
  - a. Large trees shall be planted along Major and Minor Arterial streets. Regardless of street classification, a developer shall plant Large-large trees shall also be planted along all streets, regardless of street classification, either in the Neighborhood Conservation Overlay District (NCOD) or that are, regardless of street classification boulevards, and for boulevards also in the medians;
  - b. Medium trees shall be planted along Service Collector and Access/Commercial Streets;
  - c. Small trees shall be planted along all other streets.

Refer to Table 3.06B below for the definition of size categories at maturity.

3. Root barriers: The developer shall install root barriers per the public works construction code.
4. The Director may modify this requirement, based on physical constraints and existing conditions, including the location of driveways and utilities. Such modification may include relocating the street trees to abutting private property Fee in-lieu: Per Section 4.02.12.

d.—

B. Site landscaping shall comply with Table 3.06A.

Planting Requirements Table 3.06A		
Location	Planting Density, Minimum	Area to be Landscaped, Minimum
<u>1.</u> Setbacks abutting a street	1 PU/15 square feet	Entire setback excluding driveways
<u>2.</u> Buffer yards	1 PU/20 square feet	Entire yard excluding off-street parking and loading areas abutting a wall
<u>3.</u> Other yards	1 PU/50 square feet	Entire yard, excluding areas subject to more intensive landscaping requirements and off-street parking and loading areas
<u>4.</u> 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 1 PU/20 square feet excluding required trees <sup>2</sup>	<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>
<u>5.</u> Common areas, except those approved as natural common areas in a PUD	3 PU/50 square feet	Entire common area

1. Trees shall be located within off-street parking facilities, in proportion to the distribution of the parking spaces.

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-street parking, loading and circulation areas.

C. **Parking area landscape island standards:** Landscape islands or peninsulas shall cap each aisle end to protect parked vehicles from moving vehicles, emphasize vehicular circulation patterns, and shade vehicles and pedestrians. Structured parking is exempted.

1. Each south, southwest, and west island or peninsula cap of a parking aisle shall be minimum 84 square feet within back of curbing, narrowest dimension 6 feet within back of

**Commented [CC43]:** Increases trees in and at ends of parking aisles and lessens vast areas of asphalt.

curbing, and contain a tree.

2. Remaining islands and peninsulas shall be minimum 28 square feet within back of curbing and narrowest 2 feet within back of curbing, except where subsection 3 below supersedes.
3. There shall be no more than 10 consecutive parking spaces in a parking aisle without a mid-aisle landscape island or peninsula. For consecutive parking spaces that include one or more accessible/ADA spaces and their aisles, the maximum shall be 9 consecutive parking spaces. Mid-aisle landscape islands or peninsulas shall be to the same standards as subsection 1 above.
4. At drive aisle crossings of walkways and wide walkways that respectively Sections 3.04.06D and 3.05.02N describe, each south, southwest, and west side shall have a landscape island or peninsula to the same standards as subsection 1 above.

**3.06.04 Plant Unit Value**

<b>Plant Unit (PU) Value Table 3.06B</b>		
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

<b>Plant Unit (PU) Value Table 3.06B</b>		
Material	Plant Unit (PU) Value	Minimum Size
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
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.		



**Prohibited Street Trees**  
**Table 3.06C<sup>1</sup>**

Common Name	Scientific Name	Negative Attributes
Almira Norway Maple	<i>Acer platanoides</i> "Almira"	Sidewalk damage
Box Elder	<i>Acer negundo</i>	Weak wood, sidewalk damage
Catalpas	<i>Catalpa</i> Species	Significant litter (hard fruit 12" or more as elongated pod)
Desert, or Velvet, Ash	<i>Fraxinus velutina</i>	Susceptible to bores, crotch breakage, significant litter
Douglas Fir	<i>Pseudotsuga menziesii</i>	Not as street tree
Elms	<i>Ulmus</i> Species	Susceptible to Dutch Elm disease
European Ash	<i>Fraxinus excelsior</i>	Disease susceptible, significant litter
Fruit bearing trees		Not appropriate due to fruit
Ginko, or Maidenhair, Tree	<i>Ginko biloba</i>	Disgusting odor from squashed fruit when female near male
Green Ash	<i>Fraxinus pennsylvanica</i>	Susceptible to insects and disease, crotch breakage, significant litter
Hackberry or Sugarberry	<i>Celtis</i> Species	Significant litter (fleshy fruit)
Hickory, Pecan	<i>Carya</i> Species	Significant litter (hard fruit)
Holly	<i>Ilex</i> Species	Sight obstruction (evergreen, low foliage)
Horse Chestnut	<i>Aesculus hippocastanum</i>	Significant litter (inedible nut)
Lavalle Hawthorne	<i>Crategus lavellei</i>	Hazardous (thorns on trunk and branches)
Lilac	<i>Syringa</i> Species	Sight obstruction (low foliage), pollen allergies
Oak	<i>Quercus</i> Species	Significant litter (hard fruit)
Pines	<i>Pinus</i> Species	Sight obstruction (evergreen, low foliage)
Poplar, Cottonwood	<i>Populus</i> Species	Brittle, significant litter
Profusion Crab Apple	<i>Malus</i> "Sargent"	Significant litter (fleshy fruit)
Silver Maple	<i>Acer saccharinum</i>	Sidewalk damage, root invasion into pipes
Spruces	<i>Picea</i> Species	Sight obstruction (evergreen, low foliage)
Sweetgum	<i>Liquidambar styruciflua</i>	Significant litter (hard fruit)
Thundercloud Plum	<i>Prunus</i> "Thundercloud"	Significant litter (fleshy fruit)
Tree of Heaven	<i>Ailanthus altissima</i>	Sidewalk damage
Walnuts	<i>Juglans</i> Species	Significant litter (hard fruit)
Willow	<i>Salix</i> Species	Root invasion into pipes
Winter Crab Apple	<i>Malus</i> "Winter Gold"	Significant litter (fleshy fruit)
<p><u>1. Prohibition applies to trees to be planted within ROW and within 10 feet of ROW.</u>  <u>2. The Public Works Director in writing may supersede a prohibition.</u></p>		

**3.06.05 Screening**

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

<b>Screening Requirements</b>											
<b>Table 3.06D</b>											
N = No screening required		F = Sight-obscuring fence required				W = Architectural wall required					
D = Architectural wall, fence, or hedge may be required in the Design Review process											
<b>Adjacent properties</b> – zone or use that receives the benefit of screening	RS, R1S, or RSN zone	RM or RMN zone	DDC or NNC zone	CO zone	CG or MUV zone	IP, IL, or SWIR zone	P/SP zone	Single-family dwelling, duplex, child care facility, or group home <sup>7</sup>	Multiple-family dwelling, child care facility, group home or nursing home <sup>5,8</sup>	Nonresidential use in a residential zone	Manufactured dwelling park
<b>Property being Developed</b> – must provide screening if no comparable screening exists on abutting protected property											
RS, R1S, or RSN zone	N	N	N	N	N	N	N	N	N	N	N
RM or RMN zone	W <sup>2</sup>	D	W <sup>2</sup>	D	W <sup>2</sup>	W <sup>2</sup>	D	W <sup>2</sup>	D	N	W <sup>2</sup>
DDC or NNC zone	N	N	N	N	N	N	N	N	N	N	N
Nonresidential use in CO zone	W <sup>2</sup>	W <sup>2</sup>	W <sup>2</sup>	N	W <sup>2</sup>	W <sup>2</sup>	N	W <sup>2</sup>	D	N	W <sup>2</sup>
CG or MUV zone	W <sup>2</sup>	W <sup>2</sup>	D	D	D	D	D	W <sup>2</sup>	W <sup>2</sup>	D	W <sup>2</sup>
Outdoor storage in CG or MUV zone	W <sup>1,3</sup>	W <sup>1,3</sup>	W <sup>1,3</sup>	W <sup>1,3</sup>	W <sup>1,3</sup>	W <sup>1,3</sup>	W <sup>1,3</sup>	W <sup>1,3</sup>	W <sup>1,3</sup>	W <sup>1,3</sup>	W <sup>1,3</sup>
IP, IL, or SWIR zone	W <sup>3</sup>	W <sup>3</sup>	D	W <sup>3</sup>	D	D	D	W <sup>3</sup>	W <sup>3</sup>	W <sup>3</sup>	W <sup>3</sup>
P/SP zone	Permitted use	D	D	N	N	N	N	D	D	N	D
	Conditional use	D	D	D	D	D	D	D	D	D	D
Single-family dwelling, duplex, child care facility, or group home	N <sup>7</sup>	N <sup>7</sup>	N <sup>7</sup>	N <sup>7</sup>	N <sup>7</sup>	N <sup>7</sup>	N <sup>7</sup>	N <sup>7</sup>	N <sup>7</sup>	N <sup>7</sup>	N <sup>7</sup>
Multiple-family dwelling, child care facility, group home or nursing home	W <sup>2,5,8</sup>	D	W <sup>2,5,8</sup>	D	W <sup>2,5,8</sup>	W <sup>2,5,8</sup>	W <sup>2,5,8</sup>	W <sup>2,5,8</sup>	D	D	W <sup>2,5,8</sup>
Nonresidential use in a residential zone	W <sup>2</sup>	W <sup>2</sup>	D	D	D	D	D	W <sup>2</sup>	W <sup>2</sup>	D	W <sup>2</sup>
Manufactured dwelling park	W <sup>2</sup>	W <sup>2</sup>	W <sup>2</sup>	W <sup>2</sup>	W <sup>2</sup>	W <sup>2</sup>	W <sup>2</sup>	W <sup>2</sup>	W <sup>2</sup>	W <sup>2</sup>	D
Boat, recreational, and vehicle storage pad, if within 10 feet of a property line	F <sup>2</sup>	F <sup>2</sup>	F <sup>2</sup>	F <sup>2</sup>	F <sup>2</sup>	N	F <sup>2</sup>	F <sup>2</sup>	F <sup>2</sup>	F <sup>2</sup>	F <sup>2</sup>
Common boat, recreational, and vehicle storage area	W <sup>2,4</sup>	W <sup>2,4</sup>	W <sup>2,4</sup>	W <sup>2,4</sup>	W <sup>2,4</sup>	D	W <sup>2,4</sup>	W <sup>2,4</sup>	W <sup>2,4</sup>	W <sup>2,4</sup>	W <sup>2,4</sup>

**Screening Requirements  
Table 3.06D**

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

Adjacent properties – zone or use that receives the benefit of screening	RS, R1S, or RSN zone	RM or RMN zone	DDC or NNC zone	CO zone	CG or MUV zone	IP, IL, or SWIR zone	P/SP zone	Single-family dwelling, duplex, child care facility, or group home <sup>7</sup>	Multiple-family dwelling, child care facility, group home or nursing home <sup>5,8</sup>	Nonresidential use in a residential zone	Manufactured dwelling park
Property being Developed – must provide screening if no comparable screening exists on abutting protected property											
Refuse and recycling collection facilities except for single-family dwelling, duplex, child care facility, or group home	W <sup>2,6,7</sup>	W <sup>2,6,7</sup>	W <sup>2,6,7</sup>	W <sup>2,6,7</sup>	W <sup>2,6,7</sup>	W <sup>2,6,7</sup>	W <sup>2,6,7</sup>	W <sup>2,6,7</sup>	W <sup>2,6,7</sup>	W <sup>2,6,7</sup>	W <sup>2,6,7</sup>
<ol style="list-style-type: none"> <li>Screening is only required from the view of abutting streets, parking lots, and residentially zoned property. Storage shall not exceed the height of the screening.</li> <li>Six to seven feet in height</li> <li>Six to nine feet in height</li> <li>Abutting streets must also be screened.</li> <li>Screening is required abutting multiple-family dwellings, commercial or industrial uses only.</li> <li>In industrial zones, screening is required only where the refuse collection facility is in a yard abutting a public street, parking lot, or residentially zoned property.</li> <li>Child care facility for 12 or fewer children, group home for five or fewer persons.</li> <li>Child care facility for 13 or more children, group home for six or more persons.</li> </ol>											
<p><b>General notes:</b></p> <ol style="list-style-type: none"> <li>Screening is subject to height limitations for Vision Clearance Areas (Section 3.03.06) and adjacent to streets (Section 2.01.02).</li> <li>No screening is required where a building wall abuts a property line.</li> <li>Where a wall is required and is located more than two feet from the property line, the yard areas on the exterior of the wall shall be landscaped to a density of one plant unit per 20 square feet.</li> </ol>											

B. 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).

**3.06.06 Architectural Walls**

- A. This Section shall apply to required architectural walls ~~in all zoning districts.~~
- B. Design Standards and Guidelines
  - 1. An architectural wall shall meet the texture, color, and articulation requirements on the face away from the proposed development.
  - 2. An architectural wall should meet the texture, color, and articulation requirements on the face toward the proposed development.
  - 3. An architectural wall shall have a minimum three inch horizontal articulation of at least one linear foot of the wall of intervals not more than 40 feet; and
  - 4. An architectural wall shall have a minimum six inch vertical articulation of at least one linear foot of the wall of intervals not more than 40 feet.
  - 5. An architectural wall shall incorporate at least two colors.
  - 6. An architectural wall shall have an earth tone coloration other than grey on at least eighty percent (80%) of the surface.
  - 7. An architectural wall shall be architecturally treated with scoring, texture, or pattern on at least eighty percent (80%) of the surface.
- 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.
- ~~E.D.~~ For multiple-family dwelling development, each refuse and recycling collection facility shall have a pedestrian opening minimum 3 feet, 4 inches wide in addition to the truck gates. If gated, the gate shall swing inward.

**3.06.07 Significant Trees on Private Property**

- A. The purpose of this Section is to establish processes and standards which will minimize cutting or destruction of significant trees within the City. Significant trees enhance neighborhoods by creating a sense of character and permanence. In general, significant trees on private property shall be retained, unless determined to be hazardous to life or property.
- B. The provisions of this Section apply to the removal of any significant tree and the replacement requirements for significant tree removal.
- C. A Significant Tree Removal Permit shall be reviewed as a Type I application to authorize the removal of a significant tree, subject to the following:
  - 1. Approval of Significant Tree Removal Permits shall be held in abeyance between November 1 and May 1, to allow inspection of the deciduous trees when fully leafed.
  - 2. For the removal of a diseased or dangerous tree, a report from a certified arborist or an arborist approved by the City shall be submitted, certifying that the tree is dead or dying, structurally unsound, or hazardous to life or property.
  - 3. If the Director is uncertain whether the arborist's opinion is valid, the Director may require a second arborist's opinion, and may require that the second opinion be done at a time when trees would be fully leafed.

4. A dangerous tree may be removed prior to obtaining a permit in an emergency, and the owner shall apply within three days for the removal permit, pursuant to this Section.
- D. The issuance of a significant tree removal permit requires the property owner to replace each tree removed with one replacement tree. Each replacement tree shall be at least two inches in caliper. Each replacement tree shall be of a species not prohibited by this Section. The replacement tree shall be of the same size range at maturity as the significant tree replaced.
- E. A tree required by the development standards of this ordinance (Section 3.1) or as a condition of permit or land use approval shall qualify as a replacement tree. In the Neighborhood Conservation Overlay District (NCOD), the replacement tree shall be planted on the same property as the significant tree replaced. In other zones, the property owner shall choose the method of replacement. Replacement shall be accomplished by:
  1. Planting one tree on the subject property;
  2. Planting one tree at a location determined by the Woodburn Community Services Department; or
  3. Paying a fee-in-lieu to the Woodburn Community Services Department for the planting of one tree at a future time by the City.
- F. The property owner shall pay a mitigation fee for each required replacement tree that is not planted pursuant to this Section. The applicant shall pay the mitigation fee into the City's tree fund. The amount of the mitigation fee shall be established by the City Council in the Master Fee Schedule, based on the average value of a two inch caliper tree available from local nurseries, plus planting costs.

## **3.07 Architectural Design**

The purpose of this Section is to set forth the standards and guidelines relating to the architectural design of buildings in Woodburn. Design standards can promote aesthetically pleasing architecture, increase property values, visually integrate neighborhoods, and enhance the quiet enjoyment of private property.

- 3.07.01 Applicability of Architectural Design Standards and Guidelines
- 3.07.02 Single Family, Duplexes and Manufactured Dwellings on Individual Lots in Pre-existing Developments
- 3.07.03 Single Family, Duplexes and Manufactured Dwellings on Individual Lots in New Developments
- 3.07.04 Single Family and Duplexes in the Neighborhood Conservation Overlay
- 3.07.05 Standards for Medium Density Residential Buildings
- 3.07.06 Standards for Non-Residential Structures in Residential, Commercial and Public/Semi Public Zones
- 3.07.07 Downtown Development and Conservation Zone
- 3.07.08 Mixed Use Village Zone
- 3.07.09 Nodal Neighborhood Commercial Zone
- 3.07.10 Industrial Zones

### **3.07.01 Applicability of Architectural Design Standards and Guidelines**

- A. For a Type I review, the criteria of this Section shall be read as “shall” and shall be applied as standards. For a Type II or III review, the criteria of this Section shall be read as “should” and shall be applied as guidelines.
- B. The following are exempt from the provisions of this Section:
  - 1. Any single-family, duplex, or manufactured dwelling that existed prior to October, 2005, except such dwellings located within the Neighborhood Conservation Overlay District (NCOD).
  - 2. New dwellings in Manufactured Dwelling Parks containing more than three acres.

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

#### A. Applicability

This Section shall apply to all new single-family dwellings, duplexes and manufactured dwellings on individual lots in subdivisions and Planned Unit Developments, approved on or before August 12, 2013 and in partitions.

Manufactured dwellings have different standards for roofing; otherwise, all standards in this Section apply to manufactured dwellings. The term “dwelling” includes single family, duplexes and manufactured dwellings.

B. Roof Standards

1. Pitch

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

2. Material

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

3. Eaves

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

C. Exterior Finish

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

D. Garage

1. Single-family dwellings, duplexes, and manufactured dwellings shall have a garage.

2. The facade containing the vehicular entrance for an attached garage shall either:

- a. Face away from the street frontage of the main pedestrian entry of the dwelling, at an angle of at least 90 degrees, or
- b. Comprise less than half the lateral dimension of the total facade facing a street, or
- c. Comprise no more than 65 percent of the total facade of the structure facing the street, including second stories, dormers, and eyebrows.



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



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

3. The facade containing the vehicular entrance for a detached garage shall either:

- a. Face away from the street frontage of the main pedestrian entrance of the dwelling, at an angle of at least 90 degrees, or

- b. Set back at least 20 feet beyond the facade containing the main pedestrian entrance.
  - c. The area of the facade of the garage shall be no greater than of the facade of the dwelling.
- E. Main Pedestrian Entrance
- 1. The main pedestrian entrance of each dwelling, excluding dwellings on flag lots and manufactured dwellings, shall face the street.
  - 2. The main entrance to each dwelling shall have either:
    - a. A covered porch, at least 48 square feet in area, with a minimum dimension of six feet on at least one side; or
    - b. A recessed entry, at least 24 square feet in area, with a minimum dimension of four feet on at least one side.
- F. At least 15 percent of the facade wall surface of a dwelling facing a front lot line shall be windows, excluding roofs and non-habitable wall area under the end of a roof, and excluding the garage.
- G. The front of the dwelling shall either contain:
- 1. An articulated roof line, incorporating more than one pitch or elevation of the ridge line that is visible in the front elevation, excluding a porch; or
  - 2. A gable, dormer, eyebrow, off-set roof line or other vertical, architectural extension of the building at least 36 inches above the eave; or
  - 3. An off-set line in the facade of the building of at least 36 inches and ten feet in length, excluding a recessed pedestrian entrance or porch.

**3.07.03 Single-Family Dwellings, Duplexes and Manufactured Dwellings on Individual Lots in New Developments**

- A. This Section shall apply to all new single-family dwellings, duplexes and manufactured dwellings on individual lots in subdivisions and Planned Unit Developments approved after [the date of adoption of this Section].
- B. Plain concrete, corrugated metal, plywood, T-111, oriented strand board (OSB), and sheet press board shall not be used as exterior finish material.
- C. Dwellings shall have at least nine of the following design features:
  - 1. Site-built dwellings shall have a minimum roof pitch of 4:12. Manufactured dwellings shall have a minimum roof pitch of 3:12.
  - 2. Roofing material shall be composition shingles, clay or concrete tile, metal, cedar shingles or shakes. Composition shingles shall be architectural style, with a certified performance of at least 25 years.
  - 3. Eaves of a dwelling unit or garage shall provide a minimum 12 inch projection.
  - 4. The exterior finish shall have the appearance of either horizontal lap siding, shakes, shingles, stone, brick or stucco. Where horizontal lap siding is used, it shall appear to



have a reveal of 3 to 8 inches.

5. The facade containing the vehicular entrance for a garage shall face away from the street frontage of the main pedestrian entry of the dwelling, at an angle of at least 90 degrees.
  6. The facade containing the vehicular entrance for an attached garage shall comprise less than half the lateral dimension of the total facade facing a street, or shall comprise no more than 65 percent of the area, including second stories, dormers, and eyebrows, of the total facade of the structure facing the street.
  7. The facade containing the vehicular entrance for a detached garage shall be set back at least 20 feet from the facade of the dwelling containing the main pedestrian entrance, and with the area of the facade of the garage no greater than that of the dwelling.
  8. The main entrance to each dwelling shall have either:
    - a. A covered porch at least 48 square feet in area, with the minimum dimension of six feet on at least one side; or
    - b. A recessed entry at least 24 square feet in area, with the minimum dimension of four feet on at least one side.
  9. At least 15 percent of the facade wall surface of a dwelling unit facing a front lot line shall be windows, excluding roofs and non-habitable wall area under the end of a roof, and excluding the garage facade.
  10. The front of the dwelling shall contain an articulated roof line incorporating more than one pitch or elevation of the ridge line that is visible in the front elevation, excluding a porch.
  11. The front of the dwelling shall contain a gable, dormer, eyebrow, off-set roof line or other vertical, architectural extension of the building, at least 36 inches above the eave.
  12. The front of the dwelling shall contain a horizontal offset of at least 36 inches in depth and ten feet in length, excluding a recessed pedestrian entrance, porch, or garage that projects in front of the dwelling.
- D. Single-family dwellings, duplexes, and manufactured dwellings shall have a garage.

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

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

area. For a Type I review, the criteria of this Section shall be read as “shall” and shall be applied as standards. For a Type II or III review, the criteria of this Section shall be read as “should” and shall be applied as guidelines.

B. Design Guidelines and Standards

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

**3.07.05 Standards for Medium Density Residential Buildings**

Note: A medium density residential building is any building where the predominant use is multiple-family dwelling, nursing care or group care facility.

- A. At the time of application, the applicant shall choose whether the Design Review shall be conducted as a Type I, II, or III review (Section 5.01, 5.02, 5.03). For a Type I review, the criteria of this Section shall be read as “shall” and shall be applied as standards. For a Type II or III review, the criteria of this Section shall be read as “should” and shall be applied as guidelines.

B. Open Space

1. Private Open Space
  - a. Ground Level Courtyard
    - (1) Units within five feet of the finished grade, should/shall have at least 96 square feet of private open space, with no dimension less than six feet.
    - (2) Ground level private open space should/shall be visually and physically separated from common open space, through the use of perimeter landscaping or fencing.

b. Balcony

Units more than 5 feet from the finished grade should/shall have at least 48 square feet of private open space in a balcony, with no dimension less than six feet.

2. Common Open Space and Facilities

- a. Common open space and facilities consist of the site area and facilities not devoted to dwellings, parking, streets, driveways or storage areas that are available for use by all residents of a development.
- b. Required yard setbacks should/shall be included as common open space.
- c. Open Space and Facility Design Guidelines and Standards.
  - (1) A minimum of 30 percent of the net site area of each medium density residential development should/shall be permanently designated for use as common open space and facilities.
  - (2) The common area should/shall include at least one open space containing 2,000 square feet, with a minimum width of 36 feet.
  - (3) Facilities to accommodate children's or adult's recreation, meeting or education activities should/shall be provided at a ratio of 36 square feet of outdoor, or 12 square feet of indoor, common area per dwelling unit or living unit. The minimum improved common area for this purpose should/shall be 720 square feet of outdoor or 240 square feet of indoor space. The space for such improvements may be counted as part of the common area required by Section 3.07.05.B.1.c.2 at a 1:1 ratio for outdoor space and 3:1 ratio for indoor space.

C. Architectural Design Guidelines and Standards

1. Building Mass and Facade

- a. Buildings should/shall have no dimension greater than 150 feet.
- b. Every two attached dwelling or living units should/shall be offset by at least four feet in depth.
- c. Individual buildings located within 28 feet of a property line should/shall have a varied setback at least four feet.
- d. A flat roof, or the ridge of a sloping roof, should/shall not exceed a horizontal length of 100 feet without providing a difference in elevation of at least four feet.
- e. Buildings should/shall incorporate a porch or recessed entry for each ground-level dwelling or living unit. Covered porches and entries should be at least 30 square feet, with no dimension less than six feet. This provision does not apply to buildings for residential care.
- f. All habitable rooms, except bathrooms, facing a required front yard should/shall incorporate windows.
- g. Staircases providing access above the first floor level should/shall not be visible from a street.

2. Building Materials, Texture and Color

- a. The exterior finish for at least 90 percent of the facade should/shall be:
  - (1) Either siding, brick or stucco. Plain concrete, corrugated metal, plywood and sheet press board should/shall not be used as exterior finish material; and
  - (2) Either white, tinted with a minimum of 10 parts per 100 of white, or shaded with a minimum of 10 parts per 100 of black or brown. Shading colors with brown or black to create earth tones or tinting colors with white to soften the appearance.
  - (3) Fluorescent, “day-glo,” or any similar bright color shall not be used on the facade.
- b. The roofing material should/shall be either composition shingles; clay or concrete tile; metal; or cedar shingles or shakes. Composition shingles should/shall be architectural style, with a certified performance of at least 25 years.

3. Pedestrian Circulation

- a. The internal pedestrian system in medium density residential developments should/shall connect to other areas of the site, to other building entrances and to adjacent streets.
- b. When a residential building is sited within 24 feet of a street right-of-way, the building should/shall contain entrances directly accessible from the street.

b-c. The residential building, or in a complex of multiple buildings the building or buildings closest to a street, should/shall be set back maximum 100 feet. Minimum 80 percent of the width of a street-facing façade should/shall meet the setback maximum.

**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

**Commented [CC44]:** The purpose is to have a simple, clear, and objective provision to keep buildings from being so far away from streets that people would be disinclined to walk and cycle. It also accommodates a drive aisle with parking both sides to be between a street and buildings, but not multiple aisles like a strip mall.

In keeping with the chapter set-up, the provision is a standard for Type I development review and discretionary for Type II and higher.

Similar text appears for other zoning districts mentioned in Chapter 3.07.

- 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~~ **complement** abutting uses and development patterns.
- 2. The maximum ~~yard abutting setback from each~~ street should/shall be ~~150-80~~ feet. Minimum 80 percent of the width of a street-facing façade should/shall meet the setback maximum.

**3.07.07 Downtown Development and Conservation (DDC) Zone**

A. Applicability

The purpose of these development standards is to guide the design of buildings constructed in the Downtown Development and Conservation (DDC) zoning district to ensure that, through appropriate use of facades, windows, building orientation, and architectural details, new structures and alterations of existing structures are physically and visually compatible with other buildings within the downtown business district. The majority of the existing buildings in downtown Woodburn reflect architectural styles that were popular during the late nineteenth and early twentieth century.

- 1. The provisions of this ordinance shall apply to the following activities within the DDC:
  - a. All new building construction;
  - b. New construction, restorations, and remodels. Restorations shall be defined as all exterior repairs, replacement of materials, alterations or changes, including reroofing, painting, window, and sign replacement, as well as any exterior building or site modification that requires a building permit;
  - c. All new signage.
- 2. This ordinance shall not apply to the following activities or uses:
  - a. Maintenance of the exterior of an existing structure, such as reroofing, residing, or repainting where similar materials and colors are used that comply with this ordinance;
  - b. Interior remodeling;
  - c. Single-family detached dwellings;
  - d. Single-family dwellings that are used for businesses or home occupations.
- 3. This ordinance shall apply only to those portions of a building or sign that are proposed for construction or modification, and shall not extend to other elements of the building or sign that may be out of compliance with the requirements of this ordinance (i.e., a

permit to replace a single window shall not require that all other windows on the building that may be out of compliance with this ordinance to be replaced, unless such action is initiated by the property owner). However, if a building should be destroyed due to fire, accident, or an act of God, the new or replacement structure shall be rebuilt to conform to the requirements of this ordinance.

4. At the time of application, the applicant shall choose whether the Design Review shall be conducted as a Type I, II, or III review (Section 5.01, 5.02, 5.03). For a Type I review, the criteria of this Section shall be read as “shall” and shall be applied as standards. For a Type II or III review, the criteria of this Section shall be read as “should” and shall be applied as guidelines.

#### B. Design Guidelines or Standards

Standards for new construction shall require builders to conform to the architectural form of Woodburn’s historic period (1880’s through 1940’s). As such, new construction shall conform to the following standards listed below. The following list of buildings is provided as a reference guide to those buildings which display characteristics intended by the standards.

- Association Building on Front Street between Garfield and Hayes Streets
- Fulmer Building at Front and Lincoln Streets
- Old City Hall at First and Lincoln Streets
- Carnegie Library at Second and Garfield Streets
- Bank of Woodburn building at Front and Arthur Streets
- Masonic building at Front and Arthur Streets

##### 1. Site Development

- a. Building fronts and entrances shall be oriented toward the street. Buildings with frontages on two or more streets shall be oriented to at least one street.
- b. Building facades should be set at the property edge along the sidewalk. Buildings with frontages on 2 or more streets should be set at the property edge on at least one street.

##### 2. Building Scale

- a. The overall size and proportion of new structures shall be compatible with the scale of nearby traditional storefront buildings constructed during the historic period. This standard may be met by either designing the building’s size and proportions to be similar to comparable historic structures in the downtown, or by the design of the facade so that it breaks a larger mass into smaller units that are similar to comparable historic structures.
- b. If practical, new buildings should have the same floor height as adjoining buildings in case there is ever a desire to link the storefronts.
- c. The relationship between the height and width of the main facade of the building shall be visibly compatible with adjoining or nearby buildings of the historic period or style. This standard may be met through either similar height and width, or,

through design elements that provide visual continuity with adjoining or nearby buildings of the historic period.

3. Building Height

New buildings of at least two stories in height are encouraged.

4. Building Width

- a. All new buildings should maximize lot frontage as much as is practicable.
- b. New buildings whose street frontage is more than 50 feet wide shall be designed to convey a sense of division through the use of pilasters, windows and door openings, recessed entries, off-sets or other architectural details.

5. Storefronts

- a. Primary entrances shall be oriented to the street. Corner buildings shall have corner entrances, or shall provide at least one entrance within 20 feet of the street corner or a corner plaza.
- b. The upper windows of multi-story buildings shall use multi-pane double-hung sash windows or the equivalent style.
- c. The relationship between solid walls and window and door openings on the main facade shall be visually compatible with adjoining or nearby structures from the historic period or style. Ideally, first floor storefronts should be about 80 percent glass from approximately two feet above grade to approximately 10 feet above grade.
- d. The relationship of width and height of window and door openings shall be visually compatible with adjoining or nearby buildings from the historic period or style.
- e. Blank walls, walls without window or door openings, are not permitted along public streets.
- f. Windows and doorways shall not be covered over with paper, boards, or cardboard except during times of construction or remodeling and shall be limited to a period of 120 days, unless an extension is otherwise granted by the Director.
- g. Doors shall match the materials, design, and character of the display window framing.
- h. Architectural features such as awnings, windows, cornices, etc., shall be provided at the second floor to differentiate the storefront from the upper levels of the building, to add visual interest, and to allow the storefront to function as the base for the rest of the building.

6. Facade Materials and Texture

- a. The materials and texture of the facade shall be compatible with those on buildings constructed during the historic period.
- b. Permitted exterior facade materials include: brick, cast iron, relatively narrow horizontal wood or masonry siding, and stucco. Plywood siding, T-111, and vertical board and batten are prohibited.



- c. Exposed concrete block facades facing the street are not allowed. Split-face or scored-face block may be used in small quantities for foundations or other non-dominant features.
- d. All main facade materials shall be painted (except brick, for which painting is optional).
- e. Metal siding shall not be used as a building material on the facade facing a street.

7. Windows

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

8. Roofs

- a. Main facade roofs (lower than a 6:12 pitch) shall be concealed behind a square or stepped parapet. Flat roofs are permitted behind a parapet.
- b. All heating, ventilation, and air conditioning (HVAC) systems located on top of a roof shall be located or screened so that they are not visible from the street. Dish-style antennas shall be located or screened so that they are not visible from

the street. All screening material shall be natural and shall be compatible with the facade of the front of the building.

- c. New roofs on existing buildings, or on additions to existing buildings, shall match the pitch and form of the original roof.
- d. Shed roofs are permitted on one-story rear additions.
- e. Back-lit or internally illuminated roofs are prohibited.

9. Awnings and Canopies

- a. The use of awnings or canopies over sidewalks is encouraged.
- b. Awnings shall extend out from the building front to cover at least two-thirds of the sidewalk, unless it is shown that such a distance will interfere with existing trees, poles, etc., to provide pedestrian protection from the elements.
- c. Awnings shall be flat or sloping. Awnings shall be made of metal, wood, canvas or similar materials. Rounded bubble or plastic awnings are prohibited. Fully glazed awnings are not permitted.
- d. Awnings shall fit within the window bays (either above the main glass or the transom light) so as not to obscure or distract from significant architectural features.
- e. The color of the awning shall be compatible with its attached building.
- f. Awnings shall not be internally illuminated. However, lighting which is intended to provide illumination to the sidewalk and signage is permitted.
- g. Awnings shall be a minimum of eight feet above the sidewalk.
- h. Where feasible, awnings shall be placed at the same height as those on adjacent buildings in order to maintain a consistent horizontal rhythm along the street front.

10. Color

- a. The painting of brick walls is permitted.
- b. Subtle or subdued tones commonly used during the historic period shall be used. Bright or neon colors are prohibited.
- c. Different colors shall be used to accentuate and highlight trim, windows, and other building features.

11. Site Design

Landscaping shall not obliterate street and sidewalk views of signage or architectural features on historic buildings.

12. Off-Street Parking

- a. All parking and access standards of this ordinance (Sections 3.04 and 3.05) shall apply, except that there shall be no required parking in the Downtown Development and Conservation (DDC) zone.
- b. Parking areas shall not be located between the front of the building and the street.
- c. Parking areas with more than 10 spaces shall be divided by landscaped areas or walkways, or by a building or group of buildings.
- d. Knee walls are required to screen street side parking lots. Knee walls shall not exceed three feet in height and shall be constructed with masonry. Alternatively, a combination of a wall or fence and landscaping may be approved if they provide an effective buffer and low-level screen of the parking area.

C. External Storage of Merchandise

The external storage of merchandise or materials, directly or indirectly related to a business, is prohibited.

D. Outdoor Displays of Merchandise

Outdoor displays of merchandise are permitted during business hours only and shall not exceed ten percent of the total retail sales area. Displays of merchandise on public sidewalks may not reduce usable walking area widths to less than four feet.

E. Outdoor Eating Areas

Outdoor dining areas are encouraged, and are permitted on public sidewalks. Outdoor food vending carts are permitted. Eating areas or vending carts may not reduce usable walking area widths on public sidewalks to less than four feet. Mobile food kitchens are prohibited in the DDC district.

**3.07.08 Mixed Use Village (MUV) Zone**

A. Applicability and Procedure

The following design guidelines and standards shall be applicable to all buildings in the Mixed Use Village (MUV) zone that include a non-residential use, whether or not residential uses are included in the structure.

B. Site Development Standards

1. The primary building entrance shall either be oriented toward the street, toward a side yard, or any angle in between. For the purposes of this Section, the “primary building entrance” is the main public entrance to the building. In the case where no public entrance exists, the “primary building entrance” is the main employee entrance. Where there are multiple buildings on a lot, all buildings shall comply with this standard.

2. Buildings should occupy a minimum of 50 percent of all street frontages along public streets. Buildings should be located at public street intersections.

2.3. The maximum setback from each street should/shall be 20 feet where there is one frontage or, where there are two or more frontages, 20 feet from minimum one of the

frontages and 80 from each of the remaining frontages. Minimum 80 percent of the width of a street-facing façade should/shall meet the setback maximum.

C. On-Site Pedestrian Circulation

1. Walkways shall connect all building entrances with adjacent sidewalks and on-site parking areas, and shall connect off-site adjacent uses to the site unless topographic or existing development constraints preclude making certain walkway connections.
2. Where walkways cross a parking area or driveway they shall be clearly marked with contrasting paving materials (such as light-color concrete inlay between asphalt), which may be part of a raised/hump crossing area. Paint or thermo-plastic striping and similar types of non-permanent applications may be approved for crosswalks not exceeding 24 feet in length.

D. Drive-Through Businesses

In addition to the requirements of Section 3.04.02, the following standards shall apply to drive-through businesses:

1. Drive-through windows are prohibited on a building facade that faces Highway 99E.
2. Drive-through uses shall be located so that access and egress to the drive-through features are from an on-site drive aisle or other on-site circulation facility, not a public street.
3. A maximum of two drive-through service lanes shall be permitted between a building facade and a public street right-of-way.

E. Architectural Design Guidelines and Standards

1. Street-Facing Building Facades

All street-facing building elevations that are set back 50 feet or less from a public street shall provide visual interest and avoid blank walls by meeting one or both of subsections a and b, below:

- a. A minimum of 40 percent of the ground floor wall area shall contain windows, display areas, or doorway openings. Windows, display areas, or doorway openings used to meet this standard shall comply with the following provisions:
  - (1) Required window areas shall be either windows that allow views into working areas or lobbies, pedestrian entrances, or display windows.
  - (2) Darkly tinted windows and mirrored windows that block two-way visibility shall not be used to meet this standard.
  - (3) The sill or lower edge of a window, display area, or doorway used to meet this standard shall be no more than four feet above grade. Where interior floor levels prohibit such placement, the sill or lower edge must be raised to allow it to be no more than two feet above the finished floor level, up to a maximum height of six feet above grade.
  - (4) Windows and doorways used to meet this standard shall not be covered over with paper, boards, or cardboard, except during times of construction or remodeling, and shall be limited to a period of 120 days, unless an extension is otherwise granted by the Director.

(5) Ground floor wall area shall be measured from three feet above grade to nine feet above grade along the entire width of the street-facing elevation.

b. Building facades that exceed 40 feet in length shall incorporate features to vary the look of the facade at intervals not to exceed forty feet. Such features may include variable planes, projections, bays, dormers, setbacks, canopies, awnings, parapets, or changes in the roof line, materials, color, or textures.

2. All other building facades visible from streets and public parking areas should provide facade variations, as specified in this Section (3.07.08.E.1.b).

F. Crime Prevention Through Environmental Design

In order to enhance public safety and provide for “eyes on the street”, all buildings that will regularly be occupied should provide windows that allow a view of the street in all street-facing building elevations.

G. Weather Protection

Weather protection for pedestrians, such as awnings, canopies and arcades, should be provided at building entrances. Weather protection is encouraged along building frontages abutting a public sidewalk or a hard-surfaced expansion of a sidewalk, and along building frontages between a building entrance and a public street or ~~access way~~ wide walkway. Awnings and canopies shall not be back-lit.

H. Building Materials

Corrugated metal, plywood, sheet press board or vinyl siding should be used as exterior finish material. Plain concrete block and plain concrete should not be used as exterior finish material, except as a foundation material where the foundation material should not be revealed for more than two feet.

I. Roofs and Roof Lines

Except in the case of a building entrance feature, roofs should be designed as an extension of the primary materials used for the building and should respect the building’s structural system and architectural style. False fronts and false roofs should not be used.

J. Roof-Mounted Equipment

All roof-mounted equipment shall be screened from view from adjacent public streets. Satellite dishes and other communication equipment shall be set back or positioned on a roof so that exposure from adjacent public streets is minimized. Solar heating panels shall be exempt from this guideline.

K. Off-Street Parking

1. Parking areas shall be limited to 50 percent of the street frontage abutting a Major Arterial.
2. Parking areas shall not be located within a front yard or within a side yard abutting a Major Arterial.
3. Parking areas with more than ten spaces shall be divided by landscaped areas or walkways, or by a building or group of buildings.

L. Screening Standards

Outdoor storage shall be screened from view from the adjacent streets by a wall. Outdoor displays of merchandise not exceeding ten percent of the total retail sales area are allowed. Displays of merchandise on public sidewalks may not reduce usable walking area widths to less than four feet.

**3.07.09 Nodal Neighborhood Commercial (NNC) Zone**

A. Applicability

The following standards shall apply in the Nodal Neighborhood Commercial (NNC) zone.

B. Site Design Guidelines

1. Buildings should occupy a minimum of 50 percent of all street frontages along public streets. Buildings should be located at public street intersections.
2. Landscaping, an arcade, or a hard-surfaced expansion of the pedestrian path should be provided between a structure and a public street.
3. Hard-surfaced areas should be constructed with scored concrete or modular paving material. Benches and other street furnishings are encouraged.
4. A walkway connection should connect a building entrance and a public street. This walkway should be at least six feet wide and be paved with scored concrete or modular paving materials. Building entrances at corners near a public street intersection are encouraged.
5. Parking for buildings or phases adjacent to public streets should be located to the side or rear of newly constructed buildings.
6. Off-street parking should be limited to 50 percent of the street frontage, when located abutting a street.

~~6.7.~~ The maximum setback from each street should/shall be 20 feet where there is one frontage or, where there are two or more frontages, 20 feet from minimum one of the frontages and 80 from each of the remaining frontages. Minimum 80 percent of the width of a street-facing façade should/shall meet the setback maximum.

C. Architectural Design Standards

1. Applicability

At the time of application, the applicant shall choose whether the Design Review of new buildings shall be conducted as a Type I review following the procedures of Section 5.01, or as a Type II or III review following the procedures of Section 5.02 or 5.03.

2. Architectural Design Guidelines and Standards

a. Ground Floor Windows

All street-facing building elevations that are set back 10 feet or less from a public street should include a minimum of 50 percent of the ground floor wall area with windows, display areas or doorway openings. The ground floor wall area shall be measured from three feet above grade to nine feet above grade along the entire

width of the street-facing elevation. The ground floor window requirement should be met within the ground floor wall area and for glass doorway openings to the ground level. Up to 50 percent of the required ground floor window area on a particular street-facing building elevation may be met on an adjoining building elevation when the adjoining elevation is also street-facing and set back ten feet or less.

b. Building Facades

No building facade should/shall extend for more than 300 feet without a pedestrian connection between or through the building. Facades that face a public street should/shall extend no more than 50 feet without providing at least one of the following features:

- (1) A variation in building material;
- (2) A building off-set of at least one foot;
- (3) A wall area that is entirely separated from other wall areas by a projection, such as an arcade; or
- (4) By other design features that reflect the building's structural system.

c. Weather Protection

Weather protection for pedestrians, such as awnings, canopies and arcades should/shall be provided at building entrances. Weather protection is encouraged along building frontages abutting a public sidewalk or a hard-surfaced expansion of a sidewalk, and along building frontages between a building entrance and a public street or ~~access-way~~ wide walkway. Awnings and canopies shall not be illuminated internally.

d. Building Materials

Corrugated metal, plywood, sheet press board or vinyl siding should/shall not be used as exterior finish material. Plain concrete block and plain concrete should/shall not be used as exterior finish material, except as a foundation material where the foundation material should/shall not be revealed for more than two feet.

e. Roofs and Roof Lines

Except in the case of a building entrance feature, roofs should/shall be designed as an extension of the primary materials used for the building and should respect the building's structural system and architectural style. False fronts and false roofs should/shall not be used.

f. Roof-Mounted Equipment

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

- (1) Locating roof-mounted equipment below the highest vertical element of the building, or
- (2) Screening roof-mounted equipment using materials of the same character as the structure's basic materials.

**3.07.10 Industrial Zones**

A. Applicability

The following design guidelines shall apply to all structures and buildings in the IP, IL and SWIR zones.

B. Design Guidelines

1. Building Bulk and Scale

Long blank walls abutting streets should be avoided. The visual impact of building and scale should be reduced by:

- a. Articulating building facades;
- b. Landscaping the area abutting building walls, including plant materials that provide vertical accents;
- c. Tying building entrances to the overall mass and composition of the building;
- d. Minimizing the use of smooth concrete, concrete block and all types of metal siding;
- e. Shading colors with brown or black to create earth tones or tinting colors with white to soften the appearance. Day-glow, fluorescent and other intense colors shall be prohibited;
- f. Screening exterior building equipment, including roof top equipment, from view; and
- g. Altering roof lines, constructing cornices, or parapets that offset the continuous plane of large buildings and extended building lines.

2. Loading

- a. Loading facilities should be located at the rear or side of structures.
- b. The visual impact of loading facilities abutting a street should be mitigated by:
  - (1) Offsetting the location of the driveway entrance and the loading dock; and
  - (2) Screening the loading area with a sight-obscuring fence, wall or hedge.
- c. Loading areas should be located on the site so that backing onto or off the street frontage is not required.

3. Outdoor Lighting

All outdoor lighting should be designed so as not to shine or reflect into any adjacent residentially zoned or used property, and shall not cast a glare onto moving vehicles on any public street.

4. Solar Access Protection

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



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## **3.08 Partitions and Subdivisions**

### **3.08.01 Requirements**

All partitions and subdivisions shall comply with the standards of ORS Chapter 92 and the Woodburn Development Ordinance.

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## 3.09 Planned Unit Developments

The purpose of this Section is to establish the requirements for Planned Unit Developments (PUDs). PUDs allow flexible development standards, unique street cross-sections, and more variety in permitted uses. They are especially appropriate when developing properties with unique topographic, geotechnical, or other constraints. They also encourage innovation and creative approaches for developing land. In exchange for the ability to modify development and use standards, PUDs must provide common open space and enhanced public amenities. The City seeks large areas for public park land where PUDs are large enough and areas have suitable characteristics.

**Commented [CC45]:** Per Assistant City Administrator.

- 3.09.01 Allowable Types and Minimum Area of PUDs
- 3.09.02 Allowed Uses
- 3.09.03 Density Transfer
- 3.09.04 Conceptual Development Plan
- 3.09.05 Detailed Development Plan
- 3.09.06 Development Standards
- 3.09.07 Modifications to an Approved Detailed Development Plan
- 3.09.08 Nullification
- 3.09.09 Owners/Tenants Association
- 3.09.10 Phasing

### **3.09.01 Allowable Types and Minimum Area of PUDs**

#### A. Transfer of Density PUD

1. A Transfer of Density PUD shall consist entirely of property in any residential zone, or in more than one residential zone. A Transfer of Density PUD may only be used to transfer residential density from undevelopable areas of a site (riparian corridor, floodplain, wetlands, unstable soils or slopes) to developable areas of a site, but not to increase the overall number of dwelling units allowed on the site. Note: This development option is often called cluster housing.
2. There is no minimum site area for a Transfer of Density PUD.

#### B. Residential PUD

1. A Residential PUD shall consist entirely of property zoned RS, RM, RSN, RMN, RIS, or P/SP, or in more than one such zone. A PUD is not allowed in the Neighborhood Conservation Overlay District (NCOD).
2. A Residential PUD shall contain a minimum of two acres.

#### C. Mixed-Use PUD

1. A Mixed-Use PUD may consist of property in any zone or zones. A Mixed-Use PUD is not allowed in the Neighborhood Conservation Overlay District (NCOD).
2. A Mixed-Use PUD shall contain a minimum of three acres.

### **3.09.02    Allowed Uses**

#### **A. Transfer of Density PUD**

Single-family dwellings, manufactured dwellings, duplexes, row houses, and multiple-family dwellings shall be allowed in a Transfer of Density PUD.

#### **B. Residential PUD**

Any use allowed in any residential zone shall be allowed in a Residential PUD (see Table 2.02A). No separate Conditional Use process shall be required for any use that is described in the Detailed Development Plan and the project narrative.

#### **C. Mixed-Use PUD**

1. Any use allowed in any zone shall be allowed in a Mixed-Use PUD (see Table 2.02A). No separate Conditional Use process shall be required for any use that is described in the Detailed Development Plan and the project narrative.
2. Mixed-Use PUDs are limited to a maximum of one third of the gross area of the non-district uses. There shall be no net increase of commercial or industrial area. Example: Commercial or industrial uses are limited to one third of the gross area of a residential zone. Residential uses are likewise limited to one third of the area of a commercial or industrial zone but are unrestricted in a residential zone.
3. Industrial uses shall be separated from residential uses (whether within the PUD or outside it) by at least 30 feet, except for one dwelling unit in conjunction with an industrial use, as allowed by Table 2.04A.

### **3.09.03    Density Transfer**

- A. Any PUD may be used to transfer residential density from undevelopable areas of a site (riparian corridor, floodplain, wetlands, unstable soils or slopes) to developable areas of a site. Up to 40 percent of the density may be transferred, except as provided in Sections B through G, below. No more than 100 percent of the density may be transferred.
- B. If the PUD dedicates to the City or provides an easement for a trail or bike path shown in any adopted City Plan, an additional 20 percent of the density may be transferred.
- C. If the PUD dedicates to the City property abutting a public park, the Commission may allow up to an additional 20 percent of the density to be transferred, commensurate with the amount and usability of the property dedicated.
- D. If the improved common area of the PUD is available for use by the public, the Commission may allow up to an additional 10 percent of the density to be transferred, commensurate with the amount and usability of the improved common area. The area must be permanently posted with a sign reading, "This common area is available for use by the public."
- E. If the PUD plan proposes landscaping or buffering that exceeds the WDO minimum standards by at least 25 percent, the Commission may allow up to an additional 20 percent of the density to be transferred, commensurate with the amount, quality, and variety of the enhanced landscaping or buffering.

- F. If the PUD plan proposes stormwater mitigation measures that exceed minimum City standards by at least 25 percent, the Commission may allow up to an additional 10 percent of the density to be transferred, upon a recommendation by the Public Works Department.
- G. If the PUD plan proposes other environmental, sustainability, or architectural enhancements, the Commission may allow up to an additional 10 percent of the density to be transferred, commensurate with the amount, quality, and community benefit of the enhancements. Such enhancements may include, but are not limited to, solar heating or electrical generation, community gardens, public art, mitigation of off-site stormwater, and greywater diversion.

**3.09.04      Conceptual Development Plan**

- A. PUDs require both a Conceptual Development Plan and a Detailed Development Plan. These reviews may be accomplished sequentially or as a consolidated review, at the applicant’s discretion.
- B. A Conceptual Development Plan shall include drawings and a narrative describing the surrounding neighborhood, existing site conditions, general development areas, phasing, land uses, building envelopes, architectural theme, landscaping and buffering, streets, bicycle and pedestrian circulation, common areas, utility locations, sign theme, and other information the Director may deem necessary to convey the concept plan.

**3.09.05      Detailed Development Plan**

- A. PUDs require both a Conceptual Development Plan and a Detailed Development Plan. These reviews may be accomplished sequentially or as a consolidated review, at the applicant’s discretion.
- B. No building, grading, access, or other development permit may be issued until a Detailed Development Plan has been approved for at least one phase of the project.
- C. Buildings shown on a Detailed Development Plan are exempt from Design Review if they are in substantial conformity to the Detailed Development Plan (see Section 3.07.01.B).
- D. A Detailed Development Plan shall include drawings and a narrative sufficient to demonstrate compliance with the Conceptual Development Plan and any conditions of approval previously imposed. A Detailed Development Plan shall provide specific information regarding the site layout, architecture, and proposed amenities. A Detailed Development Plan that proposes land uses not in the Conceptual Development Plan or that deviates by more than ten percent from any development standard in the Conceptual Development Plan for any phase, or that does not meet the standards of this Section shall not be approved. The applicant may request that the decision-maker approve such a plan as an amended Conceptual Development Plan.

**3.09.06      Development Standards**

A PUD is intended to allow flexibility in the development standards of Sections 2.02 through 2.04 and 3.01 through 3.4011. The Detailed Development Plan may propose modified standards without a separate Street Adjustment, Zoning Adjustment, or Variance. Any standard that ~~is not proposed for the City does not accept in writing as a~~ modification shall apply to the PUD. The

development standards stated below shall not be modified through the PUD process.

A. Common area and density shall comply with Table 3.09A.

Common Area and Density Standards for Planned Unit Developments Table 3.09A				
		Transfer of Density	Residential	Mixed-Use
Common Area, Minimum	Four or fewer dwelling units	All undevelopable site area <sup>6</sup>		
	Five or more dwelling units, or nonresidential uses	30 percent of gross site area, including all undevelopable site area <sup>1,5,6</sup>		
Improved Common Area, Minimum	Four or fewer dwelling units	None		
	Five or more dwelling units	100 square feet per dwelling unit		
	Nonresidential uses	None	None	None
Residential Density, Minimum (units per net acre)		Pursuant to the Comprehensive Plan <sup>2</sup>		
Residential Density, Maximum (units per net acre)		Not specified <sup>4</sup>		
<p>1. At least one common area shall be sized to accommodate a circle 25 feet in diameter.</p> <p>2. In residential zones only. There is no minimum for non-residential zones.</p> <p>3. Child care facility for 13 or more children, group home for six or more persons.</p> <p>4. The maximum density is determined by setbacks, off-street parking, open space, and other requirements. Pursuant to Comprehensive Plan Policy Table 1, Note (p. 7), allowable densities may be increased through PUD above the maximum(s) of the base zone(s).</p> <p>5. See Table 3.09B.</p> <p>4-6. <u>An existing or proposed golf course may count towards the common area minimum as follows: Of the 30 percent minimum, maximum 10 percent if the course is public, 5 percent if private, or 15 percent if the course has a bicycle/pedestrian path with public easement and both connect to the course boundary at minimum two points allowing access.</u></p>				

**Commented [CC46]:** Based on experience with a past land development.

B. Improved Common Area

1. Common areas are deemed improved if they are provided with benches, playground equipment, gazebos, picnic facilities, or similar amenities. Lawn area by itself does not constitute improvement. Trails or paths do not constitute improvement, unless they connect to the public trail system.
2. Common meeting or recreation rooms are deemed to be improved common areas.
3. Improved common areas are subject to the performance guarantee provisions of Section 4.02.08.

C. Streets

1. A PUD shall conform to and, where possible, enhance existing or planned vehicle, pedestrian and bicycle networks, including connections and functionality. Note: See Figures 7-1 (Functional Classification Designations), 7-3 (Pedestrian Plan), and 7-4 (Bicycle Plan) of the Transportation System Plan.
2. All streets shall be public.
3. Boundary and connecting streets shall use the street sections of Section 3.01.04.
4. Internal streets may use the street sections of Section 3.01.04, or the PUD may propose other street sections, provided that the streets:
  - a. conform to the Oregon Fire Code (see Figures 3.04C and 3.04D)
  - b. include sidewalks, and
  - c. are constructed to the specifications of the Public Works Department.
5. Alley / shared rear lane: Where the PUD is not within the RSN or RMN zoning district, is 3 or more acres, includes residential use, and is proposed for a total of 20 or more lots, then one or more alleys or shared rear lanes as Section 1.02 defines shall be required to serve minimum 20 percent of all lots and tracts.

**Commented [CC47]:** The requirement is modest so that any PUD to which it applies can meet it.

D. Parking

If a front setback of less than 20 feet is proposed, the requirement of Section 3.05.03 for an improved parking pad for single-family and duplex dwellings may be satisfied by on-street parking or by a common off-street parking lot.

E. Signs

1. A PUD may include a sign plan to require a common architectural design and location.
2. The standards of the Mixed Use Village (MUV) zone shall apply to commercial uses in the residential zones of a Mixed-Use PUD.



[Table 3.09B here:]

**Incentives for Specific Enhanced Public Amenities within  
Planned Unit Developments**  
**Table 3.09B**

Introduction: For a PUD of five or more dwelling units, a developer may request to decrease the Table 3.09A common area minimum in exchange for any of these specific enhanced public amenities as the City allows.

<u>Enhanced Public Amenity</u>	<u>Description</u>	<u>Presumptive Standards</u> <sup>1</sup>	<u>Exchange</u> <sup>2</sup>
<u>1. Park land additional improvements</u>	<u>a. Improve to Class A standards.</u>	<u>In addition to sidewalk and any required on-street bicycle/pedestrian path, construct minimum (min) one Class A B facility min roughly as long as the park land long axis.</u>	<u>Reduction of 0.5 percent (%).</u> <sup>3</sup>
	<u>b. Improve to Class A standards and do more.</u>	<u>In addition to the min Class B facility per item 1a above, construct park improvements that are unique, innovative, or creative relative to the Class A standards or relative to what is typical in existing improved City parks and as the Director directs with guidance by the Parks &amp; Facilities Maintenance Manager.</u>	<u>Reduction per item 1a, plus further reduction of 1%.</u>
<u>2. Wider street landscape strips and sidewalks</u>	<u>All street frontages with landscape strips, sidewalks, and ROWs wider than minimums.</u>	<u>Applies to any proposed streets for which the standard cross sections have landscape strips min 6 ft or narrower, including curb widths, and where sidewalk is 6 ft or narrower. Min standards are: (a) all landscape strips 6.5 ft wide, including curb widths; (b) all sidewalks 8 ft wide; and (c) additional ROW width equal to the total additional widths of these cross section elements.</u>	<u>Reduction of common area minimum (min) by equal to total additional area of ROW.</u> <sup>4</sup>
<u>3. Walkers paradise local street</u>	<u>A one-way or yield street with 60 ft ROW reallocated for wider landscape strips and sidewalks</u>	<u>Applies to any proposed local class street. Standards: (a) Min width 60 ft ROW (b) Between curbing, two 7-foot parking lanes and one 11-foot travel lane. Travel lane either two-way as a "yield street" or one-way. (c) Two 8.5-foot wide planters including curb widths (d) Two 8-foot wide sidewalks (e) Two 1-foot buffers, one each between sidewalk and ROW</u>	<u>Reduction of common area min by equal to total additional area of landscape strips and sidewalks relative to cross section Figure 3.01G.</u> <sup>4</sup>

**Commented [CC48]:** Premised on experience with the 30% minimum being high compared to PUD provisions of other cities and counties, the table draws attention to what the City is more likely to accept in exchange for a developer getting modifications of development standards.

A footnote confirms that there is an absolute/ base / floor / fail safe of 15% common area. The table isn't exhaustive, the City isn't obligated to accept a developer's request to order from the menu, so to speak, and item presumptive standards, like a restaurant dish, can be modified as part of PUD review.

4. <u>Boulevard</u>	A street with a <u>continuous median, excepting turn pockets at intersections, that is landscaped and includes trees.</u>	<u>boundary.</u> Applies to any proposed streets that meet these standards: (a) <u>median min 9 ft wide between backs of curbing;</u> (b) <u>median extent equal to whichever adjacent block face is longer, with allowance to shorten for a turn pocket or pockets – for local class streets specifically by no more than 32 ft per turn pocket, including taper, and 64 ft total.</u> § (For streets with higher class designations, turn lane or pocket maximums per public works construction code.); (c) <u>median with trees to same standards as Section 3.06.03A and with median extent substituting for block face extent;</u> (d) <u>66.7% of remainder of median landscaped with lawn grass, with landscaping narrowest dimension 6 ft and with allowance for a remaining third to be any of groundcover, shrubbery, bricks, rectangular cobblestone pavers, concrete pavers, poured concrete, or utility boxes, cabinets, and vaults; and</u> (e) <u>additional width of ROW equal to median width.</u>	<u>Reduction of common area min by equal to total additional area of ROW.</u>
5. <u>Traffic calming crosswalks</u>	<u>Concrete crosswalks and pedestrian crossings</u>	<u>Crosswalks / pedestrian crossings along intersection legs or mid-block crossings are patterned poured concrete each min width 8 ft. Distribution across min two intersections or mid-block crossings.</u>	<u>Reduction of common area min by 333 sq ft each, calculated at max 8.</u>
6. <u>Access management</u>	a. <u>Alleys or shared rear lanes placed to lessen the overall number of driveways along streets.</u>  b. <u>Shared driveways used</u>	Applies if there are alleys in excess of any min that other WDO sections <u>require or are shared rear lanes:</u> (1) <u>Min additional 15% of the lots have alley or shared rear lane access; or</u> (2) <u>Min 75% of all lots have alley or shared rear lane access.</u>  Min 60% of the lots that do have <u>conventional street access share their</u>	<u>Reduction of common area min by:</u> <u>equal to 20% of the alley / shared rear lanes area(s); or</u> <u>equal to 40% of the alley / shared rear lanes area(s).</u> <u>Reduction of common area min</u>

	<u>to lessen the overall number of driveways along streets.</u>	<u>access among each other with joint driveways or driveways shared by 3-6 lots.</u>	<u>by 150 square feet per joint or shared driveway.</u>
<u>7. Mews</u>	<u>A “street without the street”, with landscaping in place of a travel lanes and parking, fronted by lots with vehicular access from rear alleys. Similar to Figure 3.09A. 6</u>	<u>Standards: (a) Min area 2,250 square ft (sq ft), narrowest dimension 30 ft. (b) Cross section of min widths: clearance zone 2 ft, walkway min 8 ft, central landscaped area 10 ft, walkway 8 ft, and clearance zone 2 ft. As an alternative, one of the walkways may be 10 ft wide and other 6 ft. (c) Ends: Where at the end of a mews sidewalk passes, sidewalk min width 8 ft extending between cross section walkways and with additional ROW or public access easement for the additional sidewalk width. (d) Plaza: Min area 80 sq ft and extending between cross section walkways or sidewalks. Paved the same as per Section 3.04.04. Min of outdoor furniture per Footnote 7. (e) Landscaping: Central area planted with medium or large trees min number equal to a ratio of 1 tree per 30 lineal ft of walkway or sidewalk, and remainder is lawn grass with groundcover or shrubbery as needed to meet applicable common area min plant unit value per Table 3.06A.</u>	<u>Reduction of common area min by equal to 50% of the mews area(s). Calculated at a mews area max of whichever is smaller: where 12 or more lots front it, whatever the mews actual area; or, 5,940 square feet. Calculated also at max 12 mews.</u>
<u>9. Dog run subarea of common area</u>	<u>An enclosed dog run for residents of the development. 6</u>	<u>Narrowest dimension 20 ft. Fenced with two gates or sets of gates that lessen canine escape.</u>	<u>Reduction of common area min by 0.5%.</u>
<u>10. Double-use stormwater facility</u>	<u>Stormwater management surface facility as amphitheatre or game or sports court. 6</u>	<u>A stormwater management surface facility, such as a detention (not retention) pond improved to double as (a) an amphitheatre, terraced and with concrete or masonry seating and steps that incorporate lawn grass segments, (b) a game or sports court, or both when not inundated or mostly full.</u>	<u>Reduction of common area min by 1%.</u>
<u>11. Bus transit improvements</u>	<u>=</u>	<u>Above and beyond what other WDO sections require. Examples include any of bus shelter, bus shelter with</u>	<u>Unspecified.</u>

pad, boarding pad, and signage.

1. The provisions in the standards or exchange column shall not be modified through the PUD process except where an item specifies otherwise.
2. Fail safe provision / floor: In no case shall any item or item combination reduce total minimum common area to below 15%.
3. Reduction: For item 1a, to be clear and explicit, as in 30% minus 0.5% equals 29.5%. Percent reductions for other items calculate similarly.
4. If a developer uses Items 2 & 3 together, the common area reductions shall not double-count. Item 2 exchange shall be limited to additional sidewalk width and Item 3 limited to additional landscape strip width.
5. The Director may administratively shorten the median minimum extent standard by no more than 8 more feet per turn pocket.
6. Intended to remain on a common area tract as privately maintained.
7. Item 7 mews outdoor furniture: Developer choice of one of the following three sets:
  - a. Metal tables and chairs: Min 1 table as freestanding and moveable, not installed or surface mounted. If one is mounted, it shall be placed to allow the other table to be moved next to it and remain atop pavement. Min 2 moveable chairs per table;
  - b. Wood picnic benches/tables: Min 1; or
  - c. Wood benches: Min 2.
7. Items 2-7 serve to implement Woodburn Comprehensive Plan Policies D-1.3 & D-1.5.
8. The Director may condition and customize any of the enhanced public amenities as a PUD requirement.

[Fig. 3.09A here:]

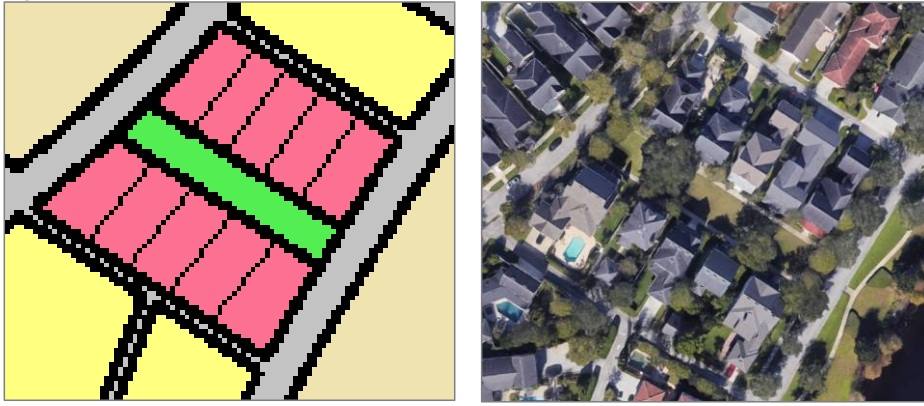


Figure 3.09A – Mews Example Plan and Aerial View

### **3.09.07 Modifications to an Approved Detailed Development Plan**

- A. The Director may administratively approve minor modifications to an approved Detailed Development Plan.
- B. Major modifications are those that propose to change the proposed uses, increase density, relocate or reduce buildings, parking, or access points, reduce common area or the amenities provided in improved common area, or, in the opinion of the Director, are more than minor modifications. Major modifications to an Approved Detailed Development Plan shall be reviewed as a Modification of Conditions pursuant to Section 4.02.07.

### **3.09.08 Nullification**

- A. Nullification of a PUD shall be reviewed as a Modification of Conditions pursuant to Section 4.02.07. The burden of proof is on the applicant to justify nullification of the PUD, giving substantial evidence that:
  - 1. Developing the property under conventional standards and regulations will not create nonconforming development;
  - 2. Special circumstances, such as building relationships, drainage ways, public

improvements, topography, and so forth that were to be addressed through the PUD can be dealt with as effectively with conventional standards;

3. Conditions of approval of the PUD can be met with conventional standards, or are no longer necessary; and
4. No prior commitments involving the property (such as density transfer, public improvements and activities, building relationships, recreational facilities, open space, or phasing of development) were made that would adversely affect the property, other properties, or the City.

**3.09.09    Owners/Tenants Association**

Any land and structures not dedicated to the public, but reserved for the common use of the owners or tenants, shall be subject to control by an association of owners or tenants.

**3.09.10    Phasing**

- A. A PUD may be developed in phases, pursuant to Section 5.03.05.
- B. Phases shall be functionally self-contained with regard to access, parking, utilities, open spaces, and similar physical features, and capable of occupancy, operation, and maintenance upon completion.
- C. The phased provision of common areas and improvements shall be roughly proportional to the development of housing and other elements intended for private ownership.
- D. At least one improved common area sized to accommodate a circle 25 feet in diameter shall be provided with the first phase.

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## 3.10 Signs

3.10.01	Purpose
3.10.02	Applicability
3.10.03	Computation of Sign Area
3.10.04	Definitions
3.10.05	Sign Permit Required
3.10.06	General Requirements
3.10.07	Signs Exempt From Permit Requirements
3.10.08	Prohibited Signs
3.10.09	Temporary Signs
3.10.10	Permanent Sign Allowances
3.10.11	Nonconforming Signs
3.10.12	Electronic Changing Image Signs

### **3.10.01 Purpose**

- A. To the maximum extent permitted by the U.S. and Oregon Constitutions, the purpose of these regulations is to preserve and improve the appearance of the City and to eliminate hazards to pedestrians and motorists brought about by distracting sign displays. The regulations for signs have the following specific objectives:
1. To ensure that signs are designed, constructed, installed and maintained according to minimum standards to safeguard life, health, property and public welfare;
  2. To allow and promote positive conditions for sign communication, while at the same time avoiding nuisances to nearby properties;
  3. To reflect and support the desired character and development patterns of the various zones and overlay zones and promote an attractive environment;
  4. To allow for adequate and effective signs in commercial and industrial zones, while preventing signs from dominating the appearance of the area;
  5. To improve pedestrian and traffic safety; and
  6. To ensure that the constitutionally guaranteed right of free speech is protected.
- B. The regulations allow for a variety of sign types and sizes for a site. The provisions do not ensure or provide for every property or business owner's desired level of visibility for the signs. The sign standards are intended to allow signs to have adequate visibility from streets that abut a site, but not necessarily to streets farther away.

### **3.10.02 Applicability**

These regulations apply to signs located within the City. The application of these regulations in no way limits the power of the City to enact other ordinances related to signs.



**3.10.03 Computation of Sign Area**

- A. The area of freestanding signs and wall signs with one or more cabinets is the area of the display surface.
- B. The area of wall signs composed of individual elements, including, but not limited to, channel letters or painted letters or images, is the area of three rectangles around and enclosing the entire message or image.

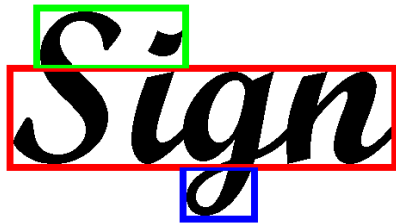


Figure 3.10A – Three Rectangles Enclose the Message or Image



Figure 3.110B – Three Rectangles Enclose the Message or Image

- C. The area of A-frame signs is computed by the measurement of one of the faces.
- D. The area of freestanding and projecting signs is computed by the measurement of one of the faces when two display faces are parallel or within 30 degrees of being parallel to each other, and are part of the same sign structure. For any sign that has two display surfaces that do not meet these criteria, or has more than two display surfaces, each surface shall be included when determining the area of the sign.



Figure 3.10C – Sign Faces Less than 30 Degrees Apart

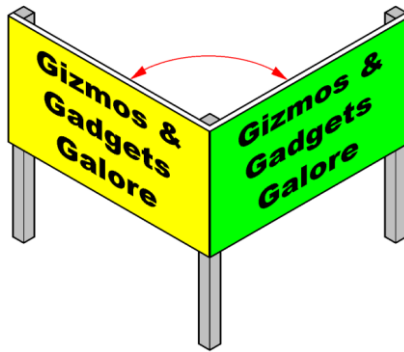


Figure 3.10D – Sign Faces More than 30 Degrees Apart

- E. Where a sign is of a three-dimensional, round or irregular solid shape, the largest cross-section shall be used in a horizontal projection for the purpose of determining sign area.



Figure 3.10E – Area of a Three-Dimensional Sign

- F. Sign area shall not include embellishments such as pole covers, decorative roofing, foundation or supports, provided there are no words, symbols or logos on such embellishments.

#### **3.10.04 Definitions**

Words used in the WDO have their normal dictionary meaning, unless they are specifically defined by the WDO.

**Awning:** A shelter projecting from, and supported by, the exterior wall of a building on a supporting framework. The awning may be constructed of rigid or non-rigid materials.

**Bench:** A seat located upon or adjacent to public property, for the use of a combination of passersby or persons awaiting transportation.

**Building Code:** The most current edition of the Oregon State Structural Specialty Code.

**Canopy:** A permanent unenclosed roof structure for the purpose of providing shelter to patrons in automobiles.

**Complex:** Any group of two or more buildings, or individual businesses within a single building, provided at least two of the businesses have separate exterior entrances, on a site that is planned and developed to function as a unit and which has common on-site parking, circulation and access. A complex may consist of multiple lots or parcels that may or may not be under common ownership.

**Display Surface:** The area made available by the sign for the purpose of displaying a message or image. The display surface includes the area of the message or image and the background.

**Facade:** The exterior face or wall of a building.

**Fluorescent (color):** Strikingly bright, vivid, or glowing.

**Glare:** Illumination of a sign that either directly, or indirectly from reflection, causes illumination on other properties or rights-of-way in excess of a measurement of 0.5 foot-candles of light, measured at the property line.

**Height:** Height is measured from the lowest point of the grade below the sign (excluding artificial berm) to the topmost point of the sign.

**Marquee:** A permanent roofed structure attached to, and supported by, a building, and projecting out from a building wall, or over public access, but not including a canopy or awning.

**Premises:** The land and buildings contained within the boundaries of a single-tenant site or complex.

**Sign:** Materials placed or constructed, or light projected, that (1) conveys a message or image and (2) is used to inform or attract the attention of the public. Signs, materials, or lights meeting this definition are commonly referred to as signs, placards, A-frame signs, posters, billboards, murals, diagrams, banners, pennants, flags, or projected slides, images or holograms. The scope of the term “sign” does not depend on the content of the message or image conveyed. Specific definitions for signs regulated in Section 3.10 include the following:

**A-Frame Sign:** A double-faced temporary sign constructed with an A-shaped frame, composed of two sign boards attached at the top and separate at the bottom, not permanently attached to the ground, but secured to the ground or sufficiently weighted to prevent the sign from being blown from its location or easily moved.

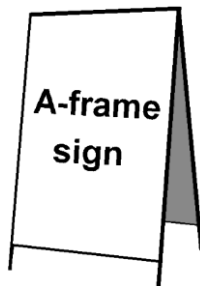


Figure 3.10F – A-Frame Sign

**Awning Sign:** A sign attached to, or incorporated into, an awning.

**Balloon:** An inflatable device less than 36 inches in its greatest dimension and anchored by some means to a structure or the ground.

**Banner Sign:** A sign made of fabric or other non-rigid material with no enclosing framework.

**Bench Sign:** A sign on an outdoor bench.

**Blimp:** An inflatable device 36 inches or greater in its greatest dimension and anchored by some means to a structure or the ground.

**Changing Image Sign:** A sign designed to accommodate routine changes of copy, images, or patterns of lights. Such signs include, but are not limited to, electronic signs incorporating LED, LCD, plasma, or projected light displays, and mechanical or manual changeable-copy signs.

**Drive-Through Sign:** A sign located adjacent to the driveway leading to a drive-through window and not legible from the public right-of-way. Such signs typically display menus or other information to drive-through customers.

**Externally Illuminated Sign:** A sign where the light source is separate from the sign and is directed so as to shine on the exterior of the sign.

**Flag:** A sign made of fabric or other similar non-rigid material, supported or anchored along only one edge or supported or anchored at only two corners.

**Flashing Sign:** A sign incorporating intermittent electrical impulses to a source of illumination or revolving in a manner which creates the illusion of flashing, or which changes colors or intensity of illumination more frequently than specified in Section 3.10.12.A.

**Freestanding Sign:** A sign wholly supported by a sign structure in the ground. Freestanding signs include, but are not limited to, monument signs, pole signs, A-frame signs, and lawn signs.

**Illuminated Sign:** A sign that incorporates light-emitting elements on or within the sign, or that is lit by external light sources directed at the sign.

**Internally Illuminated Sign:** A sign where the light source is contained within the sign and is directed so as to shine on the interior of the sign.

**Lawn Sign:** A temporary freestanding sign made of weather-resistant lightweight materials, that is supported by a frame, pole, or other support structure placed directly in the ground without foundation or other anchor.

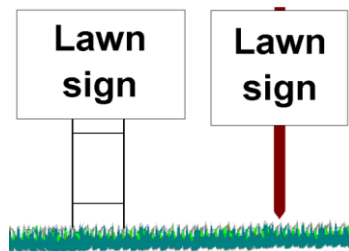


Figure 3.10G – Lawn Signs

**Monument Sign:** A freestanding sign that is placed on a solid base that extends a minimum of one foot above the ground and extends at least 75 percent of the length and width of the sign. The aboveground portion of the base is considered part of the total allowable height of a monument sign. A monument sign less than 8 feet high need not have a solid base.

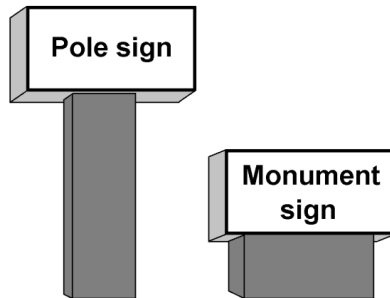


Figure 3.10H – Pole and Monument Signs

**Moving Sign:** A sign, EXCEPT a flag, balloon, or pennant, in which the display surface changes orientation or position. Moving signs include, but are not limited to, rotating signs, pinwheels, wind socks, and blimps.

**Nonconforming Sign:** A sign lawfully established prior to the adoption of current standards or a sign lawfully established on property annexed to the City, which does not conform to the current sign standards.

**Pennant:** A lightweight plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire, or string, usually in a series, designed to move in the wind.

**Permanent Sign:** Any sign other than a temporary sign.

**Pole Sign:** A freestanding sign which exceeds eight feet in height.

**Portable Sign:** A sign that is not affixed to a structure or the ground in a permanent manner and that may be moved easily from place to place.

**Projecting Sign:** A sign, other than a wall sign, that projects from, and is supported by, a roof or wall of a building or structure and is generally at right angles to the building.

**Roof sign:** Any sign erected upon, or extending above or over, the eave or roof of any building or structure. A sign erected upon a roof which does not vary more than 20 degrees from vertical shall be regulated as a wall sign.

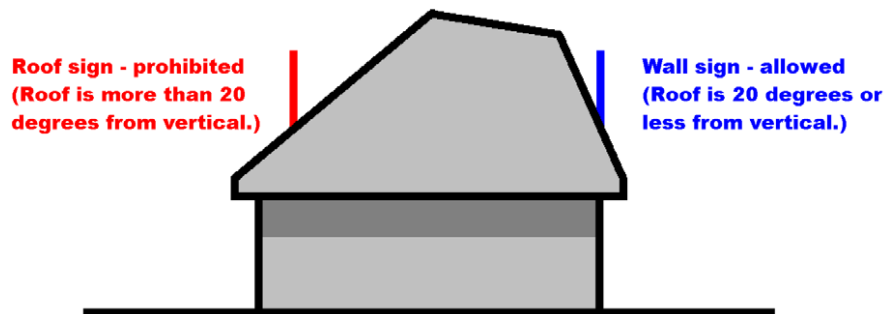


Figure 3.10I – Roof and Wall Signs

**Subdivision Sign:** A sign located on land in a recorded subdivision containing four lots or more.

**Suspended Sign:** A sign suspended from the underside of a canopy, awning, arcade, marquee, or other roofed open structure and oriented to pedestrian traffic.

**Temporary Sign:** A sign that is not permanently affixed or attached to a building, structure, or the ground. Temporary signs include, but are not limited to, A-frames, banners, flags, pennants, balloons, streamers, lawn signs, and portable signs.

**Unsafe sign:** A sign constituting a hazard to safety or public welfare by reason of inadequate maintenance, dilapidation, obsolescence, disaster, damage, abandonment or inability to meet lateral or vertical loads, as determined by the City of Woodburn Building Official.

**Wall Sign:** Any sign attached to, or erected against, the wall of a building or structure, or attached to, or erected against, a roof which does not vary more than 20 degrees from vertical, with the exposed face of the sign in a plane parallel to the plane of the wall or roof, and which does not project more than 18 inches from the wall or roof.

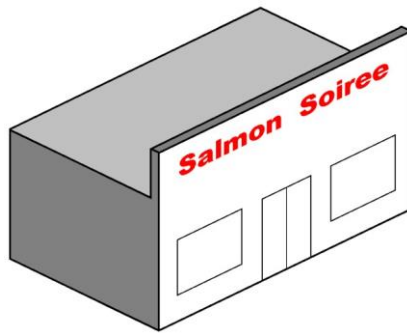


Figure 3.10J – Wall Sign on a Parapet

**Window Sign:** A sign that is placed inside a building (such as placement on a windowsill), within six inches of a window, or attached to the inside of a window.

**Sign Maintenance:** Normal care needed to keep a sign functional, such as painting, cleaning, oiling, and changing light bulbs. Maintenance does not include an alteration to the sign.

**Sign Repair:** Fixing or replacement of broken or worn parts. Replacement includes comparable materials only. Repairs may be made with the sign in position or with the sign removed.

**Sign Structure:** The structure, supports, uprights, braces, framework and display surfaces of a sign.

**Single-tenant Site:** A development that is not a complex.

**Structural Alteration:** Modification of a sign or sign structure that affects size, shape, height, or sign location; changes in structural materials; or replacement of electrical components with other than comparable materials. The replacement of wood parts with metal parts, the replacement of incandescent bulbs with light emitting diodes (LED), or the addition of electronic elements to a non-electrified sign are examples of structural alterations. Structural alteration does not include

ordinary maintenance or repair, repainting an existing sign surface, including changes of message or image, exchanging painted, pasted or glued materials on painted wall signs, or exchanging display panels of a sign through release and closing of clips or other brackets.

### **3.10.05                    Sign Permit Required**

- A. A sign permit is required to erect, replace, construct, relocate, or alter a sign, unless such sign is exempt under Section 3.10.07. To initiate consideration of a sign permit, a complete City application, accompanying information, and a filing fee must be submitted to the Director. The Director shall issue a sign permit if the applicant demonstrates compliance with all provisions of Section 3.10.
- B. Sign maintenance, sign repair and the changing of a sign display surface is allowed without obtaining a sign permit, so long as structural alterations are not made and the sign display surface is not altered in shape or size.
- C. If a building permit is required to erect the sign, the sign permit approval shall expire at the same time the building permit expires. If a building permit is not required to erect the sign, the sign permit approval shall expire 180 days from the date of approval, unless substantial construction of the sign has occurred.

### **3.10.06                    General Requirements**

- A. Location: No portion of a freestanding sign shall be located less than five feet from any boundary property line or in the ~~special setback~~Street Widening Setback area established by Section 3.03.02.
- B. Sign Maintenance: Signs and sign structures together with their supports, braces, guys, anchors and electrical components must be maintained in a proper state of repair. The Director may order the removal of any sign or sign structure that is not maintained. Signs and sign structures that are dangerous must be taken down and removed or made safe, as the Director deems necessary.
- C. Signs shall be constructed of weather-resistant material, such as combinations of metal, plastic, natural wood, and glass. Plywood, oriented strand board (OSB) and fiberboard are not considered weather-resistant materials. Paper products such as construction paper, poster board, and cardboard are not considered weather-resistant materials and are not allowed. Vinyl and cloth materials may be used only for temporary signs and awnings.
- D. Each sign should be designed to be consistent with the architectural style of the main building or buildings on the site. Signs should be designed to incorporate at least one of the predominately visual elements of the building, such as type of construction materials or color. The use of fluorescent colors or highly reflective materials is prohibited.
- E. Supporting elements of pole signs shall be covered, consistent with subsection (D) above. The total width of pole covers shall be at least 30 percent of the sign display width.
- F. Freestanding signs shall appear to be a single unit and shall not have separate or detached cabinets or display surfaces that are not architecturally integrated into the primary display surface.

F-G. Uplighting: Exterior uplighting of permanent signs is prohibited, and exterior lighting of

permanent signage shall conform to Section 3.11.02.

### **3.10.07 Signs Exempt From Permit Requirements**

The following are exempt from application and permit requirements of this Section, but are subject to other applicable portions of this Section and the City Code and may require building and electrical permits:

- A. Signs that are inside a building, except window signs, or signs that do not have a primary purpose of being legible from a public street or another property. Such signs include, but are not limited to, scoreboard signs, signs on the inside of ball field fences, signs within a stadium, and signs located within the site of a special event, such as a festival or carnival.
- B. Signs required by federal, state, or City law on private property, except signs regulated by ORS 646.930 (Motor vehicle fuel prices; requirements for display), if the sign is no more than six square feet in area. Such signs include building addresses, handicap parking signs, designation of fire lanes, public hearing notices, and directional signs.
- C. Signs owned and maintained by federal or state agencies or by the City of Woodburn.
- D. Signs lawfully erected in the public right-of-way in accordance with applicable state and local laws and regulations, including public utility signs, traffic signs and traffic control devices.

### **3.10.08 Prohibited Signs**

The following signs and advertising devices are prohibited:

- A. A sign located on the roof of any building or structure
- B. A sign in public rights-of-way except awning, projecting, wall, and suspended signs projecting over a public right-of-way in conformity with Section 3.10, unless specifically allowed under Section 3.10.01 or exempt under Section 3.10.05
- C. Internally illuminated awning sign
- D. A permanent sign located on an undeveloped lot or parcel, except subdivision signs
- E. A beacon light, searchlight, strobe light or a sign containing such lights
- F. Neon tubing on the exterior of a building
- G. A sign that imitates or resembles official traffic lights, signs or signals, or a sign that interferes with the effectiveness of any official traffic light, sign or signal
- H. An illuminated sign that produces glare
- I. A sign requiring a sign permit, but for which no sign permit has been issued
- J. A sign with visible incandescent bulbs or fluorescent tubes or a sign with a visible direct source of illumination, except neon, light-emitting diodes, or plasma displays, and not otherwise allowed under Section 3.10.10 or exempt under Section 3.10.07
- K. An unsafe sign or a sign that constitutes a public nuisance
- L. A sign that incorporates flames or emits sounds or odors
- M. A sign supported in whole or in part by cables or guy wires, or that has cables or guy wires



extending to or from it

- N. Blimps
- O. Signs attached to utility poles or boxes, except those attached by the utility
- P. Flashing signs
- Q. Moving signs

**R.** Existing permanent signs that come to be within widened ROW and streetside PUE resulting from development in conformance with Section 3.01, yet which a developer does not remove.

**R.S.** Changing image temporary signs

**S.T.** Flags with an aspect ratio (hoist to fly, or height to width) greater than 1:1

**Commented [CC49]:** In other words, if a street widens, that monument or pole sign is moving out of the way or, if nonconforming anyway, disappearing. The edit makes explicit how staff administers this detail of street improvements.



Figure 3.10K – Aspect Ratio of Flags

### **3.10.09 Temporary Signs**

- A. Certain temporary signs that are not otherwise exempt under Section 3.10.07 may be approved for a limited period of time as a means of drawing attention to special events such as grand openings, carnivals, charitable events, seasonable openings, special promotions, etc. Approval of a Temporary Sign Permit application shall be required prior to placement of such signs.
- B. The Director shall approve an application for a Temporary Sign Permit only if it complies with the following approval criteria:
  - 1. The following types of temporary signs are permitted with a Temporary Sign Permit: A-frames, banners, flags, pennants, balloons, strings of lights, streamers, and lawn signs. Temporary sign types not specified above, including other types of portable signs and blimps, are not permitted with a Temporary Sign Permit.
  - 2. An owner or tenant of an individual property, a tenant in a complex, and the owner of a complex may obtain Temporary Sign Permits.
  - 3. No temporary sign shall obstruct on-site pedestrian or vehicular access or circulation.
  - 4. Temporary Sign Permits shall be limited to a specified number of 15-day periods per calendar year. Said periods may run consecutively; however, unused days from one period shall not be added to another period. The number of Temporary Sign Permits

and maximum sign area shall be as follows:

<b>Temporary Signs in the RM and P/SP Zones</b>					
<b>Table 3.10.09A</b>					
<b>Use</b>	<b>Type</b>	<b>Time</b>	<b>Maximum Number</b>	<b>Maximum total sign area (square feet)</b>	<b>Maximum height (feet)</b>
Any use	Lawn or A-frame	45 days before a public election or the time the election is called, whichever is earlier, until seven days after the election	6	24 No individual sign may exceed six square feet in area	<ul style="list-style-type: none"> <li>• Lawn: 7</li> <li>• A-frame: 3</li> </ul>
		All other times of the year	2	8	<ul style="list-style-type: none"> <li>• Lawn: 7</li> <li>• A-frame: 3</li> </ul>
	Decorations and lights relating to federal, state, or City recognized events, seasons, or holidays	45 days before the holiday or event, until 15 days after the holiday or event	Unlimited	Unlimited	Unlimited
Exempt from application and permit requirements					
Flags and window signs are listed with permanent signs, Table 3.10.10A.					

<b>Temporary Signs in the RS and R1S Zones</b>					
<b>Table 3.10.09B</b>					
<b>Use</b>	<b>Type</b>	<b>Time</b>	<b>Maximum Number</b>	<b>Maximum total sign area (square feet)</b>	<b>Maximum height (feet)</b>
Any use	Lawn or A-frame	45 days before a public election or the time the election is called, whichever is earlier, until seven days after the election	6	24 No individual sign may exceed six square feet in area	<ul style="list-style-type: none"> <li>• Lawn: 7</li> <li>• A-frame: 3</li> </ul>
		All other times of the year	2	8	<ul style="list-style-type: none"> <li>• Lawn: 7</li> <li>• A-frame: 3</li> </ul>

**Temporary Signs in the RS and R1S Zones  
Table 3.10.09B**

	Decorations and lights relating to federal, state, or City recognized events, seasons, or holidays	45 days before the holiday or event, until 15 days after the holiday or event	Unlimited	Unlimited	Unlimited
		Exempt from application and permit requirements			
<p>1. Flags and window signs are listed with permanent signs, Table 3.10.10A.</p> <p>2. Lawn signs and A-frame signs in the RS or R1S zone may be located in the public right-of-way provided that:</p> <ul style="list-style-type: none"> <li>a. The signs shall be established by the property owner or property owner’s agent;</li> <li>b. No sign may be established in the right-of-way of a Major Arterial street;</li> <li>c. Signs shall not be placed in vision clearance areas (Section 3.03.06) or in adjacent rights-of-way;</li> <li>d. Signs shall not be on or overhanging a travel or on-street parking lane;</li> <li>e. Signs shall not be on or overhanging a sidewalk; and</li> <li>f. No portion of a sign shall be less than three feet from the back of a curb.</li> </ul>					

**Temporary Signs in Commercial and Industrial Zones  
Table 3.10.09C**

Use	Type	Maximum Number	Maximum total sign area (square feet)	Maximum height (feet)	15-day periods
Single-tenant nonresidential site	All except A-frame	Unlimited	200	Lawn: 7	4
	A-frame	<ul style="list-style-type: none"> <li>• 1 in the DDC zone</li> <li>• 2 in all other zones</li> </ul>	8	3	Unlimited <sup>1</sup>
Nonresidential complex with less than 20 tenant spaces	All except A-frame	Unlimited	200	Lawn: 7	4
	A-frame	<ul style="list-style-type: none"> <li>1 in the DDC zone</li> <li>2 in all other zones</li> </ul>	8	3	Unlimited <sup>1</sup>
Nonresidential complex with 20 or more tenant spaces	All except A-frame	Unlimited	400	Lawn: 7	6
	A-frame	2 in all zones	8	3	Unlimited <sup>1</sup>

**Temporary Signs in Commercial and Industrial Zones  
Table 3.10.09C**

Use	Type	Maximum Number	Maximum total sign area (square feet)	Maximum height (feet)	15-day periods
Any use	Decorations and lights relating to federal, state, or City recognized events, seasons, or holidays	Unlimited	Unlimited	Unlimited	45 days before the holiday or event, until 15 days after the holiday or event
		Exempt from application and permit requirements			
<p>1. A-frame signs in the DDC zone shall conform to the following standards.</p> <ul style="list-style-type: none"> <li>a. The sign may be located on private property or in the public right-of-way.</li> <li>b. The sign shall not exceed three feet in width, three feet in height, and nine square feet in area.</li> <li>c. The sign shall be at least one foot from the curb so as to not interfere with on-street parking.</li> <li>d. A minimum access width of four feet shall be maintained along all sidewalks and building entrances accessible to the public. Signs should be placed either next to the building or at the curbside by a street tree, bench, or other public amenity so as to not block on-street parking.</li> <li>e. The sign permit shall be revocable in case of noncompliance.</li> <li>f. The sign shall not be placed in a vision clearance area (Section 3.03.06) or in adjacent rights-of-way.</li> <li>g. The sign shall be utilized only during business hours and shall be removed during non-business hours.</li> <li>h. The sign shall not be illuminated.</li> <li>i. The sign owner shall assume all liability for incidents involving the sign by signing a document exempting the City from liability.</li> </ul> <p>2. Flags and window signs are listed with permanent signs, Tables 3.10.10B-E.</p>					

**3.10.10 Permanent Sign Allowances**

Permanent signs shall not exceed the number, size, or height specified in the following tables, and shall comply with the other regulations noted in the following tables.

**Permanent Signs in RS, RSN, R1S, RM, RMN, and P/SP Zones  
Table 3.10.10A**

**Monument Signs**

<b>Permanent Signs in RS, RSN, R1S, RM, RMN, and P/SP Zones</b>	
<b>Table 3.10.10A</b>	
<b>Use</b>	<b>Allowance</b>
Non-residential use, less than 3 acres	<ul style="list-style-type: none"> <li>• Maximum 1</li> <li>• Maximum 8 feet high</li> <li>• Maximum 20 square feet</li> </ul>
Non-residential use, 3 acres or more	<ul style="list-style-type: none"> <li>• Maximum 1 per street frontage</li> <li>• Maximum 2 signs</li> <li>• Maximum 8 feet high</li> <li>• Maximum 32 square feet each</li> </ul>
Multiple-family dwellings	<ul style="list-style-type: none"> <li>• Maximum 1</li> <li>• Maximum 8 feet high</li> <li>• Maximum 20 square feet</li> </ul>
Subdivision with more than 4 lots or mobile home park with more than 4 spaces	<ul style="list-style-type: none"> <li>• Maximum 1 on each side of the entrance from a public street</li> <li>• Maximum 2 monument or wall signs total per public street entrance</li> <li>• Maximum 8 feet high</li> <li>• Maximum 20 square feet each</li> </ul>
<b>Wall Signs</b>	
<b>Use</b>	<b>Allowance</b>
Non-residential use, less than 3 acres	<ul style="list-style-type: none"> <li>• Maximum 1</li> <li>• Maximum 20 square feet</li> </ul>
Non-residential use, 3 acres or more	<ul style="list-style-type: none"> <li>• Maximum 1 per wall facing a public street</li> <li>• Maximum 2 signs</li> <li>• Maximum 32 square feet each</li> </ul>
Single-family dwellings	<ul style="list-style-type: none"> <li>• Maximum 2</li> <li>• Maximum 3 square feet total</li> <li>• Exempt from application and permit requirements</li> </ul>
Multiple-family dwellings	<ul style="list-style-type: none"> <li>• Maximum 1</li> <li>• Maximum 20 square feet</li> <li>• Allowed by permit</li> </ul>
	<ul style="list-style-type: none"> <li>• Maximum 2</li> <li>• Maximum 3 square feet total</li> <li>• Exempt from application and permit requirements</li> </ul>

<b>Permanent Signs in RS, RSN, R1S, RM, RMN, and P/SP Zones</b> <b>Table 3.10.10A</b>	
Subdivision with more than 4 lots or mobile home park with more than 4 spaces	<ul style="list-style-type: none"> <li>• Maximum 1 on each side of the entrance from a public street</li> <li>• Maximum 2 monument or wall signs total per public street entrance</li> <li>• Maximum 20 square feet each</li> <li>• Allowed on freestanding walls only</li> </ul>
<b>Flags</b>	
Individual dwelling units in multiple-family dwellings	<ul style="list-style-type: none"> <li>• Maximum 1 per dwelling unit</li> <li>• Maximum 16 square feet</li> <li>• Must be attached to the dwelling unit</li> <li>• Exempt from application and permit requirements</li> </ul>
All other uses, including multiple-family dwellings	<ul style="list-style-type: none"> <li>• Maximum 3</li> <li>• Maximum 40 square feet each</li> <li>• Maximum 40 feet high</li> <li>• Exempt from application and permit requirements</li> </ul>
<b>Window Signs</b>	
<ul style="list-style-type: none"> <li>• Maximum 50 percent of window area on each facade</li> <li>• Exempt from application and permit requirements</li> </ul>	
<b>Bench Signs</b>	
<ul style="list-style-type: none"> <li>• Maximum 1 square foot per bench</li> <li>• Exempt from application and permit requirements</li> </ul>	
<ol style="list-style-type: none"> <li>1. Pole, awning, marquee, canopy, projecting, and suspended signs are not allowed.</li> <li>2. Changing image is allowed on monument signs only, up to 65 percent of the sign area, for nonresidential uses only.</li> <li>3. Externally illuminated signs are allowed. Internally illuminated signs are not allowed, except for changing-image signs.</li> <li>4. A sign on a freestanding wall shall not project above the wall.</li> <li>5. Non-residential complexes with two or more buildings and multiple-family residential complexes with four or more buildings are allowed one additional sign per street access. Such signs shall be located a minimum of 50 feet from the public right-of-way. Each sign shall be limited to a maximum area of 24 square feet. Freestanding signs shall be limited to a maximum height of eight feet. Such signs typically display a directory or map of the complex.</li> </ol>	

**Permanent Signs in the CG Zone  
Table 3.10.10B**

<b>Pole Signs <sup>1</sup></b>		
<b>Frontage</b>	<b>Freeway Overlay (See Figure 3.10L)</b>	<b>Elsewhere</b>
Less than 100 feet	Not allowed	Not allowed
100-299 feet	<ul style="list-style-type: none"> <li>• Maximum 1 per single-tenant site or complex</li> <li>• Maximum 45 feet high</li> <li>• Maximum 200 square feet or 4.5 square feet per foot of actual height, whichever is less</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum 1 per single-tenant site or complex</li> <li>• Maximum 20 feet high</li> <li>• Maximum 32 square feet (single tenant)</li> <li>• Maximum 50 square feet (complex)</li> </ul>
300-599 feet	<ul style="list-style-type: none"> <li>• Maximum 1 per single-tenant site or complex</li> <li>• Maximum 45 feet high</li> <li>• Maximum 200 square feet or 4.5 square feet per foot of actual height, whichever is less</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum 1 per single-tenant site or complex</li> <li>• Maximum 20 feet high</li> <li>• Maximum 50 square feet (single tenant)</li> <li>• Maximum 75 square feet (complex)</li> </ul>
600- 999 feet	<ul style="list-style-type: none"> <li>• Maximum 1 per single-tenant site or complex</li> <li>• Maximum 45 feet high</li> <li>• Maximum 300 square feet or 6.7 square feet per foot of actual height, whichever is less</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum 1 per single-tenant site or complex</li> <li>• Maximum 20 feet high</li> <li>• Maximum 100 square feet</li> </ul>
1,000-1,199 feet	<ul style="list-style-type: none"> <li>• Maximum 1 per single-tenant site or complex</li> <li>• Maximum 45 feet high</li> <li>• Maximum 550 square feet or 12.3 square feet per foot of actual height, whichever is less</li> </ul>	
1,200 feet or more	<ul style="list-style-type: none"> <li>• Maximum 1 per single-tenant site or complex</li> <li>• Maximum 45 feet high</li> <li>• Maximum 850 square feet or 18.9 square feet per foot of actual height, whichever is less</li> </ul>	

<b>Monument Signs <sup>1</sup></b>	
<b>Frontage</b>	<b>Allowance</b>

<b>Permanent Signs in the CG Zone Table 3.10.10B</b>	
1-299 feet	<ul style="list-style-type: none"> <li>• Maximum 1 per frontage on the same street</li> <li>• Maximum 4 signs per single-tenant site or complex.</li> <li>• Maximum 8 feet high</li> <li>• Maximum 32 square feet each</li> </ul>
300 feet or more	<ul style="list-style-type: none"> <li>• Maximum 1 per frontage on the same street</li> <li>• Maximum 4 signs per single-tenant site or complex.</li> <li>• Maximum 8 feet high</li> <li>• Maximum 32 square feet each</li> </ul>
<b>Wall Signs</b>	
<ul style="list-style-type: none"> <li>• Minimum 20 square feet</li> <li>• Maximum 6 percent of facade or 200 square feet, whichever is less</li> <li>• Allowance increases by 50 percent if the wall is more than 200 feet from the public right-of-way</li> </ul>	
<b>Awning or Marquee Signs</b>	
<ul style="list-style-type: none"> <li>• Deemed wall signs</li> <li>• Shall not extend above or below the awning or marquee</li> </ul>	
<b>Canopy Signs</b>	
<ul style="list-style-type: none"> <li>• Maximum 2 sides of canopy</li> <li>• Maximum 15 percent of canopy face or 50 square feet, whichever is less</li> </ul>	
<b>Projecting Signs</b>	
<ul style="list-style-type: none"> <li>• Not allowed on a site or complex with a pole or monument sign</li> <li>• Maximum 1 per single-tenant site or complex</li> <li>• Minimum 8 feet above ground</li> <li>• Maximum 24 square feet</li> <li>• Maximum 6 foot projection</li> </ul>	
<b>Suspended Signs</b>	
<ul style="list-style-type: none"> <li>• Maximum 1 at each entrance to a building or tenant space</li> <li>• Shall not project past the outer edge of the roof structure</li> <li>• Minimum 8 feet above ground</li> <li>• Maximum 6 square feet</li> </ul>	
<b>Drive-through Signs</b>	
<ul style="list-style-type: none"> <li>• Maximum 2</li> <li>• Maximum 8 feet high</li> <li>• Maximum 8 feet wide</li> </ul>	
<b>Flags</b>	
<ul style="list-style-type: none"> <li>• Maximum 2</li> </ul>	



<b>Permanent Signs in the CG Zone Table 3.10.10B</b>	
<ul style="list-style-type: none"> <li>• Maximum 40 square feet each</li> <li>• Maximum 40 feet high</li> <li>• Exempt from application and permit requirements</li> </ul>	
<b>Window Signs</b>	
<ul style="list-style-type: none"> <li>• Maximum 50 percent of window area on each facade</li> <li>• Exempt from application and permit requirements</li> </ul>	
<b>Signs on Phone Booths and Product Dispensers</b>	
<ul style="list-style-type: none"> <li>• Maximum 3 square feet on an individual unit</li> <li>• Exempt from application and permit requirements</li> </ul>	
<b>Bench Signs</b>	
<ul style="list-style-type: none"> <li>• Maximum 1 square foot per bench</li> <li>• Exempt from application and permit requirements</li> </ul>	
<ol style="list-style-type: none"> <li>1. A monument sign may not be established on the same frontage as a pole sign.</li> <li>2. Changing image is allowed on freestanding signs only, up to 50 percent of the total sign area.</li> <li>3. Externally or internally illuminated signs – except internally illuminated awnings – are allowed.</li> <li>4. For signs regulated by ORS 646.930 (Motor vehicle fuel prices; requirements for display), an additional 32 square feet may be incorporated into another sign, or may be installed as a separate wall or monument sign. The fuel price display area of such signs may be electronic changing-image. If the price of four or more fuel products is required to be displayed, the additional allowance shall be 42 square feet.</li> </ol>	

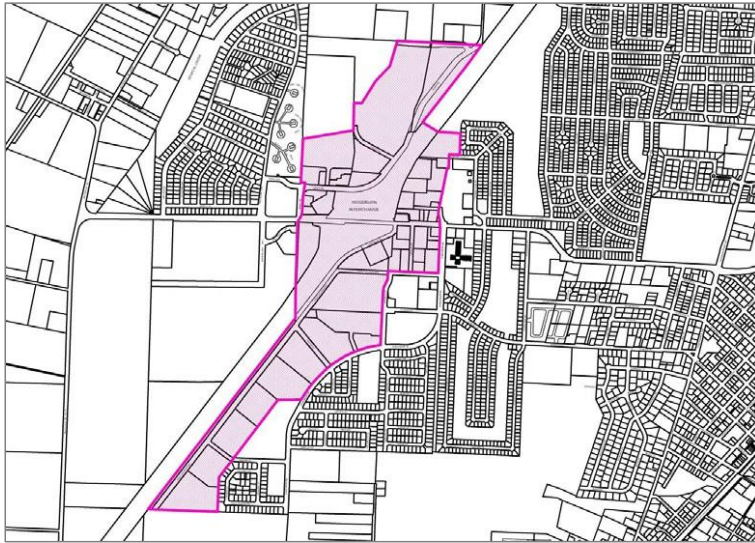


Figure 3.10L – Freeway Overlay

<b>Permanent Signs in the CO Zone</b>	
<b>Table 3.10.10C</b>	
<b>Monument Signs</b>	
<ul style="list-style-type: none"> <li>• Maximum 1 per street frontage, 2 total</li> <li>• Maximum 8 feet high</li> <li>• Maximum 32 square feet each</li> </ul>	
<b>Wall Signs</b>	
<ul style="list-style-type: none"> <li>• Maximum 1 per tenant plus 1 to identify each building or complex</li> <li>• Maximum 4 percent of facade area</li> </ul>	
<b>Drive-through Signs</b>	
<ul style="list-style-type: none"> <li>• Maximum 2</li> <li>• Maximum 8 feet high</li> <li>• Maximum 8 feet wide</li> </ul>	
<b>Flags</b>	
<ul style="list-style-type: none"> <li>• Maximum 2</li> <li>• Maximum 40 square feet each</li> <li>• Maximum 40 feet high</li> <li>• Exempt from application and permit requirements</li> </ul>	

<b>Permanent Signs in the CO Zone Table 3.10.10C</b>	
<b>Window Signs</b>	
<ul style="list-style-type: none"> <li>• Maximum 50 percent of window area on each facade</li> <li>• Exempt from application and permit requirements</li> </ul>	
<b>Signs on Phone Booths and Product Dispensers</b>	
<ul style="list-style-type: none"> <li>• Maximum 3 square feet on an individual unit</li> <li>• Exempt from application and permit requirements</li> </ul>	
<b>Bench Signs</b>	
<ul style="list-style-type: none"> <li>• Maximum 1 square foot per bench</li> <li>• Exempt from application and permit requirements</li> </ul>	
<ol style="list-style-type: none"> <li>1. Pole, awning, marquee, canopy, projecting, and suspended signs, and changing-image signs are not allowed.</li> <li>2. Externally or internally illuminated signs are allowed.</li> </ol>	

<b>Permanent Signs in the DDC, MUV and NNC Zones Table 3.10.10D</b>	
<b>Monument Signs</b>	
<ul style="list-style-type: none"> <li>• Maximum 1 per single-tenant site or complex</li> <li>• Maximum 8 feet high</li> <li>• Maximum 20 square feet</li> </ul>	
<b>Wall Signs</b>	
<ul style="list-style-type: none"> <li>• Minimum 16 square feet</li> <li>• Maximum 4 percent of facade or 50 square feet, whichever is less</li> </ul>	
<b>Drive-through Signs</b>	
<ul style="list-style-type: none"> <li>• Maximum 2</li> <li>• Maximum 8 feet high</li> <li>• Maximum 8 feet wide</li> </ul>	
<b>Awning/Marquee Signs</b>	
<ul style="list-style-type: none"> <li>• Deemed wall signs</li> <li>• Shall not extend above or below the awning or marquee</li> </ul>	
<b>Projecting Signs</b>	
<ul style="list-style-type: none"> <li>• Not allowed on a frontage with a monument sign</li> <li>• Maximum 1 per single-tenant site or complex</li> <li>• Minimum 8 feet above ground</li> <li>• Maximum 12 square feet</li> <li>• Maximum 4 foot projection</li> </ul>	

**Permanent Signs in the DDC, MUV and NNC Zones  
Table 3.10.10D**

**Suspended Signs**

- Only at entrance to a building or tenant space
- Minimum 8 feet above ground
- Maximum 6 square feet
- Shall not project past the outer edge of the roof structure

**Flags**

- Maximum 2
- Maximum 40 square feet each
- Maximum 40 feet high
- Exempt from application and permit requirements

**Window Signs**

- Maximum 50 percent of window area on each facade
- Exempt from application and permit requirements

**Signs on Phone Booths and Product Dispensers**

- Maximum 3 square feet on an individual unit
- Exempt from application and permit requirements

**Bench Signs**

- Maximum 1 square foot per bench
- Exempt from application and permit requirements

1. Pole and canopy signs are not allowed.
2. Externally or internally illuminated signs – except internally illuminated awnings – are allowed.
3. Changing image is allowed on monument signs only, up to 50 percent of the total sign area.
4. For signs regulated by ORS 646.930 (Motor vehicle fuel prices; requirements for display), an additional 32 square feet may be incorporated into another sign or may be installed as a separate wall or monument sign. The fuel price display area of such signs may be electronic changing-image. If the price of four or more fuel products is required to be displayed, the additional allowance shall be 42 square feet.

<b>Permanent Signs in the IP, IL, and SWIR Zones</b>	
<b>Table 3.10.10E</b>	
<b>Monument Signs</b>	
<ul style="list-style-type: none"> <li>• Less than 300 feet of frontage</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum 1 per single-tenant site or complex</li> <li>• Maximum 32 square feet</li> <li>• Maximum 8 feet high</li> </ul>
<ul style="list-style-type: none"> <li>• 300 feet or more of frontage</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum 1 per single-tenant site or complex</li> <li>• Maximum 1 additional if a complex has 2 street frontages over 300 feet each</li> <li>• Maximum 50 square feet each</li> <li>• Maximum 8 feet high</li> </ul>
<b>Wall Signs</b>	
<ul style="list-style-type: none"> <li>• Minimum 16 square feet</li> <li>• Maximum 4 percent of facade or 150 square feet, whichever is less</li> </ul>	
<b>Awning/Marquee Signs</b>	
<ul style="list-style-type: none"> <li>• Deemed wall signs</li> <li>• Shall not extend above or below the awning or marquee</li> </ul>	
<b>Projecting Signs</b>	
<ul style="list-style-type: none"> <li>• Not allowed on a site with a monument sign</li> <li>• Maximum 1 per single-tenant site or complex</li> <li>• Minimum 8 feet above ground</li> <li>• Maximum 20 square feet</li> <li>• Maximum 4 foot projection</li> </ul>	
<b>Suspended Signs</b>	
<ul style="list-style-type: none"> <li>• Only at entrance to a building or tenant space</li> <li>• Minimum 8 feet above ground</li> <li>• Maximum 6 square feet</li> <li>• Shall not project past the outer edge of the roof structure</li> </ul>	
<b>Flags</b>	
<ul style="list-style-type: none"> <li>• Maximum 2</li> <li>• Maximum 40 square feet each</li> <li>• Maximum 40 feet high</li> <li>• Exempt from application and permit requirements</li> </ul>	
<b>Window Signs</b>	
<ul style="list-style-type: none"> <li>• Maximum 50 percent of window area on each facade</li> <li>• Exempt from application and permit requirements</li> </ul>	

<b>Permanent Signs in the IP, IL, and SWIR Zones</b>	
<b>Table 3.10.10E</b>	
<b>Signs on Phone Booths and Product Dispensers</b>	
<ul style="list-style-type: none"> <li>• Maximum 3 square feet on an individual unit</li> <li>• Exempt from application and permit requirements</li> </ul>	
<b>Bench Signs</b>	
<ul style="list-style-type: none"> <li>• Maximum 1 square foot per bench</li> <li>• Exempt from application and permit requirements</li> </ul>	
<ol style="list-style-type: none"> <li>1. Pole and canopy signs are not allowed.</li> <li>2. At least 100 feet of separation is required between monument signs in the same complex.</li> <li>3. Externally or internally illuminated signs – except internally illuminated awnings – are allowed.</li> <li>4. Changing image is allowed on monument signs only, up to 50 percent of the total sign area.</li> <li>5. For signs regulated by ORS 646.930 (Motor vehicle fuel prices; requirements for display), an additional 32 square feet may be incorporated into another sign or may be installed as a separate wall or monument sign. The fuel price display area of such signs may be electronic changing-image. If the price of four or more fuel products is required to be displayed, the additional allowance shall be 42 square feet.</li> </ol>	

**3.10.11 Nonconforming Signs**

- A. Nonconforming signs may remain, provided they comply with the provisions of this Section.
- B. Nonconforming permanent signs shall comply with the provisions of Section 3.10 when one or more of the following occurs:
  1. A nonconforming sign is expanded, relocated, replaced or structurally altered. A nonconforming sign may be reduced in area or height without losing nonconforming status.
  2. The use of the premises upon which the sign is located terminates for a continuous period of 180 days or more. In a complex, if an individual tenant space is vacant for a continuous period of 180 days or more, only signs attached to such tenant space shall be required to comply with the provisions of Section 3.10.
  3. The use of the premises upon which the sign is located changes. In a complex, if the use of an individual tenant space changes, only signs attached to such tenant space shall be required to comply with the provisions of Section 3.10.
  4. A Conditional Use or Type III Design Review land use application is approved for the premises upon which the sign is located. In a complex, if an individual tenant space is the subject of a Conditional Use or Type III Design Review land use application, only signs attached to such tenant space shall be required to comply with the provisions of

Section 3.10.

5. A nonconforming sign is damaged, destroyed, or deteriorated by any means where the cost of repairs exceeds 50 percent of its current replacement cost as determined by the Building Official.
- C. A nonconforming sign or sign structure may be removed for no more than 60 days to perform sign maintenance or sign repair. A nonconforming sign or sign structure removed for more than 60 days shall comply with the provisions of Section 3.10.
- D. Mandatory Removal of Nonconforming Signs. All nonconforming signs shall be brought into compliance with Section 3.10 by July 1, 2023, except that:
  1. Nonconforming signs that are within 10% of both the area (total and per sign) and the height allowed under Section 3.10 and the sign otherwise conforms to Section 3.10 shall not be subject to the compliance period. However, once a nonconforming sign is removed as described in this Section, any replacement sign must comply in all respects to Section 3.10.
  2. Nonconforming sign on property annexed into the City after January 1, 2023 shall comply with Section 3.10 within two years of the property's annexation.

**3.10.12 Electronic Changing Image Signs**

- A. Electronic changing image signs shall change from one display to another display in a transition time of not more than two seconds. The display shall thereafter remain static for at least the following intervals:
  1. RS, R1S, RM, and P/SP zones: 20 seconds.
  2. DDC, CO, CG not in Freeway Overlay, IP, IL, and SWIR zones: eight seconds.
  3. CG zone in Freeway Overlay: four seconds.
- B. No portion of an electronic changing image sign shall be brighter than as follows:
  1. During daylight hours from sunrise to sunset, luminance shall be no greater than 3,000 candelas per square meter.
  2. At all other times, luminance shall be no greater than 500 candelas per square meter.
- C. All electronic changing image signs shall be equipped with an automatic dimming feature that accounts for ambient light levels.

## **3.11 Lighting**

### 3.11.01 Purpose and Applicability

### 3.11.02 Standards

#### **3.11.01 Purpose and Applicability**

- A. Purpose: To lessen glare and eyestrain interfering with walking, cycling, rolling along, and driving; to prevent nuisance and better protect nighttime sleepers' circadian rhythms; to reduce light pollution and advance "dark sky"; and to lessen off-street lighting from adding excess to or substituting for what street lights provide.
- B. Applicability: Applies outside ROW to all permanent exterior lighting for all development and uses, excepting residential that is other than multiple-family dwelling. Application includes the contexts of building exteriors, walkways and wide walkways, parking areas, signage, and off-street bicycle/pedestrian facilities. Where Section 3.11 might conflict with nuisance Ordinance No. 2338 (2003), Section 5A "Light Trespass" as is or as amended, the more stringent provision shall supersede. Strands of small electric lights known as any of holiday lights, mini lights, or twinkle lights are exempt.

#### **3.11.02 Standards**

- A. Full cut-off: All exterior lighting shall be full cut-off or fully shielded. Figure 3.11A illustrates examples of both unacceptable and acceptable fixtures.
- B. Heights: Mounting height limits as measured to light fixture underside shall be:
1. Wall: 8 feet above finished grade within 5 feet.
    - a. Within a commercial or industrial zoning district and above a loading bay, berth, or dock, the height limit shall instead be 14.5 feet above vehicular grade.
    - b. For all developments and uses, ground floor wall-mounted fixtures are exempt if:
      - (1) placed under a canopy, fixed awning, or building recess;
      - (2) a ground floor canopy or fixed awning is minimum 96 square feet and 8 feet narrowest dimension;
      - (3) a building recess is minimum 96 square feet and 8 narrowest dimension;
      - (4) a ground floor canopy, fixed awning, or building recess is maximum 14 feet high above grade; and
      - (5) the fixture underside is placed no lower than at the same level as the underside of the ground floor canopy, fixed awning, or building recess ceiling.
  - b. Uplighting: For purpose of accenting architecture, limited uplighting is allowed as follows: (1) limited to wall-mounted or wall recessed track fixtures, (2) allowed only below a building recess or projection such as a cornice, eave, or roof overhang, minimum 4 square feet and narrowest dimension 2 feet, (3) fixture upside no lower than 6 feet from recess ceiling or projection bottom, and

**Commented [CC50]:** This short chapter is new.

It requires "dark sky" lighting, while being reasonably scaled to development and accommodating reasonable uplighting of architecture. The standards are clear and objective.

Existing Section 5.02.06 for the Zoning Adjustment app type is edited to allow limited increase of lighting fixture height limits so that no variance would be necessary.



(4) fixtures are full cut-off or fully shielded at and below the horizontal.

2. Poles within parking areas: 14.5 feet above vehicular grade within 5 feet of any parking or vehicular circulation area or its curbing. Parking area poles within 24 feet of ROW, greenways, or off-street public bicycle/pedestrian facilities, shall have the public-facing perimeter of the fixture underside with housing or a shield minimum 6 inches high.

3. Other poles: 10 feet above finished grade. Includes poles along walkways, wide walkways, and off-street bicycle/pedestrian facilities where they do not pass through or along parking areas. Within an industrial zoning district operations or storage yard, minimum 20 feet from a lot line the height limit shall instead rise to 20 feet.

4. Sports: Game court or sports field lighting have no maximum height per this section, but shall be set back minimum 20 feet from a lot line and an additional 1 ft for each additional foot above 20-foot height.

5. Installations or mountings on other than a building wall, free-standing wall, monument sign wall, or pole or than related to a game court or sports field shall be limited to one of the first four listed limits that best fits the context.

M. Hue / color temperature: Excepting industrial development, if a fixture uses light emitting diode (LED) technology, it shall emit a warm, yellowish white light instead of cool, bluish white light. A color temperature within the range of 2,700 to 4,000 degrees Kelvin presumptively meets the requirement.

N. Property line: Lighting shall not shine or reflect onto (1) ROW, (2) greenways, (3) off-street public bicycle/pedestrian corridors, or (4) adjacent residentially zoned property. Pole-mounted fixtures other than those in parking areas, and wall-mounted fixtures, are exempt if they abut any of (1)-(3), are sited within 20 feet of any of (1)-(3), and conform to subsection B.1 or 3 above.

O. [Reserved.]

P. Plan review: The developer or contractor shall submit information, such as a site plan of fixture type installation locations and vendor cut or spec sheets, adequate to demonstrate conformance.

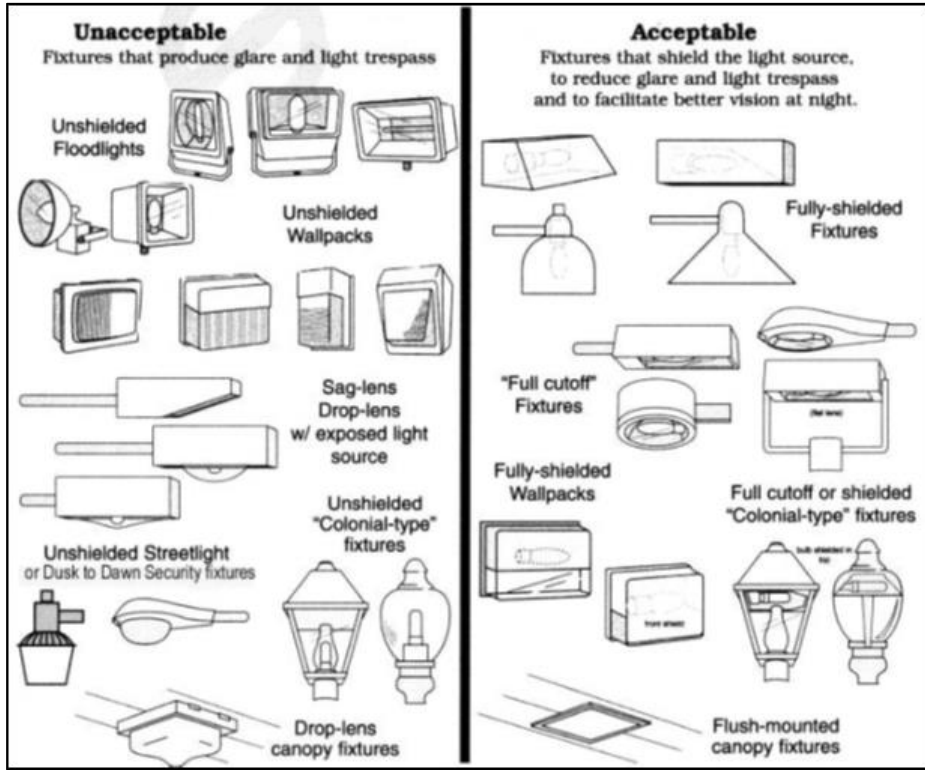


Figure 3.11A – Examples of Unacceptable & Acceptable Lighting Fixtures

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## 4.01 Decision-Making Procedures

This Section provides the review and decision-making procedures by which all applications relating to the use of land authorized by ORS Chapters 92, 197 and 227 are reviewed and decided, as well as legislative enactments initiated by the City Council.

- 4.01.01 Application and Appeal Fees and Refunds
- 4.01.02 Assignment of Decision-Makers
- 4.01.03 Initiation of Applications
- 4.01.04 Completeness Review
- 4.01.05 120-Day Rule
- 4.01.06 Conditions of Approval
- 4.01.07 Consolidated Applications
- 4.01.08 Ex-Parte Contacts, Personal Site Observations, Conflicts of Interest and Bias
- 4.01.09 Initiation of a Legislative Proposal
- 4.01.10 Legislative Hearing Process
- 4.01.11 Notice of Decision
- 4.01.12 Objections to Procedure
- 4.01.13 Pre-application Conference
- 4.01.14 Public Notices
- 4.01.15 Quasi-Judicial Hearing Process
- 4.01.16 Requests of Continuance and to Keep the Record Open
- 4.01.17 Types of Decisions

### **4.01.01 Application and Appeal Fees and Refunds**

- A. Fees: The City may adopt by ordinance or resolution, and revise from time to time, a schedule of fees for applications, appeals and other services provided by City departments. Fees shall be based upon the City's actual or average cost of processing the application or conducting the appeal process, except where limited by State statute.
- B. Payment: All fees shall be due and payable at the time the application or appeal is submitted. No application or appeal shall be accepted without the proper fee being paid.
- C. Refunds: Fees will only be refunded as provided in this subsection:
  - 1. When a fee is paid for an application, which is later found by the Director to not be required, the Director shall refund the fee.
  - 2. When an error is made in calculating a fee, overpayment will be refunded.
  - 3. In the event an applicant withdraws an application, the Director shall:
    - a. Refund 100 percent of application fee prior to deeming the application complete; or
    - b. Refund 50 percent prior to making the public notice; or
    - c. Make no refund after completing the public notice.

**4.01.02 Assignment of Decision-Makers:**

The following City entity or official shall decide the following types of decisions:

- A. Type I Decisions (Administrative): The Director shall render all Type I decisions. The Director's decision is the City's final decision on a Type I application and this decision is not appealable by any party through the City's land use process.
- B. Type II Decisions (Quasi-Administrative): The Director shall render the City's decision on all Type II applications, which are appealable to the City Council. The City Council may call up a Type II decision for review on its own motion. The City Council's decision is the City's final decision and is appealable to LUBA within 21 days after it becomes final.
- C. Type III Decisions (Quasi-Judicial): The Planning Commission shall render all Type III decisions EXCEPT for Type III design review, with or without a concurrent variance, which shall be decided by the Design Review Board, if one has been created by the City Council. A Type III decision is appealable to the City Council. The City Council may call up a Type III decision for review on its own motion. The City Council's decision is the City's final decision and is appealable to LUBA within 21 days after it becomes final.
- D. Type IV Decisions (Quasi-Judicial): The Planning Commission shall hold an initial public hearing on all Type IV permit applications before making a recommendation to the City Council. The City Council shall then conduct a *de novo* public hearing. The City Council's decision is the City's final decision on a Type IV application and is appealable to LUBA within 21 days after it becomes final.
- E. Type V Decisions (Legislative): Type V decisions involve legislative actions where the City Council enacts or amends the City's land use regulations, comprehensive plan, Official Zoning Map or some component of these documents. Type V decisions may only be initiated by the City Council. The Planning Commission holds an initial public hearing on the proposal before making a recommendation to the City Council. The City Council then holds a final public hearing and renders a decision. Public notice is provided for all public hearings (Section 4.01.14). The City Council's decision is the City's final decision and is appealable to LUBA within 21 days after it becomes final.

**4.01.03 Initiation of Applications**

- A. The City Council may initiate any type of land use action by motion designating the appropriate City department to complete and file the application.
- B. An application for a land use action may only be initiated by the record property owner or contract purchaser, the City Council or Planning Commission. If there is more than one record owner, then the City will not accept an application without signed authorization from all record owners.

**4.01.04 Completeness Review**

- A. It is the responsibility of the applicant to demonstrate that all applicable criteria are satisfied. Within 30 days of the date the application is first submitted, the Director may require additional information to ensure all applicable approval criteria are addressed. In any event,

the applicant is responsible for the completeness and accuracy of the application and all of the supporting documentation. The City will not deem the application complete until all information required by the Director is submitted and received, or the applicant requests in writing that the application be deemed complete.

- B. Within thirty days of receipt of the application, the Director shall review the application and all information submitted with it and evaluate whether the application is complete. If the application is incomplete, the Director shall notify the applicant in writing what information is missing.
  - 1. Upon receipt of a letter from the Director indicating the application is incomplete, the applicant has 180 days within which to submit the missing information. If the applicant submits the requested information within the 180-day period, the Director shall again verify whether the application, as augmented, is complete. Each such review and verification shall follow the procedure prescribed in this Section.
  - 2. If an incomplete application is not made complete within 180 days from the date it was first filed it shall become void on the 181<sup>st</sup> day. If an application becomes void under this subsection, the Director shall return all materials and refund the application fee as outlined above (Section 4.01.01) to the applicant.
- C. An application shall be deemed complete:
  - 1. When the Director, within 30 days after the filing date, determines the application is complete; or
  - 2. On the 31st day after filing if the applicant refuses in writing to submit the missing information; or
  - 3. On the date that the applicant files the missing information if a notice of incompleteness was given; or
  - 4. On the 31st day for any application not previously deemed complete if no incompleteness notice was given.
- D. The approval standards which control the City's review and decision on a complete application are those which were in effect on the date the application was first submitted.

**4.01.05      120-Day Rule**

- A. The City shall take final action on the application within 120 days of the date that the application was deemed complete, unless the applicant extends the 120 day period. Any continuance or extension of the record requested by an applicant shall result in a corresponding extension of the 120-day period.
- B. When the 120-day Rule is Not Applicable: The 120-day rule does not apply to:
  - 1. Any Type I decision;
  - 2. Any application for an amendment to the City's comprehensive plan; or
  - 3. Any application for a permit, the approval of which depends upon a Comprehensive Plan amendment;

4. Any application that is not wholly within the City’s authority and control;
5. Any Type V decision, or
6. Any annexation; or
7. Needed housing applications that meet the criteria of ORS 197.311. The City shall take final action on these applications within 100 days of the date that the application was deemed complete, unless the applicant extends the 100 day period.

**4.01.06      Conditions of Approval**

- A. All City decision-making bodies have the authority to impose conditions of approval reasonably related to impacts caused by the development or designed to ensure that all applicable approval standards are, or can be, met on Type II, III and IV decisions except annexation. All conditions of approval shall be clear and objective or if the condition requires discretion shall provide for a subsequent opportunity for a public hearing.
- B. Compliance with Conditions:
  1. The applicant shall agree in writing that the applicant and successors shall be bound by the conditions prescribed for approval of the development.
  2. Failure to comply with any condition of approval shall be the basis for revocation of the permit(s) and/or instituting code enforcement proceedings pursuant to the Section 4.02.10 and 4.02.11 and ORS 30.315.

**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.

**4.01.08      Ex-Parte Contacts, Personal Site Observations, Conflicts of Interest and Bias**

- A. Declaration: Before the beginning of each hearing item, the chair shall ask the members of that decision-making body if there are any declarations of any *ex-parte* contacts, personal site observations, conflicts of interest, or bias.
- B. *Ex- parte* Contacts: Before rendering a decision, a member of the decision-making body may not communicate, directly or indirectly, with any person interested in the outcome. Should such communication occur, at the beginning of the hearing the member must:
  1. Enter into the record the substance of the written or oral communication; and
  2. Publicly announce the content of the communication and provide any person with an opportunity to rebut the substance of the contact.

This rule does not apply to legislative proceedings or to communications between City staff and a member of the decision-making body.

- C. Personal Site Observations: A member of the decision-making body shall disclose into the

record any personal site observations, and provide any person with an opportunity to rebut the substance of this disclosure. This rule does not apply to legislative proceedings.

- D. **Conflicts of Interest:** A member of the decision-making body shall review and observe the requirements of the Government Standards and Practices Law. All potential and actual conflicts of interest shall be publicly disclosed by the member and noted in the meeting minutes. A member shall not participate as a member of the decision-making body in any land use proceeding where the member has an actual conflict of interest.
- E. **Bias:** All decisions in quasi-judicial matters shall be fair, impartial and based on the applicable approval standards and the evidence in the record. A member of the decision-making body who is unable to render a decision on this basis in any particular matter shall refrain from participating in the deliberations or decision on the matter. This rule does not apply to legislative proceedings.

#### **4.01.09      Initiation of a Legislative Proposal**

- A. The City Council may initiate the consideration of a legislative decision by resolution.
- B. Actions initiated by the Council shall be referred to the Planning Commission for a public hearing and recommendation to the Council.
- C. The City Council shall hold the final public hearing on a proposed legislative decision.

#### **4.01.10      Legislative Hearing Process**

- A. **Purpose:** Legislative actions involve the adoption or amendment of the City's land use regulations, comprehensive plan, Official Zoning Map, or some component of these documents.
- B. **Planning Commission Recommendation:**
  - 1. The Planning Commission shall hold at least one public hearing before recommending action on a legislative proposal. Any interested person may appear and provide written or oral testimony on the proposal at or before the hearing. The Director shall notify the Oregon Department of Land Conservation and Development (DLCD) at least 35 days before the first hearing, or as required by the post-acknowledgment procedures of ORS 197.610 to 197.625, as applicable.
  - 2. Once the Planning Commission hearing has been scheduled and noticed, the Director shall prepare and make available a report on the legislative proposal at least seven days before the hearing.
  - 3. At the conclusion of the hearing, the Planning Commission shall adopt a recommendation on the proposal to the City Council. The Planning Commission shall make a report and recommendation to the City Council on all legislative proposals. If the Planning Commission recommends adoption of some form of the proposal, the Planning Commission shall prepare and forward to the City Council a report and recommendation to that effect.
- C. **City Council Action:** Upon receiving a recommendation from the Planning Commission on a legislative action, the City Council shall hold at least one public hearing on the proposal.



Any interested person may provide written or oral testimony on the proposal at or prior to the hearing. At the conclusion of the hearing, the City Council may adopt, modify or reject the legislative proposal, or it may remand the matter to the Planning Commission for further consideration. If the decision is to adopt at least some form of the proposal, and thereby enact or amend the City's land use regulations, comprehensive plan, Official Zoning Map or some component of any of these documents, the City Council decision shall be enacted as an ordinance.

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

#### **4.01.11 Notice of Decision**

The City shall send, by mail, a notice of all Type II, III and IV decisions to all persons with standing, including the applicant, all persons who appeared either orally or in writing before the close of the public record and any persons who requested notice of the decision. The notice of decision shall include the following information:

- A. The file number and date of decision;
- B. The name of the applicant, owner and appellant (if different);
- C. The street address or other easily understood location of the subject property;
- D. A brief summary of the decision, and if an approval, a description of the permit approved;
- E. A statement that the decision is final unless appealed and description of the requirements for perfecting an appeal; and
- F. The contact person, address and a telephone number whereby a copy of the final decision may be inspected or copies obtained.

#### **4.01.12 Objections to Procedure**

Any party who objects to the procedure followed in any particular matter, including bias, conflict of interest and undisclosed ex-parte contacts, must make a procedural objection before the City renders a final decision. Procedural objections may be raised at any time before a final decision, after which they are deemed waived. In making a procedural objection, the objecting party must identify the procedural requirement that was not properly followed and identify how the alleged procedural error harmed that person's substantial rights.

#### **4.01.13 Pre-application Conference**

- A. Applicability: Prior to submitting an application, the requestor or potential applicant may shall schedule request a pre-application conference with City staff to discuss the proposal before submitting any land use application of any land use action, except as the Director exempts. A pre-application conference is advisory in nature and shall be voluntary, excepting annexations, where a pre-application conference is mandatory.
- B. Purpose: The purpose of a pre-application conference is to provide staff from all affected

**Commented [CC51]:** Per Director to codify current practice.

City departments the opportunity to provide the applicant with information on the likely impacts, limitations, requirements, approval standards, fees and other information that may affect the proposal. The Director shall provide a written summary of the pre-application conference.

- C. Requirements for a Pre-application Conference: To schedule a pre-application conference, a complete City application, accompanying information, and filing fee must be submitted to the Director.
- D. No Waiver of Requirements: Notwithstanding any representations by City staff at a pre-application conference, staff is not authorized to waive any requirements of the Woodburn Development Ordinance and any omission or failure by staff to recite to an applicant all relevant applicable land use requirements shall not constitute a waiver by the City of any standard or requirement.

**4.01.14**                    **Public Notices**

All public notices issued by the City for decisions shall comply with the requirements of this Section.

A. Mailed Notice.

- 1. Type II: After the Director has deemed a Type II application complete, the Director shall issue a decision. The City shall send notice of the decision, by mail, to all record owners of property within 250 feet of the subject property, and to any City recognized neighborhood associations whose territory includes the subject property. The City's notice of decision shall include the following information:
  - a. An explanation of the nature of the application and the proposed use or uses, which could be authorized;
  - b. Street address or other easily understood location of the subject property;
  - c. The name and telephone number of the planning staff person assigned to the application or who is otherwise available to answer questions about the application;
  - d. A statement that the application and all supporting materials may be inspected at no cost, and copies may be obtained at reasonable cost, at City Hall during normal business hours;
  - e. A statement that the decision will not become final until the period for filing an appeal to the City Council has expired and that the decision cannot be appealed directly to the Land Use Board of Appeals; and
  - f. An explanation of appeal rights, including that any person who is adversely affected or aggrieved or who is entitled to written notice of the decision may appeal the decision.
- 2. Type III or IV: Notice for all initial public hearings concerning Type III and IV decisions shall conform to the requirements of this subsection. At least 10 days before the initial public hearing, the Director shall prepare and send, by mail, notice of the hearing to all record owners of property within 250 feet of the subject property and to

any City-recognized neighborhood association whose territory includes the subject property. If an application would change the zone of property that includes any part of a mobile home or manufactured dwelling park, notice shall also be mailed to the tenants at least 20 days before but not more than 40 days before the initial public hearing.

Notice of the application hearing shall include the following information:

- a. The time, date and location of the public hearing;
  - b. The street address or other easily understood location of the subject property and city-assigned planning file number;
  - c. A description of the applicant's proposal, along with a list of citations of the approval criteria that the City will use to evaluate the proposal;
  - d. A statement that any interested party may testify at the hearing or submit written comments on the proposal at or before the hearing, and that a staff report will be prepared and made available to the public at least seven days prior to the hearing;
  - e. A statement that any issue which is intended to provide a basis for an appeal to the City Council must be raised before the close of the public record. Issues must be raised and accompanied by statements or evidence sufficient to afford the City and all parties to respond to those issues;
  - f. A statement that the application and all supporting materials and evidence submitted in support of the application may be inspected at no charge and that copies may be obtained at reasonable cost at City Hall during normal business hours;
  - g. The name and telephone number of the Planning staff person responsible for the application or who is otherwise available to answer questions about the application; and
  - h. A statement advising that ADA access may be accommodated, upon receipt of a timely request.
- B. Posted Notice: Notice of an initial public hearing for a Type III or IV decision shall be posted on the subject property as follows:
1. The applicant shall post on the site at least one (1) notice signboard provided by the Director for that purpose. The signboard shall be posted in a conspicuous place visible to the public on or in the vicinity of the property subject to the application. The signboard shall state with minimum two (2) inch high letters the case file number and the telephone number where City staff can be contacted for more information.
  2. The applicant shall post a notice on each frontage of the subject property. If the property's frontage exceeds 600 feet, one copy of the notice shall be posted for each 600 feet or fraction thereof. Notices shall be posted within ten feet of the street and shall be visible to pedestrians and motorists.
  3. The notice shall be posted at least 10 days prior to a public hearing. Once posted, the applicant need not maintain a posted notice. The applicant, upon posting shall certify that the property has been properly posted.
  4. The applicant shall remove all signs within ten days following the event announced in

the notice.

- C. Published Notice: The Director shall publish a notice of a Type IV or V public hearing as described in this subsection, unless otherwise specified by statute. The notice shall be published in a newspaper of general circulation within the City at least 7 days prior to the hearing. Such notice shall consist of:
  - 1. The time, date and location of the public hearing;
  - 2. The address or other easily understood location of the subject property;
  - 3. A City-assigned planning file number;
  - 4. A summary of the principal features of the application or legislative proposal;
  - 5. A statement that any interested party may testify at the hearing or submit written comments on the proposal at or before the hearing;
  - 6. The name and telephone number of the Planning staff person responsible for the proposal;
  - 7. A statement advising that ADA access may be accommodated, upon receipt of a timely request; and
  - 8. Any other information required by statute.
- D. Notice to Affected Agencies and Neighborhood Associations:
  - 1. At least 10 days before the initial public hearing (Type III or IV) notice must be sent to any City-recognized neighborhood association whose territory includes the subject property.
  - 2. At least 20 days before an initial public hearing (Type III & IV) or decision (Type II) for applications requiring submittal of a Transportation Impact Analysis notification shall be provided to the affected transportation facility and service providers (City, County, and State).
  - 3. At least 20 days before an initial public hearing for a legislative decision (Type V) notice shall be sent to affected governmental entities (special districts, County, and State).
  - 4. At least 20 days before an initial public hearing for a legislative decision (Type V) to any affected recognized neighborhood associations and any party who has requested in writing shall receive such notice.

**4.01.15 Quasi-Judicial Hearing Process**

- A. Applicable Procedures: All public hearings pertaining to Type III and IV permits, whether before the Planning Commission, Design Review Board, or City Council, and any appeal or review for a Type II, III or IV permit, shall comply with the procedures of this Section. In addition, all public hearings shall comply with the Oregon Public Meetings Law, the applicable provisions of ORS 197.763 and any other applicable law.
- B. Scheduling: Once the Director determines that an application for a Type III or IV decision is complete, the Director shall schedule a hearing before the Planning Commission or

Design Review Board, as applicable. If the Director has doubt about which type of procedure is applicable to a particular application, the application shall be processed pursuant to the procedure that provides the greater opportunity for public review. Once the Director determines that an appeal of a Type II or Type III decision has been properly filed, or that the City Council has called the decision up for review, the Director shall schedule a hearing before the City Council.

- C. Public Hearing Notice: Notice of the hearing shall be issued as provided by this Ordinance.
- D. Staff Report: The Director shall prepare a staff report on the application which lists the applicable approval criteria, describes the application and the applicant's development proposal, summarizes all relevant City department, agency and public comments, describes all other pertinent facts as they relate to the application and the approval criteria, concludes whether each of the approval criteria are met and makes a recommendation to approve, approve with conditions, or deny the application.
- E. Conduct of Quasi-Judicial Hearings: At the beginning of the public hearing at which any quasi-judicial application or appeal is reviewed, a statement shall be made to those in attendance that states that:
  - 1. The applicable substantive criteria;
  - 2. The hearing will proceed in the following general order: staff report, applicant's presentation, testimony in favor of the application, testimony in opposition to the application, rebuttal, record closes, deliberation and decision;
  - 3. All testimony and evidence submitted, orally or in writing, must be directed toward the applicable approval criteria. If any person believes that other criteria apply in addition to those addressed in the staff report, those criteria must be identified and discussed on the record. The decision-maker may reasonably limit oral presentations in length or content depending upon time constraints and to content that is relevant to applicable approval criteria. Any party may submit written materials while the public record is open;
  - 4. Failure to raise an issue on the record accompanied by statements or evidence sufficient to afford the City and all parties an opportunity to respond to the issue, will preclude appeal on that issue to LUBA;
  - 5. Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the decision maker to respond to the issue precludes an action for damages in Circuit Court; and
  - 6. Any party wanting a continuance or to keep open the record must make that request while the record is still open.

**4.01.16 Requests of Continuance and to Keep the Record Open**

- A. The decision-maker may continue the hearing from time to time, to allow the submission of additional information or for deliberation without additional information. Similarly, the decision-maker may close the hearing, but keep the record open for the submission of additional written material or other documents and exhibits.

- B. Before the conclusion of the initial evidentiary hearing, any participant may request an opportunity to present additional evidence. The decision-maker shall grant the request by either continuing the hearing or allowing the record to remain open for at least seven days.
  - 1. If the decision-maker grants a continuance:
    - a. The hearing shall be continued to a date, time and place at least seven days from the date of the initial evidentiary hearing.
    - b. An opportunity shall be provided at the continued hearing for persons to present and rebut new evidence, arguments or testimony.
    - c. If new written evidence is submitted at the continued hearing, any person may request, before conclusion of the continued hearing, that the record be left open for at least seven days to submit additional written evidence, arguments or testimony for the purpose of responding to the new written evidence.
  - 2. If the decision-maker holding the hearing leaves the record open:
    - a. The record shall be left open for at least seven days for additional written evidence, arguments or testimony.
    - b. If new evidence is submitted during the period the record was left open, any participant may file a written request for an opportunity to respond to the new evidence and the decision-maker shall reopen the record.
  - 3. If the decision-maker reopens a record to admit new evidence, arguments or testimony, any person may raise new issues which relate to the new evidence, arguments, testimony or criteria for decision-making which apply to the matter at issue.
  - 4. Any continuance or extension of the record granted shall be subject to the limitations of the 120-day rule. Any continuance or extension of the record requested by an applicant shall result in a corresponding extension of the 120-day period.
  - 5. Unless waived by the applicant, the decision-maker shall allow the applicant at least seven days after the record is closed to allow other parties to submit final written arguments, but not new evidence, in support of application.
- C. The decision-maker may limit the factual and legal issues that may be addressed in any continued hearing or open record period.
- D. The City Council may call up a Planning Commission or Director's decision for review, and shall consider;
  - 1. The Planning Commission or Director's decision.
  - 2. The applicant and other parties shall have an opportunity to present testimony, arguments and evidence on all applicable criteria.
  - 3. The City Council may limit the issues that it will allow.
  - 4. The rights of participants to continuances or open records, applicable to the initial public hearing, do not apply.
- E. If the decision is appealed, the City Council shall consider:
  - 1. The Planning Commission or Director's decision.

2. The applicant and other parties shall have an opportunity to present testimony, arguments and evidence on all applicable criteria.
3. The presentation of testimony, arguments and evidence shall not be limited to issues raised in a notice of appeal.
4. The rights of participants to continuances or open record persons applicable to initial public hearings do not apply.

#### **4.01.17      Types of Decisions**

- A. Type I Decisions (Administrative): Type I decisions do not require interpretation or the exercise of policy or legal judgment in evaluating approval criteria. Because no discretion is involved, Type I decisions do not qualify as a land use, or limited land use decision. The decision-making process requires no notice to any party other than the applicant. The Director's decision is final and is not appealable by any party through the City land use process.
- B. Type II Decisions (Quasi-Administrative): Type II decisions involve the exercise of limited interpretation or exercise of policy or legislative judgment in evaluating approval criteria. The Director's decision is appealable to the City Council with notice to the Planning Commission, by any party with standing (i.e., applicant and any person who was mailed a notice of decision). The City Council then conducts a *de novo* public hearing. The City Council decision is the City's final decision and is appealable to LUBA within 21 days after it becomes final.
- C. Type III Decisions (Quasi-Judicial): Type III decisions involve significant discretion and evaluation of subjective approval standards, yet are not required to be heard by the City Council, except upon appeal. The process for these land use decisions is controlled by ORS 197.763. Notice of the application and the Planning Commission or Design Review Board hearing is published and mailed to the applicant, recognized neighborhood associations and property owners within 250 feet of the subject property.
- D. Type IV Decisions (Quasi-Judicial): Type IV decisions involve the greatest amount of discretion and evaluation of subjective approval standards and are directed at a closely circumscribed factual circumstance or relatively small number of persons. Type IV decisions must be heard by the City Council before a final decision can be rendered. Included are small scale annexations, comprehensive plan map amendments, and Official Zoning Map amendments. The process for these land use decisions is controlled by ORS 197.763.
- E. Type V Legislative Decisions (Legislative): Type V decisions involve legislative actions where the City Council enacts or amends the City's land use regulations, comprehensive plan, Official Zoning Map or some other component of any of these documents where changes are such a size, diversity of ownership or interest as to be legislative in nature under State law. Large-scale annexations are included, as well as adopting or amending the Comprehensive Plan or the Woodburn Development Ordinance. The Planning Commission holds an initial public hearing on the proposal prior to making a recommendation to the City Council. The City Council then holds a final *de novo* public hearing and makes the City's

final decision. Public notice is provided for all public hearings. The City Council's decision is the City's final decision and is appealable to LUBA within 21 days after it becomes final.



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## **4.02 Review, Interpretation and Enforcement**

- 4.02.01 Appeals of Type II and III Decisions
- 4.02.02 Call-Up Review by the City Council: Type II and III Decisions
- 4.02.03 Enforcement
- 4.02.04 Expiration of a Development Decision
- 4.02.05 Extension of a Development Decision
- 4.02.06 Interpretation
- 4.02.07 Modification of Conditions
- 4.02.08 Performance Guarantees
- 4.02.09 Reapplication Limits
- 4.02.10 Revocation or Modification of a Previously Approved Permit
- 4.02.11 Transfer of Approval Right
- 4.02.114.02.12 ~~4.02.11~~ Fees in-Lieu

### **4.02.01 Appeals of Type II and III Decisions**

Appeals of any final decisions by the City must comply with the requirements of this Section.

- A. Standing to Appeal: The following rules prescribe who has the standing to appeal:
  - 1. Type I (Administrative): Type I decisions by the Director are not appealable to any other decision-maker within the City.
  - 2. Type II (Quasi-Administrative): For Type II decisions, only those persons who are adversely affected or aggrieved or who are entitled to notice have standing to appeal a Director's decision to the City Council.
  - 3. Type III (Quasi-judicial): For Type III decisions, only those persons who participated either orally or in writing, or who are adversely affected or aggrieved have standing to appeal the decision of the Planning Commission or Design Review Board to the City Council.
  - 4. Type IV (Quasi-Judicial): Type IV decisions are appealable to the Land Use Board of Appeals.
- B. Notice of Intent to Appeal:
  - 1. A notice of intent to appeal any Type II or Type III decision must be received in writing by the Director within twelve (12) days from the date notice of the decision is mailed to those entitled to notice. Late filing of any appeal shall be a jurisdictional defect and will result in the automatic rejection of any appeal so filed.
  - 2. The following must be included as part of the notice of appeal:
    - a. The Department's file number and date the decision to be appealed was rendered;
    - b. The name, mailing address and daytime telephone number for each appellant;
    - c. A statement of how each appellant has standing to appeal;
    - d. A statement of the grounds for the appeal; and
    - e. The appropriate appeal fee. Failure to include the appeal fee for the costs of appeal

and transcript fee within the appeal period is a jurisdictional defect and will result in an automatic rejection. If an appellant prevails at hearing or on appeal, the transcript fee shall be refunded.

- C. Notice of the Appeal Hearing: The Director shall issue notice of the appeal hearing to all parties who signed in or participated, either orally or in writing, before the close of the public record. Notice of the appeal hearing shall contain the following information:
1. The file number and date of the decision being appealed;
  2. The time, date and location of the public hearing;
  3. The name of the applicant, owner and appellant (if different);
  4. The street address or other easily understood location of the subject property;
  5. A description of the permit requested and the applicant's development proposal;
  6. A brief summary of the decision being appealed and the grounds for appeal listed in the notice of appeal;
  7. A statement that the appeal hearing is confined to the issues raised in the notice of appeal; and
  8. A general explanation of the requirements for participation and the City's hearing procedures.

**4.02.02**            **Call-Up Review by the City Council: Type II and III Decisions**

- A. Authority: Whether or not an appeal is filed, the City Council may, by majority vote, initiate a review of a Type II or III decision.
- B. Procedures:
1. A summary of all Type II and III decisions shall be forwarded to the City Council as an information item by the Director at the time the decision is mailed to the applicant.
  2. Review under this Section shall be initiated before the adjournment of the first regular City Council meeting, following the date the City Council receives notification of the decision.
  3. Review shall replace a filed appeal of the decision. The appellants of any appeal filed before a City Council call for review, shall receive a full refund of the filing fee.
  4. The City Recorder will set the hearing date for the City Council review, considering the 120-day rule.
  5. The notice, hearing and decision procedures for a City Council review shall follow the provisions of the Woodburn Development Ordinance provided for appeals.

**4.02.03**            **Enforcement**

- A. Inspection and Right of Entry: When necessary to investigate a suspected violation of the Woodburn Development Ordinance, or an application for or revocation of any permit issued

under this ordinance, the Director may enter on any site or into any structure open to the public for the purpose of investigation, provided entry is done in accordance with law. Without a search warrant, no site or structure that is closed to the public shall be entered without the consent of the owner or occupant.

- B. Abatement: Any use or structure established, operated, erected, moved, altered, enlarged, painted, or maintained contrary to the Woodburn Development Ordinance is unlawful and a public nuisance, and may be abated.
- C. Civil Proceeding Initiated by City Attorney: The City Attorney, after obtaining authorization from the City Council, may initiate a civil proceeding on behalf of the City to enforce the provisions of the Woodburn Development Ordinance. This civil proceeding may include, but is not limited to, injunction, mandamus, abatement, or other appropriate proceedings to prevent, temporarily or permanently enjoin, abate, or set aside any use or structure established, operated, erected, moved, altered, enlarged, painted or maintained contrary to the Woodburn Development Ordinance, including revocation of all permits, to prevent, enjoin, abate or remove the unlawful location, construction, maintenance, repair, alteration or use.
- D. Civil Infraction: In addition to, and not in lieu of any other enforcement mechanisms, a violation of any provision of the Woodburn Development Ordinance constitutes a Class 1 Civil Infraction. Each violation is a separate infraction. Each violation of the Woodburn Development Ordinance constitutes a separate Civil Infraction, and each day that a violation of the WDO is committed or permitted to continue shall constitute a separate Civil Infraction.
- E. Remedies – Cumulative: The remedies provided for in this Section are cumulative and not mutually exclusive.

**4.02.04 Expiration of a Development Decision**

- A. Decisions that Do Not Expire: A final decision on a change to the comprehensive plan, the Official Zoning Map, land use regulations or some component of these documents shall be permanent.
- B. Expiration Period: A final decision on any application shall expire within three years of the ~~date of~~ the final decision date unless:
  - 1. The City has issued A-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. The City has approved A-a time extension per ~~Section 4.02.05, has been approved.~~

Regarding subsection B.1 above, if by 10 years past the final decision date there is no substantial construction as Section 1.02 defines following issuance of a building permit, the final decision shall expire and fail to vest.

Regarding subsection B.2 above as applies to Property Line Adjustment, Consolidation of Lots, and Partition and Subdivision Final Plat Approval application, the developer shall complete recordation no later than the land use expiration date.

The Director may apply the recordation requirement also to final decisions that pre-date the

**Commented [CC52]:** The edit addresses what happens if a building permit is issued, but construction doesn't finish, such as because of economic recession or developer bankruptcy, leading to a "zombie" development.

The limit of 10 years is influenced by ORS 92.040(3) that sets an absolute expiration date for land divisions regardless if local codes allow longer. Might as well apply the same duration to the development of land.

**Commented [CC53]:** The existing phrase in subsection B.2 above, "The activity approved in the decision has commenced" is particularly vague to interpret for and apply to land division. This text makes clear that "zombie" land divisions can't remain in limbo indefinitely.

effective date of the Legislative Amendment LA 21-01 2022 ordinance that codified this requirement and that have uncompleted recordations.

- C. New Application Required: Expiration of a final decision shall require a new application for any use or development on the subject property that is not otherwise allowed outright.
- D. Deferral of the Expiration Period Due to Appeals: If a final decision is appealed to a review body beyond the jurisdiction of the City, the expiration period for the decision shall not begin until review before LUBA and the appellate courts has been completed, including any remand proceedings before the City. The expiration period provided for in this Section will begin to run on the date of final disposition of the appeal.

**4.02.05 Extension of a Development Decision**

The effective time period of a final decision may be extended for up to two years by the Director, subject to a Type II application. The request shall be approved unless significant changes have occurred to this ordinance or the use is no longer allowed as originally approved. In making a decision to grant the extension, the Director shall consider if there is a need to modify the decision or conditions of approval to meet standards in affect at the time of the extension request.

If the Director determines that there is such need, the applicant shall apply also for Modification of Conditions per Section 4.02.07.

**Commented [CC54]:** This makes explicit that for some projects, it's not simply about giving more time, but also that circumstances have changed such giving more time isn't the best solution and the parties can use Modification of Condition to document new agreement.

**4.02.06 Interpretation**

A. Interpretations, Generally

1. An ambiguous term in the Woodburn Development Ordinance may be interpreted in the final decision of any Type II, III or IV application or by a request for a formal interpretation by the City Council. A request for a formal interpretation may be initiated by the Director when, in the administration of the Code, the Director deems it appropriate that a question as to the intent of the Woodburn Development Ordinance be formally rather than administratively resolved. Alternatively, any person, upon application, may request a formal interpretation.
2. The purpose of a formal interpretation is to clarify the intent of the Woodburn Development Ordinance and its application in particular circumstances. The Council shall not, by interpretation, vary or modify any clear and unambiguous provisions of this ordinance. Formal interpretations shall be processed as a Type IV application.
3. Formal interpretations made by the Council shall control future administration and enforcement of the Woodburn Development Ordinance until vacated or superseded by Council or incorporated as an amendment of the Woodburn Development Ordinance.
4. The Director shall keep a log of all formal interpretations.

B. Interpretation and Application of Code Language

1. The terms or words used in this Code shall be interpreted as follows where the context demands: words in the present tense include the future; the singular number includes the plural and the plural number includes the singular; the word "shall" is mandatory and not discretionary; the word "may" is permissive; the term "should" is discretionary, the masculine gender includes the feminine and neuter; the term "this Code" shall be deemed to include the text of this Code, the accompanying Official Zoning Map and all amendments made hereafter to either; the term "standard" indicates a mandatory requirement; the term "guideline" indicates a norm that is accepted in the community but which is not a mandatory requirement.
2. The Director shall have the initial authority and responsibility to interpret all terms, provisions and requirements of this Code. The City Council shall have the final authority to interpret all terms, provisions and requirements of this Code.
3. The Code shall be read literally. Regulations are not more or less strict than as stated.
4. Proposals for uses where the code is silent or where the rules of the Code do not provide a basis for concluding that the use is allowed, are prohibited.
5. Uses of land not expressly allowed or not incidental to a permitted or conditional use

are prohibited.

6. Where it is unclear whether or in what manner sections of this Code apply to a given situation, or if terms or sections are ambiguous or vague, the following should be applied as warranted under the circumstances:
  - a. Terms defined in Section 1.02 (Definitions) have specifically stated meanings unless the context clearly requires otherwise.
  - b. Terms not defined in Section 1.02 (Definitions) shall have the meaning set forth in the New Oxford American Dictionary, 2010 edition.
  - c. This Code shall be interpreted reasonably, reading questioned regulations in relation to other sections such that an interpretation most fully effectuates the intent and purpose of the regulations.
7. This Code shall be interpreted most favorably to provide all necessary authority to carry out its purposes and provisions.

#### **4.02.07 Modification of Conditions**

Any request to modify a condition of approval is to be considered pursuant to the procedure and the standards and criteria applicable to a new application of the type of permit or zone change that is proposed to be amended, except that the modification of a condition limiting the use of property may only be considered as a Type IV Official Zoning Map Change application.

#### **4.02.08 Performance Guarantees**

- A. When an applicant has an obligation to construct or improve public facilities or to construct improvements imposed as a condition of approval, the obligation shall be fulfilled prior to the issuance of a building permit unless the City Administrator has granted a written waiver of this requirement and the applicant has filed with the City Administrator a performance guarantee. The performance guarantee shall state the nature of the obligation, the time in which the obligation is to be met, identify the property subject to the obligation and contain security in a form acceptable to the City Administrator and in an amount equal to ~~120~~150 percent of the cost of fulfilling the obligation as estimated by the City Administrator for the year in which fulfillment of the obligation is anticipated. A sufficient performance bond, cash deposit or a letter of credit are considered acceptable forms of security. Return of the security to the applicant shall be conditional upon the applicant fulfilling the obligation.
- B. As an additional and separate part of the performance guarantee, the applicant shall agree to maintain the public facility or improvement for a period of one year following acceptance by the City Administrator, to include but not be limited to repair, replacement and all things necessary to ensure its operational integrity.
- C. The security shall be forfeited to the City if the applicant does not fulfill the requirements stated in the performance guarantee and the City may use the security to complete the obligation or any part of it. Until the obligation is completed, the security shall remain in the custody of the City or shall be placed in an escrow account subject to City control.

**Commented [CC55]:** Director requested 1/06/2022 to account for rising construction cost estimates.

(The existing amount is higher than 100% of a construction cost estimate because public labor always costs more than private contractor labor.)

- D. Upon receipt of written notice to the City Administrator that the public facility or required improvement has been completed and is ready for final inspection and acceptance, the City Administrator shall, with ten calendar days, make such inspection. If the City Administrator finds the work to be acceptable, there shall promptly be issued a final certificate stating the work has been completed and accepted.
- E. If the City Administrator determines that an applicant has failed to fulfill the obligation to complete the public facility or required improvement, written notice shall be given detailing the failure and stating the City's intention to use the security given to complete the obligation. If the City completes the obligation and the required security is not sufficient to compensate the City for costs incurred, the excess amount due to the City, plus a ten percent administrative charge, shall constitute a lien in favor of the City upon the real property subject to the obligation.
- F. The lien attaches upon entry in the City lien docket and the giving of notice of the claim for the amount due for the completion of the obligation. The notice shall demand the amount due, allege the insufficiency of the bond or other security to compensate the City fully for the cost of the fulfillment of the obligation, and allege the applicant's failure to complete the required obligation.
- G. Once docketed, the lien may be foreclosed in the manner prescribed by ORS Chapter 223 for foreclosing liens on real property.

**4.02.09 Reapplication Limited**

- 1. If the application is denied or withdrawn following the close of the public hearing, no reapplication for the same or substantially similar proposal may be made for one year following the date of the final decision.
- 2. This Section shall not apply to Conceptual Development Plans for Planned Unit Developments (Section 3.09.04).

**4.02.10 Revocation or Modification of a Previously Approved Permit**

- A. Authority to Revoke or Modify: The Planning Commission may initiate a proceeding to revoke or modify a quasi-judicial permit if the Planning Commission determines there is a substantial likelihood that any of the following conditions exists:
  - 1. An applicant, or the applicant's successor in interest, fails to fully comply with one or more conditions of permit approval, or otherwise does not comply fully with the City's approval.
  - 2. An applicant, or the applicant's successor in interest, failed to complete the work within the time frame or in the manner approved without obtaining an extension of time or modification of the permit from the granting authority.
  - 3. The activities of the use, or the use itself, are substantially different or have substantially increased in intensity from what was approved.
  - 4. When the use is subject to the nonconforming use regulations, the applicant has not obtained approval, or has substantially changed the use or substantially increased the



intensity of the use after the use became nonconforming.

5. The applicant or the applicant's representatives either intentionally or unintentionally committed a material misrepresentation of fact in the application or the evidence submitted in support of the application.
  6. For purposes of this Section, "material misrepresentation of fact" means a misstatement of factual information that:
    - a. Was submitted by the applicant in support of the application;
    - b. Could have been corrected by the applicant at the time of application; and
    - c. Formed the sole basis for approval of the application pursuant to an applicable approval criterion.
  7. A "material misrepresentation of fact" does not include misstatements of fact made by City staff or caused by failure of another party to appear or adequately testify.
- B. Process for Revocation or Modification: Revocation or modification shall be processed as a Type IV decision. The Director shall have the burden of proving, based on substantial evidence in the whole record, that the applicant or the applicant's successor has in some way violated the City's approval.
- C. Possible Actions at the Revocation Hearing: Depending on the situation, the City may take any of the actions described below. If the decision is to modify the permit, the City may not approve a use that is more intense than originally approved, unless the possibility of this change has been stated in the public notice. Uses or development which are alleged to have not fulfilled conditions, violate conditions or to be inconsistent with the City's approval may be subject to the following actions:
1. The City may find that the use or development is complying with the conditions of the approval. In this case, the permit shall not be altered.
  2. The City may modify the permit if it finds that the use or development does not fully comply with the conditions of approval or otherwise does not comply with what was approved, that the violations are not substantial enough to warrant revocation and that the use can comply with the original approval criteria if certain conditions are met. In this case, the City may modify the existing conditions, add new conditions to ensure compliance with the approval criteria, or refer the case to the code compliance officer for enforcement of the existing conditions.
  3. The City may revoke a permit if it finds there are substantial violations of conditions or failure to implement conditions of a permit, such that the original approval criteria for the use or development are not being met.
- D. Effect of Revocation: In the event permit approval is revoked, the use or development becomes illegal. The use or development shall be terminated within thirty days of the date that all appeals periods have been exhausted, unless the decision provides otherwise. In the event the City Council's decision on a revocation request is appealed, the revocation action shall be automatically stayed until the appeal is resolved.

**4.02.11 Transfer of Approval Right**

Any final decision granted under this ordinance shall run with the land and shall transfer with ownership of the land, unless otherwise specified in the decision. Any conditions, time limits or other restrictions imposed with a decision shall bind all subsequent owners of the subject property.

**4.02.12 Fees in-Lieu**

**A. In lieu of public improvements:**

- 1. Permissible if the Director allows, whether wholly in-lieu for one, some, or all of the kinds of required improvements or for some or all of a kind.
- 2. Fees in lieu of public improvements are due before either building permit application or, when and where any of Partition or Subdivision Final Plat is involved, completion of recordation with the County, specifically no later than before a City official signs a plat or re-plat Mylar per Section 5.01.06C.1. A developer may request in writing to pay later, specifically by issuance of building permit, or if the Director allows, across issuance of multiple building permits.

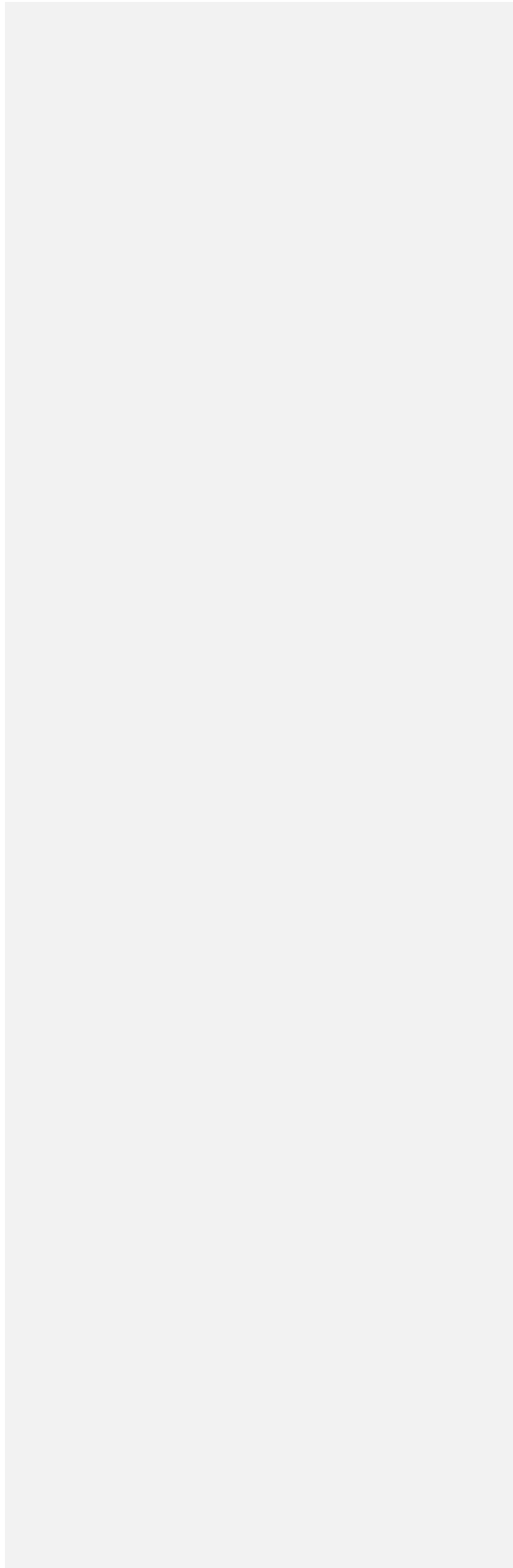
**Commented [CC56]:** The concept is conventional nationwide, and the existing WDO doesn't acknowledge it.

The phrase comes from money being "in lieu" of improvements construction. The conventional phrase is "fees in-lieu" instead of "in-lieu fees". When in-lieu is an adjective, it's spelled with the hyphen, e.g., "Fees in-lieu are in lieu of improvements".

The new section grants broad discretion to management about whether to accept fee in-lieu of any particular kind of improvement and, if so, what administrative process would be for establishing cost estimates with a developer and what an agreed-upon dollar amount would be. The section reasonably and clearly limits how long a developer can defer payment.

As an example, if a development is required to install a bus shelter, and management allows fee in-lieu, a developer would pay likely \$12,000 (in 2021 dollars). By default, payment is due before building permit application. A developer can request it be added to the other building permit fees and paid upon issuance (i.e. getting the permit), and additionally to spread the fee across a project with multiple buildings and permits. As an example, an apartment project of 20 buildings with a permit each could have the \$12,000 charged with the first permit issued or with charges across the 20 at \$600 each.

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## **5.01 Type I (Administrative) Decisions**

### **5.01 General Requirements**

- A. The purpose of this Section is to identify what types of actions are considered Type I decisions and their respective review criteria. Type I decisions do not require interpretation or the exercise of policy or legal judgment in evaluating approval criteria. The decision-making process requires no notice to any party other than the applicant.
- B. To initiate consideration of a Type I decision, a complete City application, accompanying information and a filing fee must be submitted to the Director. The Director will evaluate the application as outlined in this Section.

- 5.01.01 Access Permit to a City Street, excluding a Major or Minor Arterial Street
- 5.01.02 Design Review, Type I
- 5.01.03 Fence and Free Standing Wall
- 5.01.04 Grading Permit
- 5.01.05 Manufactured Dwelling Park, Final Plan Approval
- 5.01.06 Partition and Subdivision Final Plat Approval
- 5.01.07 Planned Unit Development (PUD), Final Plan & Design Plan Approval
- 5.01.08 Property Line Adjustment; Consolidation of Lots
- 5.01.09 Riparian Corridor and Wetlands Overlay District (RCWOD) Permit
- 5.01.10 Sign Permit
- 5.01.11 Significant Tree Removal Permit
- 5.01.12 Temporary Outdoor Marketing and Special Event Permit

### **5.01.01 Access Permit to a City Street, Excluding a Major or Minor Arterial Street**

- A. Purpose: The purpose of this review is to ensure conformance to City street access standards and this Ordinance (Section 3.04) in circumstances where the access is not subject to any other type of land use approval.
- B. Criteria: The proposed access shall conform to the applicable standards of access to public streets (Section 3.04).
- C. Procedure: The Director shall review the access permit and determine conformance to City standards.

### **5.01.02 Design Review, Type I**

- A. Purpose: The purpose of this review is to ensure all residential and non-residential buildings comply with the standards found in the Land Use and Development Guidelines and Standards (Sections 2 and 3) Sections of this Ordinance.
- B. Applicability: The Type I Design Review is applicable to the following:

1. Residential Buildings

- a. Single family dwellings, manufactured dwellings, or duplexes in residential zones in an RS, R1S and RM zone, except where subject to an architectural design review process approved by the Planned Unit Development (PUD) (Section 3.09).
- b. Exterior alterations to single family, manufactured dwellings, duplexes and multi-family dwellings in an RS, R1S and RM zone; except where subject to an architectural design review process-approved by the Planned Unit Development (PUD) (Section 3.09) or when;  
The subject dwelling has a prior Type I design review approval; and  
The alteration is subject to building permit approval.
- c. Multi-family dwellings that comply with all standards found in the Land Use and Specified Use, and Development Guidelines and Standards (Sections 2 and 3) of this Ordinance.

2. Non Residential Buildings

- a. New buildings 500 square feet or less in commercial zones or 1,000 square feet or less in industrial zones.
  - b. Sites with existing buildings, expansions or new buildings that increase lot coverage by 10% or less.
  - c. Change in use that increases required parking by 10% or less.
  - d. Façade changes or structural changes requiring a building permit.
  - e. Establishment of a use in a building vacant for 6 months or more.
- C. Criteria: Applications are evaluated for compliance with the standards found in the Land Use and Specified Use, and Development Guidelines and Standards (Sections 2 and 3) of this Ordinance.
- D. Procedure: The Director shall review the application for compliance with the applicable standards of this Ordinance.

**5.01.03 Fence and Free-Standing Wall**

- A. Purpose: The purpose of this review is to ensure that fences and free-standing walls comply with the locational and height standards found within the Specified Use Standards (Sections 2.21 and 2.22).
- B. Criteria: Applications shall be reviewed for compliance with the locational and height standards of this Ordinance for fences and free-standing walls.
- C. Procedure: The Director shall review the proposal fence and/or free-standing wall for compliance to City regulations.

**5.01.04 Grading Permit**

- A. Purpose: The purpose of this review is to ensure that grading is in compliance with the Woodburn Storm Management Plan, Woodburn Flood Plain Ordinance, Public Works Department Construction Standards and Specifications, and the State Building Code.
- B. Applicability: The requirement for a grading permit applies to any of the following activities:
  - 1. Any fill, removal, or grading of land identified within the boundaries of the regulatory floodplain,
  - 2. Any fill, removal, or grading of land identified within the Riparian Corridor and Wetlands Overlay District (RCWOD),
  - 3. Any fill, removal, or grading of land that requires a permit from the Oregon Department of State Lands,
  - 4. Any fill, removal, or grading of land area that equals or exceeds one acre, or
  - 5. Any development activity required by the WDO to submit a grading plan or permit.
- C. Criteria: Grading Permits shall be reviewed pursuant to the policies and standards of the Woodburn Storm Management Plan, Woodburn Flood Plain Ordinance, Public Works Construction Standards and Specifications and State Building Code, as applicable.
- D. Procedure: The Director shall review the proposed grading plan to ensure compliance with City and State requirements.

**5.01.05 Manufactured Dwelling Park, Final Plan Approval**

- A. Purpose: The purpose of this review is to ensure substantial conformance of the final plan and improvements with the conditions of the Manufactured Dwelling Park Preliminary Approval, including compliance with applicable Oregon Administrative Rules.
- B. Criteria:
  - 1. The final plan shall be submitted within two years of date of the initial approval.
  - 2. The final plan shall include all information required by the preliminary approval and shall substantially conform to all conditions of the preliminary approval and applicable Oregon Administrative Rules.
- C. Procedures: The Director shall determine whether the final plan substantially conforms to the preliminary approval, applicable State requirements, and City ordinances.

**5.01.06 Partition and Subdivision Final Plat Approval**

- A. Purpose: The purpose of this review is to ensure that the final partition or subdivision plat and associated public improvements are in substantial conformance with the conditions of the preliminary partition or subdivision approval. ~~The A developer shall apply to the City for final plat shall be submitted within two years of date of the initial approval well before the land use expiration date in order to meet the requirements of Section 4.02.04B (Expiration Period), and be in the final plat shall demonstrate~~ substantial ~~conforms~~ conformance to all conditions of the preliminary approval.
- B. Criteria:

1. That all public facilities required by the preliminary approval are designed to City standards and either constructed and accepted by the City or covered by the performance guarantee (Section 4.02.08).
  2. A change in the circulation pattern, including the location or configuration of street intersections;
  3. An increase in the number of lots; or
  4. Any other substantive change found by Director.
  5. That the final plat is complete and accurate, surveyed and monumented in compliance with State statutes.
- C. Procedure: Upon determination that the final partition or subdivision plat conforms to all standards and requirements, the Director shall sign the final plat.
1. **Corrections:** If the Director determines that the final plat does not conform to the preliminary plat, the applicant shall be advised of the reasons for the decision. The applicant shall have 30 calendar days to correct the plat. The final plat shall be recorded with Marion County within 30 calendar days of the Director's signature.
  2. **Park or other public land:** Acceptance of the land dedicated to the public by means of a plat occurs upon the ~~recording-recordation~~ of the plat ~~or, if and as the County Surveyor directs the developer, then also simultaneous recordation of a separate conveyance document.~~
  3. **Building permit application:** ~~A developer may apply for building permit or permits for the divided property upon completion of: (a) recordation of the final plat, including public easements and any separate conveyance documents, (b) submittal to both the Director and the Public Works Department no later than through building permit application of electronic copies of required documents including the final plat and public easements, whether on the face of the plat or by separate conveyance documents, and (c) submittal to the Public Works Department of as-builts, unless the Public Works Director in writing defers as-builts to a specific set of later circumstances or date. This section does not abrogate additional requirements elsewhere in the WDO or in land use conditions of approval necessary for a developer to meet before building permit application. With the recording of the final plat, the City is authorized to issue building permits for the subject property.~~

**Commented [CC57]:** The edits account for policy change by the County Surveyor and summarize how the partition or subdivision process is supposed to continue after land use approval and before building permit application.

**5.01.07 Planned Unit Development (PUD), Final Plan Approval**

- A. Purpose: The purpose of this review is to ensure that the Final PUD Plan is in substantial conformance with the conditions of the PUD Detailed Development Plan approval.
- B. Procedure:
1. The Director shall determine whether the Final PUD Plan conforms to the PUD Detailed Development Plan approval, including all conditions and other applicable State statutes and City ordinances.
  2. The Director shall determine that all public facilities are designed to City standards and either constructed and accepted by the City or covered by the performance guarantee (Section 4.02.08).

3. The Director shall approve the Final PUD Plan if it is in substantial conformance with the requirements of this Section.
  - a. The PUD, including the CC&R's, is in compliance with conditions of the initial PUD approval.
  - b. The PUD final plat is complete and accurate and the property has been surveyed and monumented in compliance with State Statutes (ORS Chapter 92).
4. If the Director determines that the final plat does not conform, the applicant shall be advised by written notice. The applicant shall have 30 calendar days to correct the plat.



5. The final plat and the CC&R's shall be recorded with Marion County within 30 calendar days of signature. Acceptance by the City of the land dedicated to the public by means of a plat occurs upon the recording of the plat.
6. Building permits can be issued for the subject property upon recording of the final plat.

**5.01.08 Property Line Adjustment; Consolidation of Lots**

- A. Purpose: The purpose of this review is to ensure that adjustments to property lines or the consolidation of existing lots and parcels, complies with the standards of this ordinance (Section 2), and State Statutes (ORS Chapters 92 and 209). Property line adjustments and consolidation of lots are allowed in all zones.
- B. Criteria:
  1. Lot area, depth, width, frontage, building setbacks, vehicular access and lot coverage comply with the standards of this ordinance (Sections 2 and 3);
  2. Existing easements are accurately reflected;
  3. Existing land use and development on the subject property comply with the requirements of prior land use actions; and
  4. Buildings and structures abutting the adjusted property lines comply with State building codes and with respect to current occupancy.
  5. Property line adjustments are surveyed and monumented to the requirements set forth in State statutes (ORS Chapters 92 and 209) and recorded by the County Surveyor.
- C. Procedure: The Director shall review and approve the application when it is found that it meets this Ordinance and the State Building Codes.
- D. Building permit application: A developer may apply for building permit or permits for the adjusted or consolidated property upon completion of: (1) recordation with the County of the final plat, including public easements and any separate conveyance documents, (2) submittal to both the Director and the Public Works Department no later than through building permit application of electronic copies of required documents including the final plat and public easements, whether on the face of the plat or by separate conveyance documents, and (3) submittal to the Public Works Department of as-builts, unless the Public Works Director in writing defers as-builts to a specific set of later circumstances or date. This section does not abrogate additional requirements elsewhere in the WDO or in land use conditions of approval necessary for a developer to meet before building permit application.

~~E.~~

**Commented [CC58]:** Similar as for partition and subdivision above, the edits account for policy change by the County Surveyor and summarize how the property line adjustment or lot consolidation process is supposed to continue after land use approval and before building permit application.

**5.01.09 Riparian Corridor and Wetlands Overlay District (RCWOD) Permit**

- A. Purpose: The purpose of this review procedure is to ensure that all grading, excavation, fill, and vegetation removal (other than perimeter mowing and other cutting necessary for hazard prevention) within a delineated, significant wetland, complies with applicable City and State standards and procedures, including those of ORS Chapter 196 and Chapter 227 and OAR 660-023.

B. Criteria:

1. The applicable standards of this Ordinance and the findings and action proposed by the Division of State Lands; or
  2. A finding, verified by the Division of State Lands, of error in delineation of the RCWOD boundary.
- C. Procedure: The Director shall review the permit and approve it upon a determination that it meets the criteria of this ordinance.

**5.01.10 Sign Permit**

- A. Purpose: The purpose of this review is to ensure that signs comply with standards found within the Sign Standards (Section 3.10).
- B. Criteria: Applications shall be reviewed for compliance with the sign standards of this Ordinance.
- C. Procedure: The Director shall review proposal signs for compliance to City regulations.

**5.01.11 Significant Tree Removal Permit**

- A. Purpose: The purpose of this review is to ensure that the removal of significant trees complies with the provisions of this Ordinance (Section 3.06.04).
- B. Criteria: Applications shall be reviewed for compliance with this Ordinance.
- C. Procedure: The Director shall review and approve the proposal for compliance of this Ordinance.

**5.01.12 Temporary Outdoor Marketing and Special Event Permit**

- A. Purpose: The purpose of this review is to ensure that temporary outdoor marketing or special events conform to the standards of this Ordinance (Section 2.07.17).
- B. Criteria: Temporary Outdoor Marketing and Special Events shall conform to all standards of this Ordinance.
- C. Procedure: The Director shall review the application and shall approve a permit based on compliance with this Ordinance.

## 5.02 Type II (Quasi-Administrative) Decisions

### 5.02 General Requirements

- A. The purpose of this Section is to identify what types of actions are considered Type II decisions. Type II Decisions involve the exercise of limited interpretation or exercise of policy or legislative judgment in evaluating approval criteria. The Director evaluates the request and issues a decision giving approval, approving with conditions, or denying the application. The Director's decision is appealable to the City Council with notice to the Planning Commission, by any party with standing (i.e., applicant and any person who was mailed a notice of decision). The City Council then conducts a public hearing. The City Council's decision is the City's final decision and is appealable to LUBA (Land Use Board of Appeals) within 21 days after it becomes final.
- B. To initiate consideration of a Type II decision, a complete City application, accompanying information, and a filing fee must be submitted to the Director. The Director will evaluate the application as outlined in this Section.

5.02.01 Access Permit to a City Major or Minor Arterial Street

5.02.02 Architectural Standard Substitution

5.02.03 Design Review, Type II

5.02.04 ~~Adjustment to Street Improvement Requirements ("Street Adjustment")~~ ~~Exception to Street Right of Way and Improvement Requirements~~

5.02.05 Partition, Preliminary Approval

5.02.06 Zoning Adjustment

### 5.02.01 Access Permit to a City Minor or Major Arterial Street

- A. Purpose: The purpose of a Type II Access Permit is to ensure conformance to City street access standards and this Ordinance (Section 3.04) in circumstances where the access to a Minor or Major Arterial Street is not subject to any other type of land use approval.
- B. Criteria: The application shall conform to the applicable standards and guidelines of this ordinance.

### 5.02.02 Architectural Standard Substitution

- A. Purpose: The purpose of a Type II Architectural Substitution Permit is to allow substitution to the architectural standards found in this Ordinance (Section 3.07). Substituted materials or design need to meet the overall intent of this ordinance by providing for quality construction, reflect custom design, and result in equal or greater design quality. A maximum of three substitutions may be considered for each building covered by an application for substitute standards.

Architectural standards set by statute (ORS 197.307 and 197.314) relating to roofs on manufactured dwellings are non-variable, and cannot be modified by a substitution.

- B. Criteria: The suitability of the substitute architectural standards shall be based on

consideration of how each substitute standard:

1. Incorporates design elements and materials that reflect a custom design;
2. Incorporates materials, that in substance and visual appeal, are of equal or greater quality;
3. For residential development:
  - a. Reflects the character of the existing housing within the subject subdivision and/or surrounding area within 250 feet of subject property;
  - b. Ensures that needed housing is not discouraged through unreasonable cost, pursuant to ORS 197.307.

#### **5.02.03 Design Review, Type II**

- A. Purpose: The purpose of Type II 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. Applicability: Type II Design Review is required for the following:
  1. Non-residential structures 1,000 square feet or less in the RS, R1S, RM, and P/SP zones.
  2. Structures 2,000 square feet or less than in the CO, CG, DDC, and NNC zones.
  3. Structures 3,000 square feet or less in the IP, IL, MUV and SWIR zones.
  4. 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 than 10% but less than 25%.
  5. Change of use that results in an increase in required parking of more than 10% but less than 25%.
  6. Single family and duplexes in the NCOD zone, but excluding structures subject to Type I review.

#### **5.02.04 ~~Exception-Adjustment to Street Right of Way and Improvement Requirements~~ ("Street Adjustment")**

- A. Purpose: The purpose of a Type II Street ~~Exception-Adjustment~~ is to allow deviation from the street standards required by ~~this Ordinance~~ (Section 3.01) for the functional classification of streets identified in the Woodburn Transportation System Plan. The Street Adjustment review process provides a mechanism by which the regulations in the WDO may be adjusted if the proposed development continues to meet the intended purposes of Section 3.01. Street Adjustment reviews provide discretionary flexibility for unusual situations. They also allow for alternative ways to meet the purposes of Section 3.01. They do not serve to except or exempt from or to lessen or lower minimum standards for ROW improvements, with exceptions of subsections B & H. A Street Adjustment is for providing customized public improvements that substitutes for what standards require, while a Variance is for excepting or exempting from, lessening,

**Commented [CC59]:** Edits reflect policy intent to have Variance be for lesser standards and to have Street Exception -- renamed to Street Adjustment - - to be for adjusted for customized standards.

A few additional criteria and factors guide staff and developer as to when Street Adjustment is the correct app type to use and how the City would review and could approve it.

There are a few standards and guidelines ("should's") as guardrails so that developments can customize but not begin to lessen standards without a Variance.

or lowering standards, with exceptions of subsections B & H. ~~An A Street exception~~  
Adjustment for a development reviewed as a Type I or II application shall be considered as a Type II application, while development reviewed as a Type III application shall be considered a Type III application.

B. Applicability: Per the Purpose subsection above about improvements, and regarding ROW Street Adjustment may be used to narrow minimum width. Regarding alleys or off-street bicycle/pedestrian corridor or facility standards, see instead Zoning Adjustment.

B.C. Criteria:

1. The estimated extent, on a quantitative basis, to which the rights-of-way and improvements will be used by persons served by the building or development, and whether the use is for safety or convenience;

2. The estimated level, on a quantitative basis, of rights-of-way and improvements needed to meet the estimated extent of use by persons served by the building or development;
  3. The estimated impact, on a quantitative basis, of the building or development on the public infrastructure system of which the rights-of-way and improvements will be a part;
  4. The estimated level, on a quantitative basis, of rights-of-way and improvements needed to mitigate the estimated impact on the public infrastructure system.
  5. The application is not based primarily on convenience for a developer or reducing civil engineering or public improvements construction costs to a developer.
  6. The application is not based primarily on the existence of adjacent or nearby nonconforming Boundary Street frontages.
  7. Narrowing of ROW minimum width, if proposed, is not to a degree more than necessary to meet other criteria. In no case shall ROW total fewer than 35 feet, whether or not the total is allocated across centerline or to its side, except that this base requirement would not apply if subsection H below applies.
  - 4.8. A Street Adjustment would provide a customized cross section alternative to the standard or standards and that meets the relevant purposes of Section 3.01, or the City reasonably can condition approval to achieve such.
- ~~C. Proportionate Reduction in Standards: An exception to reduce a street right of way or cross section requirement below the functional classification standard may be approved when a lesser standard is justified, based on the nature and extent of the impacts of the proposed development. No exception may be granted from applicable construction specifications.~~
- D. Minimum Standards: To ensure a safe and functional street with capacity to meet current demands and to ensure safety for vehicles, bicyclists and pedestrians, as well as other forms of non-vehicular traffic, there are the minimum standards for rights-of-way and improvements that must be provided to meet the standards of this Ordinance (Section 3.01) for Boundary and Connecting Streets per Sections 3.01.03C & D continue to apply. Exempting from or lessening or lowering those standards shall require a Variance. Deviation from applicable public works construction code specifications would be separate from the WDO through process that the Public Works Department might establish.
- E. Factors: Street Adjustment applications, where and if approved, shall have conditions that customize improvements and secure accommodations for persons walking and cycling, not only driving, that meet the purposes of Section 3.01. The City may through approval with conditions require wider additional ROW dedication along the part or the whole of an extent of the subject frontage to accommodate either adjusted improvements or improvements that vary from standards.
- F. Bicycle/pedestrian facility: If and where a Street Adjustment application requests to substitute or omit one or more required bicycle facilities, such as bicycle lanes, and the City approves the application, then the following should apply: For each substitute or omitted facility, the developer would construct a minimum width 8 feet bicycle/pedestrian facility on the same side of street centerline as the substituted or omitted facility. The City may condition wider.

G. Landscape strip: If and where a Street Adjustment application requests to adjust one or more required landscape strips from between curb and sidewalk, and the City approves the application, then the following should apply:

1. Sidewalk: Construction of sidewalk minimum width 8 feet on the same side of street centerline as the adjusted landscape strip. The City may condition wider.
2. Planting corridor: For each landscape strip that is relocated, delineation and establishment of a street tree planting corridor along the back of sidewalk in such a way as to allow newly planted trees to not conflict with any required streetside PUE to the extent that the Public Works Department Engineering Division in writing defines what constitutes a conflict. To give enough room for root growth, the corridor minimum width would be either 6 feet where along open yard or 7 ft where it would be flush with a building foundation. This would include installation of root barriers between the trees and street centerline to public works construction code specification.
3. ROW: Where necessary to meet the above standards, dedication of additional ROW even if the additional is more than the minimum additional dedication that Section 3.01 requires.
4. Planting in ROW required: Street trees would not be planted in the yard outside ROW.

H. If the applicable Boundary Street minimums are the lesser minimums for residential development of 4 or fewer dwellings and where no land division is applicable, as Section 3.01.03C.2 allows, then allowed adjustment is:

1. ROW: Relating to Section 3.01.03C.2a, to lower ROW minimum dedication either (a) from a number greater than 5 feet to no fewer than 5 feet or (b) from a number equal to or fewer than 5 feet to no dedication. Greater deviation requires Variance.
2. PUE, streetside: Relating to Section 3.01.03C.2b, to lower streetside PUE minimum dedication to no fewer than 3 feet. Greater deviation requires Variance.

Deviation from improvements require Variance.

D.I. Plan review: An applicant shall submit among other administratively required application materials scaled drawings, including plan and cross section views, of proposed street improvement widths, extents, and details as well as existing conditions and proposed development site plans that include property and easement lines and physical features some distance beyond the boundaries of the subject property for fuller context.

**Commented [CC60]:** Earlier margin notes describe Sections 3.01.01D & 3.01.03C.2 that establish lesser public/street improvement standards for "infill" homes.

This part of the Street Adjustment provisions makes it clearer and easier regarding "infill" homes for homebuilders and staff to agree to lesser ROW and/or streetside PUE where justified for a particular case and to document the adjusted standards.

#### **5.02.05 Partition, Preliminary Approval**

- A. Purpose: The purpose of this Type II review is to ensure that partitions - the dividing of a single lot into 3 or less lots within one calendar year - comply with this Ordinance, with the Land Use and Development Standards and Guidelines (Sections 2 and 3), and applicable Oregon State Statutes.
- B. Criteria: Preliminary approval of a partition requires compliance with the following:
  1. The preliminary partition complies with all applicable provisions of this ordinance.
  2. Approval does not impede the future best use of the remainder of the property under the same ownership or adversely affect the safe and efficient development of any adjoining



land.

3. The proposed partition is served with City streets, water, sewer and storm drainage facilities with adequate capacity.
4. That the partition takes into account topography, vegetation and other natural features of the site.
5. That adequate measures have been planned to alleviate identified hazards and limitations to development:
  - a. For regulatory wetlands, these shall be the measures required by the Division of State Lands.
  - b. For unstable areas, demonstration that streets and building sites are on geologically stable soil considering the stress and loads to which the soil may be subjected.

**5.02.06**

**Zoning Adjustment**

- A. Purpose: The purpose of a Type II zoning adjustment review is to provide a mechanism by which the regulations in the WDO may be adjusted if the proposed development continues to meet the intended purpose of those regulations. Adjustment reviews provide flexibility for unusual situations. They also allow for alternative ways to meet the purposes of the WDO, allow minor variance to the development standards of this ordinance, where strict adherence to these standards is precluded by circumstances beyond the control of the applicant, and minor deviation from the standards will not unreasonably affect existing or potential uses on adjacent properties.
- B. Criteria: A zoning adjustment involves the balancing of competing and conflicting interests. The following criteria will be considered in evaluating zoning adjustments.
  - 1. The adjustment is necessary to prevent unnecessary hardship-constraint relating to the land or structure. Factors to consider in determining whether hardship constraint 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 same zone, including but not limited to lot size, shape, and topography.
    - ~~b. Whether the property can be reasonably used similar to other properties in the same zone without the adjustment.~~
    - e-b. Whether the hardship-constraint was created by the applicant requesting the adjustment.
  - 2. The zoning adjustment will not be materially injurious to adjacent properties or to the use of the subject property. Factors to be considered in determining whether development is not materially injurious include, but are not limited to:
    - a. Physical impacts such development will have because of the adjustment, such as visual, noise, traffic and drainage, erosion and landslide hazards.
    - b. If the adjustment concerns joint-use parking, the hours of operation for vehicle parking shall not create a competing parking demand.
    - c. Minimal impacts occur as a result of the proposed adjustment.
  - 3. The adjustment is the minimum deviation from the standard necessary to make reasonable use of the property;
  - 4. The adjustment does not conflict with the Woodburn Comprehensive Plan. Factors to be considered include, but are not limited to:
  - a. The adjustment serves to administer or implement a Woodburn Comprehensive Plan goal or policy.
  - b. The adjustment serves to administer or implement an action item, goal, objective, policy, or strategy from an adopted long-range plan.
  - 4.5. The adjustment provides an alternative to the standard that meets the relevant purposes of the WDO standard and the context of the standard.
- C. Maximum Adjustment permitted:
  - 1. Lot Area: Up to a five percent reduction in the minimum lot area.

**Commented [CC61]:** Edits better distinguish Zoning Adjustment from Variance by eliminating the concept of "hardship" and set it up to allow developers to request and get approval of site improvements that are not exactly the same as the standards but equivalent to them, i.e. that are adjusted or customized, but not lessened.

If a development proposes to meet a purpose, objective, or intent of a standard in way different than the literal standard, Zoning Adjustment is now a good and clear way to do so.

Staff added to the list below of items eligible for requests to adjust. Zoning Adjustment is Type II, a staff decision. The more items that are eligible, the more likely changes to standards can avoid Variance, which would raise a development review to Type III. Adjustment is kept at Type II, easier and faster to administer for developers.

Staff confirms that, as is the case now, the City isn't obligated to approve a Zoning Adjustment simply because a developer applies.

2. Lot Coverage: Up to an increase of five percent in lot coverage.
3. Front Yard Setback or Setback Abutting a Street: Up to a 10 percent reduction of a setback.
4. Side Yard Setback: Up to a 20 percent reduction in setback, but no less than a five foot setback in a RS or RIS zone or less than the requirements of the state building code, whichever is more restrictive.
5. Rear Yard Setback: Up to a 20 percent reduction in setback, but no less than a five foot setback, except in those zones permitting zero setbacks the minimum setback shall be either 5 feet or zero.
6. Lot Width: Up to a ten percent reduction.

7. Lot Depth: Up to a ten percent reduction.
8. Building ~~Fence~~ Height: Up to a ten percent increase in height.
9. Parking Standards: Up to a five percent reduction in required parking spaces except no reduction in the number of handicapped vehicle parking spaces or in dimensional standards.
10. Joint-Use Vehicle Parking: Up to 20 percent of the required vehicle parking may be satisfied by joint use of the parking provided for another use.
11. Fences and Freestanding Walls: The location or height of a fence or free-standing wall, excluding the adjustment of any such facilities within a clear vision area, height limited to 15 percent increase.
12. Access management in RSN & RMN districts / alleys: Relating to Section 2.05.04B.2, reduce the minimum to no less than either 60 percent or 12 lots, whichever is greater.
13. Alley or shared rear lane widths (in any zoning district):
  - a. ROW/tract: Reduce alley minimum ROW or shared rear lane tract width to no fewer than 16 feet.
  - b. Pavement: Reduce minimum pavement width to no fewer than 14 feet.
14. Bicycle/pedestrian corridor width:
  - a. Relating to Table 3.01A corridor contexts 1b & c, reduction of corridor width to no fewer than 18 feet, or where a newly granted off-street PUE along the corridor would neither cover the entire corridor width nor preclude a row of newly planted trees, then no fewer than 16 feet.
  - b. Relating to context 3, reduction to no fewer than either 35 feet or actual extent of RCWOD relative to lot line where the actual extent is fewer than 50 feet, whichever is less.
15. Bicycle/pedestrian facility class: Relating to Section 3.01.07D, to lower from Class B to Class C.
16. PUE:
  - a. Streetside: For each lot or tract that abuts both a street and an alley, narrowing the PUE along the street to no fewer than 3 feet minimum.
  - b. Off-street: Narrowing to no fewer than 10 ft minimum.
17. Vision clearance area: Decreasing any Figure 3.03A sight triangles to no fewer than street intersections 20 by 20 feet, driveways at streets 5 by 5 feet limited to driveways of residential development other than of multiple-family dwellings, and alleys and shared rear lanes at streets to 5 by 5 feet. A developer shall submit a safety analysis stamped by a civil engineer.
18. Commercial access management: Relating to Section 3.04.03D.2, to relax the standard as the Director allows.
19. Driveway width:
  - a. Triplex and Quadplex: To increase maximum one driveway along the lot street frontage, including both interior and corner lot contexts, to a maximum width of

24 feet.

b. 5 or more dwellings or living units, school, or house of worship: To increase maximum width to either 26 feet or, if a turn pocket is included, to a total maximum of 31 feet.

c. Commercial use: To increase maximum width to either 26 feet or, if a turn pocket is included, to a total maximum of 38 feet.

20. Compact parking: To raise the maximum to no more than 40 percent.

21. Curb dimension: Relating to Section 3.06.02I, to shrink curb dimensions to no fewer than four inches.

22. Lighting: Relating to Section 3.11.02B, to increase the height limit:

a. For wall, to no higher than 10 feet.

b. For poles within parking areas of developments other than of multiple-family dwellings, to no higher than 18 feet.

c. For other poles, to no higher than 12 feet.

d. For sports, to no higher than as the zoning district allows for features not used for habitation or 70 feet, whichever is less.

a.—

D. Prohibited Adjustments:

1. Adjustments to the number of permitted dwellings and to the use of property shall be prohibited.
2. Standards established by Oregon Revised Statutes for manufactured dwellings and manufactured dwelling parks are non-variable.

## 5.03 Type III (Quasi-Judicial) Decisions

### 5.03 General Requirements

- A. The purpose of this Section is to identify what types of actions are considered Type III decisions. Type III decisions involve significant discretion and evaluation of subjective approval standards, yet are not required to be heard by the City Council, except upon appeal. The process for these land use decisions is controlled by ORS 197.763. Notice of the application and the Planning Commission or Design Review Board hearing is published and mailed to the applicant, recognized neighborhood associations and property owners. The decision of the Planning Commission or Design Review Board is appealable to the City Council. The City Council's decision is the City's final decision and is appealable to the Land Use Board of Appeals.
- B. To initiate consideration of a Type III decision, a complete City application, accompanying information, and filing fee must be submitted to the Director. The Director will evaluate the application as outlined in this Section.

5.03.01 Conditional Use

5.03.02 Design Review, Type III

5.03.03 ~~Exception-Adjustment to Street Right of Way~~ and Improvement Requirements ("Street Adjustment")

5.03.04 Manufactured Dwelling Park, Preliminary Approval

5.03.05 Phasing Plan for a Subdivision, PUD, Manufactured Dwelling Park or any other Land Use Permit

5.03.06 Planned Unit Development (PUD), Preliminary Plan Approval

5.03.07 Planned Unit Development (PUD), Design Plan Final Approval

5.03.08 Special Conditional Use - Historically or Architecturally Significant Building

5.03.09 Special Use as a Conditional Use

5.03.10 Subdivision Preliminary Approval

5.03.11 Telecommunications Facility, Specific Conditional Use

5.03.12 Variance

### 5.03.01 Conditional Use

- A. Purpose: A conditional use is an activity which is permitted in a zone but which, because of some characteristics, is not entirely compatible with other uses allowed in the zone, and cannot be permitted outright. A public hearing is held by the Planning Commission and conditions may be imposed to offset impacts and make the use as compatible as practical with surrounding uses. Conditions can also be imposed to make the use conform to the requirements of this Ordinance and with other applicable criteria and standards. Conditions that decrease the minimum standards of a development standard require variance approval.
- 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.

#### **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.

#### **5.03.03 ~~Exception Adjustment to Street Right of Way and Improvement Requirements~~ ("Street Adjustment")**

- ~~A. Purpose: The purpose of a Type III Exception is to allow a deviation from the development standard required for the functional classification of the street identified in the~~

~~Transportation System Plan. Street exceptions are processed in conjunction with a development proposal that is a Type III application.~~

~~B. Criteria:~~

- ~~1. The estimated extent, on a quantitative basis, to which the rights of way and improvements will be used by persons served by the building or development, whether the use is for safety or convenience;~~
- ~~2. The estimated level, on a quantitative basis, of rights of way and improvements needed to meet the estimated extent of use by persons served by the building or development;~~
- ~~3. The estimated impact, on a quantitative basis, of the building or development on the public infrastructure system of which the rights of way and improvements will be a part; and~~
- ~~4. The estimated level, on a quantitative basis, of rights of way and improvements needed to mitigate the estimated impact on the public infrastructure system.~~

~~C. Proportionate Reduction in Standards: An exception to reduce a street right of way or cross-section requirement below the functional classification standard may be approved when a lesser standard is justified based on the nature and extent of the impacts of the proposed development. No exception may be granted from applicable construction specifications.~~

~~D. Minimum Standards: To ensure a safe and functional street with capacity to meet current demands and to ensure safety for vehicles, bicyclists and pedestrians, as well as other forms of non-vehicular traffic, there are minimum standards for right of way and improvement that must be provided to meet the standards of this Ordinance (Section 3.01). Deviation from these minimum standards may only be considered by a variance procedure.~~

~~Same as Section 5.02.04 except that land use review is Type III.~~

**5.03.04 Manufactured Dwelling Park, Preliminary Approval**

- A. Purpose: The purpose of this review is to ensure that proposed Manufactured Dwelling Parks (MDP) comply with the standards of this ordinance (Sections 2 and 3) and all applicable state standards.
- B. Criteria:
  1. The proposed use shall be a special permitted use within the zoning district.
  2. The proposed use shall comply with the applicable standards and criteria of this Ordinance (Sections 2 and 3).

**5.03.05 Phasing Plan for a Subdivision, PUD, Manufactured Dwelling Park or any other Land Use Permit**

- A. Purpose: The purpose of a Type III Phasing Permit is to allow phased construction of development while meeting the standards of this ordinance (Sections 2 and 3), while providing fully functional phases that develop in compliance with the tentative approval for the development.
- B. Criteria: The proposed phasing of development shall:



1. Ensure that individual phases will be properly coordinated with each other and can be designed to meet City development standards; and
2. Ensure that the phases do not unreasonably impede future development of adjacent undeveloped properties;
3. Ensure that access, circulation, and public utilities are sized for future development of the remainder of the site and adjacent undeveloped sites.

**5.03.06      Planned Unit Development (PUD), Conceptual Development Plan Approval**

- A. Purpose: The purpose of a Type III PUD Conceptual Development Plan Approval is to ensure that the proposed development complies with all provisions of this ordinance. The PUD process is intended to provide incentives for greater creativity and adaptability in development design, through a process that allows flexibility in the application of standards, while at the same time meeting the overall intent of this Ordinance (Sections 2 and 3). PUDs are governed by Section 3.109.
- B. Criteria: Approval of a Conceptual Development Plan shall require compliance with the following:
  1. That approval does not impede the future best use of the remainder of the property, or adversely affect the efficient development of any adjoining land or access thereto.
  2. That the proposed development is served with City streets, water, sewer and storm drainage facilities with adequate capacity.
  3. That the plan for the development takes into account topography, vegetation and other natural features of the site.
  4. That adequate measures have been planned to alleviate identified hazards and limitations to development:
    - a. For wetlands, these shall be the measures required by the Division of State Lands for regulatory wetlands.
    - b. For unstable areas, these measures shall be documentation as approved by the Public Works Department, ensuring that streets and building sites are on geologically stable soil, considering stress and loads.
  5. If phased, that the development of the subdivision is balanced with the need for urbanization within the Woodburn Urban Growth Boundary.
  6. That the requested flexibility in development standards is justified by commensurate public benefits.
  7. That the proposed PUD is compatible with surrounding developments and neighborhoods.
  8. That the tentative plan complies with all applicable provisions of this ordinance.

**5.03.07      Planned Unit Development (PUD), Detailed Development Plan Approval**

- A. Purpose: The purpose of this Type III review is to ensure that the Detailed Development Plan provides sufficient detail to ensure compliance with the standards of this ordinance

(Sections 2 and 3) and that the design elements of development are consistent with the preliminary approval of the Conceptual Development Plan.

B. Criteria:

1. The Detailed Development Plan shall substantially conform to the approved Conceptual Development Plan, including conditions of approval.
2. The Detailed Development Plan shall refine and make specific the Conceptual Development Plan.
3. The Detailed Development Plan shall demonstrate that the requested flexibility in development standards is justified by commensurate public benefits.
4. The Detailed Development Plan shall demonstrate that the proposed PUD is compatible with surrounding developments and neighborhoods.

**5.03.08 Special Conditional Use - Historically or Architecturally Significant Building**

A. Purpose: The purpose of the Type III Special Conditional Use is to create a procedure that allows consideration of the adaptive reuse of historically or architecturally significant buildings in the RS and RM zones for more intensive use than permitted outright in the zone in order to conserve the site or building resource. The procedure is intended to provide appropriate opportunities for the maintenance and use of significant cultural resources, including those designated on the National Register of Historic Places, having award-winning design, or that are locally designated as a cultural resource, that would not otherwise be economically practical, and where a zone change would be inappropriate.

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, such as:
    - 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.
  - f. The proposed use shall be compatible with the surrounding properties.
4. The specific standards and criteria of this Ordinance (Section 2.08) shall be met.

**5.03.09 Special Use as a Conditional Use**

- A. Purpose: The purpose of this Type III decision is to allow modification or elimination of specific development standards required for Special Uses listed in this Ordinance (Section 2.07). Modification or elimination of specific development standards are approved as a Conditional Use.
- B. Criteria:
- 1. The proposed use shall be permitted as a Special 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, such as:
      - 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 appropriate standards of this Ordinance and other proposed conditions of approval to ensure compatibility of the proposed use with other uses in the vicinity.

**5.03.10 Subdivision Preliminary Approval**

- A. Purpose: The purpose of a Type III Subdivision decision is to ensure that the division of properties into 4 or more lots complies with the standards of this Ordinance (Sections 2 and 3). Subdivisions are allowed in all zones, provided the proposal meets applicable standards.

- B. Criteria: Preliminary approval of a Subdivision shall require compliance with the following:
1. That approval does not impede the future best use of the remainder of the property under the same ownership or adversely affect the safe and efficient development of the remainder of any adjoining land or access thereto.
  2. That the proposed development shall be served with city streets, water, sewer and storm drainage facilities with adequate capacity.
  3. That the plan for the development takes into account topography, vegetation and other natural features of the site.
  4. That adequate measures have been planned to alleviate identified hazards and limitations to development:
    - a. For wetlands these shall be the measures required by the Division of State Lands for regulatory wetlands.
    - b. For unstable areas, demonstration that streets and building sites are on geologically stable soil considering the stress and loads.
  5. The preliminary plat complies with all applicable provisions of this Ordinance (Sections 2 and 3), except where waived by variance.

**5.03.11 Telecommunications Facility, Specific Conditional Use**

- A. Purpose: The purpose of this Type III review is to provide a procedure to consider the siting of telecommunication facilities subject to the standards of this Ordinance (Sections 2 and 3).
- B. Criteria:
1. The proposed use shall be listed as an allowed 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.

4. The conformance of the proposed use with applicable Comprehensive Plan policies; and
5. The suitability of proposed conditions of approval to ensure adequate public facilities are available to serve the site and compatibility with other uses in the vicinity.
6. The specific standards and criteria this ordinance (Section 2.08.03) shall be met.

**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 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.

5-6. If and where a variance includes a request to vary from minimum public improvements per Section 3.01, Section 5.02.04E about Street Adjustment factors also applies.

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## 5.04 Type IV (Quasi-Judicial) Decisions

### 5.04 General Requirements

- A. The purpose of this Section is to identify what types of actions are considered Type IV decisions. Type IV decisions involve the greatest amount of discretion and require evaluation of approval standards. These decisions are heard by the Planning Commission and City Council. The process for these land use decisions is controlled by ORS 197.763. Notice of the land use application and public hearing is published and mailed to the applicant, recognized neighborhood associations and property owners. The City Council decision is the City's final decision and is appealable to the Land Use Board of Appeals.
- B. To initiate consideration of a Type IV decision, a complete City application, accompanying information, and filing fee must be submitted to the Director. The Director will evaluate the application as outlined in this Section.

5.04.01 Annexation

5.04.02 Comprehensive Plan Map Change, Owner Initiated

5.04.03 Formal Interpretation of the Woodburn Development Ordinance

5.04.04 Official Zoning Map Change, Owner Initiated

### 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. This provides the city an opportunity to understand the proposed annexation and an opportunity to provide information on the likely impacts, limitations, requirements, approval standards, and other information that may affect the proposal.
- 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.
3. The City may initiate annexation of an island (ORS 222.750), with or without the consent of the property owners or the resident electors. An island is an unincorporated territory surrounded by the boundaries of the City. Initiation of such an action is at the discretion of the City Council.

- 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.

**5.04.02 Comprehensive Plan Map Change, Owner Initiated**

- A. Purpose: The purpose of an Owner Initiated Comprehensive Map Change is to provide a process for the consideration of a change in use designation on the Woodburn Comprehensive Plan, initiated by the property owner.
- B. Criteria: The applicant shall demonstrate the following:
  1. Proof that the current Comprehensive Plan Map is in error, if applicable.
  2. Substantial evidence showing how changes in the community warrant the proposed change in the pattern and allocation of land use designations.
  3. Substantial evidence showing how the proposed change in the land use designation complies with:
    - a. Statewide Planning Goals and Oregon Administrative Rules;
    - b. Comprehensive Plan goals and policies; and
    - c. Sustains the balance of needed land uses within the Woodburn Urban Growth Boundary.
  4. Amendments to the comprehensive plan and land use standards which significantly affect a transportation facility shall ensure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the Transportation System Plan. This shall be accomplished by one of the following:
    - a. Limiting allowed land uses to be consistent with the planned function of the transportation facility; or
    - b. Amending the Transportation System Plan to ensure that existing, improved, or new transportation facilities are adequate to support the proposed land uses consistent with the requirement of the Transportation Planning Rule; or,
    - c. Altering land use designations, densities, or design requirements to reduce demand for automobile travel and meet travel needs through other modes of transportation.

**5.04.03 Formal Interpretation of the Woodburn Development Ordinance**

- A. Purpose: The purpose of a Type IV Interpretation is to provide a procedure for the City Council to consider and to clarify an ambiguous element of the Woodburn Development Ordinance.
- B. Criteria: The appropriateness of the proposed interpretation shall be reviewed in light of the following factors:
  - 1. The consistency of the proposed interpretation with the intent of the Comprehensive Plan, based on an evaluation of applicable goals and policies;
  - 2. The compatibility of the interpretation with associated definitions, guidelines and standards of the Woodburn Development Ordinance and applicable state statutes;
  - 3. The positive and negative consequences of the interpretation on the subject property, properties in the vicinity and its application throughout the City as a whole; and
  - 4. The need for further consideration as either an amendment of this ordinance or the consideration through the appropriate permitting review procedure.

**5.04.04 Official Zoning Map Change, Owner Initiated**

- A. Purpose: The purpose of an Owner Initiated Official Zoning Map Change is to provide a procedure to change the Official Zoning Map, in a manner consistent with the Woodburn Comprehensive Plan.
- B. Criteria: The following criteria shall be considered in evaluating an Official Zoning Map Change;
  - 1. Demonstrated need for the proposed use and the other permitted uses within the proposed zoning designation.
  - 2. Demonstrated need that the subject property best meets the need relative to other properties in the existing developable land inventory already designated with the same zone considering size, location, configuration, visibility and other significant attributes of the subject property.
  - 3. Demonstration that amendments which significantly affect transportation facilities ensure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the Transportation System Plan. This shall be accomplished by one of the following:
    - a. Limiting allowed land uses to be consistent with the planned function of the transportation facility; or
    - b. Amending the Transportation System Plan to ensure that existing, improved, or new transportation facilities are adequate to support the proposed land uses consistent with the requirement of the Transportation Planning Rule; or,
    - c. Altering land use designations, densities, or design requirements to reduce demand for automobile travel and meet travel needs through other modes of transportation.
- C. Delineation: Upon approval, a zone change shall be delineated on the Official Zoning Map by the Director. A zone change subject to specific conditions shall be annotated on the Official Zoning Map to indicate that such conditions are attached to the designation.

April 25, 2022

TO: Honorable Mayor and City Council

FROM: Jim Row, Assistant City Administrator  
Curtis Stultz, Public Works Director

SUBJECT: **Public Hearing/Ordinance Amendments to adopt an updated  
Transportation System Development Charges Methodology**

**RECOMMENDATION:**

Conduct a public hearing and adopt an ordinance amending Ordinance 2438 (The Transportation System Development Charges Ordinance), effective June 1, 2022.

**BACKGROUND:**

SDC legislation was first adopted by the State of Oregon in 1989. SDCs are fees that are charged to developers to fund the expansion of infrastructure for parks, streets, water, wastewater, or storm water management systems. By statute, SDCs can only be utilized to fund projects that add capacity to the system. The Transportation SDC methodology was most recently updated in 2008.

An update to the Transportation SDC Methodology is necessary in order to effectively implement the recommendations contained in the 2019 Transportation System Plan (TSP).

**DISCUSSION:**

Given the significant development activity the City is currently experiencing, it is important that an updated SDC methodology and fee structure be implemented in order to develop sufficient funding to construct the transportation infrastructure that will be required to accommodate the traffic impacts created by growth.

State law has strict provisions that require a city to develop a formula, or "methodology", which takes into account the value of existing or planned capacity in the infrastructure system to serve new development. Oregon law allows for both a "reimbursement fee" and an "improvement fee." A

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Agenda Item Review: City Administrator  City Attorney  Finance

“reimbursement fee” is based on the value of available reserve capacity for capital improvements already constructed or under construction.

The methodology must consider the cost of existing facilities, prior contributions by existing users, the value of unused capacity, grants, and other relevant factors. The *improvement fee* is designed to recover all or a portion of the costs of planned capital improvements that add system capacity to serve future development. The methodology must be designed in a manner that SDCs will not exceed the growth-related costs from the CIP. In accordance with state law, the City provided the required public notice of the proposed methodology.

Amendments to Ordinance 2438 include the following notable items:

- Establishes an effective date of June 1, 2022.
- Incorporation of an updated methodology, dated April 2022.
- In addition to establishing City-wide SDCs, Ordinance 2438 includes an Interchange Management Area (IMA) Charge, which reimburses the City for prior expenses related to the development of the Woodburn I-5 Interchange Project. The IMA Charge is assessed to projects located within the IMA area and is based on the value of available reserve capacity within the Interchange Project.
- Ordinance 2438 provides that the amounts of the Transportation SDCs shall be set by resolution. A resolution establishing updated Transportation SDC fees also appears on this City Council agenda.
- Provides a process for applicants to submit a request to the City for an alternative SDC calculation, alternative SDC credit determination, or alternative SDC exemption.

**FINANCIAL IMPACT:**

The increased revenues that are expected to result from the updated methodology and fees are dependent upon the pace of continued development activities within the City.

**COUNCIL BILL NO. 3181**

**ORDINANCE NO. 2601**

**AN ORDINANCE AMENDING AND REPEALING SECTIONS OF ORDINANCE 2438, (THE TRANSPORTATION SYSTEM DEVELOPMENT CHARGES ORDINANCE) BASED UPON A NEW METHODOLOGY REPORT DATED APRIL 2022; AND SETTING AN EFFECTIVE DATE**

**WHEREAS**, ORS 223.297 – 223.314 authorizes local governments to impose System Development Charges;

**WHEREAS**, the City has adopted Ordinance 2438 establishing Transportation System Development Charges ("SDCs");

**WHEREAS**, the City last updated the Transportation System Development Charge Methodology in April 2008;

**WHEREAS**, the City seeks to ensure that future growth contributes its fair share towards the cost of improvements and additions to the City's transportation systems;

**WHEREAS**, the City authorized the preparation of an updated Transportation System Development Charge Methodology (the "Methodology"), dated April 2022, and wants to adopt it as the justification for new Transportation System Development Charges;

**WHEREAS**, the Interchange Management Area ("IMA") portion of the SDC is assessed to select developing parcels adjacent to Woodburn's 2015 Interchange and Transit Facility Project;

**WHEREAS**, in compliance with ORS 223.297 – 223.314, the City provided notice and opportunity to be heard to all persons who requested written notice;

**WHEREAS**, the City provided copies of the Methodology to all persons requesting one;

**WHEREAS**, the City Council held a public hearing on April 25, 2022, to receive input on the Methodology;

**WHEREAS**, in adopting Transportation SDCs, the City intends to comply with State law and include in this Ordinance all mandatory provisions required by ORS 223.297 – 223.314, **NOW, THEREFORE**,

**THE CITY OF WOODBURN ORDAINS AS FOLLOWS:**

**Section 1.** Section 2 of Ordinance 2438 is hereby amended to read as follows:

"Section 2. Findings for Interchange Management Area portion of SDCs. The City Council makes the following Findings regarding the Interchange Management Area ("IMA") portion of SDCs:

A. The City maintains a Transportation SDC structure that includes a citywide SDC and an overlay SDC for developments located in the IMA overlay area.

B. The area-specific SDC for the IMA overlay was established in 2008 under the authority of ORS 223.297 – 223.314 for purposes of accounting for the costs and benefits associated with the Woodburn Interchange and Transit Facility Project.

C. The City Council finds that developing properties within the IMA boundary create a greater impact on the Woodburn interchange than similarly zoned developing properties located in the City but outside of the IMA boundary.

D. The City Council finds that developing properties within the IMA boundary receive greater benefit by an improved Woodburn interchange than similarly zoned developing properties located in the City but outside of the IMA boundary."

**Section 2.** Section 3.Q. of Ordinance 2438 is hereby amended to read as follows:

"Q. TRANSPORTATION SYSTEM DEVELOPMENT CHARGE ("Transportation SDC") or SYSTEM DEVELOPMENT CHARGE ("SDC"). A reimbursement fee, an improvement fee or a combination thereof assessed or collected at the time of increased usage of a capital improvement or issuance of a development permit, building permit or connection to the capital improvement. System Development Charges are separate from and in addition to any applicable tax, assessment, fee in lieu of assessment, or other fee or charge provided by law or imposed as a condition of development."

**Section 3.** Section 4.B. of Ordinance 2438 is hereby amended to read as follows:

"B. Unless otherwise exempted by this Ordinance or State law, an IMA SDC is hereby imposed on all Development within the City located within the IMA boundary. The IMA boundary is depicted . . ."

**Section 4.** Section 5.A. of Ordinance 2438 is hereby amended to read as follows:

"A. The methodology used to calculate Transportation System Development Charges and the IMA System Development Charge is set forth in the "Transportation System Development Charge Study" (the "Methodology") dated April 2022, which is attached hereto as Exhibit "A", and incorporated herein by reference."

**Section 5.** Section 6.A. of Ordinance 2438 is hereby amended to read as follows:

"A. A Rate Schedule for City-Wide Transportation System Development Charges, including the IMA System Development Charge, shall be adopted by resolution based on the Methodology attached as Exhibit "A"."

**Section 6.** Section 10.A. is of Ordinance 2438 is hereby amended to read as follows:

"A. . . .

4. In the event an Applicant submits a request to the City for an alternative SDC calculation, alternative SDC credit determination, or alternative SDC exemption, it must submit its request accompanied by the Alternative Calculation Fee established by resolution for this purposes. The City may hire a consultant to review the Applicant's request and may pay the consulting fees from SDC revenue."

**Section 7.** After this Ordinance is enacted, the City Recorder shall incorporate into Ordinance 2438 all revisions, amendments, and additions contained herein.

**Section 8. Effective Date.** This Ordinance shall be effective on June 1, 2022.

Approved as to form: \_\_\_\_\_  
City Attorney Date



Approved: \_\_\_\_\_  
Eric Swenson, Mayor

Passed by the Council \_\_\_\_\_

Submitted to the Mayor \_\_\_\_\_

Approved by the Mayor \_\_\_\_\_

Filed in the Office of the Recorder \_\_\_\_\_

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

# City of Woodburn, Oregon

## Transportation System Development Charge Study

Methodology Report  
April, 2022

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## Section I. BACKGROUND

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This section describes the policy context and project scope upon which the body of this report is based.

### I.A. POLICY

Oregon Revised Statutes (ORS) 223.297 to 223.314 authorize local governments to establish system development charges (SDCs). These are one-time fees on new development paid at the time of development. SDCs are intended to recover a fair share of the cost of existing and planned facilities that provide capacity to serve future growth.

ORS 223.299 defines two components of an SDC:

- A reimbursement fee that is designed to recover “costs associated with capital improvements already constructed, or under construction when the fee is established, for which the local government determines that capacity exists”
- An improvement fee that is designed to recover “costs associated with capital improvements to be constructed”

ORS 223.304(1) states, in part, that a reimbursement fee must be based on “the value of unused capacity available to future system users or the cost of existing facilities” and must account for prior contributions by existing users and any gifted or grant-funded facilities. The calculation must “promote the objective of future system users contributing no more than an equitable share to the cost of existing facilities.” A reimbursement fee may be spent on any capital improvement related to the system for which it is being charged (whether cash-financed or debt-financed) and on the costs of compliance with Oregon’s SDC law.

ORS 223.304(2) states, in part, that an improvement fee must be calculated to include only the cost of projected capital improvements needed to increase system capacity for future users. In other words, the cost of planned projects that correct existing deficiencies or do not otherwise increase capacity for future users may not be included in the improvement fee calculation. An improvement fee may be spent only on capital improvements (or portions thereof) that increase the capacity of the system for which it is being charged (whether cash-financed or debt-financed) and on the costs of compliance with Oregon’s SDC law.

### I.B. PROJECT

The City last revised its transportation SDC methodology in March, 2008. In 2020, the City engaged FCS GROUP to update its transportation SDCs.

We approached this project in three steps:

- **Policy Review.** In this step, we worked with City staff to identify and agree on the approach to be used and the components to be included in the analysis. The City's primary interests were to update the area-specific Interchange Management Area supplemental SDC, revisit the trip types used to calculate the SDC, and evaluate the credit policies observed.
- **Technical Analysis.** In this step, we worked with City staff to isolate the recoverable portion of existing facilities costs as well as planned capacity increasing facilities costs to calculate draft SDC rates.
- **Draft Methodology Report Preparation.** In this step, we documented the calculation of the proposed SDCs included in this report.

## Section II. SDC CALCULATION

This section provides a description of the transportation SDC calculation. The following tasks were performed:

- We estimated demand growth in PM peak hour person trip-ends.
- With staff input, we identified the eligible reimbursement fee and improvement fee cost bases.
- We calculated each SDC component per trip-end and unit of development.

### II.A. GROWTH

Woodburn’s prior transportation SDC utilized a PM peak hour vehicle trip-ends basis. This update to Woodburn’s transportation SDC uses PM peak hour *person* trip ends instead. PM peak hour person trips include non-motor vehicle trips that utilize bicycle, pedestrian, and transit facilities. This approach will result in a stronger nexus between the SDC and the multi-modal facilities it funds.

To determine the forecasted increase in PM peak hour person trips in Woodburn, we used growth estimates provided by Kittelson & Associates, the authors of the City’s 2019 transportation system plan (TSP) update. Using the figures provided by Kittelson, we projected an increase of 6,441 PM peak hour person trips as shown in **Exhibit 1**. The increase in trips equates to approximately 37% over the analysis timeframe.

**Exhibit 1: Projected Growth in Average Daily Person Trip Ends 2020-2040**

Land Use	2020	2040	Change	Percent Change
Total	17,264	23,750	6,441	37.3%
New person trips as a % of future person trips				27.2%

Source: Kittelson Email 2/19/2021

This increase of 6,441 PM peak hour person trips will serve as the denominator in the improvement fee calculations. This is the total number of PM peak hour person trips attributed to growth between 2020 and 2040, which is the period of growth that the projects in the TSP are intended to serve.

### II.B. CITYWIDE SDC

The citywide transportation SDC that we have calculated consists of an improvement fee only. The improvement fee portion of the SDC is based on a specific list of planned capacity-increasing capital improvements. The portion of each project that is attributable to growth is determined and the improvement fee is calculated by dividing the total cost of growth-related projects, and portions thereof, by the projected increase in PM peak hour person trips.

#### II.B.1. Eligible Improvement Costs

In this update of Woodburn’s SDC methodology, the project list is based on the 2019 Woodburn TSP, which provides a list of capital projects needed to meet 2040 transportation conditions.

The TSP project list was adjusted to remove projects that do not increase capacity. The projects listed in the transportation capital improvement plan are eligible for SDC funding only to the extent that the projects will benefit future users rather than cure an existing deficiency. The capacity-increasing percentage of each project was identified through discussions with City staff, Kittelson, and the growth calculation in Section A.1.

Among projects listed in the TSP, facility improvements total \$117,765,000, with SDC-eligible costs of \$30,722,411. See **Exhibit 2** for summary costs and Appendix A for a detailed project list.

**Exhibit 2: Improvement Fee Cost Basis Summary by Mode**

	Total Project Costs	Overall Improvement Fee Eligibility	Eligible Costs
Roadway	\$74,020,000	27.91%	\$20,656,175
Safety	\$5,560,000	15.30%	\$850,778
Transit	\$115,000	13.00%	\$14,945
Pedestrian	\$17,360,000	21.61%	\$3,751,125
Bicycle	\$20,510,000	26.57%	\$5,449,388
Transportation Demand Management	\$0	0.00%	\$0
Land Use	\$50,000	0.00%	\$0
Asset Management	\$125,000	0.00%	\$0
Rail	\$25,000	0.00%	\$0
<b>Total</b>	<b>\$117,765,000</b>	<b>26.09%</b>	<b>\$30,722,411</b>

Source: 2019 Woodburn Transportation System Plan, city staff

**II.B.2. Administrative Fee Cost Fee Basis**

ORS 223.307(5) authorizes the expenditure of SDCs on “the costs of complying with the provisions of ORS 223.297 to 223.314, including the costs of developing system development charge methodologies and providing an annual accounting of system development charge expenditures.” As seen in **Exhibit 3**, City staff estimate that \$5,000 of staff time is dedicated to the administration of SDCs annually. Additionally, the annual cost of a transportation SDC study, \$45,000 every five years, is \$9,000. Over the 20-year study timeframe, \$280,000 of eligible administrative expenses are incurred by Woodburn. Dividing that figure by the increase in PM peak hour person trips during the planning period results in an administrative fee of \$43.47 per PM peak hour person trip.

**Exhibit 3: SDC Administrative Cost Basis**

Net Annual Administrative Cost related to Transportation SDC (1)	\$5,000
Amortization of SDC Study Cost over 5 years:	\$9,000
Total Annual Cost	\$14,000
Total Cost (2020-2040)	\$280,000
Growth in PM Peak Hour Person Trips (2020-2040)	6,441
Admin Fee Component Per Trip	\$43.47

(1) Source: City Staff (2007 Woodburn TSDC Study)

### II.B.3. Citywide SDC per trip

The improvement fee per PM peak hour person trip is calculated using the following formula:

$$\frac{\text{Eligible Cost} - \text{Existing SDC Fund Balance}}{\text{Growth in PM peak hour person trips}} = \text{Improvement Fee per PM peak hour person trip}$$

SDC-eligible costs are capital improvement costs which will serve future growth, as shown above. The transportation improvement SDC fund balance that has been collected by the City but not yet spent is then subtracted from the SDC-eligible costs in order to avoid double-charging. Finally, that number is divided by growth in PM peak hour person trips. The resulting improvement fee per PM peak hour person trip is summarized in **Exhibit 4** below.

#### Exhibit 4: Improvement Costs

Total Project Costs	\$117,765,000
Overall Improvement Fee Eligibility	26.09%
Eligible Costs	\$30,722,411
Less SDC Current Fund Balance	\$4,000,000
Plus Administrative Component	\$280,000
Subtotal	\$27,002,411
Growth in PM Peak Hour Person Trips (2020-2040)	6,441
Proposed SDC per PM Peak Hour Person Trip	\$4,192

Source: 2019 Woodburn Transportation System Plan

### II.C. INTERCHANGE MANAGEMENT AREA SDC

The Interchange Management Area (IMA) portion of the SDC is assessed to select developing parcels adjacent to Woodburn’s 2015 Interchange and Transit Facility Project. The IMA SDC that we have calculated consists of a reimbursement fee only, which is based on the estimated cost of the project’s system capacity that remains available for future users. The current estimated value of the project’s available capacity in the transportation system was determined based on the City’s \$5.5 million contribution to the project’s \$50 million overall cost.

#### II.C.1. Expected Growth Levels

As with the improvement fee, trip growth in the IMA must also be defined to determine the “denominator” of the IMA SDC. Kittelson & Associates also provided these figures, a projected increase of 3,009 PM peak hour person trips as shown in **Exhibit 5**. This represents a 65% increase over the analysis timeframe.

#### Exhibit 5: Projected Growth in Average Daily Person Trip Ends 2020-2040

Land Use	2020	2040	Change	Percent Change
Total	4,628	7,637	3,009	65.0%
New person trips as a % of future person trips			39.4%	

Source: Kittelson Email 2/19/2021



This increase of 3,009 PM peak hour person trips will serve as the denominator in the IMA fee calculation. This is the total number of PM peak hour person trips attributed to growth between 2020 and 2040 in the area directly benefited by the interchange.

### II.C.2. Eligible Reimbursement Costs

The IMA SDC is determined by the City’s contribution to the project and defining the unused capacity of the project constructed with that money. For this analysis, we assume the capacity of the project will be absorbed at a pace of 5% per year, meaning that since the 2015 completion of the project 60% of added capacity remains. Using this method, the eligible IMA SDC cost basis is \$3.3 million.

**Exhibit 6: IMA SDC Cost Basis**

Year	IMA Expenditures	Available Capacity	Reimbursable Cost
FY 2013	\$5,500,000	60.0%	\$3,300,000
<b>Totals</b>	<b>\$5,500,000</b>		<b>\$3,300,000</b>

Source: 2007 FCS GROUP TSDC Analysis

### II.C.3. IMA TSDC per PM Peak Hour Person Trip

The reimbursement fee per PM peak hour person trip is calculated by dividing the eligible cost basis by forecasted growth in PM peak hour person trips. The outcome, IMA fee per PM peak hour person trips, is summarized in **Exhibit 7** below.

**Exhibit 7: Calculated Reimbursement Fee**

IMA fee Eligible Expenses	\$3,300,000
Less Outstanding Debt Principal	\$0
Adjusted IMA fee Eligible Expenses	\$3,300,000
Growth in IMA PM Peak Hour Person Trips (2020-2040)	3,009
IMA fee per PM Peak Hour Person Trips	\$1,096.75

Source: City staff input Compiled by FCS GROUP

## II.D. SDC COSTS TO DEVELOPMENT

In order to translate SDC costs per PM peak hour person trips to SDC costs per unit of development, we must determine the number of PM peak hour person trips generated by each type of development.

### II.D.1. New PM Peak Hour Person Trips per Unit of Development

The Institute of Transportation Engineers (ITE) *Trip Generation Manual* contains trip rates based on studies conducted nationwide and provides the base data of unadjusted counts of trips generated by various types of land use. The trip rates include all traffic entering or leaving a location but does not account for traffic that passes by or interrupts a primary trip between origin and destination. We have taken the step of removing pass-by trips because they would occur regardless of development activity.

We calculate the number of new PM peak hour person trips generated per day for each type of land use with the following formula:

$$\text{ITE Vehicle Trip Rate} \times \text{Person Trip Conversion Factor} \times (1 - \% \text{ Pass-by Trips}) = \text{New PM peak hour person trips}$$

## II.D.2. SDC per Unit of Development

The SDC per unit of development is calculated for each type of land use by multiplying the new PM peak hour person trip for each land use by the SDC per PM peak hour person trip.

$$\text{SDC per Trip} \times \text{New Trips by Land Use} = \text{SDC by Land Use}$$

**Exhibit 8** shows the individual charges per unit for each portion of the SDC. It is important to note that the *Trip Generation Manual* may not contain some land use categories or may not include trip rates or number of net new trips generated. For such land use categories without data, the Public Works Director/City Engineer shall use her/his judgment to calculate the transportation SDC.

**Exhibit 8: ITE Trips and SDC Costs per Land Use**

ITE Code	Land Use	Unit	ITE PM Peak Hour Vehicle Trips	Person Trip Conversion Factor	Number of Person Trips	% Non Pass-By Trips	Non Pass-By Person Trip Ends	Calculated Citywide SDC per Unit	Calculated IMA SDC per Unit
110	General Light Industrial	1,000 SFGFA	0.6	1.7	1.1	100%	1.1	\$4,447	\$1,163
130	Industrial Park	1,000 SFGFA	0.4	1.7	0.7	100%	0.7	\$2,823	\$739
140	Manufacturing	1,000 SFGFA	0.7	1.7	1.1	100%	1.1	\$4,729	\$1,237
150	Warehousing	1,000 SFGFA	0.2	2.7	0.5	100%	0.5	\$2,138	\$559
151	Mini-Warehouse	1,000 SFGFA	0.2	1.7	0.3	100%	0.3	\$1,200	\$314
154	High-Cube Transload and Short-Term Storage Warehouse	1,000 SFGFA	0.1	1.7	0.2	100%	0.2	\$706	\$185
155	High-Cube Transload and Short-Term Storage Warehouse	1,000 SFGFA	1.4	2.7	3.7	100%	3.7	\$15,414	\$4,032
210	Single-Family Detached Housing	Dwelling Units	1.0	1.7	1.7	100%	1.7	\$6,988	\$1,828
220	Multifamily Housing (Low-Rise)	Dwelling Units	0.6	0.9	0.5	100%	0.5	\$2,222	\$581
221	Multifamily Housing (Mid-Rise) / Duplex, Triplex, Quadplex	Dwelling Units	0.4	1.2	0.5	100%	0.5	\$2,180	\$570
222	Multifamily Housing (High-Rise)	Dwelling Units	0.4	1.7	0.6	100%	0.6	\$2,541	\$665
240	Mobile Home Park	Dwelling Units	0.5	1.7	0.8	100%	0.8	\$3,247	\$849

ITE Code	Land Use	Unit	ITE PM Peak Hour Vehicle Trips	Person Trip Conversion Factor	Number of Person Trips	% Non Pass-By Trips	Non Pass-By Person Trip Ends	Calculated Citywide SDC per Unit	Calculated IMA SDC per Unit
251	Senior Adult Housing - Detached	Dwelling Units	0.3	1.7	0.5	100%	0.5	\$2,118	\$554
252	Senior Adult Housing - Attached	Dwelling Units	0.3	1.7	0.4	100%	0.4	\$1,835	\$480
	Accessory Dwelling Unit	Dwelling Units	0.1	1.7	0.2	100%	0.1	\$545	\$143
254	Assisted Living	Beds	0.3	1.7	0.4	100%	0.4	\$1,835	\$480
255	Continuing Care Retirement Community	Occupied Units	0.2	1.7	0.3	100%	0.3	\$1,129	\$295
310	Hotel	Rooms	0.6	1.7	1.0	100%	1.0	\$4,235	\$1,108
430	Golf Course	Holes	2.9	1.7	4.9	100%	4.9	\$20,541	\$5,374
444	Movie Theater	1,000 SFGFA	6.2	1.7	10.4	100%	10.4	\$43,552	\$11,394
488	Soccer Complex	Fields	16.4	1.7	27.7	100%	27.7	\$115,974	\$30,341
495	Recreational Community Center	1,000 SFGFA	2.3	1.5	3.5	100%	3.5	\$14,631	\$3,828
520	Elementary School	1,000 SFGFA	1.4	1.7	2.3	59%	1.4	\$5,706	\$1,493
522	Middle School/Junior High School	1,000 SFGFA	1.2	1.7	2.0	59%	1.2	\$4,956	\$1,297
530	High School	1,000 SFGFA	1.0	1.7	1.6	59%	1.0	\$4,040	\$1,057
540	Junior/Community College	1,000 SFGFA	1.9	1.7	3.1	100%	3.1	\$13,129	\$3,435
560	Church / House of Worship	1,000 SFGFA	0.5	1.7	0.8	100%	0.8	\$3,459	\$905
565	Day Care Center	1,000 SFGFA	11.1	1.7	18.7	100%	18.7	\$78,492	\$20,535
566	Cemetery	Acres	0.5	1.7	0.8	100%	0.8	\$3,247	\$849
590	Library	1,000 SFGFA	8.2	1.7	13.7	100%	13.7	\$57,599	\$15,069
610	Hospital	1,000 SFGFA	1.0	1.7	1.6	100%	1.6	\$6,791	\$1,777
620	Nursing Home	Beds	0.2	1.7	0.4	100%	0.4	\$1,553	\$406
710	General Office Building	1,000 SFGFA	1.2	1.3	1.5	100%	1.5	\$6,288	\$1,645
770	Business Park	1,000 SFGFA	0.4	1.7	0.7	100%	0.7	\$2,965	\$776
813	Free-Standing Discount Superstore	1,000 SFGFA	4.3	1.7	7.3	71%	5.2	\$21,700	\$5,677
816	Hardware/ Paint Store	1,000 SFGFA	2.7	1.7	4.5	74%	3.3	\$13,999	\$3,662
817	Nursery (Garden Center)	1,000 SFGFA	6.9	1.7	11.7	100%	11.7	\$48,987	\$12,816
840	Automobile Sales (New)	1,000 SFGFA	2.4	2.1	5.1	100%	5.1	\$21,506	\$5,626
849	Tire Superstore	1,000 SFGFA	2.1	1.7	3.6	100%	3.6	\$14,894	\$3,896
850	Supermarket	1,000 SFGFA	9.2	2.9	26.6	64%	17.0	\$71,475	\$18,699
851	Convenience Market	1,000 SFGFA	49.1	1.8	86.5	49%	42.4	\$177,666	\$46,481

ITE Code	Land Use	Unit	ITE PM Peak Hour Vehicle Trips	Person Trip Conversion Factor	Number of Person Trips	% Non Pass-By Trips	Non Pass-By Person Trip Ends	Calculated Citywide SDC per Unit	Calculated IMA SDC per Unit
861	Sporting Goods Superstore	1,000 SFGFA	2.0	1.7	3.4	100%	3.4	\$14,258	\$3,730
862	Home Improvement Superstore	1,000 SFGFA	2.3	2.0	4.7	58%	2.7	\$11,501	\$3,009
863	Electronic Superstore	1,000 SFGFA	4.3	1.7	7.2	60%	4.3	\$18,042	\$4,720
875	Department Store	1,000 SFGFA	2.0	1.7	3.3	100%	3.3	\$13,764	\$3,601
881	Pharmacy/ Drugstore with Drive-Through Window	1,000 SFGFA	10.3	1.7	17.3	51%	8.8	\$37,043	\$9,691
890	Furniture Store	1,000 SFGFA	0.5	1.7	0.9	47%	0.4	\$1,725	\$451
912	Drive-in Bank	1,000 SFGFA	20.5	0.4	8.5	65%	5.5	\$23,162	\$6,060
930	Fast Casual Restaurant	1,000 SFGFA	14.1	1.7	23.8	100%	23.8	\$99,739	\$26,094
931	Quality Restaurant	1,000 SFGFA	7.8	1.7	13.1	56%	7.4	\$30,832	\$8,066
932	High-Turnover (Sit-Down) Restaurant	1,000 SFGFA	9.8	2.0	19.4	57%	11.1	\$46,357	\$12,128
933	Fast-Food Restaurant without Drive-Through Window	1,000 SFGFA	28.3	1.7	47.7	50%	23.9	\$100,021	\$26,167
934	Fast-Food Restaurant with Drive-Through Window	1,000 SFGFA	32.7	2.1	69.6	50%	34.8	\$145,972	\$38,189
944	Gasoline/ Service Station	Vehicle Fueling Positions	14.0	1.7	23.6	58%	13.7	\$57,439	\$15,027
960	Super Convenience Market/Gas Station	Vehicle Fueling Positions	23.0	1.7	38.7	100%	38.7	\$162,067	\$42,400

## Section III. IMPLEMENTATION

This section summarizes the SDCs for selected ITE land use categories.

### III.A. SUMMARY AND COMPARISON

**Exhibit 9** summarizes the SDC calculations and compares them with SDCs currently in effect for selected land uses.

**Exhibit 9: Existing and Proposed Transportation SDCs in Woodburn**

Land Use Type	Unit	Current Citywide TSDC	Proposed Citywide TSDC	Change in Citywide TSDC	Current IMA TSDC	Proposed IMA TSDC
General Light Industrial	per 1,000 ft <sup>2</sup>	\$3,427	\$4,447	\$1,020	\$1,086	\$1,163
Warehouse	per 1,000 ft <sup>2</sup>	\$2,589	\$1,200	-\$1,389	\$821	\$559
Single-Family Detached Housing	per house	\$3,532	\$6,988	\$3,456	-	\$1,828
Multifamily Housing (Low-Rise)	per unit	\$2,168	\$2,222	\$54	-	\$581
General Office Building	per 1,000 ft <sup>2</sup>	\$5,211	\$6,288	\$1,077	\$1,651	\$1,645
Free-Standing Discount Superstore	per 1,000 ft <sup>2</sup>	\$9,722	\$21,700	\$11,978	\$3,080	\$5,677
Supermarket	per 1,000 ft <sup>2</sup>	\$9,652	\$71,475	\$61,823	\$3,058	\$18,699
Fast-Food Restaurant w/ Drive-Thru	per 1,000 ft <sup>2</sup>	\$24,269	\$145,972	\$121,703	\$7,690	\$26,167

### III.B. ADDITIONAL TRANSPORTATION SDC RESEARCH

City staff requested that FCS GROUP perform additional transportation SDC research to understand how other cities calculated their charges. Specifically, City staff were interested in the transportation SDCs for the following land uses:

- 565 Day Care Center
- 817 Nursery (Garden Center)
- 820 Shopping Center
- 850 Supermarket
- 851 Convenience Market
- 930 Fast Casual Restaurant
- 931 Quality Restaurant
- 932 High-Turnover (Sit-Down) Restaurant
- 933 Fast-Food Restaurant without Drive-Through Window
- 934 Fast-Food Restaurant with Drive-Through Window
- 937 Coffee/Donut Shop with Drive-Through Window
- 944 Gasoline/Service Station
- 960 Super Convenience Market/Gas Station

City staff requested FCS GROUP focus on the following cities for this research:

- Canby
- Keizer
- McMinnville
- Newberg
- Oregon City
- Salem
- Wilsonville

### III.B.1. Summary of Results

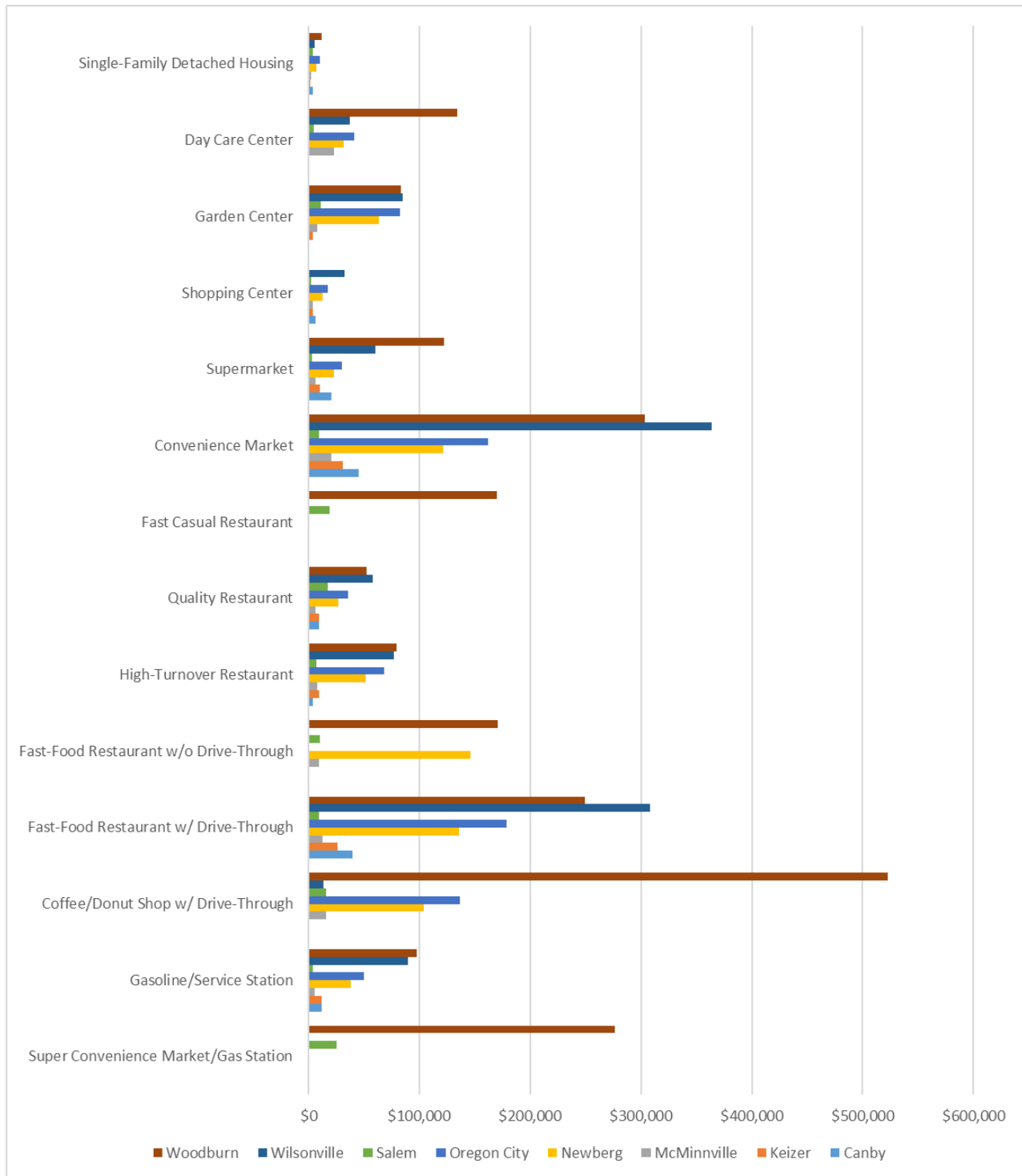
FCS GROUP found transportation SDC information for each city listed, with charges for most of the requested land uses available as well. **Exhibit 10** below shows the results of this research task. It should be noted that, while the figures in the table below are consistent and comparable, cities in this analysis use different trip basis to calculate impact fees. For example, Salem uses average daily trip generation as their charge basis while McMinnville charges based on a PM peak hour basis. This could mean that fees per trip appear much lower in Salem given that there are many more trips on an average daily basis (9.44 trips per single family detached dwelling unit) than PM peak hour trips (0.99 trips per single family detached dwelling unit).

**Exhibit 10: Transportation SDCs in Select Cities for Select Land Uses**

Land Use	Unit	Canby	Keizer	McMinnville	Newberg	Oregon City	Salem	Wilsonville	Woodburn
Single-Family Detached Housing	Dwelling Units	\$3,570	\$1,530	\$2,693	\$7,146	\$9,939	\$4,051	\$5,905	\$11,922
Day Care Center	1,000 SFGFA	\$668		\$22,598	\$31,790	\$41,560	\$4,699	\$37,075	\$133,912
Garden Center	1,000 SFGFA		\$4,150	\$7,810	\$63,335	\$82,740	\$10,736	\$84,714	\$83,575
Shopping Center	1,000 SFGFA	\$5,919	\$3,775	\$3,891	\$13,033	\$17,086	\$2,672	\$32,480	
Supermarket	1,000 SFGFA	\$20,503	\$10,150	\$6,045	\$22,723	\$29,915	\$2,950	\$60,101	\$121,941
Convenience Market	1,000 SFGFA	\$45,088	\$31,015	\$20,367	\$121,735	\$162,429	\$9,157	\$364,149	\$303,107
Fast Casual Restaurant	1,000 SFGFA						\$19,267		\$170,160
Quality Restaurant	1,000 SFGFA	\$9,562	\$9,360	\$6,100	\$26,858	\$35,534	\$17,534	\$57,994	\$52,602
High-Turnover Restaurant	1,000 SFGFA	\$4,034	\$9,445	\$7,862	\$51,493	\$67,884	\$6,858	\$76,674	\$79,088
Fast-Food Restaurant w/o Drive-Through	1,000 SFGFA			\$9,859	\$145,930		\$10,026		\$170,642
Fast-Food Restaurant w/ Drive-Through	1,000 SFGFA	\$39,787	\$26,285	\$12,310	\$135,685	\$178,566	\$9,274	\$308,169	\$249,037
Coffee/Donut Shop w/ Drive-Through	1,000 SFGFA			\$16,136	\$103,729	\$136,792	\$16,154	\$13,592	\$522,402
Gasoline/Service Station	Vehicle Fueling Stations	\$11,610	\$12,200	\$5,633	\$38,376	\$50,157	\$3,977	\$89,499	\$97,994
Super Convenience Market/Gas Station	Vehicle Fueling Stations						\$25,296		\$276,495

FCS GROUP also compiled a comparison graph to illustrate this information which is shown in **Exhibit 11**.

**Exhibit 11: Graph of Transportation SDCs in Select Cities for Select Land Uses**



### III.B.2. Methodologies by City

City staff requested FCS GROUP perform research on how each city has crafted their transportation SDC methodologies. The City was particularly interested in the types of trips that the charge is based on (e.g., PM peak hour trips, average daily trips, etc.) and the adjustments used to calculate those trips (e.g., pass-by trips, trip length adjustments, etc.). The results of this research are discussed below.

#### III.B.2.a McMinnville

The transportation SDC charged by McMinnville is calculated using PM peak hour trips and adjustments for pass-by trips as well as trip length. As shown below in **Exhibit 12**, most of the land uses for this study use 1,000 square feet of gross floor area as the unit for which new development is charged except for gas stations, which are charged based on the number of fueling positions being added. To calculate the transportation SDC, PM peak hour trip rates for each land use are multiplied by a pass-by trip reduction factor, reducing the burden on land uses generating fewer primary trips. The adjusted trip rate is then multiplied by a trip length adjustment factor specific to the land use, reducing the burden on land uses to which trips tend to be shorter. The resultant PM peak hour trip rate is then multiplied by the transportation SDC rate per trip, \$2,693 in 2021 for McMinnville, to determine the total transportation SDC per unit of development.

**Exhibit 12: McMinnville Transportation SDC Methodology Table**

ITE Code	Land Use	Unit	PM Peak Hour Vehicle Trip (A)	Pass-By Trip Reduction Factor (B)	Net New Trip Rate (C=A*B)	Trip Length Adjustment Factor (D)	Net New Trips (E=C*D)	TSDC Per Trip (F)	Total TSDC per Unit (G=E*F)
565	Day Care Center	1,000 SFGFA	12.34	1.00	12.34	0.68	8.39	\$2,693	\$22,598
817	Nursery (Garden Center)	1,000 SFGFA	3.8	0.72	2.74	1.06	2.90	\$2,693	\$7,810
820	Shopping Center	1,000 SFGFA	3.71	0.66	2.45	0.59	1.44	\$2,693	\$3,891
850	Supermarket	1,000 SFGFA	9.48	0.64	6.07	0.37	2.24	\$2,693	\$6,045
851	Convenience Market	1,000 SFGFA	52.41	0.39	20.44	0.37	7.56	\$2,693	\$20,367
931	Quality Restaurant	1,000 SFGFA	7.49	0.56	4.19	0.54	2.26	\$2,693	\$6,100
932	High-Turnover (Sit-Down) Restaurant	1,000 SFGFA	9.85	0.57	5.61	0.52	2.92	\$2,693	\$7,862
933	Fast-Food Restaurant without Drive-Through Window	1,000 SFGFA	26.15	0.50	13.08	0.28	3.66	\$2,693	\$9,859
934	Fast-Food Restaurant with Drive-Through Window	1,000 SFGFA	32.65	0.50	16.33	0.28	4.57	\$2,693	\$12,310
937	Coffee/Donut Shop with Drive-Through Window	1,000 SFGFA	42.8	0.50	21.40	0.28	5.99	\$2,693	\$16,136
944	Gasoline/Service Station	Vehicle fueling position	13.87	0.58	8.04	0.26	2.09	\$2,693	\$5,633

FY 2021-22 TSDC rate of \$2,693 per adjusted PM peak hour trip based on Resolution 2021-10

#### III.B.2.b Newberg

The transportation SDC charged by Newberg is calculated using PM peak hour person trips and a primary trip adjustment unique to each land use. As with McMinnville above, the land uses use 1,000



square feet of gross floor area as the unit for which new development is charged except for gas stations, which are charged based on the number of fueling positions being added. To calculate the transportation SDC, PM peak hour vehicle trip rates for each land use are multiplied by a primary trip adjustment factor which reduces the burden on those land uses generating fewer primary trips (**Exhibit 13**). The adjusted trip rate is then multiplied by the industry standard person trip adjustment factor of 1.68 to determine person trips (vehicle trips plus bike, pedestrian, transit, and other trips). The resultant PM peak hour person trip rate is then multiplied by the transportation SDC rate per trip, \$4,170 in 2021 for Newberg, to determine the total transportation SDC per unit of development.

**Exhibit 13: Newberg Transportation SDC Methodology Table**

ITE Code	Land Use	Unit	P.M. Peak Hour Vehicle Trips (A)	Primary Trip Adjustment (B)	Adjusted P.M. Peak Hour Vehicle Trips (A*B=C)	Person Trip Adjustment (D)	Number of P.M. Peak Hour Person Trips (E=C*D)	TSDC Per Trip (F)	Total TSDC Per Unit (G=E*F)
565	Day Care Center	1,000 SFGFA	13.75	33%	4.54	1.68	7.62	\$4,170	\$31,790
817	Nursery (Garden Center)	1,000 SFGFA	9.04	100%	9.04	1.68	15.19	\$4,170	\$63,335
820	Shopping Center	1,000 SFGLA	3.71	50%	1.86	1.68	3.13	\$4,170	\$13,033
850	Supermarket	1,000 SFGFA	8.37	39%	3.24	1.68	5.45	\$4,170	\$22,723
851	Convenience Market (Open 24 Hours)	1,000 SFGFA	53.42	33%	17.38	1.68	29.19	\$4,170	\$121,735
931	Quality Restaurant	1,000 SFGFA	9.02	43%	3.83	1.68	6.44	\$4,170	\$26,858
932	High-Turnover (Sit-Down) Restaurant	1,000 SFGFA	18.49	40%	7.35	1.68	12.35	\$4,170	\$51,493
933	Fast-Food Restaurant without Drive-Through	1,000 SFGFA	52.40	40%	20.83	1.68	34.99	\$4,170	\$145,930
934	Fast-Food Restaurant with Drive-Through	1,000 SFGFA	47.30	41%	19.37	1.68	32.54	\$4,170	\$135,685
937	Coffee/Donut Shop with Drive-Through	1,000 SFGFA	36.16	41%	14.81	1.68	24.87	\$4,170	\$103,729
944	Gasoline/Service Station	Vehicle fueling position	15.65	35%	5.48	1.68	9.20	\$4,170	\$38,376

Note: 2021 Calcs based on 2021-22 rate of \$4,170.30 per person trip (fee schedule rate of \$7,146.22 per SFD which generates 1.71 trips per unit)

### III.B.2.c Oregon City

The transportation SDC charged by Oregon City is the sum of two separate charges, one for vehicle trips and a separate rate for bike and pedestrian trips. An additional bike/ped SDC is charged to residential uses on top of these two charges but is outside of the scope of this assignment.

The vehicle portion of the transportation SDC is calculated using PM peak hour vehicle trips and a primary trip adjustment unique to each land use. As with other cities, the land uses use 1,000 square feet of gross floor area as the unit for which new development is charged except for gas stations, which are charged based on the number of fueling positions being added. To calculate the transportation SDC, PM peak hour vehicle trip rates for each land use are multiplied by a primary trip adjustment factor which reduces the burden on those land uses generating fewer primary trips. The resultant PM peak hour vehicle trip rate is then multiplied by the vehicle SDC rate per trip, \$9,146 in 2021 for Oregon City, to determine the vehicle SDC per unit of development.

**Exhibit 14: Oregon City Vehicle SDC Methodology Table**

ITE Code	Land Use	Unit	Primary Trip PM Peak Hour Vehicle Trip (A)	Primary Trip Adjustments as a Percent of Total (B)	Adjusted P.M. Peak Hour Vehicle Trips (C=A*B)	Vehicle TSDC Per Trip (D)	Vehicle TSDC (E=C*D)
565	Day Care Center	1,000 SFGFA	13.75	33%	4.54	\$9,146	\$41,500
817	Nursery (Garden Center)	1,000 SFGFA	9.04	100%	9.04	\$9,146	\$82,681
820	Shopping Center	1,000 SFGFA	3.71	50%	1.86	\$9,146	\$16,966
850	Supermarket	1,000 SFGFA	8.37	39%	3.26	\$9,146	\$29,856
851	Convenience Market	1,000 SFGFA	53.42	33%	17.63	\$9,146	\$161,233
930	Fast Casual Restaurant	1,000 SFGFA				\$9,146	
931	Quality Restaurant	1,000 SFGFA	9.02	43%	3.88	\$9,146	\$35,474
932	High-Turnover (Sit-Down) Restaurant	1,000 SFGFA	18.49	40%	7.40	\$9,146	\$67,644
934	Fast-Food Restaurant with Drive-Through Window	1,000 SFGFA	47.3	41%	19.39	\$9,146	\$177,370
937	Coffee/Donut Shop with Drive-Through Window	1,000 SFGFA	36.16	41%	14.83	\$9,146	\$135,596
944	Gasoline/Service Station	Vehicle fueling position	15.65	35%	5.48	\$9,146	\$50,098

FY 2021-22 Fee estimate based on vehicle fee of \$9,146.08 and bike/ped fee of \$598.04 per trip (\$9,329 and \$610 per SFD at a trip rate of 1.02) as stated in latest update from Oregon City Public Works.

Oregon City also charges a bike/ped fee to all uses. As with the vehicle fee, most land uses are charged on 1,000 square feet of gross floor area with the exception of gas stations which are charged based on vehicle fueling positions. As shown below in **Exhibit 15**, bike/ped trips are estimated based on units of development and then multiplied by the bike/ped transportation SDC rate of \$598.04 per trip.

**Exhibit 15: Oregon City Bike/Ped SDC Methodology Table**

ITE Code	Land Use	Unit	Bike/Ped Trips (F)	Bike/Ped TSDC per Trip (G)	Bike/Ped TSDC (H=F*G)
565	Day Care Center	1,000 SFGFA	0.1	\$598.04	\$60
817	Nursery (Garden Center)	1,000 SFGFA	0.1	\$598.04	\$60
820	Shopping Center	1,000 SFGFA	0.2	\$598.04	\$120
850	Supermarket	1,000 SFGFA	0.1	\$598.04	\$60
851	Convenience Market	1,000 SFGFA	2	\$598.04	\$1,196
930	Fast Casual Restaurant	1,000 SFGFA		\$598.04	
931	Quality Restaurant	1,000 SFGFA	0.1	\$598.04	\$60
932	High-Turnover (Sit-Down) Restaurant	1,000 SFGFA	0.4	\$598.04	\$239
934	Fast-Food Restaurant with Drive-Through Window	1,000 SFGFA	2	\$598.04	\$1,196
937	Coffee/Donut Shop with Drive-Through Window	1,000 SFGFA	2	\$598.04	\$1,196
944	Gasoline/Service Station	Vehicle fueling position	0.1	\$598.04	\$60

FY 2021-22 Fee estimate based on vehicle fee of \$9,146.08 and bike/ped fee of \$598.04 per trip (\$9,329 and \$610 per SFD at a trip rate of 1.02) as stated in latest update from Oregon City Public Works.

Adding the two charges together, as shown in **Exhibit 16** below, results in the Oregon City transportation SDC for each land use in question.

**Exhibit 16: Total Oregon City Transportation SDC by Land Use**

ITE Code	Land Use	Unit	Vehicle TSDC (E=C*D)	Bike/Ped TSDC (H=F*G)	Total TSDC (I=E+H)
565	Day Care Center	1,000 SFGFA	\$41,500	\$60	\$41,560
817	Nursery (Garden Center)	1,000 SFGFA	\$82,681	\$60	\$82,740
820	Shopping Center	1,000 SFGFA	\$16,966	\$120	\$17,086
850	Supermarket	1,000 SFGFA	\$29,856	\$60	\$29,915
851	Convenience Market	1,000 SFGFA	\$161,233	\$1,196	\$162,429
930	Fast Casual Restaurant	1,000 SFGFA			
931	Quality Restaurant	1,000 SFGFA	\$35,474	\$60	\$35,534
932	High-Turnover (Sit-Down) Restaurant	1,000 SFGFA	\$67,644	\$239	\$67,884
934	Fast-Food Restaurant with Drive-Through Window	1,000 SFGFA	\$177,370	\$1,196	\$178,566
937	Coffee/Donut Shop with Drive-Through Window	1,000 SFGFA	\$135,596	\$1,196	\$136,792
944	Gasoline/Service Station	Vehicle fueling position	\$50,098	\$60	\$50,157

FY 2021-22 Fee estimate based on vehicle fee of \$9,146.08 and bike/ped fee of \$598.04 per trip (\$9,329 and \$610 per SFD at a trip rate of 1.02) as stated in latest update from Oregon City Public Works.

III.B.2.d Salem

The transportation SDC charged by Salem is calculated using average daily vehicle trips and adjustments for pass-by trips as well as trip length. As with the cities discussed above, the land uses use 1,000 square feet of gross floor area as the unit for which new development is charged except for gas stations, which are charged based on the number of fueling positions being added. To calculate the transportation SDC, average daily vehicle trip rates for each land are multiplied by a trip length adjustment factor specific to the land use, reducing the burden on land uses to which trips tend to be shorter. The adjusted trip rate is then multiplied by a linked trip reduction factor, reducing the burden on land uses generating fewer primary trips. (**Exhibit 17**). The resultant average daily vehicle trip rate is then multiplied by the transportation SDC rate per trip, \$429 in 2021 for Salem, to determine the total transportation SDC per unit of development.

**Exhibit 17: Salem Transportation SDC Methodology Table**

ITE Code	Land Use	Unit	Daily Trip Rate (A)	Trip Length Factor (B)	Adjusted Trip Rate (C=A*B)	Linked Trip Factor (D)	Net New Trips (E=C*D)	TSDC Per Trip (F)	Total TSDC per Unit (G=E*F)
565	Day Care Center	1,000 SFGFA	47.62	0.23	10.95	1	10.95	\$429	\$4,699
817	Nursery (Garden Center)	1,000 SFGFA	68.1	0.49	33.37	0.75	25.03	\$429	\$10,736
820	Shopping Center	1,000 SFGFA	37.75	0.33	12.46	0.5	6.23	\$429	\$2,672
850	Supermarket	1,000 SFGFA	106.78	0.14	14.95	0.46	6.88	\$429	\$2,950
851	Convenience Market	1,000 SFGFA	762.28	0.08	60.98	0.35	21.34	\$429	\$9,157
930	Fast Casual Restaurant	1,000 SFGFA	315.17	0.19	59.88	0.75	44.91	\$429	\$19,267
931	Quality Restaurant	1,000 SFGFA	83.84	0.65	54.50	0.75	40.87	\$429	\$17,534
932	High-Turnover (Sit-Down) Restaurant	1,000 SFGFA	112.18	0.19	21.31	0.75	15.99	\$429	\$6,858
933	Fast-Food Restaurant without Drive-Through Window	1,000 SFGFA	346.23	0.09	31.16	0.75	23.37	\$429	\$10,026
934	Fast-Food Restaurant with Drive-Through Window	1,000 SFGFA	470.95	0.09	42.39	0.51	21.62	\$429	\$9,274
937	Coffee/Donut Shop with Drive-Through Window	1,000 SFGFA	820.38	0.09	73.83	0.51	37.66	\$429	\$16,154
944	Gasoline/Service Station	1,000 SFGFA	172.01	0.07	12.04	0.77	9.27	\$429	\$3,977
960	Super Convenience Market/Gas Station	Vehicle Fueling Stations	837.58	0.32	268.03	0.22	58.97	\$429	\$25,296

Note: \$429/Daily Trip, "Trips"= raw trips \* linked trip factor \* trip length factor

III.B.2.e Canby

The transportation SDC charged by Canby is calculated using average daily person trip ends, a primary trip adjustment and a trip length adjustment unique to each land use. As with other cities discussed above, the land uses use 1,000 square feet of gross floor area as the unit for which new development is charged except for gas stations, which are charged based on the number of fueling positions being added. To calculate the transportation SDC, average weekday vehicle trip rates for each land use are multiplied by a primary trip adjustment factor which reduces the burden on those land uses generating fewer primary trips. The adjusted trip rate is then multiplied by the industry standard person trip adjustment factor of 1.68 to determine person trips (vehicle trips plus bike, pedestrian, transit, and other trips). Finally, the adjusted person trip rate is multiplied by a trip length adjustment factor meant to account for the length of average trips to given land uses. The resultant adjusted average daily person trip rate is then multiplied by the transportation SDC rate per trip to determine the total transportation SDC per unit of development.

III.B.2.f Keizer

The transportation SDC methodology report was not available for Keizer. Their transportation SDCs are listed in detail in their 2021 fee schedule and that document indicated that fees were based on average daily trips.

### III.B.3. Housing Affordability Considerations in SDC Methodologies

Woodburn City staff further requested that FCS GROUP examine how the seven cities listed above have crafted their transportation SDC methodologies or policies to minimize the burden of transportation SDCs on single- and multi-family developments that are targeted towards low-income households, based on ranges of Area Median Income (AMI) and thresholds as defined by the City. Some cities in this research task do observe discount rates for housing development. Specifically, Oregon City provides a 10% discount to all mixed use residential uses on the vehicle component of their SDC. Further, cities provide discounts to development in specific areas of the city. For example, transportation SDCs are cut by about 55% for the Keizer Station area. A similar program is available in Oregon City. FCS GROUP did not find a program in any of these cities which targets transportation SDC reductions to housing for specific income types, however.

A city outside of the scope of this study, Cottage Grove, does have a program to reduce the burden of SDCs on targeted housing developments. Their program enables the City to provide relief on SDCs to nonprofit or government agency developers. The program is funded with up to \$100,000 per year from various non-SDC sources in the city budget.

### III.B.4. Construction Excise Tax

The 2016 passage of Senate Bill 1533 (SB 1533) authorizes the implementation of construction excise taxes (CETs) to help pay for affordable housing programs. A CET is a fee that is assessed based on a percentage of “permit value” or the value added to a structure by new construction. SB 1533 stipulates that the majority of CET revenue that is collected must be spent on the provision of affordable housing, though there is some variation in the required use of CET revenue between commercial and residential construction. In the case of both residential and commercial construction, the vast majority can be used to pay down SDCs if the associated project will provide housing affordable to those making 80% of the area median income.

### III.B.5. Case Study: Bend

Cities across the state have elected to enact CETs since 2016 with many using Bend as an example for how the program can be administered. The program is summarized below.

Prior to the statewide ban on CETs for affordable housing, the City of Bend adopted a CET to fund affordable housing development. Bend’s City Council elected to assess a tax of 1/3 of 1% (0.33%) on building permit valuation for commercial, industrial and residential construction in the City. This fee is assessed on all building permits processed by the City regardless of value or whether or not the permit proposes to add square footage to an existing building. Funds accrued through Bend’s CET are deposited in a special revenue fund whose proceeds can only be spent on affordable housing programs.

In order to allocate the funds accrued through their CET, Bend annually releases an RFP highlighting the amount available for projects and eligible activities. These proposals are considered by Bend’s Affordable Housing Advisory Committee (AHAC), a nine member body appointed by the City Council and tasked with advising council on matters related to housing affordability. As a matter of code (1.20.080.C), the makeup of the AHAC is required to include representatives for home builders, real estate agents, tenant organizations, affordable housing developers and others.

Broadly, priorities for which programs receive funding are determined based on Goal #1 of Bend's Community Development Block Grant Consolidated Plan:

*“Funding will be directed toward activities that produce and preserve both renter- and owner-occupied affordable housing. Consideration will be given to projects that accomplish at least one of the following: Create new Rental Units, Home Ownership, Land Acquisition and Infrastructure Development, Purchase and Preserve existing Low Income Housing, Transitional Housing, or Permanent Supportive Housing for Homeless”.*

In addition to this goal, Bend expresses preference towards projects that leverage outside funding sources, well defined projects, sponsors which have sufficient staff and capacity to implement the proposal and “shovel-readiness”.

Between 2006 and 2016, Bend's CET leveraged over \$60 million in Federal and State funding as well as over \$14 million in private funding towards the development of over 500 multi-family units and 76 single-family homes. The rental or purchase prices for these housing units are intended to be affordable for families earning between 50% and 80% of median family income in Deschutes County.

## APPENDIX A: PROJECT LIST

Project Number	Project Type	Cost	Description	Improvement Fee Eligibility	Outside Funding	SDC-Eligible Cost
R-1	Roadway	\$1,700,000	Widen roadway to include two lanes in each direction and a two-way left-turn lane (in conjunction with pedestrian and bicycle facility improvements) in coordination with ODOT	33.90%	\$1,000,000	\$576,294
R-2	Roadway	\$20,300,000	Widen roadway to include two lanes in each direction and a two-way left-turn lane, including changes to signal timing as appropriate, in coordination with ODOT (and in conjunction with bicycle facility improvements)	23.75%	\$17,000,000	\$3,300,000
R-3	Roadway	\$12,300,000	As identified in the Highway 99E Corridor Plan, widen roadway to provide a continuous two-way left-turn lane and wider shoulders, including changes to signal timing as appropriate, in coordination with ODOT (and in conjunction with pedestrian and bicycle facility improvements)	19.15%	\$10,000,000	\$2,300,000
R-4	Roadway	\$0	Upgrade to Service Collector urban standards including bicycle and pedestrian enhancements	52.82%		\$0
R-5	Roadway	\$0	Upgrade to Minor Arterial urban standards including bicycle and pedestrian enhancements	44.20%		\$0
R-6	Roadway	\$0	Upgrade to Service Collector urban standards including bicycle and pedestrian enhancements	64.04%		\$0
R-7	Roadway	\$15,000	Investigate corridor signal timing and coordination adjustments in coordination with ODOT	37.07%		\$5,560
R-8	Roadway	\$15,000	Investigate corridor signal timing and coordination adjustments in coordination with ODOT	39.22%		\$5,882
R-9	Roadway	\$15,000	Investigate corridor signal timing and coordination adjustments in coordination with ODOT	39.13%		\$5,870
R-10	Roadway	\$15,000	Investigate corridor signal timing and coordination adjustments in coordination with ODOT	39.86%		\$5,980
R-11	Roadway	\$1,000,000	Install intersection capacity improvement such as traffic signal (if warranted), turn lanes, or roundabout in coordination with ODOT	21.22%		\$212,224
R-12	Roadway	\$1,000,000	Install intersection capacity improvement such as traffic signal (if warranted), turn lanes, or roundabout in coordination with ODOT	16.37%		\$163,727
R-13	Roadway	\$900,000	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	19.40%		\$174,638
R-14	Roadway	\$500,000	Install intersection capacity improvement such as traffic signal (if warranted), turn lanes, or roundabout	46.74%		\$233,676



Project Number	Project Type	Cost	Description	Improvement Fee Eligibility	Outside Funding	SDC-Eligible Cost
R-15	Roadway	\$50,000	Reconfigure the westbound approach to incorporate one left-turn lane and one thru right turn lane in coordination with ODOT	17.93%		\$8,965
R-16	Roadway	\$500,000	Install a shared through-right turn lane on the eastbound approach and reconfigure the existing approach lane as a separate left turn lane in coordination with ODOT	19.51%		\$97,545
R-17	Roadway	\$550,000	As identified in the Highway 99E Corridor Plan, install a third westbound lane to provide separate left, thru, and right turn lanes in coordination with ODOT. Implement protected-permissive left-turn phasing on the eastbound and westbound approaches.	24.53%		\$134,917
R-18	Roadway	\$1,000,000	Install intersection capacity improvement such as traffic signal (if warranted), turn lanes, or roundabout in coordination with ODOT. Consideration should be given to railroad preemption and the proximity to the signalized intersection at OR 99E and Young Street.	26.20%		\$262,036
R-19	Roadway	\$5,100,000	Extend Ben Brown Lane to Evergreen Road as an Access Street	100.00%	\$3,060,000	\$2,040,000
R-20	Roadway	\$4,750,000	Extend south to Parr Road	100.00%	\$2,850,000	\$1,900,000
R-21	Roadway	\$7,300,000	Extend south to UGB	100.00%	\$4,380,000	\$2,920,000
R-22	Roadway	\$800,000	Extend south to the South Arterial	100.00%	\$480,000	\$320,000
R-23	Roadway	\$1,800,000	Construct a new Local Industrial Street connecting the southern extensions of Stacy Allison Way and Evergreen Road	100.00%	\$1,080,000	\$720,000
R-24	Roadway	\$1,900,000	Upgrade the existing roadway to Access Street standards and extend north to Harvard Drive including bicycle and pedestrian enhancements	97.01%		\$1,843,114
R-26	Roadway	\$100,000	Evaluate the intersection layout, control, signing, and striping, including any sight distance constraints in coordination with ODOT	20.53%		\$20,530
R-27	Roadway	\$12,250,000	Construct the Southern Arterial from Evergreen Road to OR 99E (2 lanes)	27.17%	\$8,000,000	\$3,328,597
R-28	Roadway	\$100,000	Modify the intersection layout to address truck turning movement constraints	50.00%		\$50,000
R-29	Roadway	\$60,000	As identified in the Highway 99E Corridor Plan, close vehicular access to George Street from Hillsboro Silverton Highway when future local street access is provided to the east	44.37%		\$26,620
S-2	Safety	\$50,000	Enhanced signs and pavement markings (e.g. stop signs, warning signs, and/or beacons)	46.36%		\$23,181

Project Number	Project Type	Cost	Description	Improvement Fee Eligibility	Outside Funding	SDC-Eligible Cost
S-3	Safety	\$100,000	Evaluate the intersection layout, signing, and striping in correlation to the railroad tracks. Provide clarification for westbound drivers trying to proceed through the intersection	14.61%		\$14,611
S-4	Safety	\$2,150,000	As identified in the Highway 99E Corridor Plan, update roadway lighting to meet ODOT roadway lighting standards in coordination with ODOT	0.00%		\$0
S-5	Safety	\$60,000	As identified in the Highway 99E Corridor Plan and in coordination with ODOT: Restrict left-turn movements and eventually close the Silverton Avenue intersection on OR 99E and vacate the segment of Silverton Avenue between OR 99E and Birds Eye Avenue Restrict left-turn movements onto Birds Eye Avenue from Hillsboro Silverton Highway and eventually close the Birds Eye Avenue intersection on Hillsboro Silverton Highway and vacate the segment of Birds Eye Avenue between Hillsboro Silverton Highway and Silverton Avenue	23.30%		\$13,981
S-6	Safety	\$100,000	Evaluate the intersection layout, signing, and striping in coordination with ODOT, including any sight distance constraints. Consider restricting the southbound left turn movement	41.91%		\$41,912
S-7	Safety	\$1,000,000	Modify intersection to address existing sight distance and geometric limitations	52.80%		\$527,991
S-8	Safety	\$100,000	Evaluate traffic safety along OR 99E, OR 219/OR214, Front Street, Evergreen Road, and other key corridors to identify appropriate countermeasures	0.00%		\$0
S-9	Safety	\$2,000,000	Enhanced traffic control (traffic signal, roundabout, or other appropriate geometric enhancements)	11.46%		\$229,102
T-1	Transit	\$5,000	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)	27.17%		\$1,359

Project Number	Project Type	Cost	Description	Improvement Fee Eligibility	Outside Funding	SDC-Eligible Cost
T-2	Transit	\$5,000	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)	0.00%		\$0
T-3	Transit	\$5,000	Coordinate with Woodburn Transit to deliver service enhancements funded through the STIF: Addition of weekend service for Woodburn Transit Service fixed route and paratransit services (Sat. 9am-5pm, Sun.9am-3pm) by up to 2,156 revenue hours (FY20-21). (100% funding level 2020-21)	27.17%		\$1,359
T-4	Transit	\$5,000	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)	27.17%		\$1,359
T-5	Transit	\$5,000	Coordinate with Woodburn Transit to deliver service enhancements funded through the STIF: Modify the existing 60-min. fixed route by adding a new 30 min. route that serves high frequency stops (up to 1,456 revenue hours); this service will operate Saturdays (9am- 5pm) and Sundays (9am-3pm). Also includes Dial-a-Ride (DAR) service. (130% funding level 2020-21)	27.17%		\$1,359
T-6	Transit	\$0	Increase frequency of existing route to 30 minutes	27.17%		\$0
T-7	Transit	\$0	Convert existing route to two-way operations	0.00%		\$0
T-8	Transit	\$5,000	Work with Woodburn Transit as growth occurs to provide new or re-routed service to other areas of Woodburn including: <ul style="list-style-type: none"> <li>• Parr Road via an extension of Evergreen Road• Crosby Road</li> <li>• Butteville Road</li> <li>• The employment center southwest of the I-5/OR 214 interchange</li> <li>• Woodburn Industrial Park along the Progress Way and Industrial Avenue corridors</li> <li>• Gateway subarea between Front Street and Mill Creek</li> <li>• Neighborhoods in southeast Woodburn</li> </ul>	0.00%		\$0

Project Number	Project Type	Cost	Description	Improvement Fee Eligibility	Outside Funding	SDC-Eligible Cost
T-9	Transit	\$5,000	Coordinate with Woodburn Transit to establish a free shuttle between the Woodburn Company Stores and Downtown Woodburn, hourly during peak shopping and entertainment hours'	27.17%		\$1,359
T-10	Transit	\$5,000	Coordinate with Woodburn Transit and major employers to establish a peak-only employer shuttle	27.17%		\$1,359
T-11	Transit	\$5,000	Coordinate with Cherriots to deliver service enhancements funded through the STIF: Expand service for up to 7,557 revenue hours on urban & rural Regional services. Includes startup costs for hiring new employees, and coordination of schedules with connecting services. Also establishes a Youth fare category (ages 6-18).(100% funding level 2020-21)	27.17%		\$1,359
T-12	Transit	\$5,000	Coordinate with Cherriots to deliver service enhancements funded through the STIF: Establish one new Regional route from Keizer to Wilsonville with a stop at the Woodburn Memorial Park and Ride. Increase service on weekdays by 30 percent on urban & rural Regional services by up to 5,245 revenue hours. (130% funding level 2020-21)	27.17%		\$1,359
T-13	Transit	\$5,000	Coordinate with Cherriots to deliver service enhancements funded through the STIF: Add Saturday service to urban & rural Cherriots Regional services with up to 3,919 revenue hours of new service (FY20-21). Includes coordination of schedules with other connecting services. (100% funding level 2020-21)	27.17%		\$1,359
T-14	Transit	\$5,000	Coordinate with Cherriots to deliver service enhancements funded through the STIF: Add 30 percent more Saturday service to urban & rural Regional services by up to 215 revenue hours (FY20-21). In FY21, adds 6 holidays to the same routes. Includes coordination of schedules with connecting services. (130% funding level 2020-21)	27.17%		\$1,359
T-15	Transit	\$5,000		0.00%		\$0
T-16	Transit	\$5,000	Coordinate with Cherriots to provide a stop in Woodburn for SMART Route 1X, providing service to WES station in Wilsonville and downtown Salem	27.17%		\$1,359
T-17	Transit	\$5,000	Coordinate with Cherriots to consider further new service connections for Woodburn including: • Service to Portland - connect to TriMet via the Tualatin Park-and-Ride, directly into downtown Portland, or the MAX Orange Line light rail service. • Demand-responsive service to Hubbard one day per week	0.00%		\$0
T-18	Transit	\$25,000	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	0.00%		\$0
T-19	Transit	\$5,000	New shelter	0.00%		\$0

Project Number	Project Type	Cost	Description	Improvement Fee Eligibility	Outside Funding	SDC-Eligible Cost
T-20	Transit	\$5,000	New shelter	0.00%		\$0
T-21	Transit	\$5,000	Investigate transferring the paratransit system to a local social service agency	0.00%		\$0
P-1	Pedestrian	\$0	Install new sidewalks in coordination with ODOT	27.17%		\$0
P-2	Pedestrian	\$0	Remove existing sidewalks and install new sidewalks in coordination with ODOT	0.00%		\$0
P-3	Pedestrian	\$0	Install new sidewalks in coordination with ODOT	27.17%		\$0
P-4	Pedestrian	\$1,500,000	Install new sidewalks in coordination with ODOT	27.17%		\$407,583
P-5	Pedestrian	\$0	Install new sidewalks	27.17%		\$0
P-6	Pedestrian	\$200,000	Fill in the gaps	27.17%		\$54,344
P-7	Pedestrian	\$150,000	Install new sidewalks on one side	27.17%		\$40,758
P-8	Pedestrian	\$300,000	Install new sidewalks on one side. This project improves safe routes to school for Nellie Muir Elementary School, Heritage Elementary School, and Valor Middle School	27.17%		\$81,517
P-9	Pedestrian	\$800,000	Install new sidewalks. This project improves safe routes to school for Heritage Elementary School and Valor Middle School	27.17%		\$217,378
P-10	Pedestrian	\$400,000	install new sidewalks on one side. This project improves safe routes to school for Woodburn High School	27.17%		\$108,689
P-11	Pedestrian	\$200,000	Fill in the gaps	0.00%		\$0
P-12	Pedestrian	\$500,000	Install new sidewalks in coordination with ODOT	27.17%		\$135,861
P-13	Pedestrian	\$600,000	Fill in the gaps. This project improves safe routes to school for Nellie Muir Elementary School	0.00%		\$0
P-14	Pedestrian	\$0	Install new sidewalks. This project improves safe routes to school for Heritage Elementary School and Valor Middle School	27.17%		\$0
P-15	Pedestrian	\$450,000	Fill in the gaps. This project improves safe routes to school for Washington Elementary School	0.00%		\$0
P-16	Pedestrian	\$500,000	Install new sidewalks	27.17%		\$135,861
P-17	Pedestrian	\$850,000	Install new sidewalks	27.17%		\$230,964
P-18	Pedestrian	\$450,000	Fill in the gaps. This project improves safe routes to school for Washington Elementary School	27.17%		\$122,275
P-19	Pedestrian	\$0	Fill in the gaps	27.17%		\$0

Project Number	Project Type	Cost	Description	Improvement Fee Eligibility	Outside Funding	SDC-Eligible Cost
P-20	Pedestrian	\$650,000	Fill in the gaps	27.17%		\$176,619
P-21	Pedestrian	\$250,000	Install new sidewalks on one side	27.17%		\$67,931
P-22	Pedestrian	\$0	Install new sidewalks	27.17%		\$0
P-23	Pedestrian	\$250,000	Install new sidewalks	27.17%		\$67,931
P-24	Pedestrian	\$150,000	Fill in the gaps.	27.17%		\$40,758
P-25	Pedestrian	\$350,000	Fill in the gaps. This project improves safe routes to school for Washington Elementary School	27.17%		\$95,103
P-26	Pedestrian	\$65,000	Install new sidewalks on one side. This project improves safe routes to school for Washington Elementary School	27.17%		\$17,662
P-27	Pedestrian	\$350,000	Install new sidewalks on both sides	27.17%		\$95,103
P-28	Pedestrian	\$400,000	Install new sidewalks. This project improves safe routes to school for Nellie Muir Elementary School	27.17%		\$108,689
P-29	Pedestrian	\$200,000	Fill in the gaps	27.17%		\$54,344
P-30	Pedestrian	\$150,000	Install new sidewalks on one side	27.17%		\$40,758
P-31	Pedestrian	\$900,000	Install new sidewalks on one side	27.17%		\$244,550
P-32	Pedestrian	\$15,000	Construct ADA-compliant ramps and sidewalks on the east leg of the intersection	27.17%		\$4,076
P-33	Pedestrian	\$15,000	Construct ADA-compliant ramps and sidewalks on the east leg of the intersection. This project improves safe routes to school for St Luke's School	27.17%		\$4,076
P-34	Pedestrian	\$65,000	Install an enhanced pedestrian crossing. This project improves safe routes to school for Nellie Muir Elementary School	27.17%		\$17,662
P-35	Pedestrian	\$65,000	Install an enhanced pedestrian crossing. This project improves access to Legion Park	0.00%		\$0
P-36	Pedestrian	\$65,000	Install an enhanced pedestrian crossing. This project improves safe routes to school for Woodburn High School	0.00%		\$0
P-37	Pedestrian	\$150,000	As identified in the Woodburn OR 214/OR 99E Pedestrian Safety Study, update the existing crossing to an enhanced pedestrian crossing with a pedestrian hybrid beacon coordinated with the surrounding traffic signals in coordination with ODOT. This project improves safe routes to school for Woodburn High School	0.00%		\$0

Project Number	Project Type	Cost	Description	Improvement Fee Eligibility	Outside Funding	SDC-Eligible Cost
P-38	Pedestrian	\$605,000	As identified in the Highway 99E Corridor Plan, install countdown pedestrian timers and construct ADA enhancements at key signalized intersections along OR 99E in coordination with ODOT, including: <ul style="list-style-type: none"> <li>• OR 214/OR 211</li> <li>• Hardcastle Avenue</li> <li>• Lincoln Road</li> <li>• Young Street</li> </ul>	0.00%		\$0
P-39	Pedestrian	\$950,000	As identified in the Highway 99E Corridor Plan, install curb extensions on minor street legs of intersections (curb extensions to shorten pedestrian crossing distances parallel to OR 99E, not for crossing of OR 99E) between Arlington Street and Cleveland Street (up to 8 locations) in coordination with ODOT. Potential locations include: <ul style="list-style-type: none"> <li>• Alexandria Avenue</li> <li>• James Street</li> <li>• Williams Street</li> <li>• Blaine Street</li> <li>• Aztec Drive</li> <li>• Laurel Avenue</li> <li>• Tomlin Avenue</li> </ul>	0.00%		\$0
P-40	Pedestrian	\$75,000	As identified in the Woodburn OR 214/OR 99E Pedestrian Safety Study, install an enhanced pedestrian crossing in coordination with ODOT, that may include raised median refuge island, sidewalk infill, supplemental street lighting, and a potential RRFB (RRFB cost not included).	0.00%		\$0
P-41	Pedestrian	\$75,000	As identified in the Woodburn OR 214/OR 99E Pedestrian Safety Study, install an enhanced pedestrian crossing in coordination with ODOT, that may include raised median refuge island, sidewalk infill, supplemental street lighting, and a potential RRFB (RRFB cost not included).	0.00%		\$0
P-42	Pedestrian	\$75,000	As identified in the Woodburn OR 214/OR 99E Pedestrian Safety Study, install an enhanced pedestrian crossing in coordination with ODOT, that may include raised median refuge island, sidewalk infill, supplemental street lighting, and a potential RRFB (RRFB cost not included).	0.00%		\$0
P-43	Pedestrian	\$75,000	As identified in the Woodburn OR 214/OR 99E Pedestrian Safety Study, install an enhanced pedestrian crossing in coordination with ODOT, that may include raised median refuge island, sidewalk infill, supplemental street lighting, and a potential RRFB (RRFB cost not included).	0.00%		\$0

Project Number	Project Type	Cost	Description	Improvement Fee Eligibility	Outside Funding	SDC-Eligible Cost
P-44	Pedestrian	\$75,000	As identified in the Woodburn OR 214/OR 99E Pedestrian Safety Study, install an enhanced pedestrian crossing in coordination with ODOT, that may include raised median refuge island, sidewalk infill, supplemental street lighting, and a potential RRFB (RRFB cost not included).	0.00%		\$0
P-45	Pedestrian	\$65,000	Install an enhanced pedestrian crossing. This project improves safe routes to school for Woodburn High School	0.00%		\$0
P-46	Pedestrian	\$2,000,000	As identified in the Mill Creek Greenway Master Plan, construct a multi-use path including at-grade mid-block crossing treatments at the following street connections: <ul style="list-style-type: none"> <li>• Hazelnut Drive</li> <li>• Bulldog Drive (east crossing)</li> <li>• OR 214 (state highway)</li> <li>• Hardcastle Avenue</li> <li>• Lincoln Street</li> <li>• Young Street</li> <li>• Cleveland Street and railroad tracks</li> </ul> This project improves safe routes to school for Woodburn High School	27.17%		\$543,444
P-47	Pedestrian	\$700,000	As identified in the Mill Creek Greenway Master Plan, construct a multi-use path including at-grade mid-block crossing treatments at the following street connections: <ul style="list-style-type: none"> <li>• Bulldog Drive (west crossing)</li> <li>• Meridian Drive</li> <li>• Boones Ferry Road</li> </ul> This project improves safe routes to school for Woodburn High School, Lincoln Elementary School, and French Prairie Middle School	27.17%		\$190,206
P-48	Pedestrian	\$900,000	As identified in the Mill Creek Greenway Master Plan, construct a multi-use path including at-grade mid-block crossing treatments at the following street connections: <ul style="list-style-type: none"> <li>• Parr Road</li> <li>• Ben Brown Lane</li> <li>• Settlemier Avenue</li> <li>• Front Street and railroad tracks</li> </ul> This project improves safe routes to school for Heritage Elementary School and Valor Middle School	27.17%		\$244,550
P-49	Pedestrian	\$150,000	Construct a multi-use path extending from Evergreen Road south to planned Mill Creek Greenway	27.17%		\$40,758
P-50	Pedestrian	\$90,000	As identified in the Mill Creek Greenway Master Plan, construct a north-south multiuse path connection between Hardcastle Avenue and Lincoln Street, west of Washington Elementary School. This project improves safe routes to school for Washington Elementary School	27.17%		\$24,455



Project Number	Project Type	Cost	Description	Improvement Fee Eligibility	Outside Funding	SDC-Eligible Cost
P-51	Pedestrian	\$90,000	As identified in the Highway 99E Corridor Plan, construct extension of Mill Creek Greenway multi-use path to Belle Passi Road	27.17%		\$24,455
P-52	Pedestrian	\$20,000	Construct a connection between the Evergreen Road multi-use path and pedestrian facilities that are part of future development to the south	27.17%		\$5,434
P-53	Pedestrian	\$20,000	Construct a connection between the Centennial Park multi-use path and pedestrian facilities that are part of future development to the west	27.17%		\$5,434
P-54	Pedestrian	\$20,000	Construct a connection between Santiam Drive and pedestrian facilities that are part of future development to the south	27.17%		\$5,434
P-55	Pedestrian	\$80,000	As identified in the Highway 99E Corridor Plan and in coordination with ODOT, install a new accessway to OR 99E (near the Audrey Way intersection), may not connect directly as it runs parallel to OR 99E	27.17%		\$21,738
P-56	Pedestrian	\$45,000	As identified in the Highway 99E Corridor Plan and in coordination with ODOT, install a new accessway to OR 99E	27.17%		\$12,227
P-57	Pedestrian	\$25,000	As identified in the Highway 99E Corridor Plan and in coordination with ODOT, install a new accessway to OR 99E, may not connect directly as it runs parallel to OR 99E	27.17%		\$6,793
P-58	Pedestrian	\$55,000	As identified in the Highway 99E Corridor Plan and in coordination with ODOT, install a new accessway to OR 99E	27.17%		\$14,945
P-59	Pedestrian	\$55,000	As identified in the Highway 99E Corridor Plan and in coordination with ODOT, install a new accessway to OR 99E (possibly part of future street extension), may not connect directly as it runs parallel to OR 99E	27.17%		\$14,945
P-60	Pedestrian	\$25,000	Install a new accessway that connects A Street north to Cleveland Street and/or Mill Creek Greenway (western tributary)	27.17%		\$6,793
P-61	Pedestrian	\$70,000	Construct a multi-use path extending from Greenview Drive west to OR 99E	27.17%		\$19,021
P-62	Pedestrian	\$30,000	Provide wayfinding to bike routes, multiuse paths, parks, schools, and other essential destinations	0.00%		\$0
B-1	Bicycle	\$0	Widen roadway and install bike lanes in coordination with ODOT	27.17%		\$0
B-2	Bicycle	\$0	Widen roadway and install bike lanes in coordination with ODOT	27.17%		\$0
B-3	Bicycle	\$0	Widen roadway and install bike lanes in coordination with ODOT	27.17%		\$0
B-4	Bicycle	\$0	Widen roadway and install bike lanes in coordination with ODOT	27.17%		\$0
B-5	Bicycle	\$1,000,000	Widen roadway and install bike lanes in coordination with ODOT	27.17%		\$271,722

Project Number	Project Type	Cost	Description	Improvement Fee Eligibility	Outside Funding	SDC-Eligible Cost
B-6	Bicycle	\$3,200,000	Widen roadway and install bike lanes in coordination with ODOT	27.17%		\$869,511
B-7	Bicycle	\$0	Widen roadway and install bike lanes	27.17%		\$0
B-8	Bicycle	\$500,000	Widen roadway and install bike lanes	27.17%		\$135,861
B-9	Bicycle	\$500,000	Widen roadway and install bike lanes	27.17%		\$135,861
B-10	Bicycle	\$25,000	Install shared lane markings and signs. This project improves safe routes to school for Nellie Muir Elementary School, Heritage Elementary School, Valor Middle School, and St. Luke's School	0.00%		\$0
B-11	Bicycle	\$1,500,000	Widen roadway and install bike lanes	27.17%		\$407,583
B-12	Bicycle	\$8,050,000	Widen roadway and install bike lanes. This project improves safe routes to school for Woodburn High School, Heritage Elementary School, Valor Middle School, and St. Luke's School	27.17%		\$2,187,364
B-13	Bicycle	\$10,000	Install shared lane markings and signs	0.00%		\$0
B-14	Bicycle	\$10,000	Install shared lane markings and signs	0.00%		\$0
B-15	Bicycle	\$15,000	Perform a corridor evaluation that would consider design treatments to improve bicycle comfort and safety such as striping, signing, and wayfinding	0.00%		\$0
B-16	Bicycle	\$1,000,000	Widen roadway and install bike lanes in coordination with ODOT	27.17%		\$271,722
B-17	Bicycle	\$5,000	Install shared lane markings and signs in coordination with ODOT	27.17%		\$1,359
B-18	Bicycle	\$15,000	Enhance the parallel route of Harvard Drive from Stacy Allison Way to Evergreen Road in place of Stacy Allison Way. Install buffered bike lane striping on both sides of the roadway	0.00%		\$0
B-19	Bicycle	\$35,000	Install bike lane striping. This project improves safe routes to school for Nellie Muir Elementary School	0.00%		\$0
B-20	Bicycle	\$3,000,000	Widen roadway and install bike lanes. This project improves safe routes to school for Nellie Muir Elementary School	27.17%		\$815,167
B-21	Bicycle	\$0	Widen roadway and install bike lanes. This project improves safe routes to school for Heritage Elementary School and Valor Middle School	27.17%		\$0
B-22	Bicycle	\$20,000	Install shared lane markings and signs. This project improves safe routes to school for Washington Elementary School	0.00%		\$0

Project Number	Project Type	Cost	Description	Improvement Fee Eligibility	Outside Funding	SDC-Eligible Cost
B-23	Bicycle	\$55,000	Install bike lane striping. This project improves safe routes to school for Washington Elementary School	0.00%		\$0
B-24	Bicycle	\$15,000	Install shared lane markings and signs	0.00%		\$0
B-25	Bicycle	\$15,000	Install shared lane markings and signs. This project improves safe routes to school for Washington Elementary School	0.00%		\$0
B-26	Bicycle	\$20,000	Install shared lane markings and signs	0.00%		\$0
B-27	Bicycle	\$1,300,000	Widen roadway and install bike lanes	27.17%		\$353,239
B-28	Bicycle	\$15,000	Install bike lane striping	0.00%		\$0
B-29	Bicycle	\$0	Install shared lane markings and signs	0.00%		\$0
B-30	Bicycle	\$25,000	Install bike lane striping	0.00%		\$0
B-31	Bicycle	\$5,000	Install shared lane markings and signs	0.00%		\$0
B-32	Bicycle	\$20,000	Install shared lane markings and signs. This project improves safe routes to school for St Luke's School	0.00%		\$0
B-33	Bicycle	\$15,000	Install shared lane markings and signs. This project improves safe routes to school for Washington Elementary School	0.00%		\$0
B-34	Bicycle	\$20,000	Install shared lane markings and signs. This project improves safe routes to school for Washington Elementary School	0.00%		\$0
B-35	Bicycle	\$10,000	Install shared lane markings and signs	0.00%		\$0
B-36	Bicycle	\$40,000	Install bike lane striping	0.00%		\$0
B-37	Bicycle	\$10,000	Install shared lane markings and signs. This project improves safe routes to school for Nellie Muir Elementary School	0.00%		\$0
B-38	Bicycle	\$5,000	Install shared lane markings and signs. This project improves safe routes to school for Nellie Muir Elementary School	0.00%		\$0
B-39	Bicycle	\$10,000	Install shared lane markings and signs	0.00%		\$0
B-40	Bicycle	\$15,000	Install shared lane markings and signs	0.00%		\$0
B-41	Bicycle	\$30,000	Provide wayfinding to bike routes, multiuse paths, parks, schools, and other essential destinations	0.00%		\$0

Project Number	Project Type	Cost	Description	Improvement Fee Eligibility	Outside Funding	SDC-Eligible Cost
TDM-1	Transportation Demand Management	\$5,000	Coordinate a rideshare/carpool/vanpool program that regional commuters can use to find other commuters with similar routes to work	0.00%		\$0
TDM-2	Transportation Demand Management	\$5,000	Coordinate with employers to designate carpool/vanpool preferential parking	0.00%		\$0
TDM-3	Transportation Demand Management	\$5,000	Work with nearby cities, employers, transit service providers, and developers to collaborate on marketing for transportation options that provide an alternative to single-occupancy vehicles	0.00%		\$0
TDM-4	Transportation Demand Management	\$25,000	Update the Woodburn Development Ordinance to include strategies that encourage multi-modal transportation	0.00%		\$0
TDM-5	Transportation Demand Management	\$10,000	Modify the City's current parking policy to allow for the potential to charge for parking	0.00%		\$0
TDM-6	Transportation Demand Management	\$5,000	Work with Woodburn Transit to provide transit fare subsidies	0.00%		\$0
TDM-7	Transportation Demand Management	\$5,000	Work with employers to encourage TDM measures such as allowing employees to work at home one day a week and scheduling shift changes to occur outside of peak travel periods	0.00%		\$0
LU-1	Land Use	\$25,000	Establish neighborhood commercial and mixed-use nodes within the city	0.00%		\$0
LU-2	Land Use	\$25,000	Work with ODOT to develop alternative mobility targets at critical intersections along state highways.	0.00%		\$0
LU-3	Land Use	\$0	Through development, right-of-way dedications should be provided to facilitate the future planned transportation system in the vicinity of the proposed development	0.00%	\$0	\$0
LU-4	Land Use	\$0	Through development, half-street improvements (sidewalks, curb and gutter, bicycle lanes/paths, and/or travel lanes) should be provided along all site frontages that do not have full buildout improvements in place at the time of development	0.00%	\$0	\$0
AM-1	Asset Management	\$25,000	Develop access management standards that reflect functional classification of the roadway and that coordinate with the ODOT standards that regulate several major roadways in Woodburn	0.00%		\$0
AM-2	Asset Management	\$25,000	Investigate and implement opportunities to provide alternative access to nonstate facilities when reasonable access can occur (consistent with the State's Division 51 access management standards)	0.00%		\$0

Project Number	Project Type	Cost	Description	Improvement Fee Eligibility	Outside Funding	SDC-Eligible Cost
AM-3	Asset Management	\$25,000	Define a variance process for when the standard cannot be met	0.00%		\$0
AM-4	Asset Management	\$25,000	Establish an approach for access consolidation over time to move in the direction of the standards at each opportunity. Cross-over easements should be provided on all compatible parcels (topography, access, and land use) to facilitate future access between adjacent parcels and inter-parcel circulation.	0.00%		\$0
AM-5	Asset Management	\$25,000	Consider opportunities to restrict certain turning movements at accesses (such as a right in-right out access)	0.00%		\$0
RA-1	Rail	\$10,000	Establish a downtown Amtrak passenger rail stop along Front Street in downtown Woodburn, potentially as a public-private partnership at the "Y" property adjacent to Locomotive Park	0.00%		\$0
RA-2	Rail	\$10,000	Investigate the opportunity to remove private grade railroad crossings by providing alternative access to parcels as development and redevelopment occurs	0.00%		\$0
RA-3	Rail	\$5,000	Explore a passenger rail stop if commuter rail is extended between Wilsonville and Beaverton down to Salem	0.00%		\$0

Source: 2019 Woodburn Transportation System Plan

April 25, 2022

TO: Honorable Mayor and City Council

FROM: Jim Row, Assistant City Administrator  
Curtis Stultz, Public Works Director

SUBJECT: **Resolution Establishing Updated Transportation System Development Charges**

**RECOMMENDATION:**

Adopt a resolution establishing Transportation System Development Charges (SDCs), Interchange Management Area Charges, and an Alternative Calculation Fee pursuant to the recently updated Transportation System Development Charges methodology.

**BACKGROUND:**

Also on this evening's agenda, the City Council will consider updates to Ordinance 2438, the Transportation SDC Ordinance, to incorporate an updated Transportation SDC Methodology. Implementation of an updated Transportation SDC fee schedule is necessary in order to implement the recommendations of the Transportation System Plan, which was adopted by the City Council in 2019.

**DISCUSSION:**

Ordinance 2438 provides that the amounts of the Transportation SDCs shall be set by resolution. Transportation SDC Fees were most recently updated in 2008. The attached resolution establishes an updated Transportation SDC Fee Schedule, effective June 1, 2022.

**FINANCIAL IMPACT:**

The increased revenues that are expected to result from the updated methodology and fees are dependent upon the pace of continued development activities within the City.

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Agenda Item Review: City Administrator  City Attorney  Finance

**COUNCIL BILL NO. 3182**

**RESOLUTION NO. 2188**

**A RESOLUTION ESTABLISHING A RATE SCHEDULE FOR TRANSPORTATION SYSTEM DEVELOPMENT CHARGES (INCLUDING THE INTERCHANGE MANAGEMENT AREA CHARGE AND AN ALTERNATIVE CALCULATION FEE) PURSUANT TO A RECENTLY UPDATED TRANSPORTATION SYSTEM DEVELOPMENT CHARGES METHODOLOGY; AND SETTING AN EFFECTIVE DATE FOR IMPOSITION OF THE FEES AND CHARGES**

**WHEREAS**, ORS 223.297 – 223.314 authorizes local governments to impose system development charges ("SDCs"); and

**WHEREAS**, the City authorized the preparation of the Transportation System Development Charge Methodology (the "Methodology") dated February 2022; and

**WHEREAS**, the City, in accordance with ORS 223.297-223.314, provided notice and received input on the Methodology; and

**WHEREAS**, on April 25, 2022, the City conducted a public hearing and adopted amendments to Ordinance 2438 imposing Transportation System Development Charges, including the Interchange Management Area ("IMA") System Development Charge, based upon this methodology; and

**WHEREAS**, Ordinance 2438 provides that the amounts of the Transportation System Development Charges, including the Interchange Management Area SDC shall be set by resolution; and

**WHEREAS**, Ordinance 2438 also allows the City to establish an Alternative Calculation fee by resolution; **NOW THEREFORE**,

**THE CITY OF WOODBURN RESOLVES AS FOLLOWS:**

**Section 1. Rate Schedule**

Pursuant to Ordinance 2348 and the Methodology, a Rate Schedule of Transportation System Development Charges, including the Interchange Management Area Charge, is hereby adopted and attached to this Resolution as Exhibit "A".

**Section 2. Alternative Calculation Fee**

The minimum fee for review of an Alternative Calculation shall be five-hundred dollars (\$500), to be paid at the time the Applicant submits a request for review. If the City hires a consultant to assist in reviewing the information submitted, the cost of the consultant's review shall be shared equally by the City and the applicant, and the applicant shall pay its share of the cost of the consultant's review at the time the City decides whether or not to accept the alternative calculation.

**Section 3. EFFECTIVE DATE**

The effective date for imposition of the fees and charges identified in this resolution shall be June 1, 2022.

Approved as to form: \_\_\_\_\_  
City Attorney Date

Approved: \_\_\_\_\_  
Eric Swenson, Mayor

Passed by the Council \_\_\_\_\_

Submitted to the Mayor \_\_\_\_\_

Approved by the Mayor \_\_\_\_\_

Filed in the Office of the Recorder \_\_\_\_\_

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



**EXHIBIT "A"**

**SCHEDULE OF TRANSPORTATION SYSTEM DEVELOPMENT CHARGES**

Effective June 1, 2022

CITY-WIDE SYSTEM DEVELOPMENT CHARGE

**\$ 4,192 per peak hour person trip**

INTERCHANGE MANAGEMENT AREA (IMA) SYSTEM DEVELOPMENT CHARGE

**\$ 1,096.75 per peak hour person trip**

<b>ITE Code</b>	<b>Land Use</b>	<b>Unit</b>	<b>ITE PM Peak Hour Vehicle Trips</b>	<b>Person Trip Conversion Factor</b>	<b>Number of Person Trips<sup>1</sup></b>	<b>SDC Total per Unit</b>	<b>IMA SDC Fee</b>
110	General Light Industrial	1,000 SFGFA	0.6	1.7	1.1	\$4,447	\$1,163
130	Industrial Park	1,000 SFGFA	0.4	1.7	0.7	\$2,823	\$739
140	Manufacturing	1,000 SFGFA	0.7	1.7	1.1	\$4,729	\$1,237
150	Warehousing	1,000 SFGFA	0.2	2.7	0.5	\$2,138	\$559
151	Mini-Warehouse	1,000 SFGFA	0.2	1.7	0.3	\$1,200	\$314
154	High-Cube Transload and Short-Term Storage Warehouse	1,000 SFGFA	0.1	1.7	0.2	\$706	\$185
155	High-Cube Fulfillment Center Warehouse	1,000 SFGFA	1.4	1.7	2.3	\$9,670	\$2,530
210	Single-Family Detached Housing	Dwelling Units	1.0	1.7	1.7	\$6,988	\$1,828
220	Multifamily Housing (Low-Rise)	Dwelling Units	0.6	0.9	0.5	\$2,222	\$581
221	Multifamily Housing (Mid-Rise) / Duplex, Triplex, Quadplex	Dwelling Units	0.4	1.2	0.5	\$2,180	\$570
222	Multifamily Housing (High-Rise)	Dwelling Units	0.4	1.7	0.6	\$2,541	\$665
240	Mobile Home Park	Dwelling Units	0.5	1.7	0.8	\$3,247	\$849
251	Senior Adult Housing - Detached	Dwelling Units	0.3	1.7	0.5	\$2,118	\$554
252	Senior Adult Housing - Attached	Dwelling Units	0.3	1.7	0.4	\$1,835	\$480
	Accessory Dwelling Unit	Dwelling Units	0.1	1.7	0.2	\$545	\$143
254	Assisted Living	Beds	0.3	1.7	0.4	\$1,835	\$480
255	Continuing Care Retirement Community	Occupied Units	0.2	1.7	0.3	\$1,129	\$295
310	Hotel	Rooms	0.6	1.7	1.0	\$4,235	\$1,108
430	Golf Course	Holes	2.9	1.7	4.9	\$20,541	\$5,374
444	Movie Theater	1,000 SFGFA	6.2	1.7	10.4	\$43,552	\$11,394
488	Soccer Complex	Fields	16.4	1.7	27.7	\$115,974	\$30,341
495	Recreational Community Center	1,000 SFGFA	2.3	1.5	3.5	\$14,631	\$3,828
520	Elementary School	1,000 SFGFA	1.4	1.7	2.3	\$5,706	\$1,493
522	Middle School/Junior High School	1,000 SFGFA	1.2	1.7	2.0	\$4,956	\$1,297

530	High School	1,000 SFGFA	1.0	1.7	1.6	\$4,040	\$1,057
540	Junior/Community College	1,000 SFGFA	1.9	1.7	3.1	\$13,129	\$3,435
560	Church / House of Worship	1,000 SFGFA	0.5	1.7	0.8	\$3,459	\$905
565	Day Care Center	1,000 SFGFA	11.1	1.7	18.7	\$78,492	\$20,535
566	Cemetery	Acres	0.5	1.7	0.8	\$3,247	\$849
590	Library	1,000 SFGFA	8.2	1.7	13.7	\$57,599	\$15,069
610	Hospital	1,000 SFGFA	1.0	1.7	1.6	\$6,791	\$1,777
620	Nursing Home	Beds	0.2	1.7	0.4	\$1,553	\$406
710	General Office Building	1,000 SFGFA	1.2	1.3	1.5	\$6,288	\$1,645
770	Business Park	1,000 SFGFA	0.4	1.7	0.7	\$2,965	\$776
813	Free-Standing Discount Superstore	1,000 SFGFA	4.3	1.7	7.3	\$21,700	\$5,677
816	Hardware/Paint Store	1,000 SFGFA	2.7	1.7	4.5	\$13,999	\$3,662
817	Nursery (Garden Center)	1,000 SFGFA	6.9	1.7	11.7	\$48,987	\$12,816
840	Automobile Sales (New)	1,000 SFGFA	2.4	2.1	5.1	\$21,506	\$5,626
849	Tire Superstore	1,000 SFGFA	2.1	1.7	3.6	\$14,894	\$3,896
850	Supermarket	1,000 SFGFA	9.2	2.9	26.6	\$71,475	\$18,699
851	Convenience Market	1,000 SFGFA	49.1	1.8	86.5	\$177,666	\$46,481
861	Sporting Goods Superstore	1,000 SFGFA	2.0	1.7	3.4	\$14,258	\$3,730
862	Home Improvement Superstore	1,000 SFGFA	2.3	2.0	4.7	\$11,501	\$3,009
863	Electronic Superstore	1,000 SFGFA	4.3	1.7	7.2	\$18,042	\$4,720
875	Department Store	1,000 SFGFA	2.0	1.7	3.3	\$13,764	\$3,601
881	Pharmacy/Drugstore with Drive-Through Window	1,000 SFGFA	10.3	1.7	17.3	\$37,043	\$9,691
890	Furniture Store	1,000 SFGFA	0.5	1.7	0.9	\$1,725	\$451
912	Drive-in Bank	1,000 SFGFA	20.5	0.4	8.5	\$23,162	\$6,060
930	Fast Casual Restaurant	1,000 SFGFA	14.1	1.7	23.8	\$99,739	\$26,094
931	Quality Restaurant	1,000 SFGFA	7.8	1.7	13.1	\$30,832	\$8,066
932	High-Turnover (Sit-Down) Restaurant	1,000 SFGFA	9.8	2.0	19.4	\$46,357	\$12,128
933	Fast-Food Restaurant without Drive-Through Window	1,000 SFGFA	28.3	1.7	47.7	\$100,021	\$26,167
934	Fast-Food Restaurant with Drive-Through Window	1,000 SFGFA	32.7	2.1	69.6	\$145,972	\$38,189
944	Gasoline/Service Station	Vehicle Fueling Positions	14.0	1.7	23.6	\$57,439	\$15,027
960	Super Convenience Market/Gas Station	Vehicle Fueling Positions	23.0	1.7	38.7	\$162,067	\$42,400

Source: ITE Trip Generation Manual, 10th Edition, compiled by FCS GROUP

<sup>1</sup>Person trip conversion rate of 1.68 derived from 2009 U.S. National Household Transportation Survey

1.68 findings

Abbreviations

SFGFA - square feet of gross floor area

#### NOTES:

1. "SDC Total per Unit" is the charge per applicable unit for all projects that are required to pay transportation system development charges within the city limits.

2. "IMA SDC Fee" is the charge per applicable unit for all projects required to pay transportation system development charges that are located within the Interchange Management Area per the Woodburn Development Ordinance (WDO).
3. For ITE codes not listed in the schedule above, the SDC charges shall be calculated in accordance with the April 2022 Transportation System Development Charges Study.
4. For those land uses that are not specifically identified by an ITE code, the Public Works Director or designee shall utilize the land use category that is most similar with respect to trip generation.



# Agenda Item

April 25, 2022

To: Honorable Mayor and City Council through City Administrator

From: Chris Kerr, Community Development Director  
Tony Turley, Finance Director

Subject: **Supplemental FY 2021-22 Budget to add an additional FTE Planner position for the Community Development Department**

## **RECOMMENDATION:**

Adopt the Resolution adopting a supplemental budget for FY 2021-2022 for purposes of adding an additional Full-Time Equivalent ("FTE") position to the Planning Department Fund.

## **BACKGROUND:**

Oregon State budget law requires that municipalities prepare estimates and expenditures within their annual budgets that account for the costs of personnel services for each organizational unit or activity within the City (ORS 294.388). This accounting is both cost-based and includes the total number of related FTE positions for each City department.

For FY 2021-22, the City approved a personnel budget of 4 FTE positions for the City's Planning Department. However, with the sustained increases in development activity in the City, adding an additional Planner position to this year's budget has become a critical need.

## **DISCUSSION:**

The current level of development activity in Woodburn is expected to continue for several years. This sustained growth requires the addition of a new Planner position. By adding this position, the City will ensure that it can continue to both provide timely services to the public and meet state-mandated timeframes for land use reviews.

While the proposed FY 2022-2023 Budget that will be coming before the Council in June already includes adding a new FTE Planner position, the Community

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

Development Director would like to begin the hiring process and fill the position immediately rather than wait till July 1<sup>st</sup>, when the new budget will take effect.

The financial impact of adding an additional FTE to the current FY 2021-2022 Budget will be minimal because there are only a few months left in the fiscal year and the Planning Department revenues are already approximately 2.5 times higher than what was previously budgeted.

**FINANCIAL IMPACT:**

Because this year's Planning Department revenues greatly exceed its expenditures, this action does not require any amendments to the financials of the current Budget, and it will simply add one FTE (Land Use Planner) to the Department. The intent of this action is to allow the City to hire a much needed Planner as soon as possible.

Assuming an average hourly wage of \$33.60 for the position, the total annual expected budget impact would be \$57.12/hour (adjusted at 1.7 times salary for overall personnel costs). If the position can be filled for six weeks of this fiscal year, the true impact is expected to be \$13,708 for FY 2021-2022. There are more than adequate savings available in the current budget to account for this additional personnel cost.

**COUNCIL BILL NO. 3183**

**RESOLUTION NO. 2189**

**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FY 2021-2022 FOR PURPOSES OF ADDING AN ADDITIONAL FULL-TIME EQUIVALENT ("FTE") POSITION TO THE PLANNING DEPARTMENT FUND.**

**WHEREAS**, the City adopted the budget for FY 2021-22 through approval of Resolution No. 2172;

**WHEREAS**, ORS 294.388 stipulates that as part of the City's budget, it must make an estimate of expenditures for personnel services for each organizational unit or activity and include the number of related Full-Time Equivalent ("FTE") positions;

**WHEREAS**, as part of the City's FY 2021-22 budget, the City approved four (4) FTE positions for the City's Planning Department;

**WHEREAS**, ORS 294.471(1) permits supplemental budgets when either (i) "an occurrence or condition" which had not been ascertained at the time of the preparation of a budget for the current year requires a change in financial planning; or (ii) "a pressing necessity" which could not reasonably have been foreseen at the time of the preparation of a budget for the current year requires prompt action;

**WHEREAS**, the City's Community Development Director is requesting to add one (1) additional FTE position to the Planning Department Fund for the remainder of the FY 2021-22 budget year to help address unforeseen circumstances related to sustained increases in development activity within the City of Woodburn, which requires prompt action to address;

**WHEREAS**, no fund transfers are being proposed or requested as part of the addition of the new FTE position;

**WHEREAS**, The functions of this supplemental budget will be reimbursed through increased Planning Department revenue (planning fees that came in higher than anticipated) already accrued and accounted for in the current fiscal year; and

**WHEREAS**, the supplemental budget being contemplated by this Resolution will not extend beyond the end of the current fiscal year or budget period and the additional FTE position will subsequently be proposed for inclusion in the next FY 2022-23 budget; **NOW, THEREFORE**,

**THE CITY OF WOODBURN RESOLVES AS FOLLOWS:**

**Section 1.** The City hereby approves a supplemental budget for FY 2021-22 for purposes of modifying the number of FTE positions provided in the Planning Department Fund as follows:

- Planning Department Fund: Increase of 1.0 FTE (5.0 FTE total)

Approved as to form: \_\_\_\_\_  
City Attorney Date

Approved: \_\_\_\_\_  
Eric Swenson, Mayor

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

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



# Agenda Item

April 25, 2022

TO: Honorable Mayor and City Council through City Administrator

FROM: Curtis Stultz, Public Works Director  
Chris Kerr, Community Development Director

SUBJECT: **Resolution Initiating the Jurisdictional Transfer of Recently Annexed Roads from Marion County to the City**

## **RECOMMENDATION:**

Adopt the Resolution requesting that the Board of County Commissioners of Marion County surrender jurisdiction over segments of four (4) roads that were previously annexed into the City.

## **BACKGROUND:**

Historically, when property is annexed into the City the adjacent public right-of-way is included with the annexation. This is important because it allows the City to regulate and manage the improvements that are typically constructed in conjunction with new development that is a part of these annexed territories. This is a common and preferred practice which will not be changing. However, the City was recently notified that an additional process is necessary to formally transfer the jurisdiction of the roadways from the County to the City. These requirements are specified in ORS 373.270.

Recently annexed territories include the following segments of roadway:

- Stubb Road NE (running north/south along the western boundary of the Smith Creek development)
- Parr Road NE (running east/west along the southern boundary of the Smith Creek Development)
- Brown Street (segment running north/south from Vine Avenue along the eastern boundary of the Boones Crossing Development)

Cooley Road (segment running north/south near the intersection with Audrey Way)

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Agenda Item Review: City Administrator  City Attorney  Finance



**DISCUSSION:**

The need to take immediate action to formally transfer the jurisdiction for these recently annexed roadway segments is due to the fact that they are currently under various levels of development review by the City. Transferring jurisdiction to the City ensures that we have the authority to regulate and issue permits for all improvements in the right-of-way pursuant to the City's codes and regulations. Procedurally, ORS 373.270(6), requires that the local government initiate the process of formally requesting that the County surrender their jurisdiction over the right-of-way. The proposed Resolution serves as that request. The County Commissioners will then take action in the form of an Order. It is expected that the County will approve the requested transfer of the roadways and relinquish jurisdiction to the City in the coming weeks or months. County Staff has been working closely with City Staff on this process and no concerns have been raised.

**FINANCIAL IMPACT:**

Transferring jurisdiction of these roadways to the City will result in future repairs and maintenance of these portions of roadway to becoming the responsibility of the City. However, the financial impact is relatively minimal and was already considered when the properties were annexed into the City.

**COUNCIL BILL NO. 3184**

**RESOLUTION NO. 2190**

**A RESOLUTION INITIATING THE JURISDICTIONAL TRANSFER OF CERTAIN COUNTY ROADS LOCATED WITHIN WOODBURN CITY LIMITS FROM MARION COUNTY TO THE CITY OF WOODBURN**

**WHEREAS**, ORS 373.270(6) provides a mechanism to transfer the jurisdiction of certain county roads within the City of Woodburn from Marion County to the City of Woodburn;

**WHEREAS**, the City of Woodburn has determined it necessary, expedient, and in the best interest of the City to acquire jurisdiction over certain county roads, identified as Stubb Road NE, Parr Road NE, Brown Street, and Cooley Road, to the extent those roads are located within the boundary of the Woodburn City limits, to the same extent that the City has jurisdiction over other public streets and alleys within the City; and

**WHEREAS**, the City, through this Resolution, formally requests surrender of jurisdiction by Marion County over the roads identified; **NOW, THEREFORE**,

**THE CITY OF WOODBURN RESOLVES AS FOLLOWS:**

**Section 1.** The City hereby requests that the Commissioners of Marion County, Oregon, transfer jurisdiction to the City of Woodburn for the following county roads located within areas that have been annexed into the City of Woodburn:

- Stubb Road NE, as it is incorporated and mapped in Exhibit A;
- Parr Road NE, as it is incorporated and mapped in Exhibit B;
- Brown Street, as it is incorporated and d mapped in Exhibit C; and
- Cooley Road, as it is incorporated and mapped in Exhibit D.

**Section 2.** The City hereby sets no conditions or limitations upon its acceptance of the jurisdictional transfers contemplated by this Resolution.

Approved as to form: \_\_\_\_\_  
City Attorney Date

Approved: \_\_\_\_\_  
Eric Swenson, Mayor

Passed by the Council

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Submitted to the Mayor

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Approved by the Mayor

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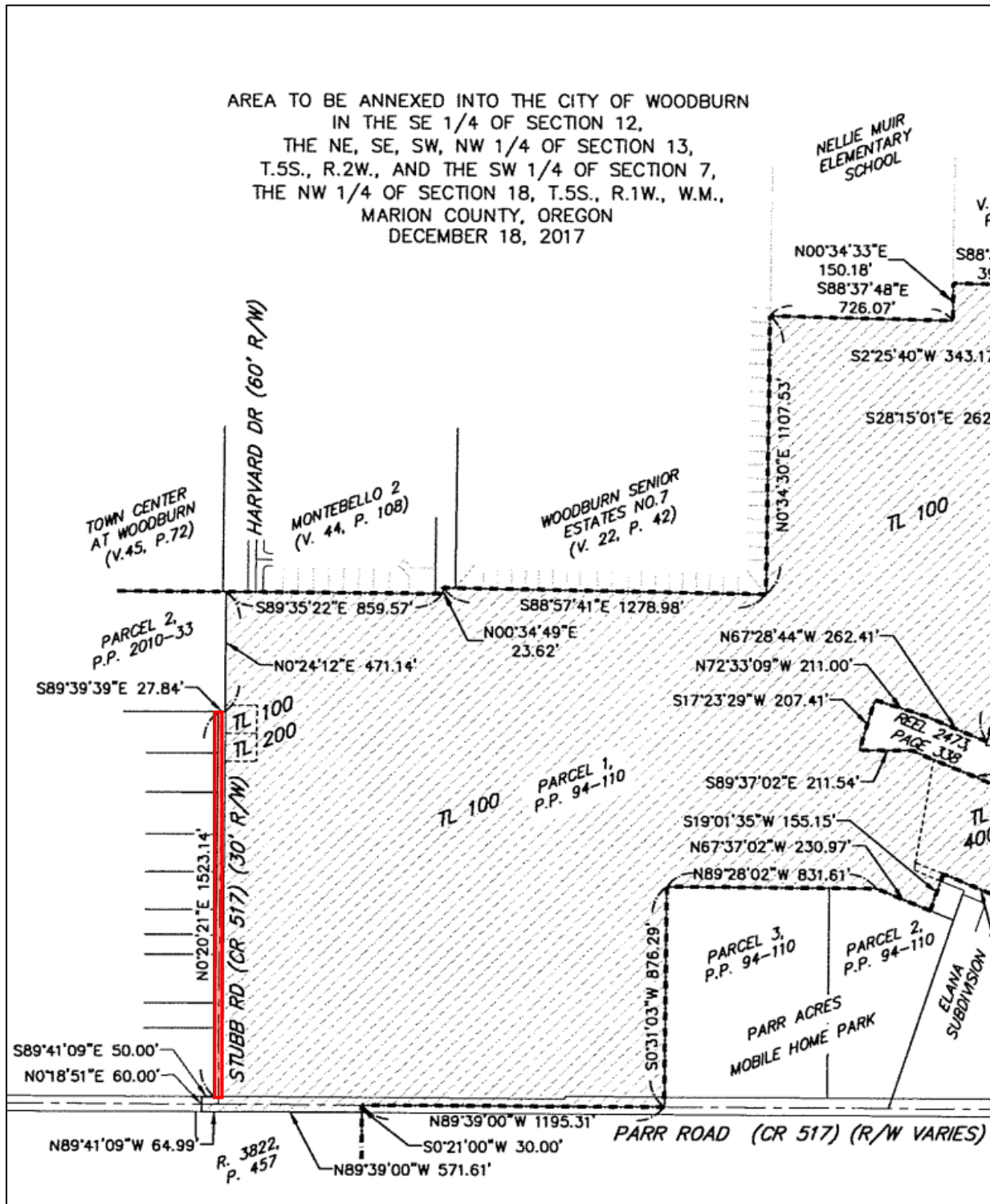
Filed in the Office of the Recorder

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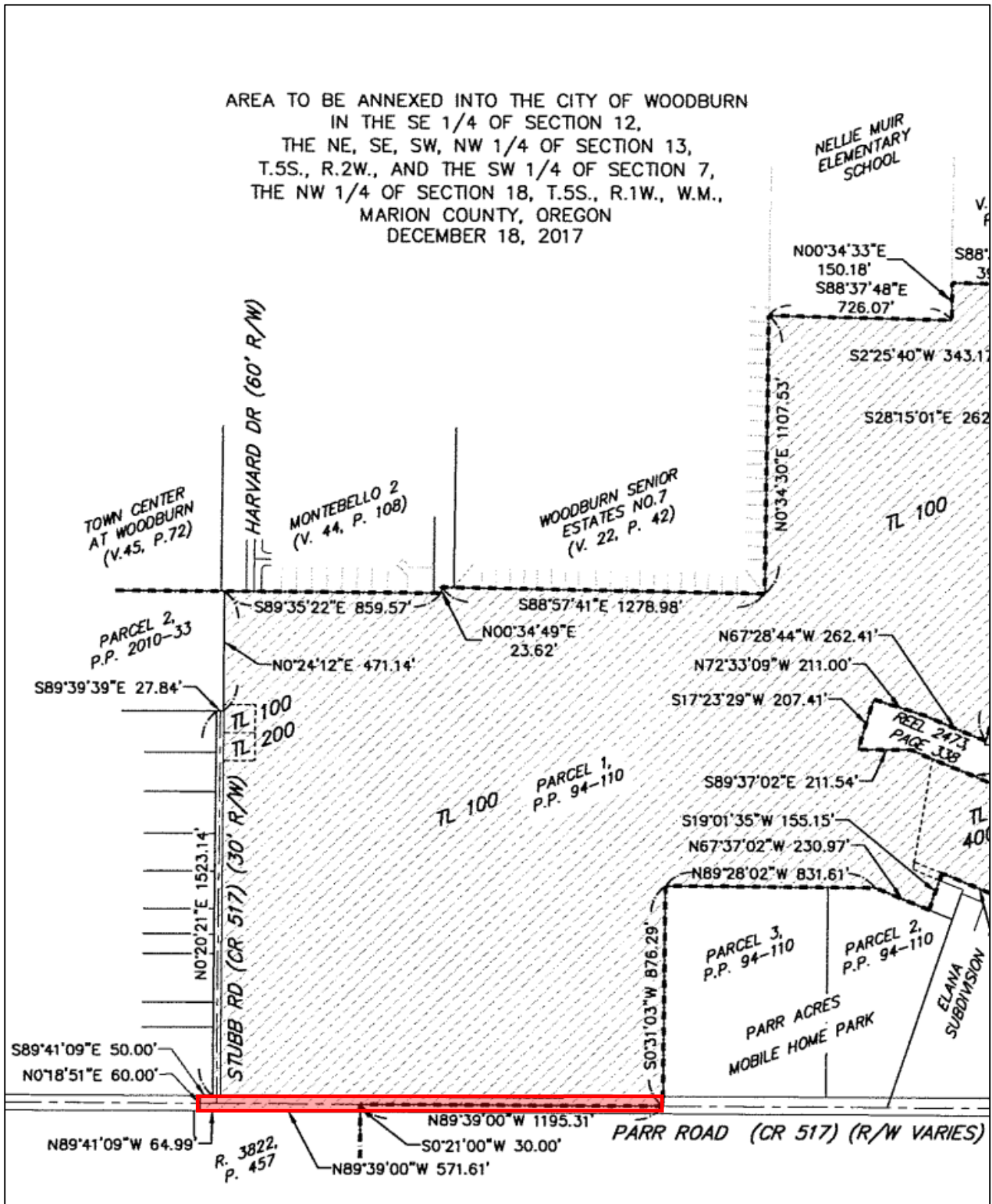
ATTEST:

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

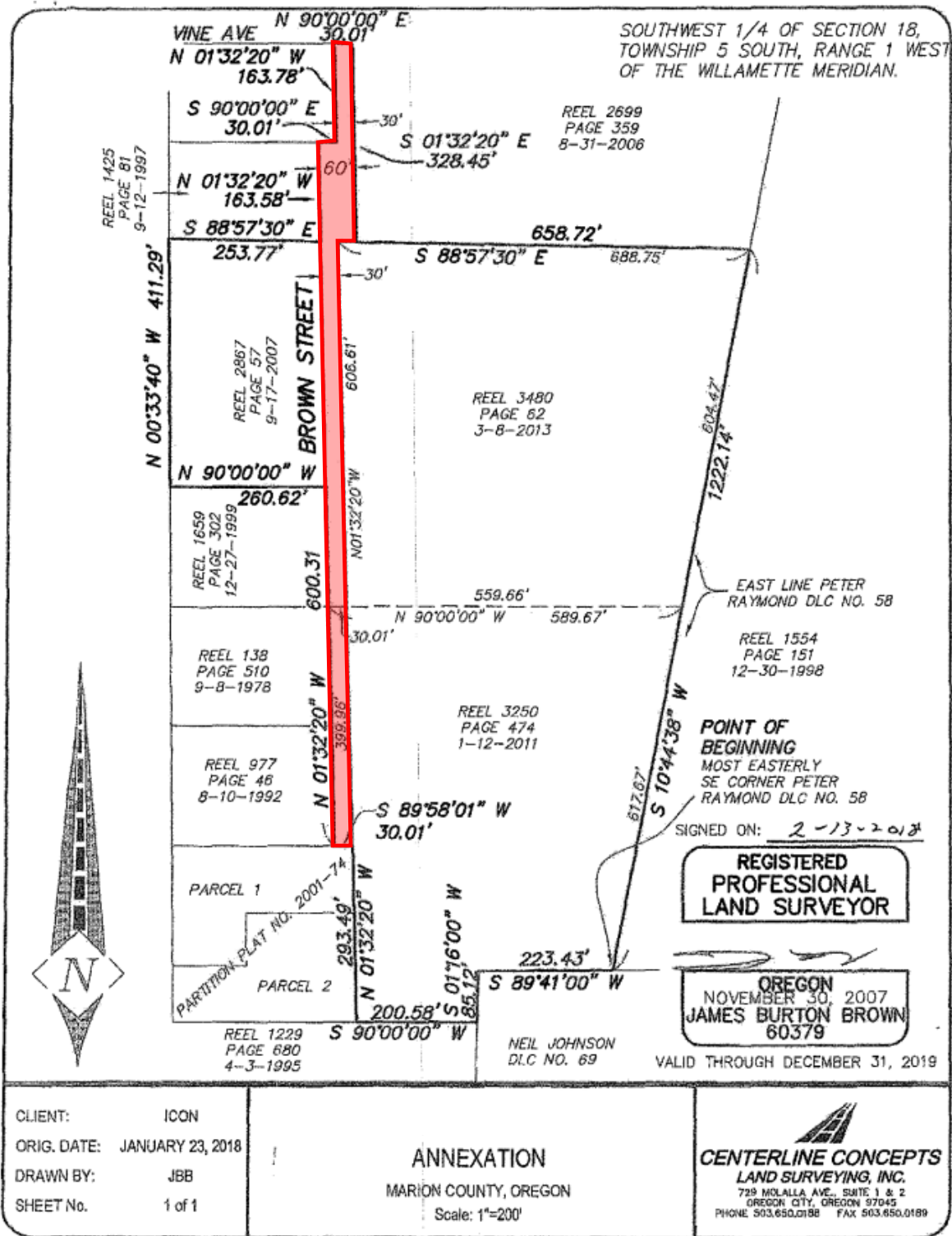
**EXHIBIT A**  
**PORTION OF STUBB ROAD NE TO BE TRANSFERRED**



**EXHIBIT B**  
**PORTION OF PARR ROAD NE TO BE TRANSFERRED**



**EXHIBIT C**  
**PORTION OF BROWN STREET TO BE TRANSFERRED**

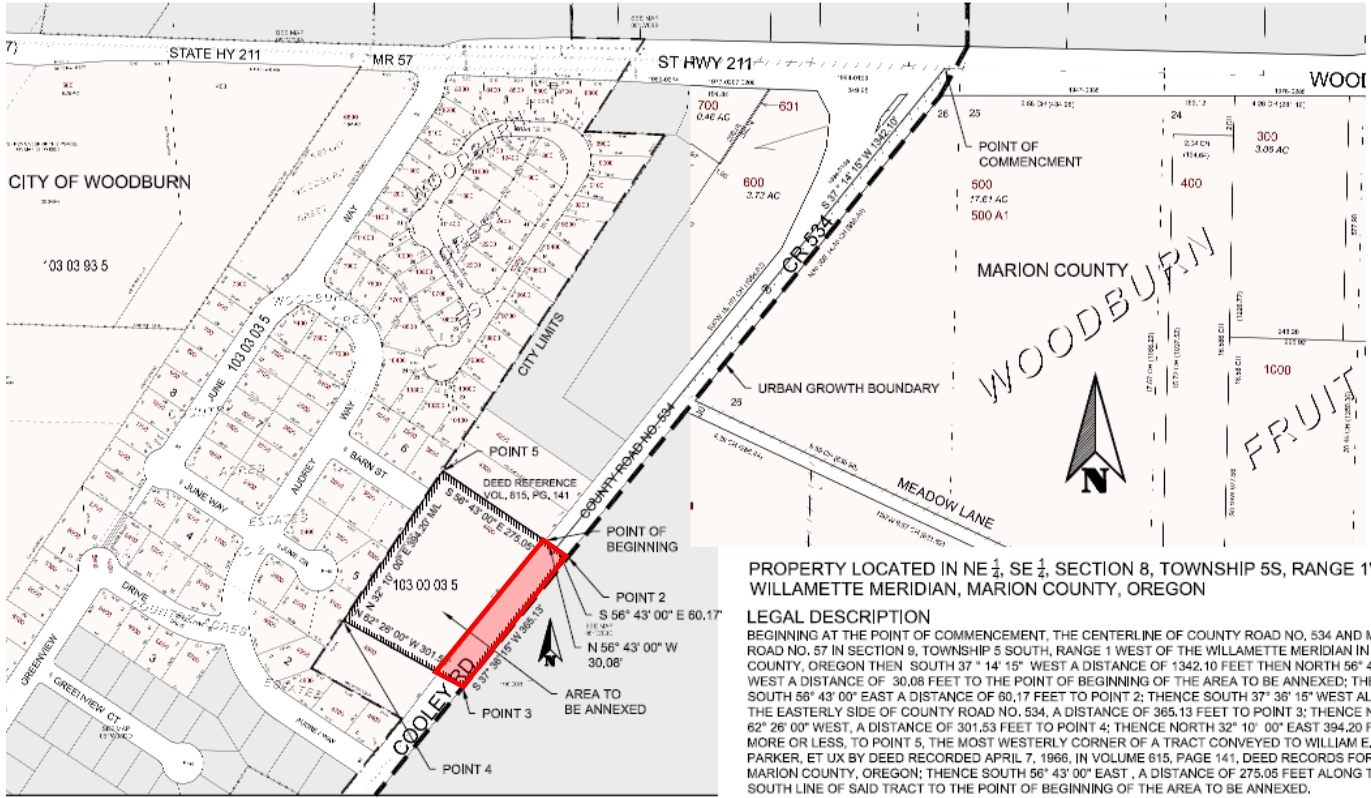


## EXHIBIT D PORTION OF COOLEY ROAD TO BE TRANSFERRED

**PROPERTY DESCRIPTION**  
 1385 COOLEY ROAD  
 WOODBURN, OR 97071  
 SIZE: 2.17 ACRES TAXLOT 4400, 0.51 ACRES COOLEY ROAD R.O.W., TOTAL 2.68 ACRES  
 TAXLOT NUMBER: 051W08DA04400

DOR 24-P217-2016

City of Woodburn Planning Number: ANX 2016-02 1385 Cooley Road ( Alexsey Bodunor)





# Agenda Item

April 25, 2022

TO: Honorable Mayor and City Council through City Administrator

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

SUBJECT: **Legislative Amendment 21-02 Work Session: Work Session on Amendment to the Woodburn Development Ordinance (WDO) Relating to Middle Housing (House Bill 2001)**

## **RECOMMENDATION:**

Review and discuss the LA 21-02 recommended draft strikethrough-and-underline edits to the WDO; ask staff questions and direct staff to make revisions, if any; and direct staff to return LA 21-02 to the Council for a public hearing.

## **BACKGROUND:**

The Oregon Legislature in 2019 passed House Bill 2001 (HB 2001) and codified it in in Oregon Revised Statutes (ORS) 197.296, 197.303, 197.312 & 455.610 and in Oregon Administrative Rules (OAR) 660-046.

Staff and a consultant last briefed the Council on June 28, 2021. The Middle Housing Project serves compliance with the changes in state law.

The law requires “middle housing” – duplexes, triplexes, quadplexes, townhouses, and cottage clusters – in cities including Woodburn in zoning districts that permit houses by right. Oregon Administrative Rules (OAR) 660-046 defines a “cottage cluster” as fewer than four detached dwelling units per acre with a footprint of less than 900 square feet each that includes a common courtyard.

The law also requires that subject cities regulate the development of middle housing no more restrictively than houses as equitable treatment.

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



On July 26, 2021, the Council passed Resolution 2176 initiating legislative amendments to the Woodburn Comprehensive Plan and Woodburn Development Ordinance (WDO).

Per HB 2001 Section 3, the City has until the deadline of June 30, 2022, to adopt amendments that comply with the bill. If the City were to fail to amend the WDO prior to that date, then the state “model code” would apply to all middle housing projects – a bad scenario because it wouldn’t represent Woodburn interests.

In March 2020, the City applied for and obtained state grants through the Department of Land Conservation & Development (DLCD) that funded a middle housing consultant to examine and understand the law, confirm and describe what is minimum compliance with the law, recommend good ideas for implementing middle housing above and beyond minimum compliance, and draft amendments to the Woodburn Comprehensive Plan and Woodburn Development Ordinance (WDO). The consultant drafted amendments and presented them to the Council during a work session on June 28, 2021.

The Planning Commission held a work shop on March 10, 2022, and then a public hearing on April 14, 2022, after which by a vote of 3-1 it recommended that the Council approve LA 21-02. The dissenting vote was Chair Piper, who explained to staff and asked staff to forward his explanation to the Council. He described his vote as symbolic, calmly expressing his winter of discontent with the legislature, using the words “disgusted” and “upset”. He thanked staff. Commissioners Corning and Ellsworth, who voted to recommend approval, expressed sympathy with his feelings, though Commissioner Ellsworth stated that complying with state law remains necessary and thanked the other commissioners and staff for getting to the best outcome of a worst case scenario. Commissioner Hernandez-Mejia expressed hope that middle housing would alleviate rent burdened families, speaking in the context of the periodic “rent burden” meetings that OAR 813-112 has required since 2018.

Attached are strikethrough-and-underline edits that are on a fraction of the 300-plus pages of the amended WDO and are in easy-to-spot color strikethrough and underline.

**DISCUSSION:**

*Amendment Goals & Objectives*

The goals are to comply with state middle housing law and, where the law does not pre-empt, amend the WDO to continue bringing about the best look and feel of Woodburn.

Objectives are to:

1. Demonstrate minimum compliance with HB 2001;
2. Correct some residential zoning district density allowances that conflict with Comprehensive Plan minimums and maximums;
3. Tweak a few residential development standards that are unduly constraining;
4. Consolidate and improve architectural standards for new dwellings – both houses and middle housing – into a table for both minimum compliance with HB 2001 regarding equitable treatment and aesthetics.

The zoning map attached to this staff memo is not part of the amendment itself and is to illustrate context.

*Next Steps*

If the Council were to act upon the recommendation, staff would return the amendment for a public hearing, tentatively scheduled for May 23, 2022.

**FINANCIAL IMPACT:**

None

Attachments

1. LA 21-02 WDO strikethrough-and-underline amendments (April 18, 2022)
  - A. WDO Volume 1 edits
  - B. WDO Volume 2 edits
  - C. WDO Volume 3 edits
  - D. WDO Volume 5 edits
  - E. Comprehensive Plan edits
2. Map: Zoning (July 1, 2020)

# Woodburn Development Ordinance

## *WDO*

Adopted by Ordinance 2313 on April 9, 2002

Acknowledged December 22, 2006

Amended by Ordinance 2423 on July 28, 2007

Amended by Ordinance 2446 on September 8, 2008

Amended by Ordinance 2465 on March 24, 2010

Amended by Ordinance 2473 on December 13, 2010

Amended by Ordinance 2480 on September 26, 2011

Amended by Ordinance 2492 on September 10, 2012

Amended by Ordinance 2509 on August 12, 2013

Amended by Ordinance 2510 on September 23, 2013

Amended by Ordinance 2520 on July 28, 2014

Amended by Ordinance 2526 on February 9, 2015

Amended by Ordinance 2538 on September 26, 2016

Amended by Ordinance 2541 on November 14, 2016

Amended by Ordinance 2544 on January 9, 2017

Amended by Ordinance 2561 on July 9, 2018

Amended by Ordinance 2562 on September 10, 2018

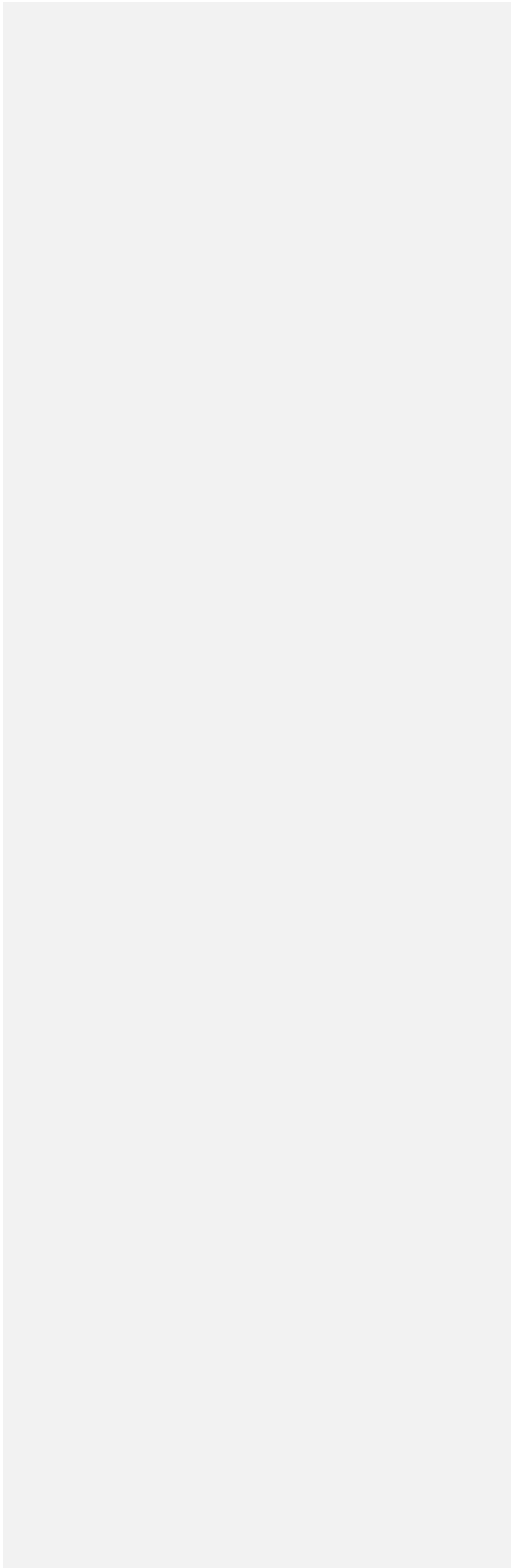
Amended by Ordinance 2573 on June 24, 2019

Amended by Ordinance 2579 on April 13, 2020

Amended by Ordinance 2600 on [Month day LA 21-02], 2022

LA 21-02  
City Council  
work session  
April 25, 2022  
Attachment 1A

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[...]

## 1.02 Definitions

Note: Terms not defined in this Section have the meaning set forth in the New Oxford American Dictionary, 2010 edition (see Section 4.02.06.B.6.)

[...]

Building Footprint: Horizontal area as seen in plan, measured from outside of all exterior walls and supporting columns. It includes dwellings and any area of attached garage that exceeds 200 square feet. It does not include detached garages or carports; accessory structures; trellises; patios; areas of porch, deck, and balcony less than 30 inches from finished grade; cantilevered covers, porches or projections; or ramps and stairways required for access.

[...]

Common courtyard: A common area for use by residents of a cottage cluster. A common courtyard may function as a community yard. Hard and soft landscape features may be included in a common courtyard, such as pedestrian paths, lawn, groundcover, trees, shrubs, patios, benches, or gazebos.

[...]

Cottage cluster: A grouping of no fewer than four detached dwelling units per acre, each with a footprint of less than 900 square feet, located on a single lot or parcel that includes a common courtyard. Cottage cluster may also be known as "cluster housing," "cottage housing," "bungalow court," "cottage court," or "pocket neighborhood."

Cottage cluster project: A development site with one or more cottage clusters. Each cottage cluster as part of a cottage cluster project must have its own common courtyard.

[...]

Door area: The area of the portion of a door other than a garage door that moves and does not include the frame.

[...]

Dwellings:

- Cottage: An individual dwelling unit that is part of a cottage cluster.
- Duplex: A detached building on a single lot containing 2 dwelling units designed exclusively for occupancy by 2 families living independently of each other. Two (2) attached dwelling units on a lot. In instances where a development can meet the definition of a duplex and also meets the definition of a primary dwelling unit with an accessory dwelling unit (ADU), the applicant shall specify at the time of application review whether the development is considered a duplex or a single-family dwelling with an ADU.
- Dwelling Unit: A building or portion of a building providing complete, independent

Commented [JK1]: City: Key policy question – would you like to allow cottages on individual lots?

living facilities for occupancy by one family, including permanent provisions for living, sleeping, eating, cooking and sanitation. Note: “Dwelling unit” is not synonymous with “living unit.”

- Medium Density Residential: Any building where the predominant use is multiple-family residential, nursing home, or group care facility.
- Manufactured Dwelling: Any of the following:
  1. Residential trailer: A structure constructed for movement on the public highways which has sleeping, cooking and plumbing facilities, that is intended for human occupancy, that is being used for residential purposes and that was constructed before January 1, 1962.
  2. Mobile home: A structure constructed for movement on the public highways that has sleeping, cooking and plumbing facilities, that is intended for human occupancy, that is being used for residential purposes and that was constructed between January 1, 1962, and June 15, 1976, and met the construction requirements of the Oregon mobile home law in effect at the time of construction.
  3. Manufactured home: A structure constructed for movement on the public highways that has sleeping, cooking and plumbing facilities, that is intended for human occupancy, that is being used for residential purposes and that was constructed in accordance with federal manufactured housing construction and safety standards and regulation in effect at the time of construction.

Manufactured dwelling does not mean any building or structure constructed to conform to the State of Oregon Structural Specialty Code or the One and Two Family Dwelling Code adopted pursuant to ORS Chapter 455 or any unit identified as a recreational vehicle by the manufacturer.

- Multiple-Family Dwelling: A building on a single lot containing ~~three~~ five or more attached dwelling units. Note: This definition does not include ~~row~~ townhouses, where attached single-family dwelling units are located on separate lots, or cottages, where detached units are part of a cottage cluster on the same lot.
- Quadplex: Four (4) attached dwelling units on a lot.
- ~~Row House~~ Townhouse: A building containing ~~three~~ two or more dwelling units, arranged so that each dwelling unit is located on a separate lot. The building often consists of a series of houses of similar or identical design, situated side by side and joined by common walls.
- Single-Family Dwelling: A detached building constructed on a single lot, containing one dwelling unit designed exclusively for occupancy by one family.
- Triplex: Three (3) attached dwelling units on a lot.
- Accessory Dwelling Unit (**ADU**) – An interior, attached, or detached residential structure that is used in connection with, or that is accessory to, a single-family dwelling.

Note: Where it appears in the WDO, reference to dwelling or dwellings “other than multiple-family” excludes accessory dwelling unit unless a specific provision specifies otherwise.

[...]

Commented [JK2]: City: Key policy question – do you want to require a minimum number of attached units in a townhouse greater than 2?

Floor Area Ratio (FAR): The amount of gross floor area of a building or structure in relation to the amount of site area, expressed in square feet. For example, a floor area ratio of 0.7 to 1 means 0.7 square feet of floor area for every one square foot of site area. FAR is calculated by dividing the total floor area of all buildings on a site by the total site area. (See Figure 1.02D)

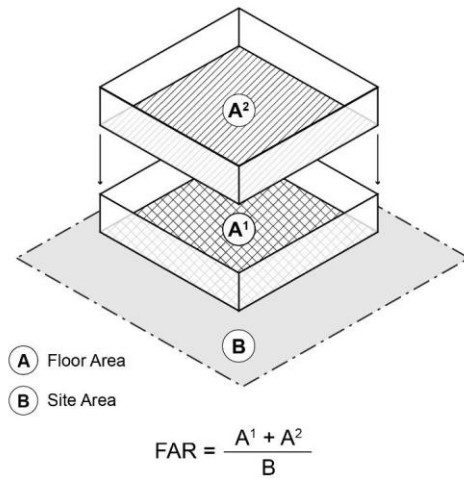


Figure 1.02D – Floor Area Ratio (FAR) Calculation

[...]

Middle Housing: Duplexes, triplexes, quadplexes, cottage clusters, and townhouses as defined in ORS 197.758(1)(a) & (b) and OAR 660-046-0020. Where the WDO adds definition or description not in conflict with statute or administrative rule, the WDO supersedes.

[...]

OAR: Oregon Administrative Rules.

[...]

ORS: Oregon Revised Statutes.

[...]

Story: A portion of a building between the surface of any floor and the surface of the floor next above it, or, if there is no floor above it, the space between such floor and the ceiling next above it, provided that the following shall not be deemed a story:

- A basement or cellar if the height from finished grade at the exterior perimeter of the building to the finish floor elevation above is six (6) feet or less for at least 50 percent of the perimeter and does not exceed twelve (12) feet above grade at any point;
- An attic or similar space under a gable, hip, or gambrel roof, the wall plates of which on at least two opposite exterior walls are not more than two (2) feet above the floor of such space.

**Commented [CC3]:** Dan says. "I found the definition for "Story" to be confusing, specifically the basement/cellar part".

**Commented [JK4R3]:** This is the DLCD definition, so I'd prefer not to modify it if possible. I'm glad to explain the definition to Dan. Essentially, this provision says that a basement does not count as a story unless more than 50% of the outside wall extends more than 6' above grade. This should only come into play on sloped sites.



[...]

Townhouse Project: One or more townhouse structures constructed, or proposed to be constructed, together with the development site where the land has been divided, or is proposed to be divided, to reflect the townhouse property lines and any commonly owned property.

[...]

Wall, Common: A wall or set of walls in a single structure shared by two or more dwelling units. The common wall must be shared for at least 25 percent of the length of the side of the building of the dwelling units. The common wall may be any wall of the building, including the walls of attached garages.

[...]

Window Area: The aggregate area of the glass within each window, including any interior grids, mullions, or transoms.

[...]

## 2.02 Residential Zones

Uses Allowed in Residential Zones Table 2.02A						
Use		Zone				
Accessory Uses (A) Conditional Uses (CU) Permitted Uses (P) Special Permitted Uses (S) Specific Conditional Uses (SCU)		RS	RSN	RIS	RM	RMN
<b>A Dwellings</b>						
<del>7</del>	Accessory dwelling unit	S	S	S	S	S
2	Duplex dwelling	<del>SP</del>	<del>SP</del>	<del>P</del>	P	P
<del>36</del>	Cottage cluster	<del>S</del>	<del>S</del>	<del>S</del>	<del>S</del>	<del>S</del>
<del>38</del>	Manufactured dwelling	S <sup>1</sup>	S <sup>1</sup>	S	S	S
9	Manufactured dwelling park				S	S
<del>510</del>	Multiple-family dwelling				P	P
<del>74</del>	Quadplex dwelling	<del>P</del>	<del>P</del>	<del>P</del>	<del>P</del>	<del>P</del>
<del>71</del>	Single-family detached dwellings	P	P	P	P	P
<del>696</del>	Row houses a.-Townhouses: In a group or groups each	P	P	P	P	P
5	of Up-maximum 4 attached dwellings				P	P
	b. Townhouses: Any number within a group: Up to 8 attached dwellings				P	P
<del>113</del>	Triplex dwelling	<del>P</del>	<del>P</del>	<del>P</del>	<del>P</del>	<del>P</del>
<b>B Nonresidential, Care and Public Uses</b>						
1	Child care facility for 12 or fewer children	P	P	P	P	P
2	Child care facility for 13 or more children, within a				CU	P
3	Elementary, middle and high schools	CU	CU	CU	CU	CU
4	Government and public utility buildings and structures	CU	CU	CU	CU	CU
5	Group care facility for six or more persons				P	P
6	Group home for five or fewer persons	P	P	P	P	P
7	Historically or architecturally significant site	SCU	SCU	SCU	SCU	SCU
8	House of worship	S	S	S	S	S
9	Nursing home				P	P
10	Off-street parking to serve a non-residential use allowed	CU	CU	CU	CU	CU
11	Parks, play grounds and associated activities	P	P	P	P	P
12	Rights-of-way, easements and improvements for streets,					
<b>C Other Uses</b>						
1	Boat, recreational and vehicle storage pad	S	S	S	S	S

**Commented [CC1]:** The "A Dwellings" list to be renumbered and re-sorted starting with single-family detached dwellings.

2	Common boat, recreational and vehicle storage area	S	S	S	S	S
3	Community club buildings and facilities	S	S	S	S	S
4	Deck or patio	A	A	A	A	A
5	Delivery services	S	S	S	S	S
6	Facilities during construction	S	S	S	S	S
7	Fence or freestanding wall	A	A	A	A	A
8	Garage	A	A	A	A	A
9	Golf courses without a driving range	S	S	S	S	S
10	Golf driving range in conjunction with a golf course	CU	CU	CU	CU	CU
11	Greenhouse, storage building, hobby shop	A	A	A	A	A
12	Home occupation	S	S	S	S	S
13	Private recreational facilities, including swimming pool,	A	A	A	A	A
14	Residential sales office	S	S	S	S	S
15	Temporary residential sales:					
1. Manufactured dwellings are not allowed in the Neighborhood Conservation Overlay District (NCOD).						

A. Development Standards (Tables 2.02B-F)

<b>Residential Single-Family (RS) – Site Development Standards (Table 2.02B)</b>			<b>KEY</b> (See Figure)	
Lot Area, Minimum (square feet)	Townhouse lot	1,500 <sup>1</sup>		
	Interior, flag or cul-de-sac lot	Single-family dwelling, duplex, or triplex	6,000 <sup>1</sup>	
		Quadplex or cottage cluster	7,000 <sup>1</sup>	
	Corner lot	Single-family dwelling, duplex, triplex, quadplex, cottage cluster, child care facility, or group home <sup>2</sup>	7,000 <sup>1</sup> , <del>8,000</del> <sup>+</sup>	
Any other use		10,000 <sup>1</sup>		
Lot Width, Minimum (feet)	Townhouse lot	15	<b>A</b>	
	Interior, flag or cul-de-sac lot	50	<b>B</b>	
	Corner lot	80	<b>C</b>	
Lot Depth, Average (feet)	Interior, flag or cul-de-sac lot	90	<b>D</b>	
	Corner lot	90		
Street Frontage Minimum (feet)	Townhouse lot	15		
	Interior or cul-de-sac lot	40	<b>E</b>	
	Corner lot	50	<b>F</b>	
	Flag lot	20-24 <sup>3</sup>		
Residential Density, Minimum (units per net acre)		5.2		
Front Setback and Setback Abutting a Street, Minimum (feet)	Cottage cluster	10 <sup>4,6</sup>		
	Any other use	20 <sup>4,5,6</sup>	<b>G H</b>	
Side Setback, Minimum (feet)	Townhouse lot	Common wall	0	<b>I</b>
		Exterior wall	5	
	Any other use	5 <sup>5,9</sup>	<b>J</b>	
	Primary structure	5 <sup>5,9</sup>		
	Accessory structure	Same as primary structure		

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Residential Single-Family (RS) – Site Development Standards (Table 2.02B)				KEY (See Figure)	
Rear Setback, Average (feet)	Cottage cluster		10		
	Primary structure	Building height (feet)	16 or less	24 <sup>7</sup>	<b>K</b>
			more than 16 and less than 28	30 <sup>7</sup>	<b>L</b>
			28 or more	36 <sup>7</sup>	<b>M</b>
Accessory structure		5	<b>N</b>		
Setback to a Private Access Easement, Minimum (feet)			5 <sup>1</sup>		
Lot Coverage, Maximum (percent)	Primary building height 16 feet or less		40 <sup>8</sup>		
	Primary building height greater than 16 feet		35		
	Accessory structure		25 of rear yard <sup>8,10, 40,11</sup>		
Building Height, Maximum (feet)	Primary structure	Outside Gateway subarea	35	<b>P</b>	
		Gateway subarea	40		
	Features not used for habitation		70		
	Accessory structure		15 <sup>40,11</sup>		
<ol style="list-style-type: none"> <li>1. Excluding easements for private streets or driveways (See Section 1.02, Lot area)</li> <li>2. Child care facility for 12 or fewer children, group home for five or fewer persons</li> <li>3. See Table 3.04A, Flag Lot Access Width</li> <li>4. Measured from the Special Setback (Section 3.03.02), if any</li> <li>5. Except for flag lots under the option that all setbacks are 12 feet</li> <li>6. Infill lots between developed lots: average of abutting residential buildings, plus or minus 5 feet, but not less than 10 feet</li> <li>7. With a maximum deviation of five feet from the setback standard</li> <li>8. <u>Townhouses are exempt from maximum lot coverage, and per OAR 660-046-0220(4)(g) the Director may exempt cottage clusters are exempt from the maximum lot coverage standard.</u></li> <li>9. A house of worship shall be set back at least 20 feet from a property line abutting a residential zone or use.</li> <li>10. Accessory structures are included in the total lot coverage.</li> <li>11. Accessory Dwelling Units are subject to specific development standards (see Section 2.07, Special Uses)</li> </ol>					

**Commented [JK2]:** City: This deep rear setback will force very small units (~725 sf) for a quadplex or 4-unit townhouse project on the minimum lot size.

We recommend reducing to 24' and removing the step-down requirement. This would allow unit sizes up to about 1,250 sf in a townhouse or quadplex.

**Commented [JK3R2]:** Per direction from PC, the existing requirement will be maintained.

**Commented [CC4]:** Staff proposes amending Section 5.02.12 Zoning Adjustment to allow developers to request to adjust RM minimum side or rear setback by lessening to a limited degree per that section. Zoning Adjustment remains a Type II and discretionary review.

**Commented [CC5]:** Staff proposes lowering the setback to a private access easement from unnecessarily wide 5 ft to 1 foot for the RS and other residential zones.

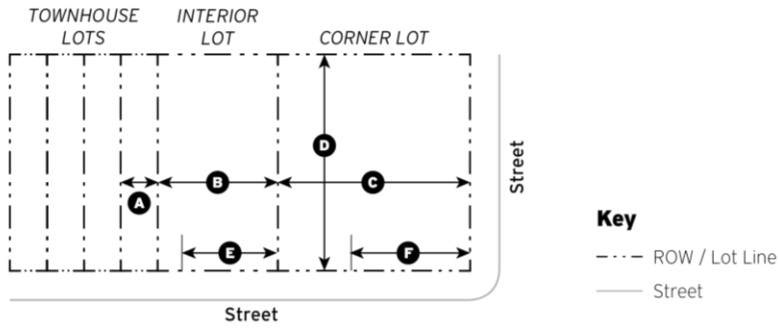
**Commented [JK6]:** City: This lot coverage ratio would also force very small unit sizes for housing types noted above. We suggest increasing to a flat 45%.

Note for final draft: This may need to be adjusted for townhouses to comply with OAR 660-046-0220(3)(g)

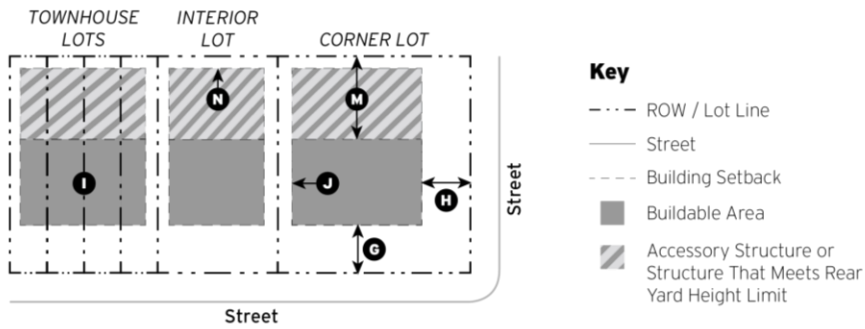
**Commented [JK7R6]:** Per direction from PC, the existing requirement will be maintained.

**Figure 2.02A: RS Zone Development Standards**

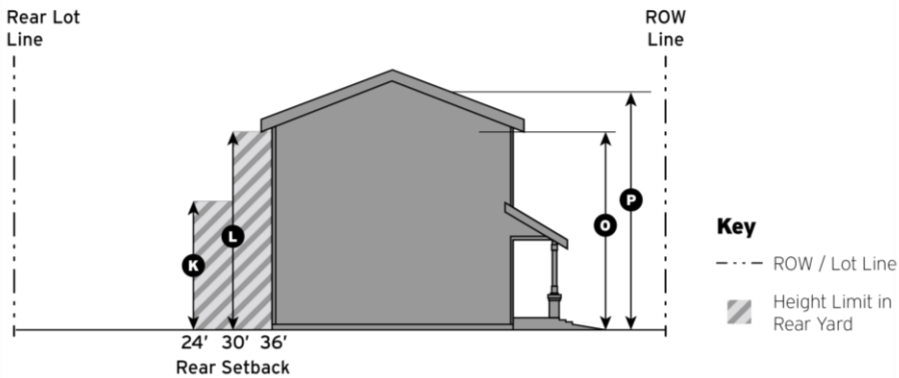
**Lot Dimensions**



**Building Setbacks**



**Building Height**



<b>Nodal Residential Single-Family (RSN) – Site Development Standards (Table 2.02C)</b>				<b>KEY</b> (See Figure)	
Lot Area, Minimum (square feet)	<u>Townhouse lot</u>		1,500 <sup>1</sup>		
	Interior or cul-de-sac lot	<u>Standard lot</u>	6,000 <sup>1</sup>		
		<u>Small lot and row house</u> <u>Single-family dwelling or duplex</u>	4,000 <sup>1</sup>		
		<u>Triplex</u>	5,000 <sup>1</sup>		
		<u>Quadplex or cottage cluster</u>	7,000 <sup>1</sup>		
	Corner lot	<u>Small lot and row house</u> <u>Single-family dwelling, duplex, or triplex</u>		5,000 <sup>1</sup>	
		<u>Quadplex or cottage cluster</u>		7,000 <sup>1</sup>	
		<u>Standard lot, eChild care facility or group home <sup>2</sup></u>		8,000 <sup>1</sup>	
Any other use		10,000 <sup>1</sup>			
Lot Width, Minimum (feet)	<u>Townhouse lot</u>		15	<b>A</b>	
	<u>Interior or cul-de-sac lot</u>		30	<b>B</b>	
	<u>Corner lot</u>		50	<b>C</b>	
	Standard lot	<u>Interior or cul-de-sac lot</u>		50	
		<u>Corner lot</u>		80	
	Small lot and row house	<u>Interior or cul-de-sac lot</u>		30	
		<u>Corner lot</u>		50	
<u>Lot Depth, Average (feet)</u>			80	<b>D</b>	
Lot Depth, Average (feet)	<u>Standard lot</u>		90		
	<u>Small lot and row house</u>		80		
<u>Standard lot Residential Density, Minimum (units per net acre)</u>			5.2		
<u>Small lot and row house Residential Density, Minimum (units per net acre)</u>			7.9		
Street Frontage, Minimum (feet)	<u>Townhouse lot</u>		15		
	<u>Interior or cul-de-sac lot</u>		30		
	<u>Corner lot</u>		50		
Street Frontage, Minimum (feet)	Standard lot	<u>Interior or cul-de-sac lot</u>		40	
		Corner lot	<u>Single family dwelling, child care facility or group home <sup>2</sup></u>		40
			<u>Any other use</u>		50
		<u>Interior lot</u>		40	

Nodal Residential Single-Family (RSN) – Site Development Standards (Table 2.02C)				KEY (See Figure)
Small lot and row house	Corner lot		50	
	Cul-de-sac lot		30	
Front Setback and Setback Abutting a Street, Minimum (feet)	Cottage cluster		10 <sup>3</sup>	
	Any other use		15 <sup>20</sup> 3,4	E F
Front Porch Setback, <del>Maximum</del> Minimum (feet)			10 <sup>5</sup>	G
Side Setback, Minimum (feet)	Townhouse lot	Common wall	0	H
		Exterior wall	5	
	Any other use		5 <sup>7,8</sup>	I
Rear Setback, Average (feet)	Cottage cluster		10	
	Primary structure		20 or 0 <sup>5,7,40,9</sup>	J
	Accessory structure		5	K
Setback to a Private Access Easement, Minimum (feet)			1	
Lot Coverage, Maximum (percent)	Primary building height 16 feet or less		40 <sup>9,8</sup>	
	Primary building height more than 16 feet		35 <sup>9,8</sup>	
	Accessory structure		25 of rear yard <sup>6,9,8,4+10</sup>	
Building Height, Maximum (feet)	Primary structure		35	M
	Features not used for habitation		70	
	Accessory structure		15 <sup>4+10</sup>	
<ol style="list-style-type: none"> <li>Flag lots are not allowed in the RSN zone.</li> <li>Child care facility for 12 or fewer children, group home for five or fewer persons</li> <li>Measured from the Special Setback (Section 3.03.02), if any</li> <li>Infill lots between developed lots: average of abutting residential buildings, plus or minus 5 feet, but not less than 10 feet</li> <li>With a maximum deviation of five feet from the setback standard</li> <li>Accessory structures are included in the total lot coverage.</li> <li>A house of worship shall be set back at least 20 feet from a property line abutting a residential zone or use.</li> <li><del>Row houses have a 0 foot side setback on interior lots</del></li> <li><del>Lot coverage limitations determined by setbacks for small lot and row house development. Townhouses are exempt from maximum lot coverage, and per OAR 660-046-0220(4)(g) cottage clusters are exempt from the maximum lot coverage standard. Townhouses are exempt from maximum lot coverage, and the Director may exempt cottage clusters from the</del></li> </ol>				

**Commented [JK8]:** City: The minimum 20' setback combined with the maximum 10' front porch setback would seem to require a 10' deep porch, which is fairly deep. To provide flexibility for a slightly smaller porch and not discourage porches generally, I suggest reducing the min front setback to 15'

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**Commented [CC9]:** Dan says, "let's just remove the max porch setback. I agree. Revise front porch setback from max 10 ft to min 5 ft."

**Commented [JK10R9]:** I concur, made edit

**Commented [JK11]:** City: Same recommendation as RL zone to increase this to a flat 45%

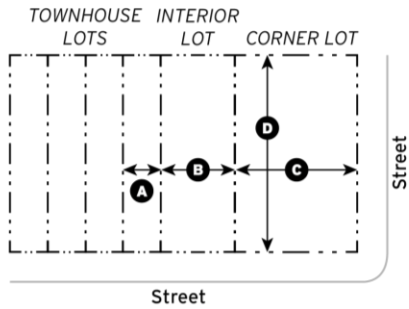
**Commented [JK12R11]:** Per direction from PC, the existing requirement will be maintained.



<p align="center"><b>Nodal Residential Single-Family (RSN) – Site Development Standards (Table 2.02C)</b></p>	<p align="center"><b>KEY</b> (See Figure)</p>
<p><del>maximum lot coverage standard.</del></p> <p>9. Garages have a 20 ft or 0 ft setback</p> <p>9. Accessory Dwelling Units are subject to specific development standards (see Section 2.07, Special Uses)</p>	

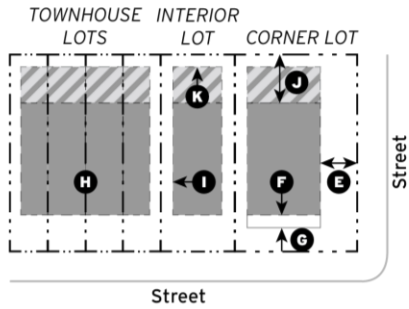
**Figure 2.02B: RLN Zone Development Standards**

**Lot Dimensions**



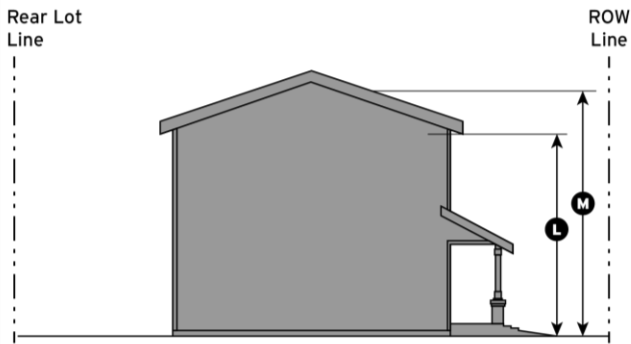
**Key**  
 - - - - ROW / Lot Line  
 ——— Street

**Building Setbacks**



**Key**  
 - - - - ROW / Lot Line  
 ——— Street  
 - - - - Building Setback  
 ■ Buildable Area  
 ▨ Accessory Structure Only

**Building Height**



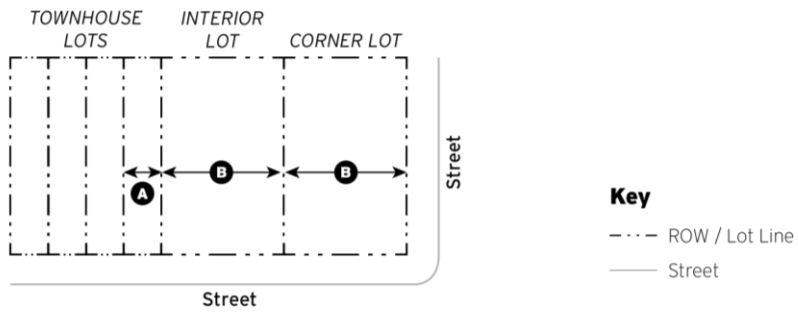
**Key**  
 - - - - ROW / Lot Line

<b>Retirement Community Single-Family Residential (R1S) – Site Development Standards (Table 2.02D)</b>			<b>KEY</b> (See Figure)	
Lot Area, Minimum (square feet)	<u>Townhouse lot</u>	<u>1,500</u> <sup>1</sup>		
	<u>Single-family dwelling or duplex</u>	3,600 <sup>1</sup>		
	<u>Triplex</u>	<u>5,000</u> <sup>1</sup>		
	<u>Quadplex or cottage cluster</u>	<u>7,000</u> <sup>1</sup>		
Lot Width, Minimum (feet)	<u>Townhouse lot</u>	<u>15</u>	<b>A</b>	
	<u>Any other use</u>	50	<b>B</b>	
Lot Depth, Average (feet)		Not specified		
Street Frontage, Minimum (feet)	Interior or corner lot	50		
	Flag lot	24-30 <sup>2</sup>		
	Cul-de-sac lot	40		
Front Setback and Setback Abutting a Street, Minimum (feet)	<u>Cottage cluster</u>	<u>10</u> <sup>3</sup>		
	<u>Any other use</u>	20 <sup>3</sup>	<b>D E</b>	
Side Setback, Minimum (feet)	<u>Townhouse lot</u>	<u>Common wall</u>	<u>0</u>	<b>F</b>
		<u>Exterior wall</u>	<u>5</u>	
	<u>Any other use</u>	Primary structure	5 <sup>6</sup>	<b>G</b>
		Accessory structure	5 <sup>4</sup>	
Rear Setback, Minimum (feet)	Primary structure	5 <sup>6</sup>	<b>H</b>	
	Accessory structure	5		
Setback to a Private Access Easement, Minimum (feet)		1		
Lot Coverage, Maximum (percent)	Primary building height 14 feet or less	40 <sup>7</sup>		
	Primary building height more than 14 feet	35 <sup>7</sup>		
	Accessory structure	25 of rear yard <sup>5,7,8</sup>		
Building Height, Maximum (feet)	Primary structure	35	<b>J</b>	
	Features not used for habitation	70		
	Accessory structure	15 <sup>7,8</sup>		

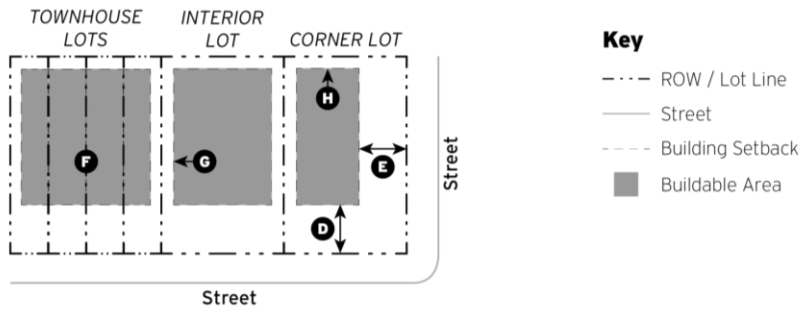
<b>Retirement Community Single-Family Residential (R1S) – Site Development Standards (Table 2.02D)</b>	<b>KEY</b> (See Figure)
<ol style="list-style-type: none"> <li>1. Excluding easements for private streets or driveways (See Section 1.02, Lot area)</li> <li>2. See Table 3.04A, Flag Lot Access Width</li> <li>3. Measured from the Special Setback (Section 3.03.02), if any</li> <li>4. Five feet if located in the rear yard</li> <li>5. Accessory structures are included in the total lot coverage. Accessory structures are also limited to 25% coverage of the rear yard.</li> <li>6. A house of worship shall be set back at least 20 feet from a property line abutting a residential zone or use.</li> <li>7. <del>Townhouses are exempt from maximum lot coverage, and per OAR 660-046-0220(4)(g) cottage clusters are exempt from the maximum lot coverage standard. Townhouses are exempt from maximum lot coverage, and the Director may exempt cottage clusters from the maximum lot coverage standard.</del></li> <li>8. Accessory Dwelling Units are subject to specific development standards (see Section 2.07, Special Uses)</li> </ol>	

**Figure 2.02C: R1S Zone Development Standards**

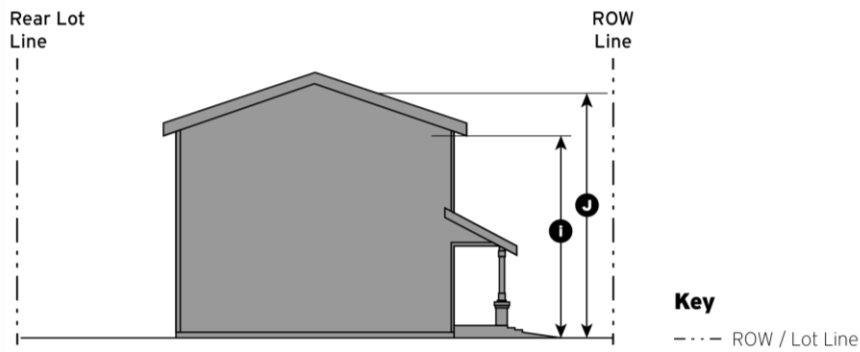
**Lot Dimensions**



**Building Setbacks**



**Building Height**



Medium Density Residential (RM) – Site Development Standards (Table 2.02E)			KEY (See Figure)	
Lot Area, Minimum (square feet)	Townhouse lot		1,500 <sup>1</sup>	
	Interior, flag or cul-de-sac lot	Single-family dwelling, duplex, or triplex	6,000 <sup>1</sup>	
		Quadplex or cottage cluster	7,000 <sup>1</sup>	
		Any other use	Not specified	
	Corner lot	Single-family dwelling, duplex, triplex, quadplex, cottage cluster, child care facility, or group home <sup>2</sup>	8,000 <sup>2</sup>	
Any other use		Not specified <sup>8</sup>		
Lot Width, Minimum (feet)	Townhouse lot		15	<b>A</b>
	Interior, flag or cul-de-sac lot		50	<b>B</b>
	Corner lot		80	<b>C</b>
Lot Depth, Average (feet)	All lots		90	<b>D</b>
Street Frontage Minimum (feet)	Townhouse lot		15	
	Interior, corner or cul-de-sac lot		40	<b>E</b>
	Flag lot		24-30 <sup>4</sup>	
Residential Density (units per net acre)	Minimum	Single-family dwelling or duplex	5.2	
		Any other use	12.8	
	Maximum	Multiple-family dwelling	16	
		Child care facility, group care facility or nursing home	32 <sup>3</sup>	
		Manufactured dwelling park	12	
Any other use	Not specified <sup>8</sup>			
Front Setback and Setback Abutting a Street, Minimum (feet)	Cottage cluster		10	
	Any other use		20 <sup>5, 10</sup>	<b>F G</b>
Side Setback, Minimum (feet)	Townhouse lot	Common wall	0	<b>H</b>
		Exterior wall	5	
	Primary structure	Single-family dwelling, duplex, triplex, quadplex, cottage cluster, child care facility or group home	5 <sup>2, 6, 7</sup>	<b>I</b>
		Multiple-family dwelling	5 <sup>6</sup>	

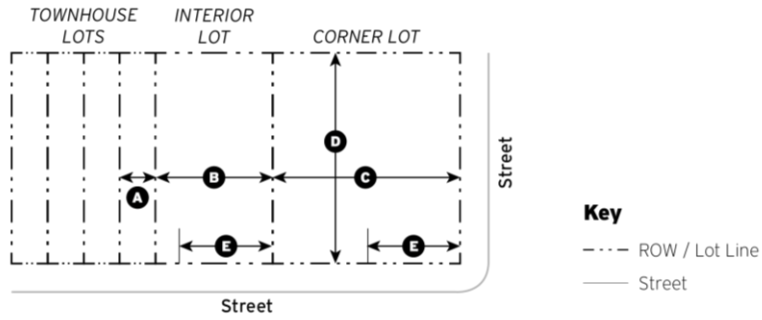
Medium Density Residential (RM) – Site Development Standards (Table 2.02E)					KEY (See Figure)	
		Any other use		Same as rear		
	Accessory structure			Same as primary structure <u>5</u>		
Rear Setback, Minimum (feet)	Single-family dwelling, duplex, triplex, quadplex, townhouse, child care facility or group home	Building height (feet)	16 or less	24 <sup>2, 6</sup>	<b>J</b>	
			more than 16 and less than 28	30 <sup>2, 6, 12</sup>	<b>K</b>	
			28 or more	36 <sup>2, 6, 13</sup>	<b>L</b>	
	Cottage cluster			10		
	Primary structure	Any other use, except nonresidential use, abutting DDC, MUV, NNC, CG, CO, IP, SWIR, or IL Zone	Building height (feet)	16 or less	24	<b>J</b>
				more than 16 and less than 28	24	<b>K</b>
				28 or more	30 <sup>12</sup>	<b>L</b>
	Nonresidential use abutting DDC, MUV, NNC, CG, or CO zone			10 <sup>9</sup>		
	Nonresidential use abutting IP, SWIR, or IL zone			15 <sup>9</sup>		
	Accessory structure			5	<b>M</b>	
Setback to a Private Access Easement, Minimum (feet)				1		
Lot Coverage, Maximum (percent)	Single-family dwelling, <del>duplex</del> dwellings other than multiple-family, child care facility or group home <sup>2</sup>	Primary building height 16 feet or less		40		
		Primary building height more than 16 feet or less		35		
	Any other use		Not specified <sup>8</sup>			
Building Height, Maximum (feet)	Primary structure			35	<b>N</b>	
	Features not used for habitation			70		
	Accessory structure			15 <sup>11</sup>		
1. Excluding easements for private streets or driveways (See Section 1.02, Lot area)						
2. Child care facility for 12 or fewer children, group home for five or fewer persons						

<p style="text-align: center;"><b>Medium Density Residential (RM) – Site Development Standards (Table 2.02E)</b></p>	<p style="text-align: center;"><b>KEY</b> (See Figure)</p>
<p>3. Child care facility for 13 or more children, group home for six or more persons</p> <p>4. See Table 3.04A, Flag Lot Access Width</p> <p>5. Measured from the Special Setback (Section 3.03.02), if any</p> <p>6. Except for flag lots under the option that all setbacks are 12 feet</p> <p>7. For <del>row</del>-townhouses, there is no side setback along common lot lines. See table 2.02C for row house development standards</p> <p>8. The minimum lot dimensions, maximum density, and maximum lot coverage are determined by setbacks, off-street parking, and landscaping requirements.</p> <p>9. A house of worship shall be set back at least 20 feet from a property line abutting a residential zone or use.</p> <p>10. Infill lots between developed lots: average of abutting residential buildings, plus or minus 5 feet, but not less than 10 feet</p> <p>11. Accessory Dwelling Units are subject to specific development standards (see Section 2.07, Special Uses)</p> <p><u>12. Applies to the story or stories of the building within this height tier, not the ground story, per Figure 2.02D.</u></p> <p><u><del>12</del>;13. Applies to the story or stories of the building within this height tier, not the lower and ground stories, per Figure 2.02D.</u></p>	

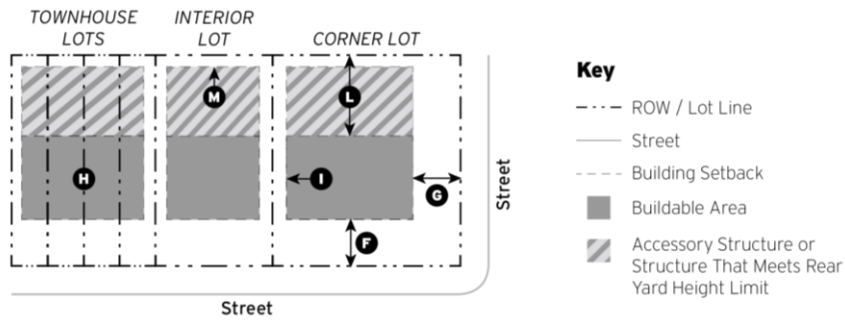


**Figure 2.02D: RM Zone Development Standards**

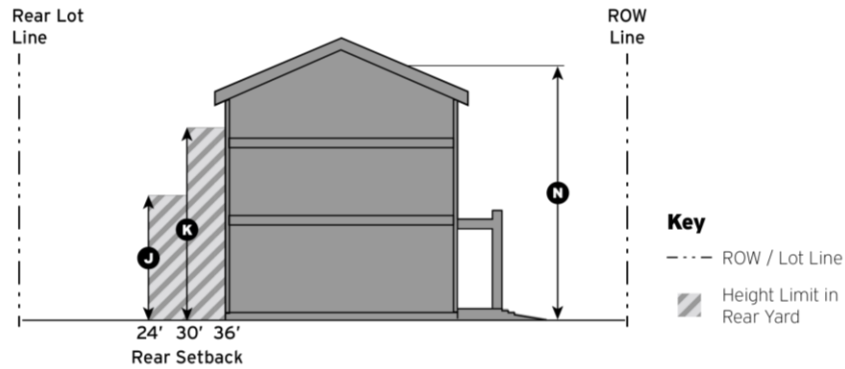
**Lot Dimensions**



**Building Setbacks**



**Building Height**



<b>Nodal Medium Density Residential (RMN) – Site Development Standards (Table 2.02F)</b>			<b>KEY</b> (See Figure)	
Lot Area, Minimum (square feet)	<u>Townhouse lot</u>		<u>1,500</u>	
	Interior or cul-de-sac lot	Single-family dwelling, <u>duplex</u> , child care facility or group home	4,000 <sup>1, 2</sup>	
		<u>Triplex</u>	<u>5,000</u>	
		<u>Quadplex or cottage cluster</u>	<u>7,000</u>	
	Corner lot	Single-family dwelling, <u>duplex</u> , <u>triplex</u> , child care facility or group home	5,000 <sup>2</sup>	
		<u>Quadplex or cottage cluster</u>	<u>7,000</u>	
	Row house	<del>Interior lot</del>	<del>3,000</del> <sup>†</sup>	
		<del>Corner or cul-de-sac lot</del>	<del>3,600</del>	
	<del>Duplex</del>		<del>8,000</del> <sup>†</sup>	
	Multiple-family dwelling, child care facility, group home or nursing home		87,120 <sup>1, 3</sup>	
Any other use		Not specified <sup>7</sup>		
Lot Width, Minimum (feet)	<u>Townhouse lot</u>		<u>15</u>	<b>A</b>
	Interior or cul-de-sac lot	Single-family dwelling, <u>duplex</u> , <u>triplex</u> , <u>quadplex</u> , <u>cottage cluster</u> , child care facility or group home	45 <sup>2</sup>	<b>B</b>
		Corner lot	Single-family dwelling, <u>duplex</u> , <u>triplex</u> , <u>quadplex</u> , <u>cottage cluster</u> , child care facility or group home	60 <sup>2</sup>
	Row house	<del>Interior lot</del>	<del>20</del>	
		<del>Corner or cul-de-sac lot</del>	<del>35</del>	
	<del>Duplex</del>		<del>80</del>	
	Multiple-family dwelling, child care facility, group home or nursing home		200 <sup>3</sup>	
	Any other use		Not specified <sup>7</sup>	
Lot Depth, Average (feet)	Single-family dwelling, <u>duplex</u> , <u>triplex</u> , <u>quadplex</u> , <u>cottage cluster</u> , <u>townhouse</u> , child care facility or group home		80 <sup>2</sup>	<b>D</b>
	<del>Duplex</del>		<del>90</del>	
	Multiple-family dwelling, child care facility, group home or nursing home		200 <sup>3</sup>	
	Any other use		Not specified <sup>7</sup>	
Street Frontage,	<u>Townhouse lot</u>		<u>15</u>	
	Single-family dwelling, <u>duplex</u> ,	Interior lot	20	<b>E</b>

Minimum (feet)	<u>triplex, quadplex, cottage cluster, multiple-family dwelling, child care facility or group home</u>	Corner lot	35	F	
		Cul-de-sac lot	30		
	Row house	Interior lot	20		
		Corner or cul-de-sac lot	35		
	Duplex		80		
Any other use		200			
Residential Density (units per net acre)	Minimum	Single-family dwelling	7-9 <sup>10</sup>		
		Duplex or <del>row houses</del> townhouse	10		
		Multiple-family dwelling	19		
		Any other use	Not specified <sup>7</sup>		
	Maximum	Multiple-family dwelling	22-24 <sup>11</sup>		
		Child care facility, group care facility or nursing home	32 <sup>3,7</sup>		
		Manufactured dwelling park	12 <sup>7</sup>		
Any other use		Not specified <sup>7</sup>			
Front Setback and Setback Abutting a Street, Minimum (feet)	Single-family dwelling, child care facility or group home		20 <sup>2,4</sup>		
	Row house	Abutting an arterial street	20 <sup>4</sup>		
		Middle housing	Not abutting an arterial street	10 <sup>4</sup>	G H
	Any other use	Abutting commercial or industrial zone, or collector or arterial street		20 <sup>4</sup>	
		Not abutting commercial or industrial zone, or collector or arterial street		10 <sup>4</sup>	
		Abutting an RS zone		40 plus 5 for each story over 1 <sup>4</sup>	
Front Setback and Setback Abutting a Street, Maximum (feet)	Row houses	To front porch	10		
	Duplex, <u>triplex, quadplex, cottage cluster, multiple-family dwelling, group home or nursing home</u>	Abutting commercial or industrial zone, or collector or arterial street	Not specified <sup>3</sup>		
		Not abutting commercial or industrial zone, or collector or arterial street	15 <sup>3</sup>		
	Any other use		Not specified		
Side Setback, Minimum	Single-family dwelling, <u>duplex, triplex, quadplex, cottage cluster, child care facility or group home</u>		5 <sup>2</sup>	I	
	Row house	Townhouse lot	Common wall	0	J

**Commented [CC13]:** Corrects inconsistency with Comprehensive Plan Policy Table 7 RMN zoning district density range of 10-22.

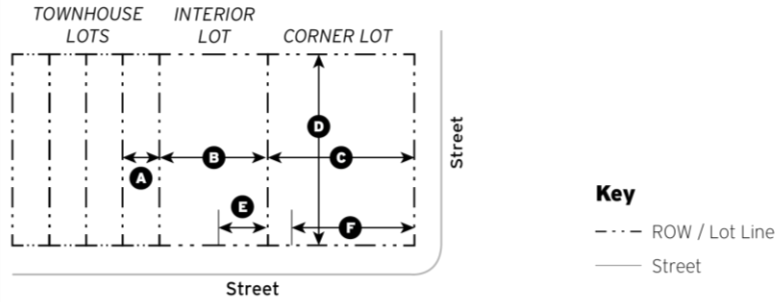
**Commented [CC14]:** Corrects inconsistency with Comprehensive Plan Policy Table 7 RMN zoning district density range of 10-22.

(feet)			<u>Exterior wall</u>	<u>5-15<sup>5,9</sup></u>		
	All other uses	Abutting RS, RM, or P/SP zone, or an existing residential use <del>single-family, duplex, or multiple-family dwelling</del>	Building height (feet)	16 or less	24	
				more than 16 and less than 28	30	
				28 or more	36	
	Abutting NNC, or CG zone			10 <sup>8</sup>		
	Abutting SWIR zone			15		
Accessory structure			Same as primary			
Rear Setback, Minimum (feet)	Single-family dwelling, <del>duplex, triplex, quadplex</del> , child care facility or group home	Building height (feet)	16 or less	24 <sup>2,6</sup>	<b>K</b>	
			more than 16 and less than 28	30 <sup>2,6</sup>	<b>L</b>	
			28 or more	36 <sup>2,6</sup>	<b>M</b>	
	<u>Cottage cluster</u>			10		
	<u>Row houses Townhouse</u>			20 or 0 <sup>4,10</sup>		
	Any other use			Same as side		
	Accessory structure			5	<b>N</b>	
Lot Coverage, Maximum (percent)	Single-family dwelling, <del>duplex, triplex, quadplex dwelling</del> <u>ng other than multiple-family</u> , child care facility or group home	Primary building height 16 feet or less	40 <sup>2</sup>			
		Primary building height more than 16 feet <del>or less</del>	35 <sup>2</sup>			
	Any other use		Not specified <sup>9</sup>			
Building Height, Maximum (feet)	Primary structure		45	<b>O</b>		
	Features not used for habitation		70			
	Accessory structure		15 <sup>4,11</sup>			
<ol style="list-style-type: none"> <li>Flag lots are not allowed in the RMN zone.</li> <li>Child care facility for 12 or fewer children, group home for five or fewer persons</li> <li>Child care facility for 13 or more children, group home for six or more persons</li> <li>Measured from the Special Setback (Section 3.03.02), if any</li> <li>For row houses, there is no side setback along common lot lines.</li> <li>With a maximum deviation of five feet from the setback standard</li> </ol>						

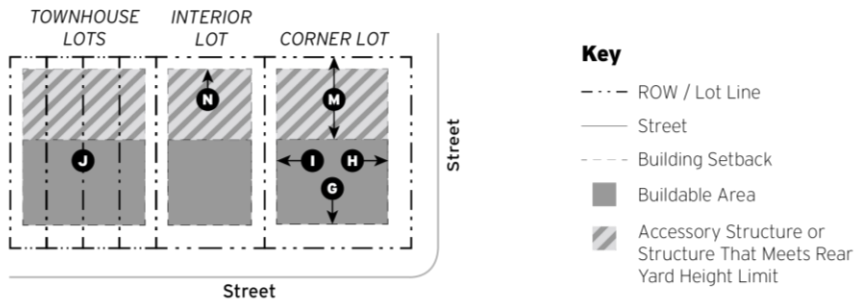
7. The minimum lot dimensions, maximum density, and maximum lot coverage are determined by setbacks, off-street parking, and landscaping requirements.
8. A house of worship shall be set back at least 20 feet from a property line abutting a residential zone or use.
9. ~~Row houses have a 0 foot side setback on interior lots~~
9. ~~Lot coverage limitations determined by setbacks for small lot and row house development~~  
The Director may exempt from maximum lot coverage townhouses and cottage clusters.
10. Garages have a 20 ft or 0 ft setback
11. Accessory Dwelling Units are subject to specific development standards (see Section 2.07, Special Uses)

**Figure 2.02E: RMN Zone Development Standards**

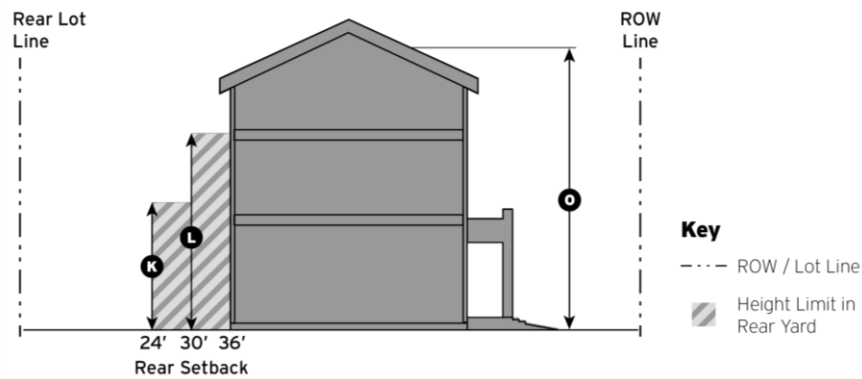
**Lot Dimensions**



**Building Setbacks**



**Building Height**



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## 2.01 Commercial Zones

- A. The City of Woodburn is divided into the following commercial zones:
1. The Downtown Development and Conservation (DDC) zone is the community’s retail core, providing for unique retail and convenient shopping
  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.
  3. The Commercial Office (CO) zone is intended primarily for office type development, with limited retail activity.
  4. The Mixed Use Village (MUV) is intended to promote efficient use of land that promotes employment and housing through pedestrian-oriented development.
  5. The Neighborhood Nodal Commercial (NNC) zone is intended to meet the shopping needs of nearby residents in a compact commercial setting
- 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.
  4. Special Permitted Uses (S) are allowed outright, subject to the general development standards and the special development standards of Section 2.07.
  5. Specific Conditional Uses (SCU) may be allowed, subject to the general development standards of this Ordinance, the specific standards of Section 2.08, and conditions of Conditional Use approval.

Uses Allowed in Commercial Zones							
Table 2.03A							
Use			Zone				
Accessory Uses (A)	Conditional Uses (CU)	Permitted Uses (P)	DDC	CG	CO	MUV	NNC
Special Permitted Uses (S)	Specific Conditional Uses (SCU)						
[...]							
E Residential							
<del>21</del>	Child care facility, group home, and nursing home		P <sup>8</sup>	P <sup>8</sup>	P <sup>8</sup>	P <sup>8</sup>	P <sup>8</sup>
<del>32</del>	One dwelling unit, in conjunction with a commercial use		P	P	P	P	P
<del>43</del>	Multiple-family dwellings		P	CU <sup>9</sup>	CU	P	P
4	Quadplex dwelling		P	CU <sup>9</sup>		P	P



<u>5</u>	<u>Triplex dwelling</u>	<u>P</u>	<u>CU</u> <sup>9</sup>		<u>P</u>	<u>P</u>
<del>46</del>	<del>Attached single family (row houses)-Townhouses</del>	<del>P</del>	<del>CU</del> <sup>9</sup>		<del>P</del>	<del>P</del>
<ol style="list-style-type: none"> <li>1. Not allowed in the Gateway Overlay District</li> <li>2. Only allowed in the Gateway Overlay District</li> <li>3. Allowed outright if not within 200 feet of residentially zoned properties</li> <li>4. Within a building, no outdoor storage or repair</li> <li>5. All outdoor storage and display shall be enclosed by a seven foot masonry wall.</li> <li>6. Existing uses are allowed as a permitted use, new uses are not allowed in the MUV</li> <li>7. Drive-throughs are not allowed</li> <li>8. Child care facility for 13 or more children, group home for six or more persons</li> <li>9. 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)</li> </ol>						

C. Development Standards (Tables 2.03B-F)

<b>Downtown Development and Conservation (DDC) - Site Development Standards Table 2.03B</b>			
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)		Zero <sup>1</sup>	
Front Setback and Setback Abutting a Street, Maximum (feet)		10 <sup>1</sup>	
Side or Rear Setback, Minimum (feet)		No minimum <sup>4</sup>	
Setback to a Private Access Easement, Minimum (feet)		No minimum	
Lot Coverage, Maximum		Not specified <sup>2</sup>	
Residential Density (units per net acre)	Minimum	<del>Row house-Townhouse</del>	12
		Child care facility, group home, or nursing home <sup>3</sup>	12
		Multi-family dwelling, <u>triplex, or quadplex</u>	No minimum
	Maximum	<del>Row house-Townhouse</del>	16
		Child care facility, group home, or nursing home <sup>3</sup>	32
		Multi-family dwelling, <u>triplex, or quadplex</u>	No maximum
Building Height, Maximum (feet)	Primary or accessory structure	Outside Gateway subarea	35
		Gateway subarea	40
<p>1. This is a guideline, not a standard. A setback of up to 10 feet is permitted when occupied by pedestrian amenities (e.g., plaza, outdoor seating).</p> <p>2. Lot coverage is limited by setbacks, off-street parking, and landscaping requirements.</p> <p>3. Child care facility for 13 or more children, group home for six or more persons</p> <p>4. A house of worship shall be set back at least 20 feet from a property line abutting a residential zone or use.</p>			

**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, RIS, 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)		<del>5</del> 1		
Lot Coverage, Maximum		Not specified <sup>2</sup>		
Residential Density (units per net acre)	Minimum	<del>Row house-Townhouse</del>	12	
		Child care facility, group home, or nursing home	12	
		Multi-family dwelling, <u>triplex</u> , or <u>quadplex</u>	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, <u>triplex</u> , or <u>quadplex</u>	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		

1. Measured from the Special Setback (Section 3.03.02), if any
2. Lot coverage is limited by setbacks, off-street parking, and landscaping requirements.
3. Only allowed in the Gateway Overlay District
4. A house of worship shall be set back at least 20 feet from a property line abutting a residential zone or use.
5. A building may be constructed at the property line, or shall be set back at least five feet.



Figure 2.03A - Building Height Limits in the Gateway Subarea

**Commercial Office (CO) - Site Development Standards  
Table 2.03D**

Lot Area, Minimum (square feet)	Nonresidential use		No minimum	
	Residential use		Per Table 2.02E <sup>1</sup>	
Lot Width, Minimum (feet)	Nonresidential use		No minimum	
	Residential use		Per Table 2.02E <sup>1</sup>	
Lot Depth, Average (feet)	Nonresidential use		No minimum	
	Residential use		Per Table 2.02E <sup>1</sup>	
Street Frontage, Minimum (feet)	Any use		No minimum	
Front Setback and Setback Abutting a Street, Minimum (feet)			15 <sup>2</sup>	
Side or Rear Setback, Minimum (feet)	By-right use, group home, or government building	Abutting RS, R1S, RM, P/SP, or CO	10 <sup>4,5</sup>	
		Abutting DDC, NNC, CG, IP, SWIR, or IL	15 <sup>4,5</sup>	
	Conditional use except group home or government building		Per Table 2.02E <sup>1</sup>	
Setback to a Private Access Easement, Minimum (feet)			<del>5</del> <sup>1</sup>	
Lot Coverage, Maximum			Not specified <sup>3</sup>	
Residential Density (units per net acre)	Minimum	Child care facility, group home, or nursing home		12 <sup>4</sup>
		Multi-family dwelling, <u>triplex</u> , or <u>quadplex</u>	Stand-alone	12
			In mixed use development	No minimum
	Maximum	Child care facility, group home, or nursing home		32 <sup>4</sup>
		Multi-family dwelling, <u>triplex</u> , or <u>quadplex</u>	Stand-alone	No maximum
			In mixed use development	32
Building Height, Maximum (feet)	Primary or accessory structure		35	
	Features not used for habitation		70	
<ol style="list-style-type: none"> <li>1. Site development standards for the RM zone</li> <li>2. Measured from the Special Setback (Section 3.03.02), if any</li> <li>3. Lot coverage is limited by setbacks, off-street parking, and landscaping requirements.</li> <li>4. Child care facility for 13 or more children, group home for six or more persons</li> <li>5. A house of worship shall be set back at least 20 feet from a property line abutting a residential zone or use.</li> </ol>				

Mixed Use Village (MUV) - Site Development Standards Table 2.03E				
Lot Area, Minimum (square feet)	Nonresidential use		No minimum	
	Residential use		Per Table 2.02E <sup>1</sup>	
Lot Width, Minimum (feet)	Nonresidential use		No minimum	
	Residential use		Per Table 2.02E <sup>1</sup>	
Lot Depth, Average (feet)	Nonresidential use		No minimum	
	Residential use		Per Table 2.02E <sup>1</sup>	
Street Frontage, Minimum (feet)	Any use		No minimum	
Front Setback and Setback Abutting a Street, Minimum (feet)			<del>0—15 recommended</del> <u>Zero minimum and 15 maximum</u> <sup>2</sup>	
Side or Rear Setback, Minimum (feet)	By-right use, group home, or government building	<u>Abutting MUV</u>	5 <sup>4</sup>	
		Abutting RS, R1S, RM, P/SP, or CO zone	10 <sup>4</sup>	
		Abutting DDC, NNC, CG, IP, SWIR, or IL zone	15 <sup>4</sup>	
	Conditional use except group home or government building		Per Table 2.02E <sup>1</sup>	
Setback to a Private Access Easement, Minimum (feet)			<del>No minimum</del>	
Lot Coverage, Maximum			Not specified <sup>3</sup>	
Residential Density (units per net acre)	Minimum	<del>Row house</del> <u>Townhouse</u>	12	
		Child care facility, group home, or nursing home		12
		Multi-family dwelling, <u>triplex, or quadplex</u>	Stand-alone	12
			In mixed use development	No minimum
	Maximum	<del>Row house</del> <u>Townhouse</u>	32	
		Child care facility, group home, or nursing home		32
		Multi-family dwelling, <u>triplex, or quadplex</u>	Stand-alone	32
			In mixed use development	32
Building Height, Maximum (feet)	Primary or accessory structure		35	
	Features not used for habitation		70	

**Commented [JK15]:** Edits per Colin in staff comments

**Commented [JK16]:** Edits per Colin in staff comments

1. Site development standards for the RM zone
2. Measured from the Special Setback (Section 3.03.02), if any
3. Lot coverage is limited by setbacks, off-street parking, and landscaping requirements.
4. A house of worship shall be set back at least 20 feet from a property line abutting a residential zone or use.

<b>Nodal Neighborhood Commercial (NNC) - Site Development Standards</b>			
<b>Table 2.03F</b>			
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)		Zero	
Front Setback and Setback Abutting a Street, Maximum (feet)		10 <sup>1</sup>	
Side or Rear Setback, Minimum (feet)		No minimum <sup>3</sup>	
Setback to a Private Access Easement, Minimum (feet)		No minimum	
Lot Coverage, Maximum		Not specified <sup>2</sup>	
Residential Density (units per net acre)	Minimum	<del>Row house</del> <u>Townhouse</u>	20
		Child care facility, group home, or nursing home	12
		<u>Multi-family dwelling, triplex, or quadplex</u>	19
	Maximum	Row house	No maximum
		Child care facility, group home, or nursing home	32
		<u>Multi-family dwelling, triplex, or quadplex</u>	No maximum
Building Height, Maximum (feet)		Primary or accessory structure 45	
<ol style="list-style-type: none"> <li>1. This is a guideline, not a standard.</li> <li>2. Lot coverage is limited by setbacks, off-street parking, and landscaping requirements.</li> <li>3. A house of worship shall be set back at least 20 feet from a property line abutting a residential zone or use.</li> </ol>			



[...]

## 2.05 Overlay Districts

There are six land use Overlay Districts within the City. Overlay districts include development standards for historic preservation, natural resource conservation, traffic generation, etc, which are in addition to the land use regulations of the underlying zones.

- 2.05.1 Gateway Commercial General Overlay District
- 2.05.2 Interchange Management Area Overlay District
- 2.05.3 Neighborhood Conservation Overlay District
- 2.05.4 Nodal Overlay Districts
- 2.05.5 Riparian Corridor and Wetlands Overlay District
- 2.05.6 Southwest Industrial Reserve

[...]

### **2.05.3 Neighborhood Conservation Overlay District**

#### A. Purpose

The Neighborhood Conservation Overlay District (NCOD) is intended to conserve the visual character and heritage of Woodburn's oldest and most central neighborhood.

#### B. Applicability

The NCOD provides the basis for specific architectural design guidelines. The NCOD architectural guidelines are contained in Section 3.07.04. The guidelines are applicable to all ~~single-family dwellings and duplex middle housing dwellings other than multiple-family~~, both existing and proposed.

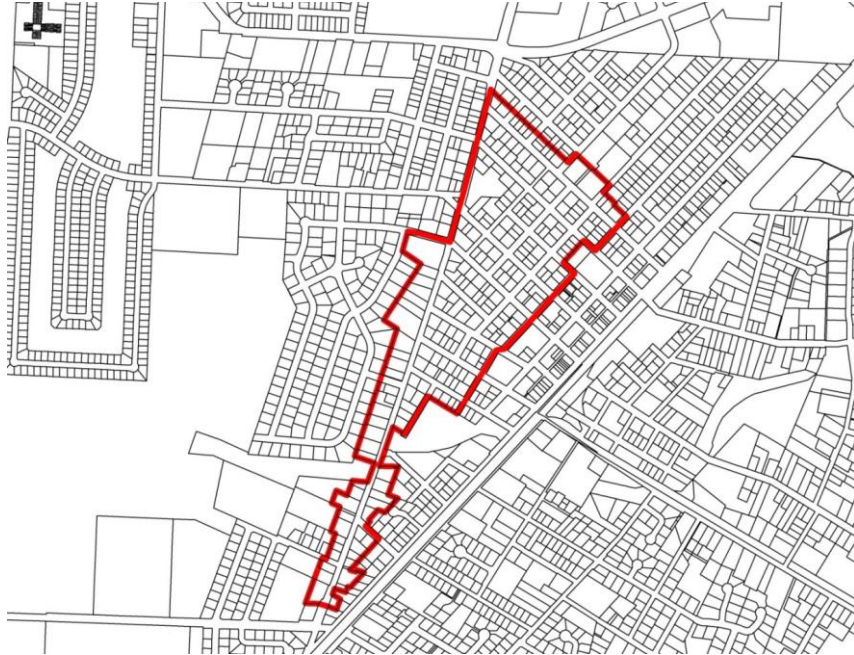


Figure 2.05C – Neighborhood Conservation Overlay District

#### **2.05.04 Nodal Overlay Districts**

##### A. Purpose

Development within the Nodal Overlay Districts includes ~~multi-family, single family, attached single family (row houses) and small lot single family development~~ a diverse range of housing types, with limited commercial development and accessible parks. The intent of the overlay districts is to provide community identity to higher density residential developments within walking distance (generally one-half mile or less) of the neighborhood commercial center. Nodal development will be designed with a pedestrian focus, with interconnected streets and pedestrian walkways, alleys serving garages located at the rear of lots, and with limited on-street parking.

[...]

## 2.07 Special Uses

Special Permitted Uses are allowed outright, but are subject to additional requirements designed to ensure their compatibility with, or mitigate their impact on, surrounding (usually residential) development.

- 2.07.01 General Provisions
- 2.07.02 Boat, Recreational and Vehicle Storage Pad
- 2.07.03 Common Boat, Recreational and Vehicle Storage Area
- 2.07.04 Community Club Buildings and Facilities
- ~~2.07.05~~~~2.07.01~~ ~~Cottage Cluster Housing~~
- ~~2.07.06~~~~2.07.05~~ Craft Industries
- ~~2.07.07~~~~2.07.06~~ Delivery Services
- ~~2.07.08~~~~2.07.07~~ Duplex ~~[Struck]~~
- ~~2.07.09~~~~2.07.08~~ Facilities During Construction
- ~~2.07.10~~~~2.07.09~~ Golf Courses
- ~~2.07.11~~~~2.07.10~~ Home Occupations
- ~~2.07.12~~~~2.07.11~~ House of Worship
- ~~2.07.13~~~~2.07.12~~ Industrial Sales
- ~~2.07.14~~~~2.07.13~~ Manufactured Dwelling Park (MDP)
- ~~2.07.15~~~~2.07.14~~ Manufactured Dwelling on a Lot
- ~~2.07.16~~~~2.07.15~~ Mobile Food Services
- ~~2.07.17~~~~2.07.16~~ Residential Sales Office
- ~~2.07.18~~ ~~Residential Amenity Incentives~~
- ~~2.07.19~~~~2.07.17~~ Temporary Outdoor Marketing and Special Events
- ~~2.07.20~~~~2.07.18~~ Temporary Residential Sales
- ~~2.07.21~~~~2.07.19~~ Marijuana Dispensaries
- ~~2.07.20~~ Accessory Dwelling Units
- ~~2.07.22~~~~2.07.21~~ ~~Cottage Cluster Housing~~
- ~~2.07.22~~~~2.07.21~~

[...]

### **2.07.21 Cottage Cluster Housing**

- A. Purpose. Cottage cluster housing is permitted in all residential zones in order to meet the following objectives:
1. To provide a variety of housing types that respond to changing household sizes and ages, including but not limited to retirees, small families, and single-person households.
  2. To encourage creation of more usable open space for residents of the development through flexibility in density and lot standards.
  3. To ensure that the overall size and visual impact of the cluster development be comparable to standard residential development, by balancing bulk and mass of individual residential

units with allowed intensity of units.

4. To provide centrally located and functional common open space that fosters a sense of community and a sense of openness in cottage cluster developments.
5. To ensure minimal visual impact from vehicular use and storage areas for residents of the cottage cluster developments as well as adjacent properties.

B. Applicability. The standards of this section apply to all cottage cluster developments in all residential zones. Where there is a conflict between these standards and the standards elsewhere in the WDO, the cottage cluster standards shall apply.

C. Development Standards.

1. Minimum Lot Size and Dimensions. Cottage clusters shall meet the minimum lot size, width, and depth standards as specified in the applicable residential zone.
2. Maximum Density. Density maximums do not apply to cottage clusters.
3. Maximum Lot Coverage. Maximum lot coverage standards do not apply to cottage clusters.
4. Setbacks and Building Separation.
  - a. Setbacks. Cottage clusters shall meet the minimum and maximum setback standards as specified in the applicable residential zone.
  - b. Building Separation. Cottages shall be separated by a minimum distance of six (6) feet. The minimum distance between all other structures, including accessory structures, shall be in accordance with building code requirements.
5. Building Footprint. Cottages shall have a maximum building footprint of ~~less than~~ 900 square feet per OAR 660-046-0020(2).
6. Average Unit Size. The maximum average floor area for a cottage cluster is 1,400 square feet per dwelling unit. Community buildings shall be included in the average floor area calculation for a cottage cluster.
7. Building Height. The maximum building height for all structures is 25 feet or two (2) stories, whichever is greater.
8. Off-Street Parking. One (1) off-street parking space per unit is required. Spaces may be provided for individual cottages or in shared parking clusters.

D. Design Standards. Cottage clusters shall meet the design standards in subsections (1) through (8) of this section (D). No other design standards shall apply to cottage clusters unless noted in this section.

1. Cottage Orientation. Cottages must be clustered around a common courtyard, meaning they abut the associated common courtyard or are directly connected to it by a pedestrian path, and must meet the following standards (see Figure 2.07A):
  - a. Each cottage within a cluster must either abut the common courtyard or must be directly connected to it by a pedestrian path.
  - b. A minimum of 50 percent of cottages within a cluster must be oriented to the common courtyard and must:
    - i. Have a main entrance facing the common courtyard;

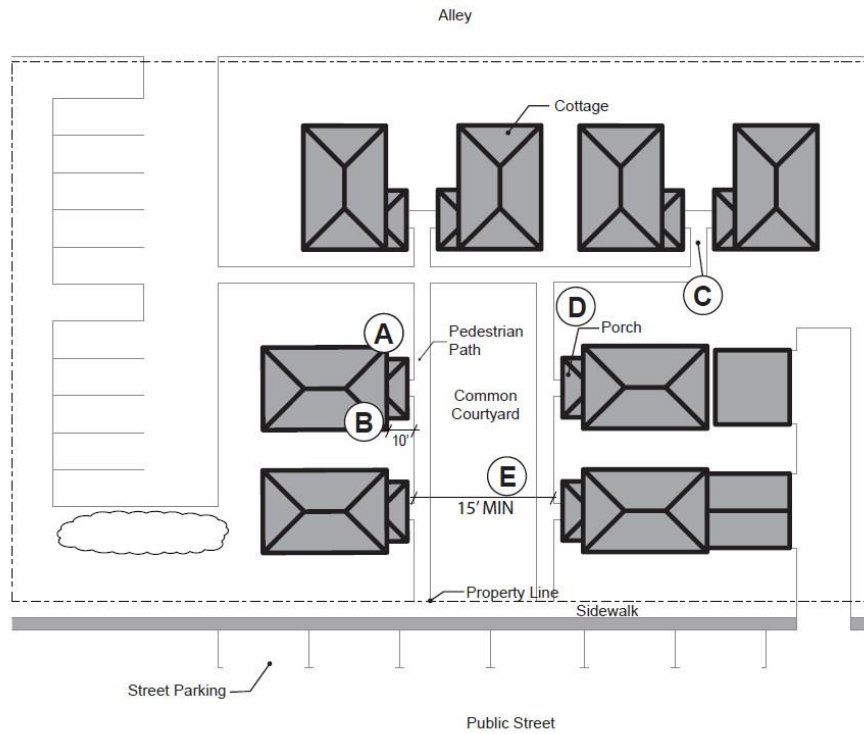
**Commented [JK17]:** Colin: We discussed removing this 6 foot min requirement and referring to the building code. On second thought, I recommend keeping it because I think the building code may allow less than 6 feet.

- More privacy between units
- Enough space to walk comfortably between units.

Given feedback at town hall related to privacy, I think these are valid concerns and the 6 foot minimum is reasonable.

- ii. Be within 10 feet from the common courtyard, measured from the facade of the cottage to the nearest edge of the common courtyard; and
  - iii. Be connected to the common courtyard by a pedestrian path.
  - c. Cottages within 20 feet of a street property line may have their entrances facing the street.
  - d. Cottages not facing the common courtyard or the street must have their main entrances facing a pedestrian path that is directly connected to the common courtyard.
2. Common Courtyard Design Standards. Each cottage cluster must share a common courtyard in order to provide a sense of openness and community of residents. Common courtyards must meet the following standards (see Figure 26):
- a. The common courtyard must be a single, contiguous piece.
  - b. Cottages must abut the common courtyard on at least two sides of the courtyard.
  - c. The common courtyard must contain a minimum of 150 square feet per cottage within the associated cluster (as defined in subsection (1) of this section (D)).
  - d. The common courtyard must be a minimum of 15 feet wide at its narrowest dimension.
  - e. The common courtyard shall be developed with a mix of landscaping, lawn area, pedestrian paths, and/or paved courtyard area, and may also include recreational amenities. Impervious elements of the common courtyard shall not exceed 75 percent of the total common courtyard area.
  - f. Pedestrian paths must be included in a common courtyard. Paths that are contiguous to a courtyard shall count toward the courtyard's minimum dimension and area. Parking areas, required setbacks, and driveways do not qualify as part of a common courtyard.

**Figure 2.07A: Cottage Cluster Orientation and Common Courtyard Standards**



- A** A minimum of 50% of cottages must be oriented to the common courtyard.
- B** Cottages oriented to the common courtyard must be within 10 feet of the courtyard.
- C** Cottages must be connected to the common courtyard by a pedestrian path.
- D** Cottages must abut the courtyard on at least two sides of the courtyard.
- E** The common courtyard must be at least 15 feet wide at its narrowest width.

3. Community Buildings. Cottage cluster projects may include community buildings for the shared use of residents that provide space for accessory uses such as community meeting rooms, guest housing, exercise rooms, day care, or community eating areas. Community buildings must meet the following standards:
  - a. Each cottage cluster is permitted one community building, which shall count towards the maximum average floor area, pursuant to subsection (C)(6).
  - b. A community building that meets the development code's definition of a dwelling unit must meet the maximum 900 square foot footprint limitation that applies to cottages, unless a covenant is recorded against the property stating that the structure is not a legal dwelling unit and will not be used as a primary dwelling.

Community buildings are not the same as community club buildings and facilities as Section 2.07.04 describes in the context of conventional residential subdivisions and planned unit developments.

4. Pedestrian Access.s
  - a. An accessible pedestrian path must be provided that connects the main entrance of each cottage to the following:
    - i. The common courtyard;
    - ii. Shared parking areas;
    - iii. Community buildings; and
    - iv. Sidewalks in public rights-of-way abutting the site or rights-of-way if there are no sidewalks.
  - b. The pedestrian path must be hard-surfaced and a minimum of four (4) feet wide.
5. Architectural Design. Cottages shall meet the following architectural design standards of section 3.07 that apply to single-family dwellings in the applicable zone:

a. Residential Zones (Section 3.07.02, Table 3.07A)

- i. Roof Pitch (Standard R1)
- ii. Eaves (Standard R2)
- iii. Roofing Material (Standard R4)
- iv. Porch or Recessed Entrance (Standard E2)
- v. Window Area (Standard W1)
- vi. Permitted Finish Materials (Standard F1)

b. Neighborhood Conservation Overlay District (Section 3.07.04)

- i. Architectural Details (Section 3.07.04.B.1)
- ii. Garages (Section 3.07.04.B.2)
- iii. Roofs (Section 3.07.04.B.4)
- iv. Windows (Section 3.07.04.B.6)
- ~~iv~~v. Permitted Finish Materials (Section 3.07.04.B.7)

**Commented [JK18]:** Note: Review this provision once design standards are final. May need to allow an exception or modify some standards if they don't make sense to apply to a smaller cottage unit.

**Commented [JK19R18]:** City: See additions/edits to this section to clarify how architectural design standards of 3.07 apply to cottages in cottage cluster.

Standards that require entrances oriented to the street, regulate parking or garages, etc. would not apply to cottage clusters because those issues are addressed by standards in this section.

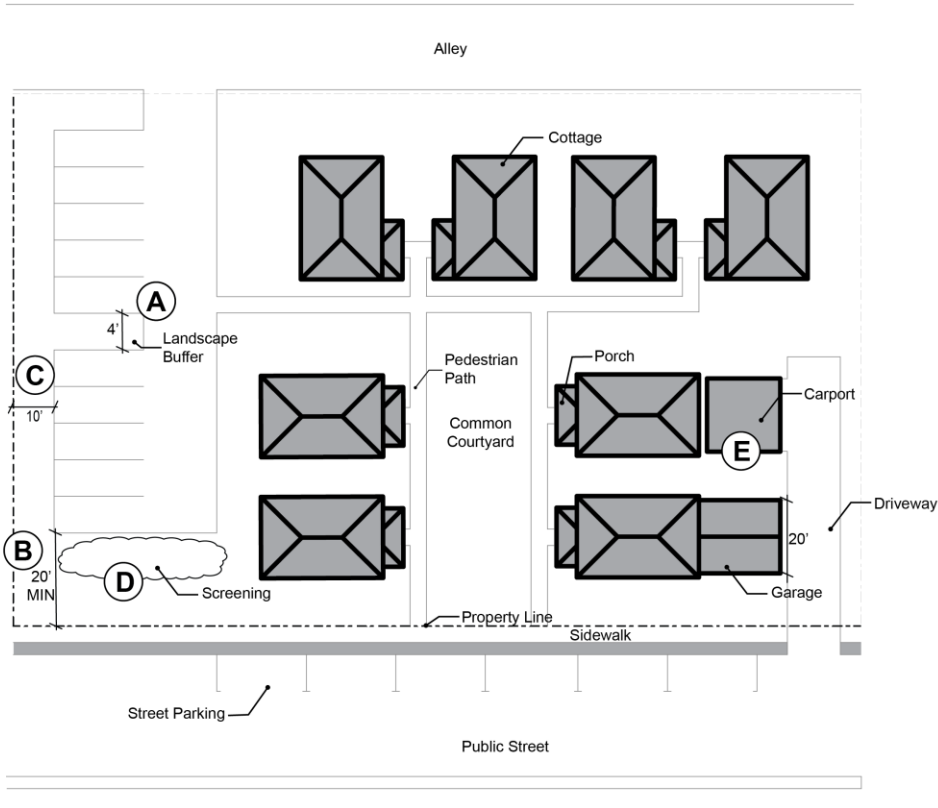


6. Parking Design (see Figure 2.07B).
  - a. Clustered parking. Off-street parking may be arranged in clusters, subject to the following standards:
    - i. Cottage cluster projects with fewer than 16 cottages are permitted parking clusters of not more than five (5) contiguous spaces.
    - ii. Cottage cluster projects with 16 cottages or more are permitted parking clusters of not more than eight (8) contiguous spaces.
    - iii. Parking clusters must be separated from other spaces by at least four (4) feet of landscaping.
    - iv. Clustered parking areas may be covered.
  - b. Parking location and access.
    - i. Off-street parking spaces and vehicle maneuvering areas shall not be located:
      - Within of 20 feet from any street property line, except alley property lines;
      - Between a street property line and the front facade of cottages located closest to the street property line. This standard does not apply to alleys.
    - ii. Off-street parking spaces shall not be located within ~~40-5~~ feet of any other property line, except alley property lines. Driveways and drive aisles ~~are~~ shall not be located ~~permitted~~ within 540 feet of other property lines unless required to adjoin such property lines to meet cross access or shared access standards.
  - c. Screening. Landscaping, fencing, or walls at least three feet tall shall separate clustered parking areas and parking structures from common courtyards and public streets.
  - d. Garages and carports.
    - i. Garages and carports (whether shared or individual) must not abut common courtyards.
    - ii. Individual attached garages up to 200 square feet shall be exempted from the calculation of maximum building footprint for cottages.
    - iii. Individual detached garages must not exceed 400 square feet in floor area.
    - iv. Garage doors for attached and detached individual garages must not exceed 20 feet in width.
7. Accessory Structures. Accessory structures must not exceed 400 square feet in floor area.
8. Existing Structures. On a lot or parcel to be used for a cottage cluster project, an existing detached single family dwelling on the same lot at the time of proposed development of the cottage cluster may remain within the cottage cluster project area under the following conditions:
  - a. The existing dwelling may be nonconforming with respect to the requirements of this code.
  - b. The existing dwelling may be expanded up to the maximum height in subsection (B)(7) or the maximum building footprint in Chapter 1, subsection (B)(5); however, existing dwellings that exceed the maximum height and/or footprint of this code may not be

expanded.

- c. The floor area of the existing dwelling shall not count towards the maximum average floor area of a cottage cluster.
- d. The existing dwelling shall be excluded from the calculation of orientation toward the common courtyard, per subsection (1)(a) of this section (D).

Figure 2.07B: Cottage Cluster Parking Design Standards



- (A)** Parking allowed in clusters of up to 5 spaces. Clusters separated by minimum 4 feet of landscaping.
- (B)** No parking or vehicle area within 20 feet from street property line (except alley).
- (C)** No parking within 10 feet from other property lines (except alley). Driveways and drive aisles permitted within 10 feet.
- (D)** Screening required between clustered parking areas or parking structures and public streets or common courtyards.
- (E)** Garages and carports must not abut common courtyards. Garage doors for individual garages must not exceed 20 feet in width.

[...]

~~**2.07.01 Duplex**~~

- ~~A. A duplex shall be located only on a corner lot.~~
- ~~B. The lot shall comply with dimensional requirements of Table 2.02B, 2.02C, 2.02E, or 2.03F.~~
- ~~C. Each dwelling unit shall have pedestrian and vehicular access from different street frontages, unless otherwise approved by the Director.~~

**2.07.07 Duplexes**~~[Struck]~~

[...]

## 2.08 Specific Conditional Uses

The purpose of this Section is to establish additional development standards for specific uses which are allowed conditionally. These standards are intended to mitigate the impacts of the particular use when allowed through the Conditional Use process.

- 2.08.01** General Provisions
- 2.08.02** Historically and Architecturally Significant Buildings
- 2.08.03** Telecommunications Facilities

### **2.08.01 General Provisions**

- A. Specific conditional uses require conditional use approval that is subject to:
  - 1. The supplementary conditional use approval criteria specified in this Section;
  - 2. Additional conditions of development found to be appropriate to mitigate impacts of a particular use;
  - 3. Development standards of the underlying zone, unless the specific conditions of approval set higher standards.
- B. The specific development standards for each type of conditional use listed in this Section are mandatory. Any deviation from these standards shall comply with criteria for a variance.
- C. The provisions of this Section shall not apply to those uses allowed outright in a particular zone.

### **2.08.02 Historically and Architecturally Significant Buildings**

Certain non-residential uses are permitted as specific conditional uses in the RS<sub>L</sub> and RM zones, in order to preserve historic and architectural resources by allowing an increase in the intensity of use. The conditional use process is intended to strike a balance between providing the economic incentive to restore and maintain the resource, and mitigating any negative impacts of the proposed use on surrounding uses.

[...]

C. Adaptive Reuses Permitted:

1. Additional dwelling units, ~~limited to three dwelling units in an RS zone~~

[...]

## 3.02 Utilities and Easements

The purpose of this Section is to ensure that adequate easements for public utilities and drainage are provided for all developments, to establish standards for street lighting, and to require that new developments be served with underground utilities.

- 3.01.01 Public Utility Easements
- 3.01.02 Creeks and Watercourse Maintenance Easements
- 3.01.03 Street Lighting
- 3.01.04 Underground Utilities

### 3.02.01 Public Utility Easements

[Concept: Exempt townhouse corner lots from side streetside **PUE.**]

**Commented [CC1]:** Context: OAR prevents the City from requiring a townhouse minimum lot size of 1,500, and the proposed minimum lot width is 15 feet.

## 3.04 Vehicular Access

The purpose of this Section is to establish procedures and standards for granting vehicular access to public streets. Pedestrian access to public streets and between buildings is required and specified by the Woodburn Development Code (WDO).

- 3.04.01 Applicability and Permit
- 3.04.02 Drive-Throughs
- 3.04.03 Driveway Guidelines and Standards
- 3.04.04 Improvement Standards
- 3.04.05 Traffic Impact Analysis

### **3.04.03 Driveway Guidelines and Standards**

#### **A. Number of Driveways**

1. For residential uses, along streets the maximum number of driveways per lot frontage shall be ~~one~~ as follows: ~~For purposes of controlling driveway access, every 100 feet of frontage is considered a separate lot frontage.~~
  - a. Single-family dwelling and dwelling other than multiple family: One driveway for every 100 feet of lot frontage. For a corner lot wider than 25 feet, the Director may prohibit a driveway on one of the frontages based on the factors of street functional class and whether the required street cross section includes on-street parking.
  - b. Townhouse: One driveway as a joint driveway for each pair of lots.
  - c. Cottage cluster: Same as (a.) above except that if parking is pooled into a common facility with no direct driveway access to an individual carport or garage, then two driveways total along either the lot or, if partitioned or subdivided, the lots constituting the cottage cluster development.
  - a. ~~Single-family dwelling or townhouse: One driveway for every 100 feet of lot frontage.~~
  - b. ~~Duplex: Two (2) driveways with a maximum combined width of 32 feet.~~
  - e. ~~Triplex: Three (3) driveways with a maximum combined width of 32 feet.~~
  - d. ~~Quadplex: Four (4) driveways with a maximum combined width of 32 feet.~~
  - e. ~~Cottage cluster: If parking is pooled and in common, then two (2) driveways with a maximum width of 20 feet each. If parking is arranged similar to houses in which each dwelling has a driveway and its own parking, then a driveway per dwelling with a maximum width each of 8 feet.~~
  - d. Multiple-family dwelling and ~~all other~~ residential uses not listed above: One driveway for every 100 feet of lot frontage.

~~2.~~

~~3-2.~~ A minimum of two driveways shall be provided in developments with:

- a. ~~30 dwelling units other than multiple-family dwellings~~ 30 dwelling units other than multiple-family;

[...]



## **3.05 Off-Street Parking and Loading**

The purpose of this Section is to identify the requirements for off-street parking and loading facilities. Well-designed parking facilities improve vehicular and pedestrian safety, promote economic activity, and enhance the driving public's experience. With appropriate landscaping and storm water design, parking areas can also mitigate the environmental impacts of development.

- 3.05.01      Applicability
- 3.05.02      General Provisions
- 3.05.03      Off-Street Parking
- 3.05.04      Off-Street Loading
- 3.05.05      Shared Parking

### **3.05.02 General Provisions**

[...]

- I. Maneuvering areas shall be designed in compliance with this Section (Table 3.05C). Off-street parking areas shall be designed so that no backing or maneuvering within a public right-of-way is required. These provisions do not apply to ~~single-family dwellings or duplexes~~ dwellings other than multiple-family.

[...]

- K. Except for ~~single-family and duplex dwellings~~ dwellings other than multiple-family, off-street parking spaces shall be delineated by double parallel lines [...]

[...]

### **3.05.03 Off-Street Parking**

[...]

- F. Garages
  - 1. For single-family ~~and duplex~~ dwellings, [...]
  - 4.3. Garages or carports are not required for duplexes, triplexes, quadplexes, townhouses, and cottage clusters in compliance with OAR 660-046-0220(2)(e)(D).

<b>Off-Street Parking Ratio Standards</b> <b>Table 3.05A</b>
---

Use <sup>1,2</sup>	Parking Ratio - spaces per activity unit or square feet of gross floor area
<b>RESIDENTIAL</b>	
1. <del>Dwellings</del> <u>Single-family detached and multiple-family dwellings</u> , including manufactured homes	2/ dwelling unit
2. <u>Duplexes, triplexes, quadplexes, townhouses, and cottage clusters</u>	<u>1/ dwelling unit</u> <sup>4</sup>
[...]	
<u>4. In compliance with OAR 660-046-0220(2)(e).</u>	

[...]

## **3.06 Landscaping**

The purpose of this Section is to identify the requirements for site landscaping and street trees. Landscaping enhances the beauty of the City, provides shade and temperature moderation, mitigates some forms of air and water pollution, reduces erosion, promotes stormwater infiltration, and reduces peak storm flows.

- 3.06.02      Applicability
- 3.06.03      General Requirements
- 3.06.04      Landscaping Standards
- 3.06.05      Plant Unit Value
- 3.06.06      Screening
- 3.06.07      Architectural Walls
- 3.06.08      Significant Trees on Private Property

### **3.06.06      Applicability**

The provisions of this Section shall apply:

- A. To the site area for all new or expanded multiple-family dwellings, non-residential development, parking and storage areas for equipment, materials and vehicles.
- B. Single-family dwellings and middle housing dwellings other than multiple-family duplex dwellings need comply only with the street tree and significant tree provisions of this Section.

[...]

### **3.06.05 Screening**

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

<b>Screening Requirements</b>										
<b>Table 3.06D</b>										
N = No screening required			F = Sight-obscuring fence required				W = Architectural wall required			
D = Architectural wall, fence, or hedge may be required in the Design Review process										
<b>Adjacent properties</b> – zone or use that receives the benefit of screening										

<b>Property being Developed – must provide screening if no comparable screening exists on abutting protected property</b>	<b>RS, RIS, or RMN</b>	<b>RM or RMN</b>	<b>DDC or NNC</b>	<b>CO zone</b>	<b>CG or MUV</b>	<b>IP, IL, or P/SP zone</b>	<b>Single-family dwelling</b>	<b>Multiple-family dwelling</b>	<b>Nonresidential use</b>	<b>Manufactured</b>	
1. RS, RIS, or RSN zone	N	N	N	N	N	N	N	N	N	N	
2. RM or RMN zone	W <sup>2</sup>	D	W <sup>2</sup>	D	W <sup>2</sup>	W <sup>2</sup>	D	W <sup>2</sup>	D	N	W <sup>2</sup>
3. DDC or NNC zone	N	N	N	N	N	N	N	N	N	N	N
4. Nonresidential use in CO zone	W <sup>2</sup>	W <sup>2</sup>	W <sup>2</sup>	N	W <sup>2</sup>	W <sup>2</sup>	N	W <sup>2</sup>	D	N	W <sup>2</sup>
5. CG or MUV zone	W <sup>2</sup>	W <sup>2</sup>	D	D	D	D	D	W <sup>2</sup>	W <sup>2</sup>	D	W <sup>2</sup>
6. Outdoor storage in CG or MUV zone	W <sub>3</sub> <sup>1</sup>	W <sub>3</sub> <sup>1</sup>	W <sup>1,3</sup>	W <sub>3</sub> <sup>1</sup>	W <sub>3</sub> <sup>1</sup>	W <sub>3</sub> <sup>1</sup>	W <sub>3</sub> <sup>1</sup>	W <sup>1,3</sup>	W <sup>1,3</sup>	W <sup>1,3</sup>	W <sup>1,3</sup>
7. IP, IL, or SWIR zone	W <sup>3</sup>	W <sup>3</sup>	D	W <sup>3</sup>	D	D	D	W <sup>3</sup>	W <sup>3</sup>	W <sup>3</sup>	W <sup>3</sup>
8. P/SP zone	Permitted use	D	D	N	N	N	N	D	D	N	D
	Conditional use	D	D	D	D	D	D	D	D	D	D
9. Single-family dwelling, duplex, child care facility dwelling other than multiple-family, or group home	N <sup>7</sup>	N <sup>7</sup>	N <sup>7</sup>	N <sup>7</sup>	N <sup>7</sup>	N <sup>7</sup>	N <sup>7</sup>	N <sup>7</sup>	N <sup>7</sup>	N <sup>7</sup>	N <sup>7</sup>
10. Multiple-family dwelling, child care facility, group home or nursing home	W <sub>5,8</sub> <sup>2</sup>	D	W <sub>8</sub> <sup>2,5</sup>	D	W <sub>5,8</sub> <sup>2</sup>	W <sub>5,8</sub> <sup>2</sup>	W <sub>5,8</sub> <sup>2</sup>	W <sup>2,5,8</sup>	D	D	W <sub>8</sub> <sup>2,5</sup>
11. Nonresidential use in a residential zone	W <sup>2</sup>	W <sup>2</sup>	D	D	D	D	D	W <sup>2</sup>	W <sup>2</sup>	D	W <sup>2</sup>
12. Manufactured dwelling park	W <sup>2</sup>	W <sup>2</sup>	W <sup>2</sup>	W <sup>2</sup>	W <sup>2</sup>	W <sup>2</sup>	W <sup>2</sup>	W <sup>2</sup>	W <sup>2</sup>	W <sup>2</sup>	D
13. Boat, recreational, and vehicle storage pad, if within 10 feet of a property line	F <sup>2</sup>	F <sup>2</sup>	F <sup>2</sup>	F <sup>2</sup>	F <sup>2</sup>	N	F <sup>2</sup>	F <sup>2</sup>	F <sup>2</sup>	F <sup>2</sup>	F <sup>2</sup>
14. Common boat, recreational, and vehicle storage area	W <sub>4</sub> <sup>2</sup>	W <sub>4</sub> <sup>2</sup>	W <sup>2,4</sup>	W <sub>4</sub> <sup>2</sup>	W <sub>4</sub> <sup>2</sup>	D	W <sub>4</sub> <sup>2</sup>	W <sup>2,4</sup>	W <sup>2,4</sup>	W <sup>2,4</sup>	W <sup>2,4</sup>
15. Refuse and recycling collection facilities except for single-family dwelling, duplex, child care facility, or group	W <sub>6,7</sub> <sup>2</sup>	W <sub>6,7</sub> <sup>2</sup>	W <sub>7</sub> <sup>2,6</sup>	W <sub>6,7</sub> <sup>2</sup>	W <sub>6,7</sub> <sup>2</sup>	W <sub>6,7</sub> <sup>2</sup>	W <sub>6,7</sub> <sup>2</sup>	W <sup>2,6,7</sup>	W <sup>2,6,7</sup>	W <sup>2,6,7</sup>	W <sup>2,6,7</sup>

Commented [CC2]: Replaced column header to read "Same as Row 9" to fit in narrow space.

1. Screening is only required from the view of abutting streets, parking lots, and residentially zoned property. Storage shall not exceed the height of the screening.
2. Six to seven feet in height
3. Six to nine feet in height
4. Abutting streets must also be screened.
5. Screening is required abutting multiple-family dwellings, commercial or industrial uses only.
6. In industrial zones, screening is required only where the refuse collection facility is in a yard abutting a public street, parking lot, or residentially zoned property.
7. Child care facility for 12 or fewer children, group home for five or fewer persons.
8. Child care facility for 13 or more children, group home for six or more persons.

**General notes:**

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

- B. All parking areas, except those for single-family dwellings and ~~duplex~~-dwellings other than multiple-family, 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).

[...]

### **3.07 Architectural Design**

The purpose of this Section is to set forth the standards and guidelines relating to the architectural design of buildings in Woodburn. Design standards can promote aesthetically pleasing architecture, increase property values, visually integrate neighborhoods, and enhance the quiet enjoyment of private property.

3.07.06 Applicability of Architectural Design Standards and Guidelines

3.07.07 Single Family, Duplexes and Manufactured Dwellings on Individual Lots in

Pre-existing Developments

- 3.07.08 Single Family, Duplexes and Manufactured Dwellings on Individual Lots in New Developments
- 3.07.09 Single Family and Duplexes in the Neighborhood Conservation Overlay
- 3.07.10 Standards for Medium Density Residential Buildings
- 3.07.11 Standards for Non-Residential Structures in Residential, Commercial and Public/Semi Public Zones
- 3.07.12 Downtown Development and Conservation Zone
- 3.07.13 Mixed Use Village Zone
- 3.07.14 Nodal Neighborhood Commercial Zone
- 3.07.15 Industrial Zones

**3.07.01 Applicability of Architectural Design Standards and Guidelines**

- A. For a Type I review, the criteria of this Section shall be read as “shall” and shall be applied as standards. For a Type II or III review, the criteria of this Section shall be read as “should” and shall be applied as guidelines.
- B. The following are exempt from the provisions of this Section:
  - 1. Any single-family, ~~duplex~~ middle housing, or manufactured dwelling that existed prior to October, 2005, except such dwellings located within the Neighborhood Conservation Overlay District (NCOD).
  - 2. New dwellings in Manufactured Dwelling Parks containing more than three acres.

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

A. Applicability

This Section shall apply to all new single-family dwellings, ~~duplexes~~ middle housing (duplex, triplex, quadplex, townhouse, and cottage cluster), and manufactured dwellings on individual lots, ~~in subdivisions, and Planned Unit Developments, approved on or before August 12, 2013 and in partitions.~~

Manufactured dwellings have different standards for roofing; otherwise, all standards in this Section apply to manufactured dwellings. ~~The term “dwelling” includes single family, duplexes and manufactured dwelling~~

B. Minimum Requirements

1. Required Design Standards. Each single-family dwelling, duplex, triplex, quadplex, townhouse project, or manufactured dwelling shall meet all the design standards identified in Table 3.07A as required standards and a minimum number of points per subsection 2. below.
2. Optional Design Standards. Each single-family dwelling, duplex, triplex, quadplex, townhouse project, or manufactured dwelling shall meet enough of the menu options identified in Table 3.07A as providing optional points to total 16 points. Totaling 16 or more points is a requirement, and the choice of any particular menu option is optional.

**Commented [JK3]:** City: Recommended this approach to balance desire for compatibility with single-family housing while providing more flexibility to accommodate middle housing types.

C. Architectural and Design Standards (Table 3.07A)

<b><u>Architectural &amp; Design Standards for Single-Family Dwellings, Manufactured Dwellings<sup>1</sup>, and Dwellings other than Multiple-Family, on Individual Lots (Table 3.07A)</u></b>			
<u>Design Standard</u>		<u>Required (X)</u>	<u>Optional Points</u>
<u>Building Massing</u>			
<u>M1</u>	<u>Maximum Facade Width: Exempting townhouses, the max width for any street-facing facade located within 25 ft of a street lot line shall be as follows. The portions of a facade subject to this standard must be separated 10 ft min. See Figure 3.07A. Max facade width of:</u>	-	-
	• <u>100 ft</u>	<u>X</u>	-
	• <u>80 ft</u>	-	<u>1</u>
	• <u>60 ft</u>	-	<u>2</u>
<u>M2</u>	<u>Facade Articulation: The front elevation of large buildings shall be divided into smaller areas or planes. When the front elevation of a building is more than 500 square ft in area, the elevation shall be divided into distinct planes of 500 square ft or fewer. See Figure 3.07C. This division can be done by:</u>	-	-
	• <u>A porch; a dormer min 4 ft wide and placed min 3 ft from any building side wall; or a balcony that is at least 2 ft deep and is accessible from an interior room;</u>	<u>X</u>	-
	• <u>A bay, box, or oriel window that projects min 2 ft, encloses a width min 5 ft (for angled sides measured at closest corners) and a height min 6.5 ft; or</u>		
	• <u>Recessing a section of the facade by min 2 ft, recess being min 6 ft wide.</u>		

**Architectural & Design Standards for Single-Family Dwellings,  
Manufactured Dwellings <sup>1</sup>, and Dwellings other than Multiple-Family, on Individual Lots  
(Table 3.07A)**

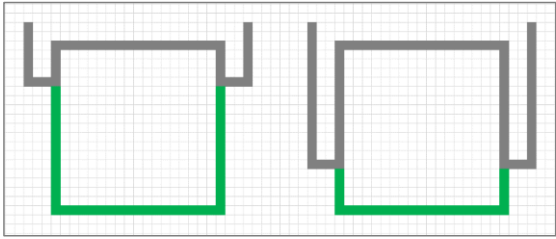
<u>Design Standard</u>		<u>Required (X)</u>	<u>Optional Points</u>
	<u>The requirement applies also to an elevation that adjoins a tract or off-street bicycle/pedestrian corridor.</u>		
<u>M3</u>	<u>Privacy Transition Area: The street-facing ground floor is either elevated above grade min 1.5 ft or has its main wall plane set back min 10 ft from sidewalk edge.</u> <u>Note M3: If elevated, any front covered porch or roofed patio also is elevated and has the front elevation either patterned or stamped if concrete or masonry wall or covered with lattice if a void.</u>	=	<u>2</u>
<u>Roofs</u>			
<u>R1</u>	<u>Roof Pitch: Manufactured dwellings shall have a min roof pitch of 3/12. All other buildings shall have min roof pitch as follows:</u>	=	=
	• <u>6/12</u>	<u>X</u>	=
	• <u>8/12</u>	=	<u>1</u>
	• <u>9/12</u>	=	<u>2</u>
<u>R2</u>	<u>Dormer(s): The roof includes a gable, dormer min 4 ft wide and placed min 3 ft from any building side wall, or eyebrow at least 3 ft wide and 3 ft above eave. Total width of all dormers shall not exceed 50 percent of the width of the facade that they parallel.</u>	=	<u>1</u>
<u>R3</u>	<u>Eaves: Roof eaves, overhangs, and rakes shall project from the building wall the following min inches on all elevations:</u>	=	=
	• <u>12</u>	<u>X</u>	=
	• <u>18</u>	=	<u>1</u>
	• <u>24</u>	=	<u>2</u>
<u>R4</u>	<u>Material: Roofing material shall be composition shingles, clay or concrete tile, metal, cedar or slate shingles or shakes. Composition shingles shall be architectural style.</u>	<u>X</u>	=



**Architectural & Design Standards for Single-Family Dwellings,  
Manufactured Dwellings <sup>1</sup>, and Dwellings other than Multiple-Family, on Individual Lots  
(Table 3.07A)**

Design Standard		Required (X)	Optional Points
	<ul style="list-style-type: none"> <li>Roofing material is clay, concrete tile, or cedar or slate shingles.</li> </ul>	-	1
<b>Entrances</b>			
E1	<p><u>Entrance Orientation: For every 40 lineal ft of street-facing facade, at least one entrance shall meet the following standards. For lots with two or more street frontages, this standard applies to min one frontage:</u></p> <ul style="list-style-type: none"> <li><u>The entrance must be within 8 ft of the longest street-facing wall of the building;</u></li> <li><u>Have any of a door with either peephole or incorporated window, or, a door side lite (a tall narrow window to the side of the door); and</u></li> <li><u>The entrance must any of:</u> <ul style="list-style-type: none"> <li><u>Face the street,</u></li> <li><u>Be at an angle of up to 45° from the street,</u></li> <li><u>Face a common open space that is adjacent to the street and is abutted by buildings on min two sides, or</u></li> <li><u>Open onto a porch or recessed entry meeting the requirements E2 below.</u></li> </ul> </li> </ul>	X	-
E2	<p><u>Front Porch or Patio: On lots wider than 25 ft, each dwelling entrance shall meet the below. For lots with two or more street frontages, the standards apply to min one frontage.</u></p> <ul style="list-style-type: none"> <li><u>A recessed entry, min 72 square ft, with min dimension 8.5 ft biased towards one side of the entry. A recess serving two entries, one each for two attached dwellings, shall be min 119 square ft; or</u></li> <li><u>A covered porch or roofed patio, min 72 square ft with min dimension 8.5 ft. A porch or patio serving two entries, one each for two attached dwellings, shall be min 119 square ft.</u></li> <li><u>Height: Min ceiling or clearance height 8 ft.</u></li> </ul> <p><u>Where a lot is 25 ft or narrower and a street-facing recessed entry, covered porch, or roofed patio would be infeasible, then one of the G4 options shall be a standard: above a street-facing garage, either interior living area, or, a covered balcony or deck.</u></p>	X	-

**Architectural & Design Standards for Single-Family Dwellings,  
Manufactured Dwellings <sup>1</sup>, and Dwellings other than Multiple-Family, on Individual Lots  
(Table 3.07A)**

Design Standard	Required (X)	Optional Points
<p><u>Where a lot is 25 ft or narrower and it adjoins a tract or off-street bicycle/pedestrian corridor, the porch/patio requirement may be met on the adjoining facade instead of the street-facing facade.</u></p>		
<ul style="list-style-type: none"> <li>• <u>A covered porch or roofed patio at minimums per above and with min width 14 ft facing the street.</u></li> </ul>	=	1
<ul style="list-style-type: none"> <li>• <u>The covered porch or roofed patio by min 2 ft either recesses into or projects from the main wall plane along min 6.5 ft of the width of the porch or patio.</u></li> </ul>  <p><u>Figure 3.07A –Minimum Recess &amp; Projection Example Plans</u></p>	=	2
<p><u>E3 Porch/Patio Delineation: Includes any of balustrade, fall protection, wood fencing, and metal or wood railings and is required. 3.5 ft high max. 4 ft wide max passage allowed. Fencing or railing with top member flat and min 3 inches wide. A second horizontal member below the top member (to allow affixing, hanging, or threading items below the top member).</u></p>	X	=
<p><u>E4 Columns: Ornamental columns. If the streetside porch or roofed patio provides one or more columns as supports, columns shall be divided visually into clear areas of capital, shaft, and base. Shaft min 8 inches square or diameter. Wrought iron style porch supports do not meet this requirement.</u></p>	X	=

**Architectural & Design Standards for Single-Family Dwellings,  
Manufactured Dwellings <sup>1</sup>, and Dwellings other than Multiple-Family, on Individual Lots  
(Table 3.07A)**

<u>Design Standard</u>	<u>Required (X)</u>	<u>Optional Points</u>
<u>Garages</u>		
<p><u>G1</u> <u>Garage Orientation: Garages shall face away from the street on lots abutting an alley or shared rear lane.</u>  <u>On a corner lot with no alley or shared rear lane, a garage may face one frontage as the Director determines.</u>  <u>On any lot with no alley or shared rear lane, any garage that faces away from the street frontage of the main pedestrian entry, at an angle of at least 90°, is exempt from garage setback, width, and design standards (G2-G4).</u></p>	X	=
<p><u>G2</u> <u>Minimum Garage Setback: The front of a garage shall be set back from street right-of-way either (1) the same depth as the house main wall plane that encloses living area or (2) 19 ft, whichever is deeper. Garages recessed or set back farther are eligible for optional points:</u></p> <ul style="list-style-type: none"> <li>• <u>Garages either recessed behind the main wall plane min 2 ft or set back 21 ft.</u></li> <li>• <u>Garages either recessed behind the main wall plane min 3 ft or set back 22 ft.</u></li> </ul>	X	=
<ul style="list-style-type: none"> <li>• <u>Garages either recessed behind the main wall plane min 2 ft or set back 21 ft.</u></li> </ul>	=	1
<ul style="list-style-type: none"> <li>• <u>Garages either recessed behind the main wall plane min 3 ft or set back 22 ft.</u></li> </ul>	=	2
<p><u>G3</u> <u>Maximum Garage Width: Excepting a lot with alley or shared rear lane access, the combined width of all attached garages shall not exceed a max per the below. Where in place of a garage there is a carport, or, a vehicular passage dividing the ground floor and serving parking area at the rear, then the max width shall be 10 ft for a one-car wide carport, 18 ft for a two-car wide carport, or 20 ft for a passage.</u></p> <p><u>A detached garage behind the dwelling building may exceed max width if the dwelling building in elevation view partly screens the detached garage such that the visible remainder of the garage is within the max width.</u></p> <p><u>For trapezoidal lots along cul-de-sacs or bends in streets where a street frontage width is narrower than the lot width, the applicable standard applies based on lot width instead of street frontage width.</u></p>	X:	=

**Architectural & Design Standards for Single-Family Dwellings,  
Manufactured Dwellings <sup>1</sup>, and Dwellings other than Multiple-Family, on Individual Lots  
(Table 3.07A)**

<u>Design Standard</u>	<u>Required (X)</u>	<u>Optional Points</u>
<u>Garages and parking and circulation areas that are narrower than the max are eligible for optional points:</u>		
<u>a. For a lot up to 25 ft wide: Max one garage door opening at max width 9 ft.</u>	<u>X</u> :	=
<u>b. For a lot wider than 25 ft or less than 60 ft wide: Max width 18 ft total of garage door or doors.</u>	<u>X</u> :	=
<u>c. For a lot 60 ft wide or wider: Either (1) max width 18 ft total of garage door or doors for house or duplex, 27 ft total for triplex, or 36 ft total for quadplex; or (2) garage width max 45 percent of lot street frontage width, whichever of (1) or (2) is less restrictive.</u>	<u>X</u> :	=
<u>Garages and parking and circulation areas that are narrower than the above applicable max are eligible for optional points:</u>	=	
<ul style="list-style-type: none"> <li><u>Garage width total max is either 40 percent or less instead of 45.</u></li> </ul>	=	<u>1</u>
<ul style="list-style-type: none"> <li><u>Street frontage has a single garage door max width 9 ft.</u></li> </ul>	=	<u>2</u>
<u>G4 Garage Design: Street-facing garages that incorporate design features intended to minimize the prominence of the garage and integrate it into the primary structure are eligible for optional points as follows:</u>	=	=
<ul style="list-style-type: none"> <li><u>Interior living area above the garage is provided. The living area may adjoin or incorporate a garage rooftop balcony or deck, but the living area shall have its wall plane set back max 8.5 ft from the street-facing garage wall and shall be min width 8.5 ft.</u></li> </ul>	=	<u>1</u>

**Architectural & Design Standards for Single-Family Dwellings,  
Manufactured Dwellings <sup>1</sup>, and Dwellings other than Multiple-Family, on Individual Lots  
(Table 3.07A)**

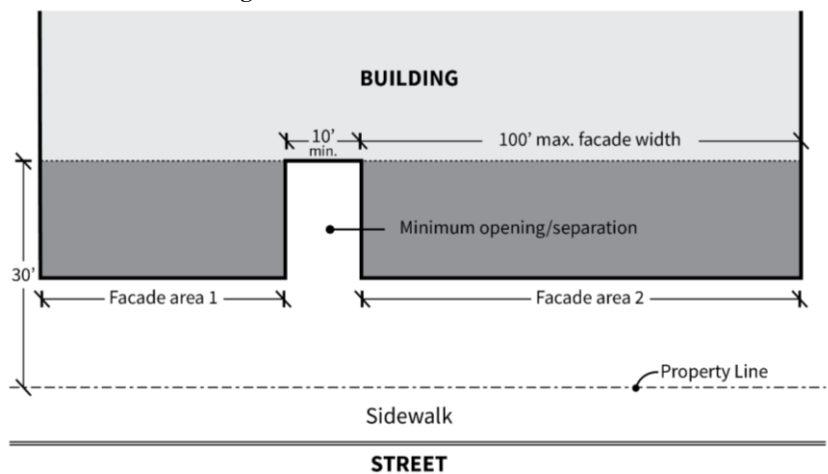
<u>Design Standard</u>		<u>Required (X)</u>	<u>Optional Points</u>
	<ul style="list-style-type: none"> <li>• <u>A covered balcony or deck above the garage is provided. The covered balcony or balcony min 8.5 ft wide across the garage and accessible from the interior living area of the dwelling unit. Coverage min 55 square ft.</u></li> </ul>	-	<u>1</u>
	<ul style="list-style-type: none"> <li>○ <u>The above covered balcony or deck projects min 2 ft beyond the street-facing garage wall and for min width 9 ft.</u></li> </ul>	-	<u>2</u>
	<ul style="list-style-type: none"> <li>• <u>Windows are min 15 percent of garage door area.</u></li> </ul>	-	<u>1</u>
	<ul style="list-style-type: none"> <li>• <u>Two one-car wide garage doors, max 9 ft wide each, serve a two-car wide garage.</u></li> </ul>	-	<u>1</u>
<u>Windows</u>			
<u>W1</u>	<u>Window Area: Min 15 percent of the area of all facades that face streets, tracts other than shared rear lane tracts, or off-street bicycle/pedestrian corridors, shall include windows and an entrance door or doors.</u>	<u>X</u>	-
<u>W2</u>	<u>Window Design: Building facades facing streets, tracts other than shared rear lane tracts, or off-street bicycle/pedestrian corridors, and which incorporate the following are eligible for optional points:</u>	-	-
	<ul style="list-style-type: none"> <li>• <u>Window trim around all windows min 3 inches wide and 5/8 inches deep.</u></li> </ul>	-	<u>1</u>
	<ul style="list-style-type: none"> <li>• <u>Window recesses, in all windows, min 3 inches as measured horizontally from the face of the building facade.</u></li> </ul>	-	<u>1</u>
	<ul style="list-style-type: none"> <li>• <u>For all street facing single or double-hung windows, what is described by any of divided lites, grids, or muntins are min 2 in at least the upper half of each window.</u></li> </ul>	-	<u>1</u>
<u>W3</u>	<u>Proportion: On facades facing streets, tracts other than shared rear lane tracts, or off-street bicycle/pedestrian corridors, each window must be square, round, or vertically proportioned. Operable windows shall have insect screens. Casement windows shall have symmetrical arrangement of lites.</u>	<u>X</u>	-

**Architectural & Design Standards for Single-Family Dwellings,  
Manufactured Dwellings <sup>1</sup>, and Dwellings other than Multiple-Family, on Individual Lots  
(Table 3.07A)**

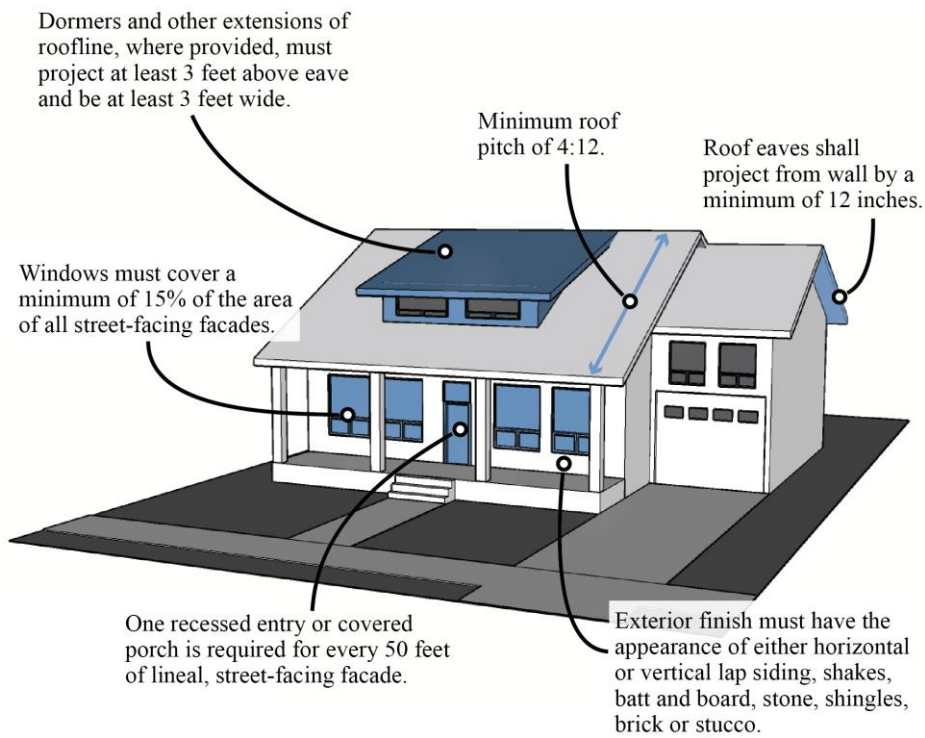
<u>Design Standard</u>		<u>Required (X)</u>	<u>Optional Points</u>
<u>Exterior Finish Materials</u>			
<u>F1</u>	<u>Permitted Finish Materials: The exterior finish of a dwelling shall have the appearance of either horizontal or vertical fiber cement, vinyl, or wood lap siding; shake or scallop shingles; batt and board; stone; brick; or stucco. Where horizontal lap siding is used, it shall appear to have a reveal of 3 to 6 inches. Plain concrete, corrugated metal, plywood and press board shall not be used as exterior finish material. Window shutters, if provided, shall be operable and able to cover the window when closed.</u>	<u>X</u>	<u>=</u>
	<ul style="list-style-type: none"> <li><u>For a dwelling of one story, shakes, shingles, brick, stone or other similar decorative materials are applied as a band on the street-facing facade horizontally from grade upwards min either 3 ft or to bottoms of ground floor windows, and wrap around each side elevation for min distance 2 ft. If one of the side elevations also faces a street or faces either a tract other than a shared rear lane tract or an off-street bicycle/pedestrian corridor, the wrap-around shall extend along the whole width of the side elevation. F1b: If one of the side elevations also faces a street or faces either a tract other than a shared rear lane tract or an off-street bicycle/pedestrian corridor, the wrap-around shall extend along the whole width of the side elevation.</u></li> </ul>	<u>=</u>	<u>1</u>
	<ul style="list-style-type: none"> <li><u>For a dwelling of two or more stories, shakes, shingles, brick, stone or other similar decorative materials are applied as a band on the street-facing facade horizontally from grade upwards min either 7 ft or to tops of ground floor windows and doors, and wrap around each side elevation for min distance 2 ft. Same as F1b.</u></li> </ul>	<u>=</u>	<u>2</u>
<u>F2</u>	<u>Foundation: Plain poured concrete may be used as foundation material if the foundation material is not revealed more than 3 ft above the finished grade level adjacent to the foundation wall and if the concrete is stamped or patterned to resemble rusticated or cut stone or wood or if decorative materials are applied per an F1 option.</u>	<u>X</u>	<u>=</u>

<b><u>Architectural &amp; Design Standards for Single-Family Dwellings, Manufactured Dwellings <sup>1</sup>, and Dwellings other than Multiple-Family, on Individual Lots (Table 3.07A)</u></b>		
<u>Design Standard</u>	<u>Required (X)</u>	<u>Optional Points</u>
<u>Additional Off-Street Parking</u>		
P1 <u>A development of dwellings other than detached single-family dwellings and other than multiple-family dwellings opts to provide the following min off-street parking ratio where it exceeds the min parking ratio per Table 3.05A:</u>	=	=
• <u>Off-street parking ratio min 1.5 spaces per dwelling</u>	=	<u>1</u>
• <u>Off-street parking ratio min 2 spaces per dwelling</u>	=	<u>2</u>
<u>1. Zoning Adjustment permissible for manufactured dwelling.</u>		

**Figure 3.07A: Maximum Facade Width**

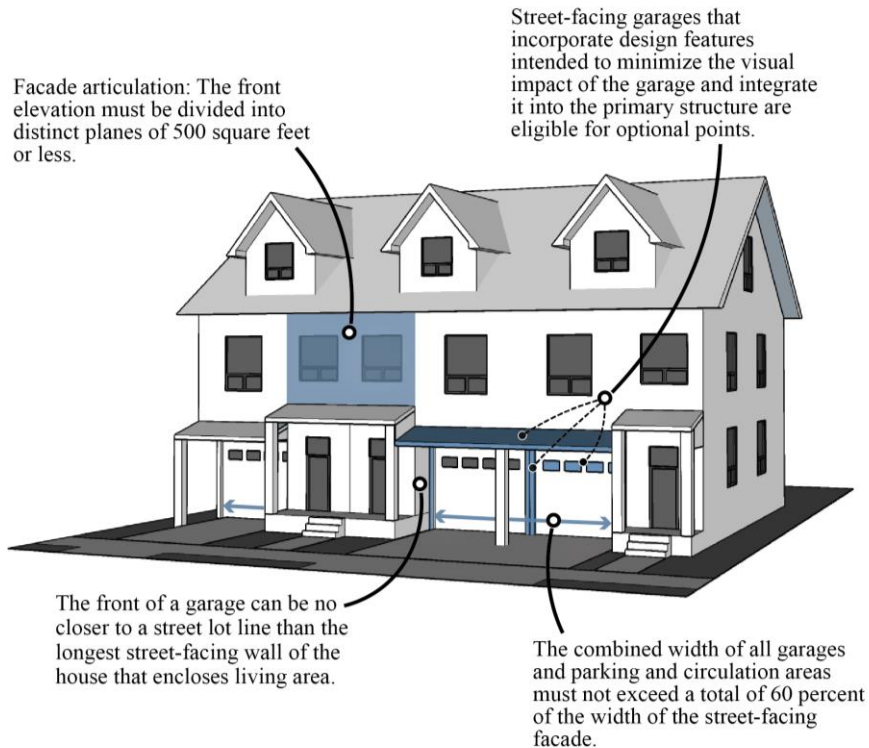


**Figure 3.07B: Roofs, Entrances, and Window Design Standards**



**Figure 3.07C: Facade Articulation and Garage Design Standards**





**B. ~~Roof Standards~~**

**1. ~~Pitch~~**

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

**2. ~~Material~~**

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

**3. ~~Eaves~~**

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

**C. ~~Exterior Finish~~**

~~The exterior finish of a dwelling shall have the appearance of either horizontal or vertical lap siding, shakes, batt and board, stone, shingles, brick or stucco. Where horizontal lap siding is used, it shall appear to have a reveal of three to eight inches. Plain concrete,~~

corrugated metal, plywood and press board shall not be used as exterior finish material.

**D. Garage**

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

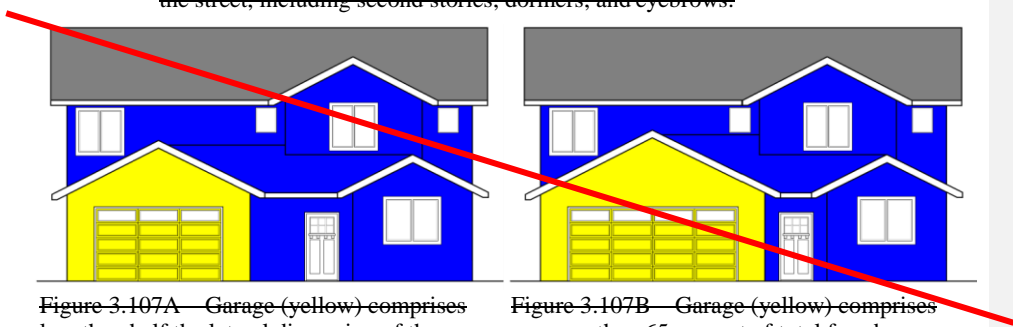


Figure 3.107A— Garage (yellow) comprises less than half the lateral dimension of the facade (yellow plus blue)

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

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

**E. Main Pedestrian Entrance**

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

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

G. The front of the dwelling shall either contain:

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

**3.07.03 Single Family Dwellings, Duplexes and Manufactured Dwellings on Individual Lots in New Developments**

A. This Section shall apply to all new single family dwellings, duplexes and manufactured dwellings on individual lots in subdivisions and Planned Unit Developments approved after [the date of adoption of this Section].

B. Plain concrete, corrugated metal, plywood, T 111, oriented strand board (OSB), and sheet press board shall not be used as exterior finish material.

C. Dwellings shall have at least nine of the following design features:

1. Site built dwellings shall have a minimum roof pitch of 4:12. Manufactured dwellings shall have a minimum roof pitch of 3:12.
2. Roofing material shall be composition shingles, clay or concrete tile, metal, cedar shingles or shakes. Composition shingles shall be architectural style, with a certified performance of at least 25 years.
3. Eaves of a dwelling unit or garage shall provide a minimum 12 inch projection.
4. The facade containing the vehicular entrance for a garage shall face away from the street frontage of the main pedestrian entry of the dwelling, at an angle of at least 90 degrees.
5. The facade containing the vehicular entrance for an attached garage shall comprise less than half the lateral dimension of the total facade facing a street, or shall comprise no more than 65 percent of the area, including second stories, dormers, and eyebrows, of the total facade of the structure facing the street.
6. The facade containing the vehicular entrance for a detached garage shall be set back at least 20 feet from the facade of the dwelling containing the main pedestrian entrance, and with the area of the facade of the garage no greater than that of the dwelling.
7. The main entrance to each dwelling shall have either:
  - a. A covered porch at least 48 square feet in area, with the minimum dimension of six feet on at least one side; or
  - b. A recessed entry at least 24 square feet in area, with the minimum dimension of four feet on at least one side.
8. At least 15 percent of the facade wall surface of a dwelling unit facing a front lot line shall be windows, excluding roofs and non habitable wall area under the end of a roof,

**Commented [JK4]:** City: Recommending to apply the same set of standards to new development as to infill development. These standards for new development are actually quite a bit more flexible because only 9 of the 12 features are required. I don't see a good policy basis for requiring less for lots in new subdivisions/PUDs. vs. infill, but let me know if you see otherwise.

and excluding the garage facade.

9. ~~The front of the dwelling shall contain an articulated roof line incorporating more than one pitch or elevation of the ridge line that is visible in the front elevation, excluding a porch.~~
10. ~~The front of the dwelling shall contain a gable, dormer, eyebrow, off set roof line or other vertical, architectural extension of the building, at least 36 inches above the eave.~~
11. ~~The front of the dwelling shall contain a horizontal offset of at least 36 inches in depth and ten feet in length, excluding a recessed pedestrian entrance, porch, or garage that projects in front of the dwelling.~~

~~D. Single family dwellings, duplexes, and manufactured dwellings shall have a garage.~~

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

A. Applicability

1. For any new single-family dwelling, ~~duplex dwellings other than multiple-family~~, or accessory structure within the Neighborhood Conservation Overlay (NCOD), all facades shall be subject to architectural review.
2. The exterior remodel to single family dwellings, ~~duplexes dwellings other than multiple-family~~, and accessory structures shall be subject to architectural review.

B. Design Guidelines and Standards

4. [...] ~~single family and duplex residential~~ roofs shall be maintained. [...]

[...]

### 3.09 Planned Unit Developments

The purpose of this Section is to establish the requirements for Planned Unit Developments (PUDs). PUDs allow flexible development standards, unique street cross-sections, and more variety in permitted uses. They are especially appropriate when developing properties with unique topographic, geotechnical, or other constraints. They also encourage innovation and creative approaches for developing land. In exchange for the ability to modify development and use standards, PUDs must provide common open space and enhanced public amenities.

- 3.09.01 Allowable Types and Minimum Area of PUDs
- 3.09.02 Allowed Uses
- 3.09.03 Density Transfer
- 3.09.04 Conceptual Development Plan
- 3.09.05 Detailed Development Plan
- 3.09.06 Development Standards
- 3.09.07 Modifications to an Approved Detailed Development Plan
- 3.09.08 Nullification
- 3.09.09 Owners/Tenants Association
- 3.09.10 Phasing

#### 3.09.02 Allowed Uses

##### A. Transfer of Density PUD

Single-family dwellings, manufactured dwellings, ~~duplexes, row houses,~~ dwellings other than multiple-family, and multiple-family dwellings shall be allowed in a Transfer of Density PUD.

[...]

#### 3.09.06 Development Standards

##### A. Common area and density shall comply with Table 3.09A.

Common Area and Density Standards for Planned Unit Developments Table 3.09A			
		Transfer of Density	Residential Mixed-Use
Common	Four or fewer dwelling units	All undevelopable site area	

Area, Minimum	Five or more dwelling units, or nonresidential uses	30 percent of gross site area, including all undevelopable site area <sup>1</sup>		
Improved Common Area, Minimum	Four or fewer dwelling units	None		
	Five or more dwelling units	100 square feet per dwelling unit		
	Nonresidential uses	None	None	None
Residential Density, Minimum (units per net acre)	<u>Sites less than 20 gross acres</u>	Pursuant to the Comprehensive Plan <sup>2</sup>		
	<u>Sites 20 or more gross acres</u>	<u>Either pursuant to the Comprehensive Plan<sup>2</sup> or 15<sup>5</sup></u>		
Residential Density, Maximum (units per net acre)		Not specified <sup>4</sup>		
<p>1. At least one common area shall be sized to accommodate a circle 25 feet in diameter.</p> <p>2. In residential zones only. There is no minimum for non-residential zones.</p> <p>3. Child care facility for 13 or more children, group home for six or more persons.</p> <p>4. The maximum density is determined by setbacks, off-street parking, open space, and other requirements. Pursuant to Comprehensive Plan Policy Table 1, Note (p. 7), allowable densities may be increased through PUD above the maximum(s) of the base zone(s).</p> <p><del>4.5. 15 is the standard if OAR 660-046-0020(10) "Master Planned Community" &amp; 660-046-0205(2)(b) are applicable.</del></p>				

[...]

### 3.10 Signs

- 3.10.01 Purpose
- 3.10.02 Applicability
- 3.10.03 Computation of Sign Area
- 3.10.04 Definitions
- 3.10.05 Sign Permit Required
- 3.10.06 General Requirements
- 3.10.07 Signs Exempt From Permit Requirements
- 3.10.08 Prohibited Signs
- 3.10.09 Temporary Signs
- 3.10.10 Permanent Sign Allowances
- 3.10.11 Nonconforming Signs
- 3.10.12 Electronic Changing Image Signs

[...]

#### 3.10.10 Permanent Sign Allowances

Permanent Signs in RS, RSN, R1S, RM, RMN, and P/SP Zones Table 3.10.10A	
Wall Signs	
Use	Allowance
Single-family dwellings <u>and dwellings other than multiple-family</u>	<ul style="list-style-type: none"> <li>• Maximum 2</li> <li>• Maximum 3 square feet total</li> <li>• Exempt from application and permit requirements</li> </ul>

[...]

## 5.01 Type I (Administrative) Decisions

### 5.01.02 Design Review, Type I

B. Applicability: The Type I Design Review is applicable to the following:

C. Residential Buildings

- a. Single family dwellings, manufactured dwellings, or ~~duplexes~~dwellings other than multiple-family, in any residential zone ~~an RS, R1S and RM zone~~, except where subject to an architectural design review process approved by the Planned Unit Development (PUD) (Section 3.09).
- b. Exterior alterations to single family, manufactured dwellings, ~~duplexes~~dwellings other than multiple-family, and multi-family dwellings, in any residential zone ~~an RS, R1S and RM zone~~; except where subject to an architectural design review process approved by the Planned Unit Development (PUD) (Section 3.09) or when;
  - i. The subject dwelling has a prior Type I design review approval; and
  - ii. The alteration is subject to building permit approval.
- c. Multi-family dwellings that comply with all standards found in the Land Use and Specified Use, and Development Guidelines and Standards (Sections 2 and 3) of this Ordinance.

[...]

LA 21-02  
City Council  
work session  
April 25, 2022  
Attachment 1D



## 5.02 Type II (Quasi-Administrative) Decisions

### 5.02.03 Design Review, Type II

- A. Purpose: The purpose of Type II 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. Applicability: Type II Design Review is required for the following:
1. Non-residential structures 1,000 square feet or less in the RS, R1S, RM, and P/SP zones.
  2. Structures 2,000 square feet or less than in the CO, CG, DDC, and NNC zones.
  3. Structures 3,000 square feet or less in the IP, IL, MUV and SWIR zones.
  4. 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 than 10% but less than 25%.
  5. Change of use that results in an increase in required parking of more than 10% but less than 25%, except not in the case of a single-family dwelling that is converted or added to in order to create a middle housing dwelling.
  6. Single family dwellings and ~~duplexes~~ middle housing in the NCOD zone, but excluding structures subject to Type I review.

[...]

### **5.02.06 Zoning Adjustment**

[...]

C. Maximum Adjustment permitted:

[...]

4. Side Yard Setback: Up to a 20 percent reduction in setback, but no less than a five foot setback in a RS or R1S zone or less than the requirements of the state building code, whichever is more restrictive; however, for RM and RMN zones where a building type or residential use side setback is dependent on tiers of building height, setback reduction as follows: For building height of:
  - a. 16 feet or less, reduction to no fewer than 5 feet;
  - b. More than 16 feet and less than 28, reduction to no fewer than 5 feet; or
  - c. 28 feet or more, reduction to no fewer than 10 feet at the 28<sup>th</sup> foot and higher and to no fewer than 5 feet below the 28<sup>th</sup> foot.
5. Rear Yard Setback: Up to a 20 percent reduction in setback, but no less than a five foot setback, except in those zones permitting zero setbacks the minimum setback shall be either 5 feet or zero; however, for RM and RMN zones where a building type or residential use rear setback is dependent on tiers of building height, setback reduction as follows: For building height of:
  - a. 16 feet or less, reduction to no fewer than 10 feet;
  - b. More than 16 feet and less than 28, reduction to no fewer than 18 feet above the 16<sup>th</sup>

foot and higher and to no fewer than 10 feet at the 16<sup>th</sup> foot and below; or  
c. 28 feet or more, reduction to no fewer than 24 feet at the 28<sup>th</sup> foot and higher and,  
below the 28<sup>th</sup> foot, to no fewer than per (b.)

[...]

24. Architectural & Design Standards: Relating to Table 3.07A and for manufactured dwellings only, to adjust any standard other than minimum roof pitch and as the Director allows.

[...]

## **5.03 Type III (Quasi-Judicial) Decisions**

### **5.03 General Requirements**

- A. The purpose of this Section is to identify what types of actions are considered Type III decisions. Type III decisions involve significant discretion and evaluation of subjective approval standards, yet are not required to be heard by the City Council, except upon appeal. The process for these land use decisions is controlled by ORS 197.763. Notice of the application and the Planning Commission or Design Review Board hearing is published and mailed to the applicant, recognized neighborhood associations and property owners. The decision of the Planning Commission or Design Review Board is appealable to the City Council. The City Council's decision is the City's final decision and is appealable to the Land Use Board of Appeals.
- B. To initiate consideration of a Type III decision, a complete City application, accompanying information, and filing fee must be submitted to the Director. The Director will evaluate the application as outlined in this Section.

- 5.03.01 Conditional Use
- 5.03.02 Design Review, Type III
- 5.03.03 Exception to Street Right of Way and Improvement Requirements
- 5.03.04 Manufactured Dwelling Park, Preliminary Approval
- 5.03.05 Phasing Plan for a Subdivision, PUD, Manufactured Dwelling Park or any other Land Use Permit
- 5.03.06 Planned Unit Development (PUD), Preliminary Plan Approval
- 5.03.07 Planned Unit Development (PUD), Design Plan Final Approval
- 5.03.08 Special Conditional Use - Historically or Architecturally Significant Building
- 5.03.09 Special Use as a Conditional Use
- 5.03.10 Subdivision Preliminary Approval
- 5.03.11 Telecommunications Facility, Specific Conditional Use
- 5.03.12 Variance

[...]

#### **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, except not in the case of a single-family dwelling that is converted or added to in order to create a middle housing dwelling.

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LA 21-02 Middle Housing:

City Council Attachment 1E:

## Woodburn Comprehensive Plan Amendments

April 18, 2022

Besides amendment of the Woodburn Development Ordinance (WDO), there is also amendment of the Woodburn Comprehensive Plan as necessary or appropriate to implement the “middle housing” requirements of Oregon House Bill 2001 (2019), codified in ORS 197.296, 197.303, 197.312 & 455.610 and in Oregon Administrative Rules (OAR) 660-046.

Amendment necessitates only minor revisions, which are shown on the following pages.

<b>Policy Table 1: Comprehensive Plan Designations and Implementing Zoning Districts</b>			
<b>Comprehensive Plan Designation</b>	<b>Implementing Zoning District(s)</b>	<b>Density Range (Units Per Net Buildable Acre)<sup>1</sup></b>	<b>Minimum Lot Sizes or Unit Area in Square Feet</b>
Low Density Residential ( <u>LDR</u> )	<b>RS</b> Single-Family Residential	5.2-7.26	<del>6,000 Interior Lot 8,000 Corner Lot 10,000 Duplex Lot</del>
	<b>RIS</b> Retirement Community Single-Family Residential	Not Applicable	<del>3,600 Interior Lot 3,600 Corner Lot</del>
Nodal Development Overlay	<b>RSN</b> Nodal Development Single-Family Residential	7.9-10.89	<del>4,000 Interior Lot 4,500 Corner Lot</del>
Medium Density Residential ( <u>MDR</u> )	<b>RM</b> Medium Density Residential	10-16	<del>2,720 Per M-F Unit 10,000 Duplex Lot</del>
Nodal Development Overlay (NDO)	<b>RMN</b> Nodal Residential	10-22	<del>1,980 Per M-F Unit</del>
<u>Commercial</u>	<u>CG</u> Commercial General <u>DDC</u> Downtown Development and Conservation <u>CO</u> Commercial Office	<u>Not applicable</u>	
<u>Nodal Development Overlay (NDO)</u> <del><u>Mixed Use Village Overlay (MUVO)</u></del>	<u>NNC</u> Nodal Neighborhood Commercial <del><u>MUV</u> Mixed Use Village</del>	<u>Not applicable</u>	
<del><u>Mixed Use Village Overlay (MUVO)</u></del>	<del><u>MUV</u> Mixed Use Village</del>	<del><u>Not applicable</u></del>	
<u>Industrial</u>	<u>IP</u> Industrial Park <u>IL</u> Light Industrial	<u>Not applicable</u>	
<u>Southwest Industrial Reserve Overlay (SWIR)</u>	<u>SWIR</u> Southwest Industrial Reserve	<u>Not applicable</u>	
<u>Open Space and Parks</u>	<u>RCWOD</u> Riparian Corridor and Wetlands Overlay	<u>Not applicable</u>	

<b>Policy Table 1: Comprehensive Plan Designations and Implementing Zoning Districts</b>			
<b>Comprehensive Plan Designation</b>	<b>Implementing Zoning District(s)</b>	<b>Density Range (Units Per Net Buildable Acre)<sup>1</sup></b>	<b><del>Minimum Lot Sizes or Unit Area in Square Feet</del></b>
	<a href="#"><u>District</u></a> <a href="#"><u>P/SP Public and Semi-Public</u></a>		
<a href="#"><u>Public Use</u></a>	<a href="#"><u>P/SP Public and Semi-Public</u></a>	<a href="#"><u>Not applicable</u></a>	

***Plan Implementation***

***Review, Revision and Update***

The planning process is continuous. [...] These changes, in general, should be justified by a solid body of evidence presented by the petitioner showing the following:

1. Compliance with the goals and policies of the Comprehensive Plan;
2. Compliance with the various elements of the Comprehensive Plan;
3. Compliance with state statutes, administrative rules, Statewide Goals and guidelines;
4. [...]

**D. Residential Land Development and Housing**

***Residential Plan Designations***

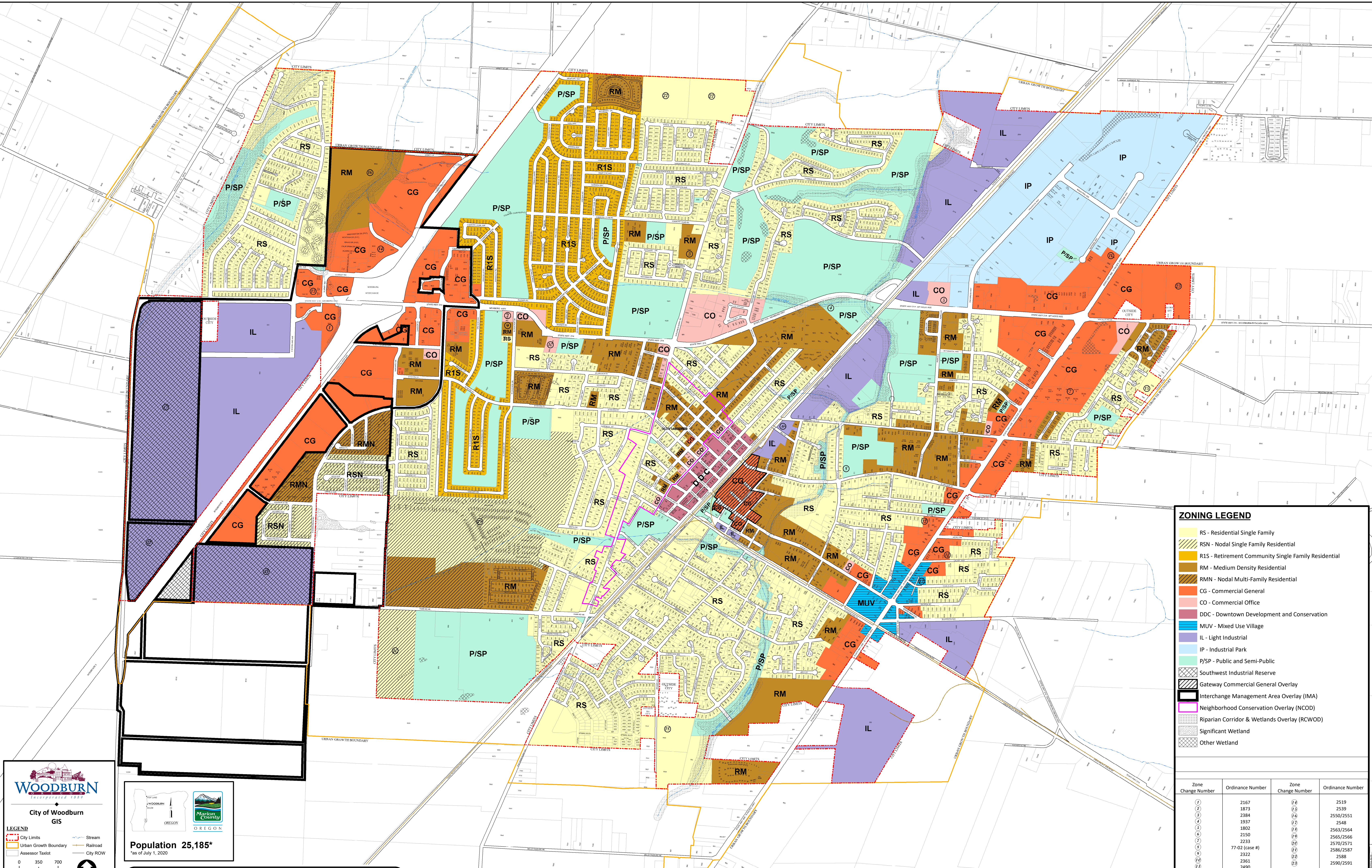
Low Density Residential Lands

Low density residential areas are the most sensitive land use and must be intensively protected. [...] When greenways are used as buffers between other land uses and low density residential areas it is extremely important to maintain the visual and physical separation that the greenway provides. ~~Small lot single-family residential development is appropriate in Nodal Development areas and may be allowed in Medium Density Residential areas.~~ Small lot senior housing is encouraged adjacent to existing senior housing areas.

<b>Policy Table 2: Needed Housing Types and Implementing Zoning Districts</b>	
<b>Needed Housing Type</b>	<b>Implementing Zoning District(s)</b>
Single-Family Detached Residential	<del>RS</del> Single-Family Residential <del>R1S</del> Retirement Community Single-Family Residential <del>RSN</del> Nodal Development Single-Family Residential
Manufactured Dwellings On Individual Lots In Parks	<del>RS</del> Single-Family Residential <del>R1S</del> Retirement Community Single-Family Residential <del>RM</del> Medium Density Residential
<del>Attached Single Family Residential (Row Houses)</del>	<del>RMN</del> Nodal Residential <del>MUV</del> Mixed Use Village
<del>Duplexes On Corner Lots Generally</del>	<del>RS</del> Single-Family Residential <del>RM</del> Medium Density Residential
<u>Middle Housing*, also known as dwellings other than multiple-family</u>	<u>RS</u> Single-Family Residential <u>R1S</u> Retirement Community Single-Family Residential <u>RSN</u> Nodal Development Single-Family Residential <u>RM</u> Medium Density Residential <u>RMN</u> Nodal Medium Density Residential
<u>Multi-Family or Multiple Family Generally Above Commercial</u>	<del>RM</del> Medium Density Residential <del>RMN</del> Nodal Residential <del>DDC</del> Downtown Development and Conservation <del>NNC</del> Nodal Neighborhood Commercial <del>MUV</del> Mixed Use Village
<u>Multi-Family or Multiple Family: Generally Above Commercial</u>	<u>DDC</u> Downtown Development and Conservation <u>NNC</u> Nodal Neighborhood Commercial <u>MUV</u> Mixed Use Village



<b>Policy Table 2: Needed Housing Types and Implementing Zoning Districts</b>	
<b>Needed Housing Type</b>	<b>Implementing Zoning District(s)</b>
Government Assisted Housing** Farm Worker Housing** Rental Housing**	These “housing types” are based on financing or tenure, and are not regulated by the City. If the housing type (e.g., single family, manufactured dwelling, attached single family, duplex, or multi-family) is allowed in the underlying zoning district, these “housing types” are allowed subject to applicable design standards.
<u>Any</u>	<b>PUD</b> Planned Unit Development
<p>* “Middle Housing” refers to duplexes, triplexes, fourplexes, townhouses, and cottage cluster housing as specified in Oregon Revised Statutes (ORS) 197.758(1)(a), (b). Oregon Administrative Rules (OAR) 660-046 regulate middle housing.</p> <p>** Note that the City regulates housing development to ensure quality construction and design, but does not regulate based on tenure.</p>	



**WOODBURN**  
Incorporated 1889

City of Woodburn  
GIS

LEGEND

- City Limits
- Urban Growth Boundary
- Assessor Taxlot
- Stream
- Railroad
- City ROW

Population 25,185\*  
\*as of July 1, 2020

0 350 700  
Feet

Disclaimer: This map is a graphic representation using the most current information available. The City of Woodburn is not responsible for any inaccurate and/or incomplete data. This map is for informational purposes only. Last updated and printed on 9/15/2021.

**ZONING LEGEND**

- RS - Residential Single Family
- RSN - Nodal Single Family Residential
- R1S - Retirement Community Single Family Residential
- RM - Medium Density Residential
- RMN - Nodal Multi-Family Residential
- CG - Commercial General
- CO - Commercial Office
- DDC - Downtown Development and Conservation
- MUV - Mixed Use Village
- IL - Light Industrial
- IP - Industrial Park
- P/SP - Public and Semi-Public
- Southwest Industrial Reserve
- Gateway Commercial General Overlay
- Interchange Management Area Overlay (IMA)
- Neighborhood Conservation Overlay (NCO)
- Riparian Corridor & Wetlands Overlay (RCWOD)
- Significant Wetland
- Other Wetland

Zone Change Number	Ordinance Number	Zone Change Number	Ordinance Number
1	2167	14	2519
2	1873	15	2539
3	2384	16	2550/2551
4	1937	17	2548
5	1802	18	2563/2564
6	2150	19	2565/2566
7	2233	20	2570/2571
8	77-02 (case #)	21	2586/2587
9	2322	22	2588
10	2361	23	2590/2591
11	2490		
12	2492		
13	2499		

City of Woodburn | Zoning

Attachment 2

Adopted by The Woodburn City Council on September 26, 2011 (Ordinance #: 2480).