



Land Use Final Decision Type I Staff Report

File number(s): DR 23-07

Project name: Woodburn Evangelical Church Kitchen Addition

Date of decision: May 8, 2024

Date of mailing: May 8, 2024

Applicant: Todd Iselin, Iselin Architects PC, 1307 7th Street, Oregon City, OR 97045-2003

Contractor: Jon Fox, Owner, Fox Valley Construction, LLC, 21128 Oak Ln NE, Aurora, OR 97002-9415

Landowner: Karl Kochendorfer, Facility Manager, Woodburn Evangelical Church

Site location: 1050 N. Boones Ferry Rd

Tax Lot(s): 051W07BD02400

Summary: The subject property, 1050 N Boones Ferry Rd, is a 1.71-acre property developed with a church and parsonage for the Woodburn Evangelical Church. The applicant applied for a Design Review for the construction of a kitchen addition of 475 square feet (sq ft) and the remodel of a portion of the existing building to add ADA-compliant restrooms, that is, restrooms compliant with the federal Americans with Disabilities Act (1990).

The application submittal date was August 3, 2023, the completeness date was March 22, 2024, and the 120th-day deadline for a final land use decision per Oregon Revised Statutes (ORS) 227.178 would have been July 20, 2024.

Section references throughout this staff report are to the [Woodburn Development Ordinance \(WDO\)](#). Staff finds that the application meets WDO provisions or can meet them with conditions and approves it with conditions.

Because it is a Type I administrative approval requiring no public hearing, this staff report serves as both a Design Review approval and public notice of the final decision to property owners within 250 feet of the subject property.

Conditions of Approval

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

General

G1. The applicant shall develop the property in substantial conformance with the final plans submitted and approved with these applications, except as modified by these conditions of approval. Were the applicant to revise plans other than to meet conditions of approval or meet building code, even if Planning Division staff does not notice and signs off on building permit issuance, Division staff retains the right to obtain restoration of improvements as shown on an earlier land use review plan set in service of substantial conformance.

G2. Due dates / public improvements:

- a. When public street improvements, and any fees in lieu of public improvements, are due shall be per WDO 3.01.02E and 4.02.12. The developer shall pay conditioned fees.
- b. Easement:
 - (1) Recordation of required public utility easement is due by building certificate of occupancy. See Note A below.
 - (2) Review: Prior to beginning recordation, the developer or developer's surveyor shall submit drafts to the City for review in a way that not only meets the needs of the Public Works Department Engineering Division (PW) but also alerts the Community Development Department Planning Division of timely need to review for conformance with the WDO and conditions of approval and identify needed revisions prior to recordation. See Note A below.
 - (3) Copies: The developer shall provide copies of recorded documentation that a City staff person requests regardless if the documentation source is another City staff person or department.

G3. Recordation due dates: The applicant shall apply to the County for recordations of items that the City requires no later than 6 months prior to expiration of the land use approval as WDO 4.02.04B establishes, and shall complete recordations no later than three years past the land use "final decision" date. The due date to complete recordations shall not supersede when recordations are due relative to the building permit stage. See Note A below.

G4. Inspection: The applicant shall construct, install, or plant all improvements, including landscaping, prior to certificate of occupancy. At least 3 City business days prior to a desired date of planning and zoning inspection of site improvements, either contact Planning Division staff directly first or proceed to make a planning inspection request (noting desired time on the requested date) through Oregon ePermitting for the applicable building permit record number.

G5. PW: Public Works Department Engineering Division (PW) public works comments are Attachment 102A.

Note A: Absent platting or re-platting, granting of public easements necessitates a process through the Public Works Department Engineering Division (PW) and City Council acceptance separate from land use approval, which could take several weeks. Upon tentative land use approval by the Planning Commission, contact PW to begin and finish dedication and granting sooner. The City Council usually meets second and fourth Mondays, and agenda packet materials are due to the City Recorder by the prior Tuesday at noon.

Design Review 23-07

D1. PUE, streetside: To conform with WDO 3.02.01B & F.2, the developer shall:

- a. Grant a streetside public utility easement (PUE) minimum width 5 feet, per Public Works' guidance.
- b. Upon granting of conforming streetside PUE through correct recordation per general Conditions G2 & G3 and prior to building certificate of occupancy, revise site plans to add a streetside PUE label, call-out, or note with the Marion County date of recordation and either recordation instrument number or reel/volume and page numbers.

D2. Wide walkway: To conform with WDO 3.04.06, substantially as illustrated on land use review site plans, there shall be a wide walkway minimum width 8 feet connecting the building main entrance and sidewalk and to the standards of 3.04.06D.1 by building permit inspection. (See submitted conceptual Exhibit A below.)

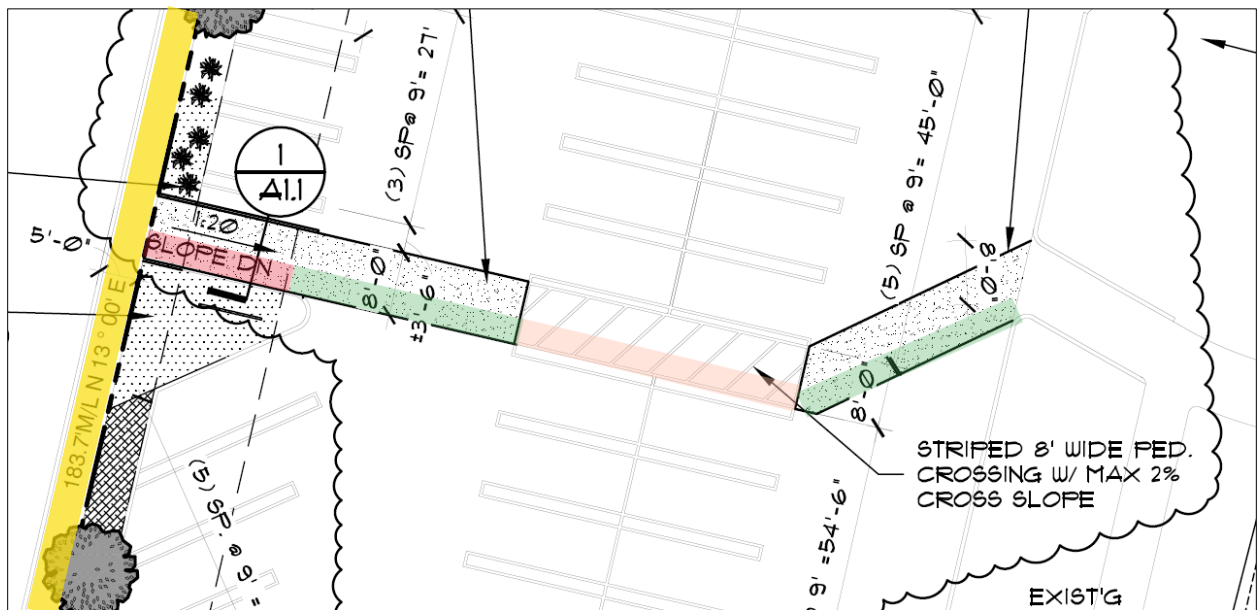


Exhibit A. Site Plan Sheet A1.1. Dated 5/7/24

(Colors added by author. Yellow: public sidewalk; Red: ADA-compliant/accessible ramp; Green: speed table or visually distinct material such as concrete amid asphalt; Salmon: grade-level walkway)

D3. C/V: To conform with WDO Table 3.05C, The applicant shall designate minimum 2 carpool/vanpool (C/V) stalls to the standards of WDO 3.05.03H, including striping and signage, by building permit inspection.

D4. Bicycle parking: To conform with WDO Table 3.05D, the applicant shall install minimum 6 bicycle parking spaces to the standards of WDO 3.05.06C by building permit inspection.

D5. Street trees: To conform with WDO 3.06.03A and because the Community Development Director and Public Works comments (Attachment 102A) allow the existing sidewalk to remain curb-tight, the applicant shall, per direction from the Community Development Director, either plant 6 trees outside the newly granted public utility easement (PUE) on the property and show these to the inspector during inspection, or pay a street tree fee in-lieu of \$250 per tree for minimum 6 trees (\$1,500) prior to certificate of occupancy.

D6. Landscaping: To conform with WDO 1.04.03C.3a(2)(f) & (g), the applicant shall plant according to the submitted landscape plan that demonstrates site landscaping in conformance with the planting requirements in WDO Table 3.06A to the standards of Table 3.06B. This is due prior to certificate of occupancy.

D7. Freestanding sign: Because the Public Works Department Engineering Division (PW) did not condition in writing (Attachment 102A) relocation or removal of the existing permanent freestanding sign outside of the streetside PUE to be granted, the sign may remain where it is; however, the City shall not be responsible for compensation of loss, cost, damage, or removal arising from work by the City, another government agency, or a franchise utility provider within the PUE area. The nonconforming sign regulations of WDO 3.10.11 remain in effect.

Analyses & Findings

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

<i>Symbol</i>	<i>Category</i>	<i>Indication</i>
✓	Requirement (or guideline) met	No action needed
✗	Requirement (or guideline) not met	Correction needed
⊖	Requirement (or guideline) not applicable	No action needed
▲	Requirement (or guideline) met with condition of approval Other special circumstance benefitting from attention	Modification or condition of approval required

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

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Location

Addresses	1050 N Boones Ferry Rd
Tax Lot	051W07BD02400
Nearest intersection	N. Boones Ferry Rd / Hwy 214

Land Use & Zoning

Comprehensive Plan Land Use Designation	Commercial
Zoning District	Commercial Office (CO)
Overlay District(s)	n/a
Existing Use(s)	Church

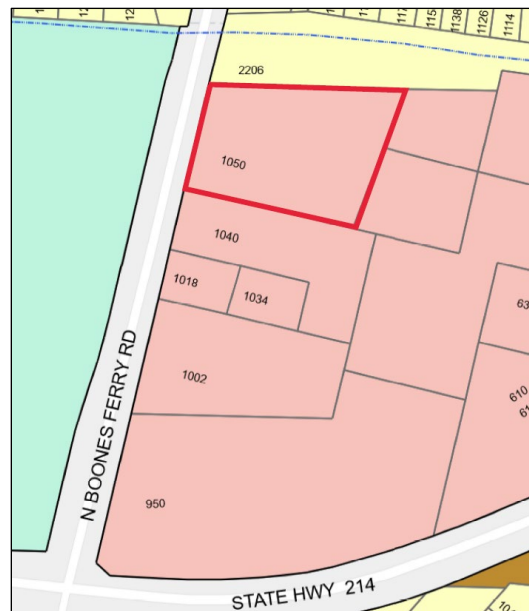


Fig. 1. An excerpt from the City zoning map (site outlined in red).

Cardinal Direction	Adjacent Zoning
North	RS
East	CO
South	CO
West	P/SP

Marion County Assessor’s Office describes the subject property as “PP 1991-117 LOT FR 2 & AC”; staff surmises it is a legal lot of record. The applicable provisions appear in bold below and on the following pages.

Design Review Provisions

The project name is Woodburn Evangelical Church Kitchen Addition.

Note: On January 31, 2023 the applicant applied for a building permit, 971-23-000671-STR, which prompted staff re-direction of the applicant through land use review. The permit application expired January 31, 2024. When the applicant re-applies for a building permit, that building permit application materials conform with the Woodburn Development Ordinance (WDO) and the land use conditions of approval from DR 23-07 would be necessary for the Planning Division to sign off on permit issuance.

5.01 Type I (Administrative) Decisions

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:

2. Non Residential Buildings

b. Sites with existing buildings, expansions or new buildings that increase lot coverage by 10% or less.

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.

The proposal is to add a kitchen of 475 square feet (sq ft) and remodel restrooms at an existing church. The site has a lot area of 1.71 acres or approximately 74,488 sq ft. The existing development is 8,021 sq ft (10.8% lot coverage) and the proposed development increases lot coverage to 8,496 sq ft (11.4%), an increase of less than 10.0%. The proposal is therefore a Type I Design Review per 5.01.02B.2b. This staff report serves to evaluate the proposal for compliance with the Woodburn Development Ordinance (WDO).

 **The provisions are met.**

Applicable Provisions

1.04 Nonconforming Uses and Development

1.04.03 Nonconforming Development

C. Redevelopment:

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 redevelopment;**
- (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.

Because the proposal is to alter existing development, examination of nonconformance is relevant, and the above cited section is applicable to non-residential development.

The proposal is to add a kitchen of 475 square feet (sq ft) and remodel restrooms at an existing church. Per 1.04.03C3a, the partial redevelopment provisions apply.

Staff examines the nonconformance upgrade items listed within 1.04.03C.3a(2) cited above through the relevant WDO sections cited below.

 The listed provisions of (2)(a) through (i) are met or can be met through conditions as examined further below.

2.03 Commercial Zones

The subject property is zoned Commercial Office (CO) therefore the allowed uses are per Table 2.03A and the applicable site development standards are per Table 2.03C.

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
A	Civic Uses					
2	Public and private schools, house of worship, civic and social organizations	P	P	P	P	P

The existing use of the property is a house of worship, which Table 2.03A notes is permitted.

Commercial Office (CO) - Site Development Standards Table 2.03D			
Lot Area, Minimum (square feet)	Nonresidential use		No minimum
	Residential use		Per Table 2.02E ¹
Lot Width, Minimum (feet)	Nonresidential use		No minimum
	Residential use		Per Table 2.02E ¹
Lot Depth, Average (feet)	Nonresidential use		No minimum
	Residential use		Per Table 2.02E ¹
Street Frontage, Minimum (feet)	Any use		No minimum
Front Setback and Setback Abutting a Street, Minimum (feet)			15 ²
Side or Rear Setback, Minimum (feet)	By-right use, group home, or government building	Abutting RS, R1S, RM, P/SP, or CO zone	10 ^{4, 5}
		Abutting DDC, NNC, CG, IP, SWIR, or IL zone	15 ^{4, 5}
	Conditional use except group home or government building		Per Table 2.02E ¹
Setback to a Private Access Easement, Minimum (feet)			1
Lot Coverage, Maximum			Not specified ³
Minimum	Child care facility, group home, or nursing home		12 ⁴
	Stand-alone		12

Residential Density (units per net acre)		Triplex, quadplex, or multiple-family	In mixed use development	No minimum
	Maximum	Child care facility, group home, or nursing home		32 ⁴
		Triplex, quadplex, or multiple-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
<ol style="list-style-type: none"> 1. Site development standards for the RM zone 2. Measured from the 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. 				

As illustrated on the draft site plan, the proposed building rear addition to the generally L-shaped structure does not come closer to the east rear or south side lot lines than the existing building.

There are no private access easements.

The building elevations note the height of the building will be just over 11 feet (ft).

✓ The provisions are met.

2.05 Overlay Districts

⊖ Because there are none, the provisions are not applicable.

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

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 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. 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.

3.01.02 General Provisions

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

C. Materials and construction shall comply with specifications of the City of Woodburn.

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 and conditions of approval.

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.

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;
- 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 trees and lawn grass on the side of the street abutting the development; and
- f. Sidewalk on the side of the street abutting the development.

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.

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. [...]

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.

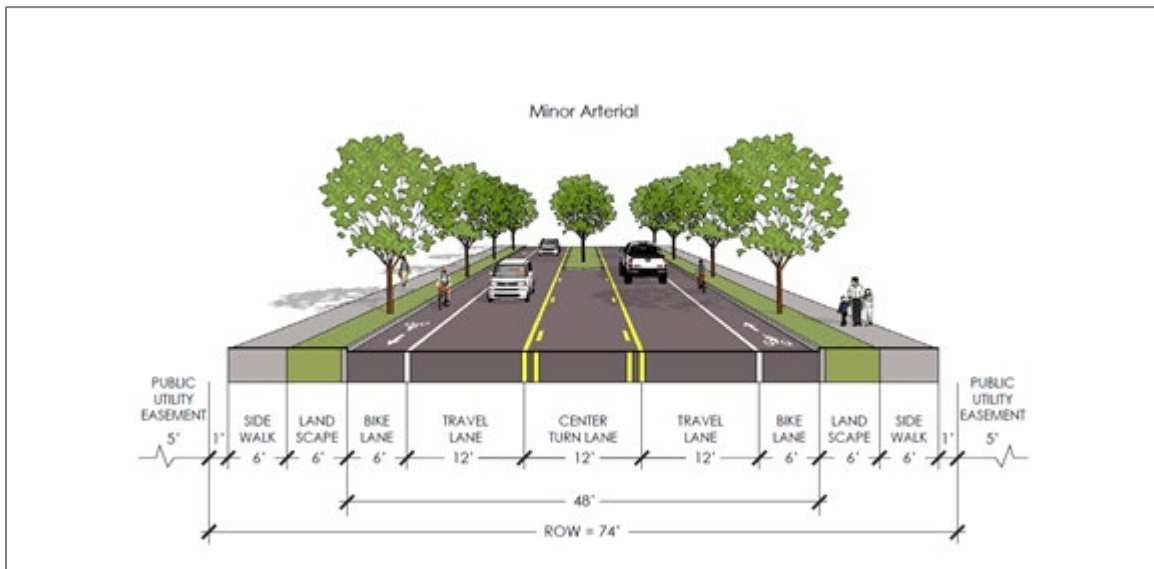


Figure 3.01C – Minor Arterial

This is an applicable nonconformance topic per 1.04.03C.3a(2)(a).

The subject property has frontage along Boones Ferry Rd. Woodburn Transportation System Plan (TSP) Figure 2 classifies N. Boones Ferry Road as “Minor Arterial”, for which the applicable WDO cross-section is Figure 3.01C “Minor Arterial”.

The proposal is to add a kitchen of 475 sq ft and remodel restrooms at an existing church.

The existing situation is a two-way center left turn lane, a northbound travel lane, a bicycle lane, and a curb-tight 5-foot wide sidewalk.

Per 1.04.03C.3a(2)(a), the 1.02 definition of “development”, and 3.01.01B & D, street improvements – or deviation per 3.01.02D through Street Adjustment or Variance – would have

been applicable; however, out of concern for rough proportionality of the burden of street improvements compared to the scope of redevelopment, the Community Development Director administratively waives the street improvement requirements of 3.01 in keeping with his interpretation memo “Department Policy: Applicability of right-of-way and street improvement requirements” (August 4, 2023), Part IIC.1, which regarding redevelopment of non-residential developed sites states that, “The provisions of 3.01 do not apply for any additions, expansions, or alterations that result in a net increase in building square footage of less than 10%” (p. 2).

- ➡ Per the Director, the provisions are not applicable.

3.01.07 Off-Street Public Bicycle/Pedestrian Corridors

- ➡ The provisions are not applicable.

3.02 Utilities and Easements

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 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.

E. As a condition of approval for development, including property line adjustments, partitions, subdivisions, design reviews, 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, public access, or shared access, as well as those that identify, memorialize, and reserve future street corridors in place of ROW dedication.

F. Streetside PUE maximum width:

2. Standards: Exempting any lot or tract subject to Figure 3.01B “Major Arterial”, the following standards are applicable to a lot or tract with:

a. No alley or shared rear lane: 8 feet streetside.

The draft site plan proposes a 5-foot wide streetside public utility easement (PUE) per 3.02.01B & F.2a.

Staff applies a condition to ensure conformance with this requirement. The applicant must grant the PUE prior to building certificate of occupancy by recording it after land use approval with conditions.

- ▲ Staff applies a condition for the required streetside PUE.

3.02.03 Street Lighting

- The Public Works Department Engineering Division will review street lighting separate from and after land use approval.

3.02.04 Underground Utilities

The proposal involves no alteration of existing on-site above-ground utilities, and 1.04.03C.3a(2) does not list the topic among nonconformance upgrade items.

- The provisions are not applicable.

3.03 Setbacks and Open Space

As analyzed for 2.03, the redevelopment complies with setback requirements. The proposal does not encroach into vision clearance areas.

- ✓ The provisions are met.

3.03.02 Street Widening Setbacks

No dedication required.

- ✓ The provisions are met.

3.04 Vehicular & Bicycle/Pedestrian Access

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;

3.04.03 Access Management: Driveway Guidelines and Standards

B. Number of Driveways

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.

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

D. Access management:

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.

E. Interconnected Parking Facilities

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

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 existing development other than multiple-family dwelling. Gravel must be minimum 10 feet from the ROW of a street.

3.04.04 (driveway pavement) is an applicable nonconformance topic per 1.04.03C.3a(2)(i).

The proposal does not include any changes to the existing access. Plans illustrate the new addition will preserve the existing fire lane around the existing buildings.

Driveway and drive aisles are paved to meet the requirements of 3.04.04.

✓ The provisions are met.

3.04.05 Transportation Impact Analysis

The proposal does not trigger a transportation impact analysis (TIA) per the thresholds in 3.04.05B.

⊖ The provisions are not applicable.

3.04.06 Bicycle/Pedestrian Access between Sidewalk and Building Entrances

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. Gating is allowed only if the development driveway throat or throats are gated.

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.

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.

This is an applicable nonconformance topic per 1.04.03C.3a(2)(b).

Submitted plans meet this requirement to provide a wide walkway connection between the building and the existing sidewalk (illustrated below in color).

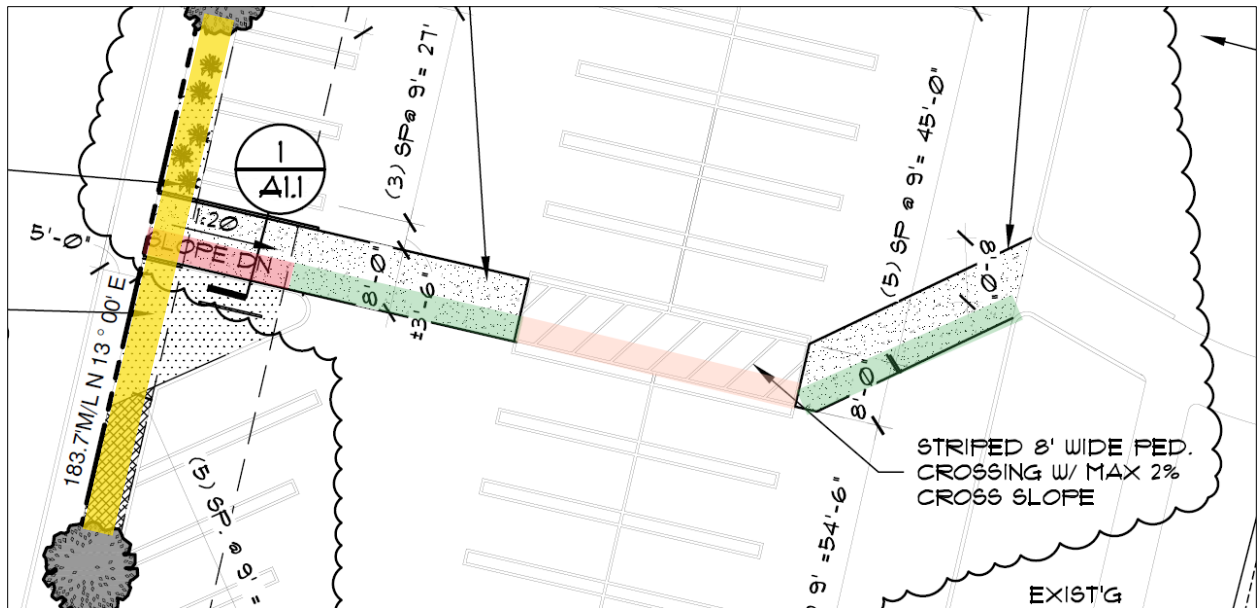


Exhibit A. Site Plan Sheet A1.1. Dated 5/7/24

(Colors added by author. Yellow: public sidewalk; Red: ADA-compliant/accessible ramp; Green: speed table or visually distinct material such as concrete amid asphalt; Salmon: grade-level walkway)

Staff applies a condition to ensure conformance with this requirement. The applicant must provide a site plan showing an ADA-compliant ramp with walkway plans before building permit issuance.

▲ Staff applies a condition for the required wide walkway.

3.05 Off-Street Parking and Loading

3.05.01 Applicability

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

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.

The proposal is to add a kitchen of 475 sq ft and remodel restrooms at an existing church and parsonage. Per 1.04.03C3a, the partial redevelopment provisions apply.

3.05.02 General Provisions

D. Location

4. In non-residential districts, off-street parking and storage shall be prohibited within a setback adjacent to a street, except 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.

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 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 4.5 feet of unobstructed passage, or projecting over wide walkways, abutting properties, or rights-of-way.

I. Maneuvering areas shall be designed in compliance with this Section (Table 3.05B). 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 dwellings other than multiple-family.

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 an MUTCD-compliant "no outlet" sign.

K. Except for dwellings other than multiple-family, off-street parking spaces shall be delineated by double parallel lines on each side of a space, except a side adjacent to any of curb or ADA parking accessible aisle. The total width of the lines shall delineate a separation of two feet. The lines shall be four inches wide (See Figure 3.05C).

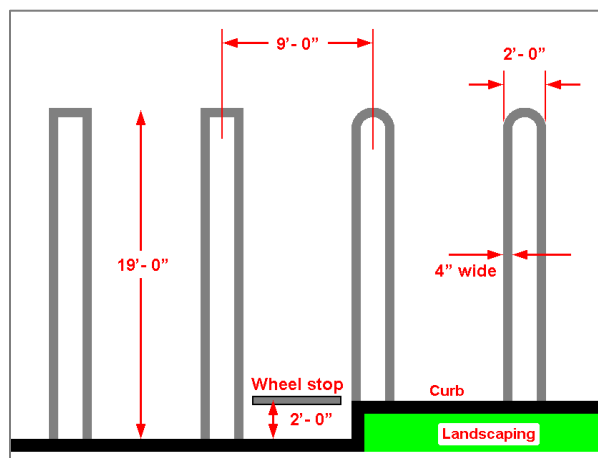


Figure 3.05C – Parking Space Striping

- L. Parking area lighting for all developments shall conform to Chapter 3.11.
- 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.

The site plans illustrate that the proposal meets the general provisions.

✓ The provisions are met.

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).

Off-Street Parking Ratio Standards Table 3.05A	
Use ^{1,2}	Parking Ratio - spaces per activity unit or square feet of gross floor area
34. Meeting facilities (such as house of worship, auditorium, motion picture theater, arena, funeral home, and lodge hall)	One space per 4 occupants, as established by the building code

Detail from the applicant:

Table 3.05A requires the following parking:		
Office Use	1011 s.f. @ 1 space/ 350 s.f.	= 3 spaces
Meeting Areas	136 persons @ .25 spaces/ person	= 34 spaces
Residential Use	1 dwelling unit @ 2 spaces/ DU	= 2 spaces
Total		39 spaces
<p>** WDO requires "Meeting Facilities (such as House of worship,...) to be calculated based on occupancy based on OSSC. Refer to attached Fire/ Life Safety drawing for Building Code Occupancy Load calculation. Note that Sanctuary occupancy has been utilized (and rounded up) since Fellowship Hall and Foyer spaces are not typically occupied concurrently with Sanctuary.</p>		

Fig. 2. From Application for Type 1 Design Review. Woodburn Evangelical Church Kitchen Addition. Submitted November 6, 2023. Pg. 17

2. Off-street vehicle parking spaces shall not exceed two times the amount required in this Section (Table 3.05A).

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 3.05B).

E. 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.

Parking Space and Drive Aisle Dimensions Table 3.05B							
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
45°	Standard	9.0	12.7	28	19.8	15.0	24.0 ⁸
	Compact	7.5	10.6	22.5	15.9		
	Accessible/ADA	9.0	12.7	28	19.8		
	Car Accessible Aisle	6.0	8.5	25.0	17.7		
	Van Accessible Aisle	8.0	11.3	27.0	19.1		
90° (Perpendicular)	Standard or Accessible	9.0	9.0	18.0	18.0	24.0	24.0 ⁸
	Compact	7.5	7.5	15.0	15.0	22.0	
	Car Accessible Aisle	6.0	6.0	18.0	18.0	24.0	
	Van Accessible Aisle	8.0	8.0	18.0	18.0		
<ol style="list-style-type: none"> 1. A parking space other than compact may occupy up to 1.5 feet of a landscaped area or walkway as measured from face of curb. Compact may occupy up to six inches. At least 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, 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. 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. 8. Zoning Adjustment permissible. 							

This is an applicable nonconformance topic per 1.04.03C.3a(2)(c). The new development does not raise the minimum off-street parking above what exists on site.

✓ The provisions are met.

Carpool/Vanpool Parking Table 3.05C		
		
Development or Use	Description	Stall Minimum Number or Percent
1. Non-residential development within commercial zoning districts	Zero to 19 total minimum required off-street parking spaces	n/a
	20 to 33 total	1 stall
	34 to 65 total	2 stalls
	66 or more total	2 stalls or 3%, whichever is greater
1. Standard applies even if the site is not zoned P/SP.		
2. See Section 3.05.03H for carpool/vanpool (C/V) development standards.		

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.

This is an applicable nonconformance topic per 1.04.03C.3a(2)(d).

Through this proposal, the minimum parking requirement is 39 therefore two carpool/vanpool stalls are required. The site plan shows two such stalls with the signage and striping required for these stalls.

▲ Staff applies a condition for the required carpool/vanpool stalls to ensure conformance with this requirement.

3.05.06 Bicycle Parking Standards

Off-Street Bicycle Parking Table 3.05D		
		
Development or Use	Description	Stall Minimum Number, Percent, or Ratio
2. Non-residential development within commercial zoning districts		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.
1. Standard applies even if the site is not zoned P/SP. 2. Each modular classroom counts as a classroom. 3. The Director may authorize off-street bicycle parking for any use that the Development or Use column does not clearly include. 4. See Section 3.05.06 for bicycle parking development standards.		

3.05.06 Bicycle Parking Standards

B. Applicability: Applies to total minimum required bicycle parking per Table 3.05D and any excess.

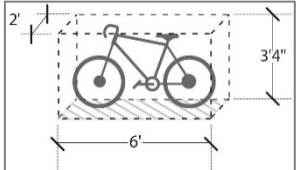
C. Standards: Developers shall install parking in lockers or racks that meet the following:

- 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.

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.

Bicycle Parking Stall Minimum Dimensions			
Table 3.05G			
			
Dimension	Conventional Horizontal ¹ (feet)	Alternative (feet) ²	
		Horizontal as Wall-Attached ³	Vertical or Wall-Mounted ^{1, 4, 5}
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 ⁷	5	5	5
Clearance	0.5 ⁸	1 ⁹	n/a
<p>1. See Figure 3.05E.</p> <p>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.</p> <p>3. See Figure 3.05F.</p> <p>4. See Figure 3.05G.</p> <p>5. Vertical or wall-mounted maximums:</p> <ul style="list-style-type: none"> 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. <p>6. See Figure 3.05H.</p> <p>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 overlap it.</p> <p>8. Measured to stall length or width boundary.</p> <p>9. Measured to centerline of outermost bar of facility.</p>			

This is an applicable nonconformance topic per 1.04.03C.3a(2)(e).

Through this proposal, the total building area increases 475 sq ft, and the minimum parking requirement is 39 stalls, therefore at least 6 bike parking spaces are required and must meet the standards in 3.05.06C. Plans show 7 spaces and indicate that “50% [will be] under [the] existing carport roof overhang.” The remaining standards are met.

Staff applies a condition to ensure conformance with this requirement.

▲ Staff applies a condition for the required bicycle parking stalls.

3.06 Landscaping

3.06.01 Applicability

A. To the site area for all new or expanded multiple-family dwelling and non-residential development, parking and storage areas for equipment, materials and vehicles.

This is an applicable nonconformance topic per 1.04.03C.3a(2)(h).

The proposal is to add a 475 square foot kitchen to a site with existing development that is occupied by the Woodburn Evangelical Church. Per 1.04.03C3a, the partial redevelopment provisions apply.

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 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 tree per every 30 feet of street frontage within a block face, shall be planted within the right-of-way.
2. Street trees shall be planted according to the Boundary Street classification per 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 trees also along all streets that either are in the Neighborhood Conservation Overlay District (NCOD) or are boulevards, and for boulevards also in the medians; ...

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. Fee in-lieu: Per Section 4.02.12.

Regarding street trees, the subject property has frontage along N. Boones Ferry Rd (a "Minor Arterial" road). Behind the curb-tight sidewalk is an existing 5-foot landscape strip and 6-inch parking area curb. 1 tree per 30 ft of frontage is required. At 183 ft, this frontage requires $183 / 30 = 6.1 \rightarrow 6$ trees. The current site plan shows no landscape strip and no street trees.

Because as examined earlier above for 1.04.03C.3a(2)(a) and 3.01, the curb-tight sidewalk may remain and so no landscape strip is required, there is no public place to plant street trees. The parking area perimeter landscaping remains on private property. Per direction from the Community Development Director, the 6 trees may be planted on the property outside the newly granted public utility easement (PUE).

Staff applies a condition to ensure conformance with this requirement.

▲ The provisions are met with a condition.

B. Site landscaping shall comply with Table 3.06A.

Planting Requirements Table 3.06A		
Location	Planting Density, Minimum	Area to be Landscaped, Minimum
1. Setbacks abutting a street	1 PU/15 square feet	Entire setback excluding driveways

Table 3.06A row 1 is an applicable nonconformance topic per 1.04.03C.3a(2)(f) & (g) and 3.05.02E.1 (parking minimum setback).

3.06.04 Plant Unit Value

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

15. Water feature incorporating stormwater detention²	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.		

To conform with WDO 1.04.03C.3a(2)(f) & (g), the applicant shall plant according to the submitted landscape plan that demonstrates site landscaping in conformance with the planting requirements in WDO Table 3.06A to the standards of Table 3.06B. This is due prior to certificate of occupancy.

Staff applies a condition to ensure conformance with this requirement.

▲ The provisions are met with a condition.

3.06.05 Screening

Per Non-Conforming Uses and Development (1.04.03C3a), the partial redevelopment provisions apply and screening is not required.

⊖ The provisions are not applicable.

3.06.06 Architectural Walls

⊖ The provisions are not applicable.

3.06.07 Significant Tree Preservation & Removal

No trees will be removed for this development.

⊖ The provisions are not applicable.

3.07 Architectural Design

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

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

B. Architectural Design Guidelines

1. Mass and Bulk Articulation Guidelines

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

No changes to the street-facing façade are proposed with this proposed addition. The 15' wide addition that will be visible from the side parking lot is articulated from the existing building by the protrusion of the existing porte cochère on this elevation.

✓ The provisions are met.

3.10 Signs

Because the Public Works Department Engineering Division (PW) did not condition in writing (Attachment 102A) relocation or removal of the existing permanent freestanding sign outside of the streetside PUE to be granted, the sign may remain where it is; however, the City remains not be responsible for compensation of loss, cost, damage, or removal arising from work by the City, another government agency, or a franchise utility provider within the PUE area. The nonconforming sign regulations of WDO 3.10.11 remain in effect.

⊖ Signage is reviewed separately through Sign Permit applications.

3.11 Lighting

Per Non-Conforming Uses and Development (1.04.03C3a), the partial redevelopment provisions apply and new lighting is not required. Any new exterior lighting on the addition must comply with section 3.11 including with full cut-off fixtures.

⊖ The provisions are not applicable.

Conclusion

Staff finds that the application meets WDO provisions or can meet them with conditions and approves it with conditions.

Notes to the Applicant

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

1. Permits: Permits are applied for using the [Oregon ePermitting](#) online permit system. The City Building Division administers building and mechanical permits; Marion County Public Works administers plumbing and electrical permits.
2. Records: Staff recommends that the applicant retain a copy of the subject approval.

3. Underground utilities: To conform with WDO 3.02.04C, all utility services to and within the development shall be underground.
4. Fences, fencing, & free-standing walls: The approval excludes any new fences, fencing, & free-standing walls, which are subject to WDO 2.06 and the permit process of 5.01.03.
5. Other Agencies: The applicant, not the City, is responsible for obtaining permits from any county, state and/or federal agencies, which may require approval or permit, and must obtain all applicable City and County permits for work prior to the start of work and that the work meets the satisfaction of the permit-issuing jurisdiction. The Oregon Department of Transportation (ODOT) might require highway access, storm drainage, and other right-of-way (ROW) permits. All work within the public ROW or easements within City jurisdiction must conform to plans approved by the Public Works Department and must comply with a Public Works Right-of-Way permit issued by said department. Marion County plumbing permits must be issued for all waterline, sanitary sewer, and storm sewer work installed beyond the Public Right-of-Way, on private property.
6. Inspection: The applicant shall construct, install, or plant all improvements, including landscaping, prior to City staff verification. Contact Planning Division staff at least three (3) City business days prior to a desired date of planning and zoning inspection of site improvements. This is required and separate from and in addition to the usual building code and fire and life safety inspections. Note that Planning staff are not primarily inspectors, do not have the nearly immediate availability of building inspectors, and are not bound by any building inspector's schedule or general contractor convenience.
7. Stormwater management: The storm sewer system and any required on-site detention for the development must comply with the City Storm Water Management Plan, Public Works storm water practices and the Storm Drainage Master Plan.
8. Public Works Review: Staff performs final review of the civil plans during the building permit stage. Public infrastructure must be constructed in accordance with plans approved by the City, as well as current Public Works construction specifications, Standard Drawings, Standard Details, and General Conditions.
9. Franchises: The applicant provides for the installation of all franchised utilities and any required easements.
10. Water: All water mains and appurtenances must comply with Public Works, Building Division, and Woodburn Fire District requirements. Existing water service lines that are not going to be used with this new development must be abandoned at the main line. The City performs required abandonment of existing water facilities at the water main with payment by the property owner. All taps to existing water mains must be done by a "Hot Tap" method and by approved City of Woodburn Contractors. The applicant shall

install the proper type of backflow preventer for all domestic, lawn irrigation and fire sprinkler services. The backflow devices and meters shall be located near the city water main within an easement, unless approved otherwise by Public Works. Contact Byron Brooks, City of Woodburn Water Superintendent, for proper type and installation requirements of the backflow device at (503) 982-5380.

11. Grease Interceptor/Trap: If applicable, a grease trap would need to be installed on the sanitary service, either as a central unit or in the communal kitchen/food preparation area. Contact Marion County Plumbing Department for permit and installation requirements, (503) 588-5147.
12. Fire: Fire protection requirements must comply with the Woodburn Fire District standards and requirements. Place fire hydrants within the public ROW or public utility easement and construct them in accordance with Public Works Department requirements, specifications, standards, and permit requirements. Fire protection access, fire hydrant locations and fire protection issues must comply with current fire codes and Woodburn Fire District standards. See City of Woodburn Standard Detail No. 5070-2 Fire Vault. The fire vault must be placed within the public right-of-way or public utility easement.
13. SDCs: The developer pays System Development Charges prior to building permit issuance.

Expiration: Per WDO 4.02.04B., a final decision expires within three years of the date of the final decision unless:

1. A building permit to exercise the right granted by the decision has been issued;
2. The activity approved in the decision has commenced; or
3. A time extension, Section 4.02.05, has been approved.

Appeals: Per WDO 4.01.11E., the decision is final unless appealed pursuant to Oregon Revised Statutes (ORS), state administrative rules, and WDO 4.02.01. The appeal due date is twelve (12) days from the mailing date of this notice per 4.02.01B.1. A valid appeal must meet the requirements of 4.02.01.

Any person who is adversely affected or aggrieved or who is entitled to written notice of the decision may appeal the decision. The decision will not become final until the period for filing an appeal to the City Council has expired, and it cannot be appealed directly to the Oregon Land Use Board of Appeals (LUBA). This document is a copy of the decision. A copy of the decision is also available for inspection at no cost, and the City would provide a copy at reasonable cost at the Community Development Department, City Hall, 270 Montgomery Street, Woodburn, OR 97071 during normal business hours. For questions or additional information, contact the Community Development Department at (503) 982-5246 or planning@ci.woodburn.or.us.

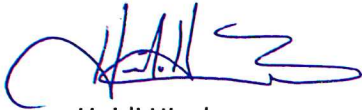
Attachments:

101. Marked Tax Map

102A. Public Works comments (May 2, 2024)

103. Site plan (May 9, 2024)

Submitted by:



Heidi Hinshaw
Associate Planner

Affirmed:



Chris Kerr, AICP
Community Development
Department Director



MARION COUNTY, OREGON
SE1/4 NW1/4 SEC7 T5S R1W W.M.
SCALE 1" = 100'

LEGEND

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

- CORNER TYPES
- + 1/16TH Section Cor.
 - ⊕ 1/4 Section Cor.
 - ⊙ DLC Corner
 - ⊕ Section Corner
 - 16 15
 - 21 22

NUMBERS

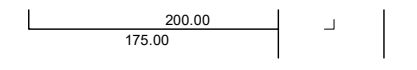
Tax Code Number
00 00 0

Acreege
0.25 AC

All acres listed are Net Acres, excluding any portions of the taxlot within public ROWs

NOTES

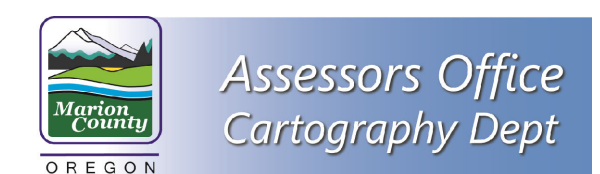
Tick Marks: A tick mark in the road indicates that the labeled dimension extends into the public ROW



CANCELLED NUMBERS

200			
300			
400			
401			
2100			

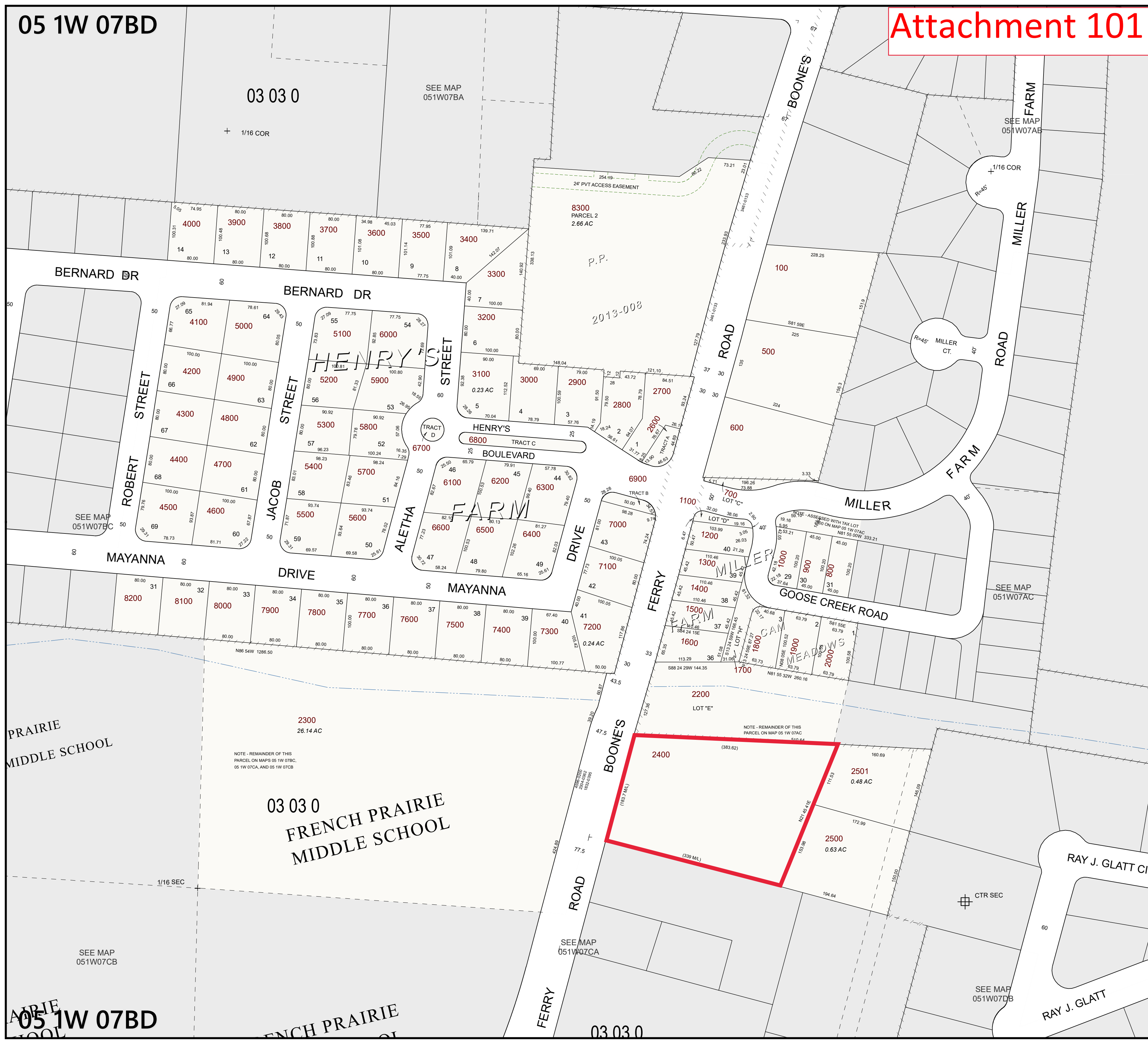
DISCLAIMER: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY

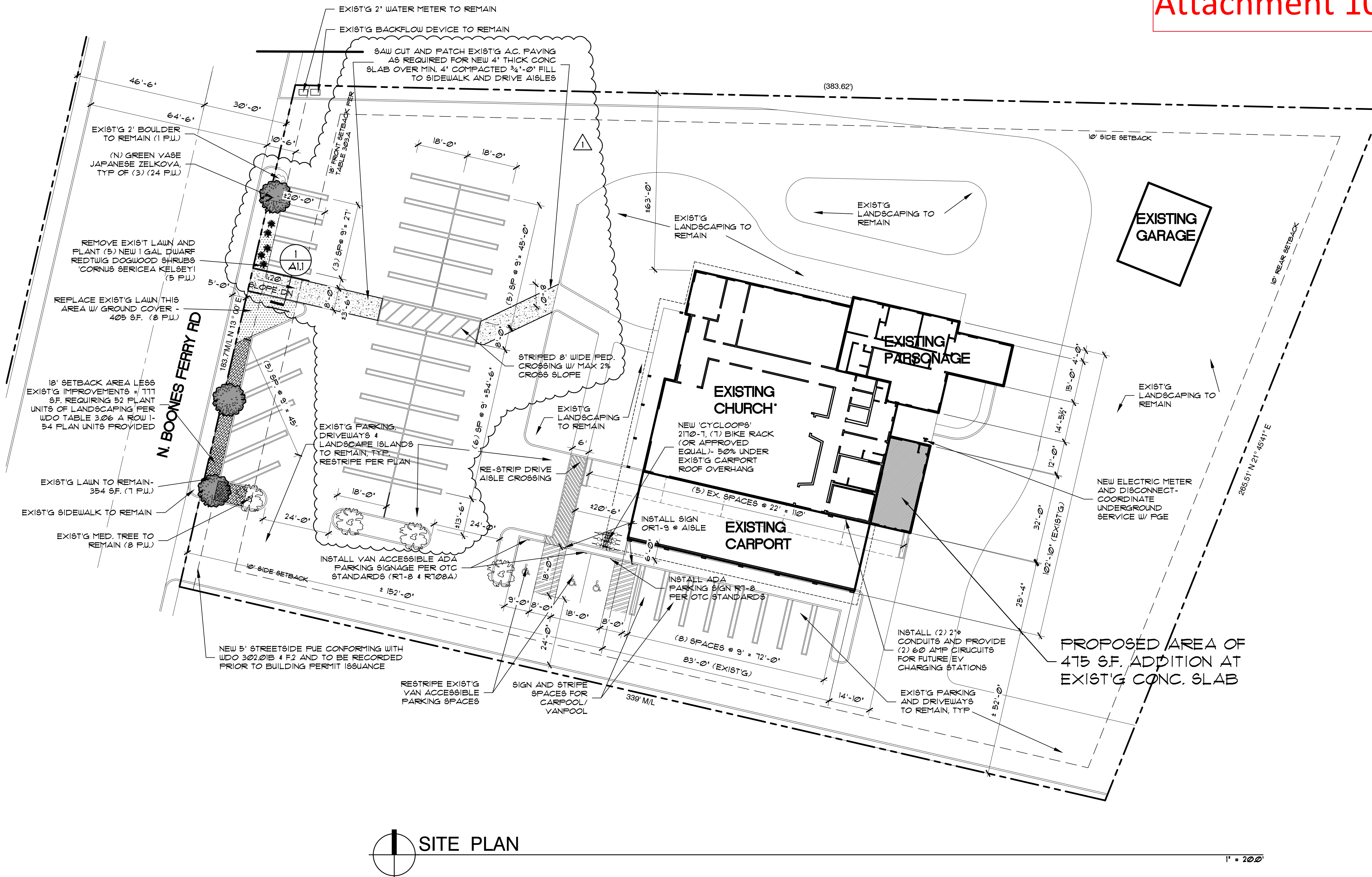


FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT www.co.marion.or.us

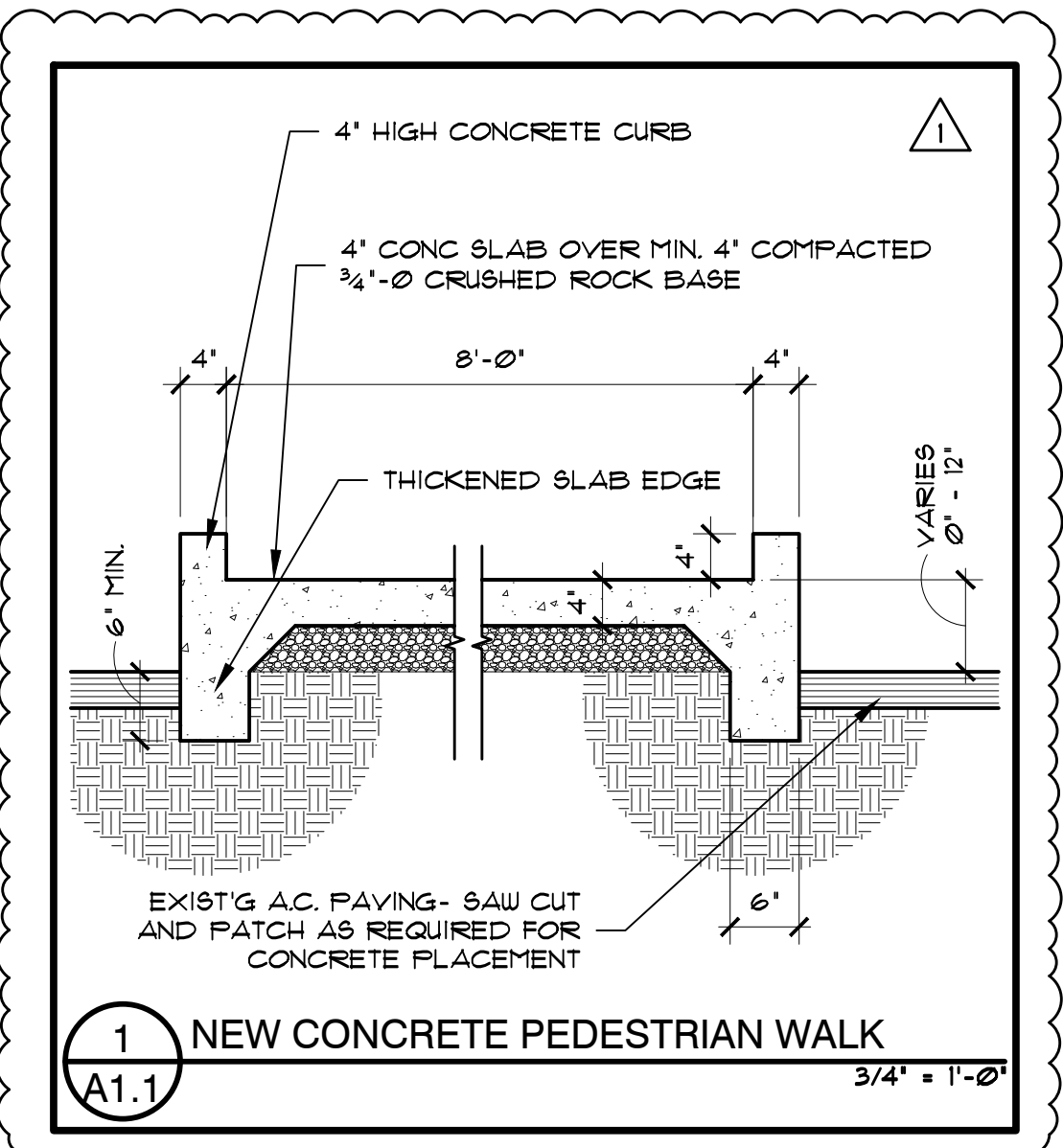
PLOT DATE: 6/29/2023

WOODBURN
05 1W 07BD





SITE PLAN



GENERAL NOTES & SPECS

General Requirements:
The Contractor shall fully comply with the 2022 edition of the State of Oregon Structural Specialty Code (Oregon Modified International Building Code), IBC Plumbing, Mechanical, Electrical & Fire Codes & all additional state and local code requirements. The Contractor shall assume full responsibility for any work knowingly performed contrary to such laws, ordinances or regulations. The Contractor is to obtain all required permits and licenses required for the work. The Contractor shall also perform coordination with all utilities and state service authorities. Written dimensions on these drawings shall have precedence over scaled dimensions. The Contractor shall verify and is responsible for all dimensions (including rough opening) and conditions on the job and must notify the Architect of any variations from these drawings.

The Architect shall not be responsible for construction means and methods, acts of omissions of the Contractor or sub-contractors, or failure of any of them to carry out work in accordance with the construction documents. Any defect discovered in the construction documents shall be brought to the attention of the Architect by written notice before proceeding with the work. Reasonable time not allowed the Architect to correct the defect shall place the burden of cost and liability from such defect upon the Contractor.

Wood Framing:
DF-L #2 or better, unless noted otherwise. Sizes as indicated on drawings.

Doors:
All new doors to be solid core wood with stained finish to be selected by owner. Manufactured by Lynden or equal.

Windows:
Exterior Windows: All exterior windows to be double-glazed vinyl with low-E coating. Maximum U-value of 0.27. Manufactured by Milgard or equal.

Building Insulation:
Insulation shall be fiberglass type conforming to the following:
Walls with gypsum board: R-21 kraft-faced batts, typ. unless noted otherwise
Plumbing and office walls with gypsum board: full depth friction fit sound isolation type

Gypsum Board:
Install gypsum board assemblies in accordance with GA-201, Gypsum Board for walls and ceilings. Gypsum board to be 5/8" with square cut ends and tapered edges, unless noted otherwise. Finish to match existing.

Flooring:
Selection by owner from Contractor's vendor. Verify all substrates are acceptable to manufacturer prior to installation.

Painting:
All paints for project shall be from same source manufactured by Miller, Parker, Sherwin-Williams or approved equal.
Metal doors and frames: 2 coats fast set alkyd semi-gloss over factory primer.
Gypsum board assemblies: 2 coats solvent free, modified acrylic satin over high solid PVA primer.
Wood doors: 2 coats lacquer over semi-transparent stain.

Electrical:
Electrical work shall be performed on a design-build basis. The design-build contractor shall furnish a complete and operative electrical system to meet all local and state codes. Lighting and receptacle locations and fixtures shall be as verified. Fixtures specified on lighting / reflected ceiling plan are for bidding purposes and intent, only. Contractor to be responsible for emergency lighting design. Contractor is responsible for all submittals required by Authority Having Jurisdiction.

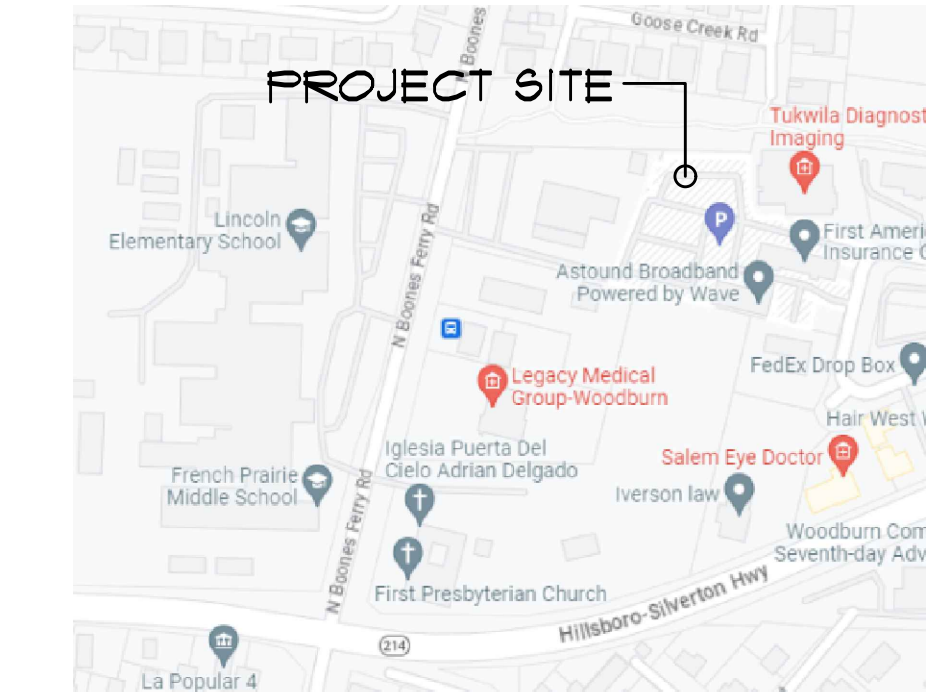
PROJECT INFORMATION

PROJECT DESCRIPTION	NEW 475 S.F. ADDITION TO EXISTING CHURCH BUILDING TO BE USED FOR KITCHEN WITH EXISTING KITCHEN TO BE CONVERTED TO NEW ADA COMPLIANT RESTROOMS
PROPERTY LOCATION ADDRESS	TAX LOT 051 W07 BD 02400 1050 N BOONES FERRY RD, WOODBURN, OR
COUNTY ZONE	MARION CO
SITE AREA	1.71 ACRES
OCCUPANCY	A-3
CONSTRUCTION TYPE	VB
BUILDING SQUARE FOOTAGE	EXIST'G NEW TOTAL
MAIN LEVEL FLOOR AREA	6908 S.F. 475 S.F. 7383 S.F.
UPPER LEVEL FLOOR AREA	967 S.F. 0 S.F. 967 S.F.
TOTAL	7875 S.F. 475 S.F. 8350 S.F.
PARKING	UNIT RATIO TOTAL REQUIRED
OFFICE AREAS	1011 S.F. 1/350 S.F. 3 SPACES
MEETING AREAS*	135 PERSONS 1/4 PERSONS 34 SPACES
RESIDENTIAL (PARSONAGE)	1 D.U. 2/ DWELLING 2 SPACES
TOTAL REQUIRED	39 SPACES
PARKING PROVIDED	43 SPACES, INCLUDING (3) ADA SPACES, (38) STANDARD SPACES AND (2) CARPOOL/ VANPOOL SPACES. (2) STANDARD SPACES ARE EV READY
BICYCLE PARKING	6 SPACES REQ'D (15% OF REQUIRED AUTO) 6 SPACES PROVIDED IN 7 BIKE RACK
LANDSCAPING	NO CHANGE TO EXISTING PROPOSED
IMPERVIOUS AREA	NO CHANGE TO EXISTING PROPOSED, AREA OF ADDITION IS CURRENTLY CONCRETE SLAB

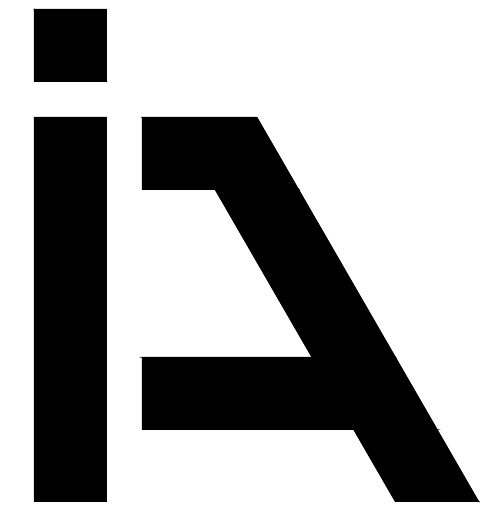
* CODE CALCULATED OCCUPANCY OF SANCTUARY IS 135 PERSON. OTHER THAN OFFICE AREAS AND PARSONAGE ALL OTHER PORTIONS OF THE BUILDING ARE ACCESSORY TO THE PRIMARY "HOUSE OF WORSHIP" OCCUPANCY AND NOT USED CONCURRENTLY WITH PRIMARY USE.

DRAWING INDEX

- A1.1 SITE PLAN & PROJECT INFORMATION
- A1.2 FIRE/ LIFE SAFETY PLANS
- A1.3 MAIN LEVEL FLOOR PLAN & KEYNOTES
- A2.1 ELEVATIONS
- A3.1 SECTIONS & DETAILS
- A4.1 INTERIOR ELEVATIONS
- S1.1 FOUNDATION / FRAMING PLANS

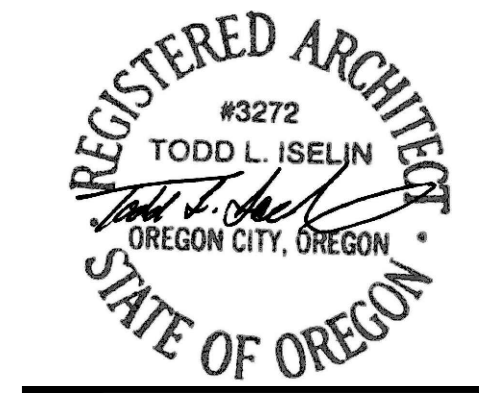


VICINITY MAP NO SCALE



ISELIN ARCHITECTS P.C.

1307 Seventh Street
Oregon City, OR 97045
503-656-1942
www.iselinarchitects.com



Kitchen Addition and Remodel for Woodburn Evangelical Church

1050 N. Boones Ferry rd Woodburn, OR. 97071

PROJ. NO. : 2305
FILE : A-SIT
DATE : 11/6/2023
REVISIONS
1: 5/7/2024

SHEET #

A1.1

Attachment 102A

From: [Dago Garcia](#)
To: [Heidi Hinshaw](#)
Cc: [Colin Cortes](#); [Curtis Stultz](#)
Subject: 1050 N Boones Ferry Road
Date: Thursday, May 2, 2024 7:18:14 AM

Hi Heidi,

As per the staff meeting last Tuesday public works supports planning division's decision to not to ask for a right-of-way dedication for 1050 N Boones Ferry Road project, and these are the PW conditions:

1. Applicant to provide a minimum 5-foot public utility easement dedication to the City.
2. Applicant to provide detailed plans for the connection of proposed private pedestrian improvements at existing public sidewalk. Applicant to comply with current ADA and City's requirements for all work within the right-of-way.

Thank You