Staff Report

To: Planning Commission

Through: Chris Kerr, Community Development Director

From: Dan Handel, AICP, Associate Planner

Meeting Date: June 25, 2020 (Prepared June 18, 2020)

Item: DR 2020-04 “Heritage Addition” at 440 Parr Road

Tax Lot(s): 052W13 00500

TABLE OF CONTENTS

ISSUE BEFORE THE PLANNING COMMISSION ................................................................. 2

EXECUTIVE SUMMARY .................................................................................................... 2

RECOMMENDATION ......................................................................................................... 4

RECOMMENDED CONDITIONS OF APPROVAL .............................................................. 4

ACTIONS ............................................................................................................................ 5

ATTACHMENT LIST ........................................................................................................... 5
Issue before the Planning Commission


Executive Summary

The subject property is located at 440 Parr Road, east of Centennial Park and within the Public/Semi-Public (P/SP) zone. Heritage Elementary School and Valor Middle School occupy the property.

On October 24, 2019, the Planning Commission approved a land use package (CU 2019-02, DR 2019-02, EXCP 2019-02, & VAR 2019-01) for the subject property. Prior to this approval, Heritage had 40 classrooms spread between the main building, annex building, and six portable modulars with a student capacity of 930. This approval consisted of a four-classroom addition to the annex building to replace the six modular classrooms that were required to be removed (a net loss of two classrooms with no change to student capacity) and upgrades to parking, landscaping, and street frontage.

The proposal now before the Planning Commission includes a 2,200 square foot addition to the annex building for two new classrooms and a shared learning space. Student capacity will remain unchanged and the total classroom count will be equal to what existed prior to the 2019 approval. Minor alterations will be made to landscaping, utilities, and fire access to serve the addition; no modifications are proposed to the right-of-way improvements and parking layout previously approved.

Vicinity Map
2019 Approval (black outline is the existing building, the addition outlined in blue was approved in 2019)

2020 Proposal (black outline is the existing building, blue outline was approved in 2019, yellow outline is proposed)
Recommendation

Approval with conditions: Staff recommends that the Planning Commission consider the staff report and its attachments and approve the application with the conditions recommended by staff below. The conditions can also be found towards the end of the Analyses & Findings (Attachment 101).

Recommended Conditions of Approval

General


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

G3-PW. Public Works: Follow the attached "Public Works Conditions June 8, 2020" (Attachment 101A).

Design Review

DR-1. Bike parking: Revise plans to include four new bike parking stalls, in conformance with Condition C1 of the final decision document for CU 2019-02, DR 2019-02, EXCP 2019-02, & VAR 2019-01.
**Actions**

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

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

If the Planning Commission were to act upon the recommendation, staff would prepare a final decision for approval with the conditions that staff recommends.

**Attachment List**

101. Analyses & Findings
101A. Public Works Conditions June 8, 2020
102. Site plans excerpted
103. Traffic Assessment Memorandum dated May 26, 2020
Analyses & Findings

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

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Category</th>
<th>Indication</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Requirement (or guideline) met</td>
<td>No action needed</td>
</tr>
<tr>
<td>✗</td>
<td>Requirement (or guideline) not met</td>
<td>Correction needed</td>
</tr>
<tr>
<td>⬤</td>
<td>Requirement (or guideline) not applicable</td>
<td>No action needed</td>
</tr>
<tr>
<td>⬤</td>
<td>• Requirement (or guideline) met, but might become unmet because of condition applied to meet separate and related requirement that is not met</td>
<td>Revision needed for clear and consistent records</td>
</tr>
<tr>
<td>⬤</td>
<td>• Plan sheets and/or narrative inconsistent</td>
<td></td>
</tr>
<tr>
<td>⬤</td>
<td>• Other special circumstance benefitting from attention</td>
<td></td>
</tr>
</tbody>
</table>

Table of Contents

Location......................................................................................................................................................... 2

Land Use & Zoning ........................................................................................................................................ 2

Statutory Dates ............................................................................................................................................. 3

Design Review Provisions.............................................................................................................................. 4

Recommended Conditions of Approval...................................................................................................... 14

Notes to the Applicant................................................................................................................................ 15
**Location**

<table>
<thead>
<tr>
<th>Address</th>
<th>440 Parr Road</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Lot(s)</td>
<td>052W13 00500</td>
</tr>
<tr>
<td>Nearest intersection</td>
<td>Parr Road and Elana Drive</td>
</tr>
</tbody>
</table>

**Land Use & Zoning**

<table>
<thead>
<tr>
<th>Comprehensive Plan Land Use Designation</th>
<th>Public Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoning District</td>
<td>Public/Semi-Public (P/SP)</td>
</tr>
<tr>
<td>Overlay District(s)</td>
<td>none</td>
</tr>
<tr>
<td>Existing Use(s)</td>
<td>Woodburn School District Heritage Elementary School and Valor Middle School</td>
</tr>
</tbody>
</table>

For context, the subject property and adjacent zoning are illustrated and tabulated below:
The subject property is not part of any partition or subdivision plat. The Marion County Assessor describes it as “Acres 48.32” and notes that the main school building was built in 1998. The City adopted its first land division requirements earlier, effective April 16, 1963 as referenced in Woodburn Development Ordinance (WDO) 1.02 “Lot”. Staff surmises that the subject property is a legal lot of record.

Section references on the following pages are to the Woodburn Development Ordinance (WDO).

### Statutory Dates
The application was submitted on May 28, 2020 and deemed complete as of June 5, 2020, making the 120-day decision deadline October 2, 2020.
Design Review Provisions

5.03.02 Design Review, Type III
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.

The proposal is a 2,200 square feet (sq ft) addition in the P/SP zoning district, making the DR a Type III review.

✔ The requirement is met.

2.04 Industrial and Public Zones

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

1. Measured from the Special 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.

The P/SP zone has no minimum lot size, width, depth, street frontage, or maximum lot coverage.

The front, west side, and rear setbacks are unchanged by the proposed addition, while the east side setback is 176 ft. Because the application materials indicate no private access easement, the 5-foot setback is not applicable. The applicant’s narrative indicates the addition will have a roof height of 17 ft.

✔ The provisions are met.
2.05 Overlay Districts

None apply.

2.06 Accessory Structures

None proposed.

2.07 Special Uses

None apply.

3.01 Streets

The proposal does not include any modifications to the right-of-way (ROW) improvements approved via CU 2019-02, DR 2019-02, EXCP 2019-02, & VAR 2019-01.

The provisions are met.

3.02 Utilities & Easements

The proposal does not include any modifications to the utilities or easements approved via CU 2019-02, DR 2019-02, EXCP 2019-02, & VAR 2019-01.

The provisions are met.

3.03 Setbacks and Open Space

The proposal complies with setbacks and does not encroach into vision clearance areas.

The provisions are met.

3.04 Vehicular Access

<table>
<thead>
<tr>
<th>Access Requirements</th>
<th>Table 3.04A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paved Width of Driveway (feet)</td>
<td>5 or More Dwelling or Living Units, School, or House of Worship 6</td>
</tr>
<tr>
<td>12 minimum</td>
<td>20 maximum</td>
</tr>
<tr>
<td>Curb Flare Radius (feet)</td>
<td>25 minimum</td>
</tr>
</tbody>
</table>

3. Driveways over 40 feet long and serving one dwelling unit may have a paved surface 12 feet wide.
4. Notwithstanding the widths listed in this table, the minimum clearance around a fire hydrant shall be provided (See Figure 3.04D).
6. Maximum of 4 individual lots can be served from single shared driveway (See Figure 3.01D).
The proposal does not include any modifications to vehicular access approved via CU 2019-02, DR 2019-02, EXCP 2019-02, & VAR 2019-01, except a revised fire access lane serving the annex building. The applicant’s narrative (page 20) states:

“This project is proposing to modify the fire access lane that was approved in 2019. The 2019 approved design features a hammerhead turn-around design that would extend to the eastern edge of the annex building. This project is proposing to modify that design to feature a fire access lane that extends around the full perimeter of the annex building. The perimeter design will be paved with a 20-foot cross section and will be one-directional, in conformance with City standards.”

Staff concurs with the applicant; the requirements of Table 3.04A are met for the modified fire access lane.

✓ The provisions are met.

3.04.04 Improvement Standards
The portion of a driveway on private property shall be paved with:
A. Portland cement concrete to a minimum depth of six inches, or
B. Asphalt concrete to a minimum depth of two inches, or
C. Brick or pavers with a minimum depth of two and one-fourth inches.

The applicant’s narrative states the modified fire access lane will be paved with asphalt pavement.

✓ The provision is met.

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

The applicant’s Traffic Assessment Memorandum (Attachment 103) indicated that the proposal would not generate over 100 AM peak hour trips. Student capacity will not change and the total number of classrooms will equal that which existed prior to the 2019 land use approval.

😊 The provision is not applicable.

3.05 Off-Street Parking and Loading
3.05.02 General Provisions
Excepting the revised fire access lane around the annex building, the proposal does not include any modifications to the parking, loading, and circulation areas approved via CU 2019-02, DR 2019-02, EXCP 2019-02, & VAR 2019-01.

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).
   2. Off-street vehicle parking spaces shall not exceed two times the amount required in this Section (Table 3.05A).
B. Accessible parking shall be provided in amounts not less than those set forth in Table 3.05B. The number of accessible spaces shall be included as part of total required vehicle parking spaces.
C. A maximum of 20 percent of the required vehicle parking spaces may be satisfied by compact vehicle parking spaces.
D. Off-street vehicle parking spaces and drive aisles shall not be smaller than specified in this Section (Table 3.05C).
E. All uses that are required to provide 10 or more off-street parking spaces and residential structures with four or more dwelling or living units shall provide a bicycle rack within 50 feet of the main building entrance. The number of required rack spaces shall be one space per ten vehicle parking spaces, with a maximum of 20 rack spaces.

<table>
<thead>
<tr>
<th>Off-Street Parking Ratio Standards</th>
<th>Table 3.05A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use</td>
<td>Parking Ratio - spaces per activity unit or square feet of gross floor area</td>
</tr>
<tr>
<td>COMMERICAL / PUBLIC</td>
<td></td>
</tr>
<tr>
<td>42. Elementary or middle school</td>
<td>2/ classroom</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Accessible Parking Ratio Standards</th>
<th>Table 3.05B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Spaces</td>
<td>Minimum Total Accessible Spaces ¹</td>
</tr>
<tr>
<td></td>
<td>Minimum Van Accessible Spaces</td>
</tr>
<tr>
<td></td>
<td>Minimum “Wheelchair User Only” Spaces</td>
</tr>
<tr>
<td>201 to 300</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. “Van Accessible Spaces” and “Wheelchair User Only” are included in “Total Accessible Spaces.”
Because the subject property includes both Heritage Elementary School and Valor Middle School, the applicant opted to calculate parking requirements for the whole property. The schools have a combined total of 75 classrooms (including the two proposed with this application), making the minimum parking requirement 150 stalls and maximum 300 stalls.

The approval for CU 2019-02, DR 2019-02, EXCP 2019-02, & VAR 2019-01 included 203 parking stalls, exceeding the minimum requirement and below the maximum. No changes are proposed to the 2019 approval.

Because the approval for CU 2019-02, DR 2019-02, EXCP 2019-02, & VAR 2019-01 included a condition requiring two bike parking stalls per classroom (Condition C1), staff adds Conditions of Approval G1 and DR-1 to revise plans to bring this proposal in conformance with that condition.

⚠️ The provisions are met with Conditions G1 and DR-1.

<table>
<thead>
<tr>
<th>Parking Angle</th>
<th>Type of Space</th>
<th>Stall Width (feet)</th>
<th>Curb Length (feet)</th>
<th>Stripe Length (feet)</th>
<th>Stall to Curb (feet)</th>
<th>Drive Aisle Width (feet)</th>
<th>1-way</th>
<th>2-way</th>
</tr>
</thead>
<tbody>
<tr>
<td>45°</td>
<td>Standard or Accessible</td>
<td>9.0</td>
<td>12.7</td>
<td>28</td>
<td>19.8</td>
<td>15.0</td>
<td>24.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Compact</td>
<td>7.5</td>
<td>10.6</td>
<td>22.5</td>
<td>15.9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Car Accessible Aisle</td>
<td>6.0</td>
<td>8.5</td>
<td>25.0</td>
<td>17.7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Van Accessible Aisle</td>
<td>8.0</td>
<td>11.3</td>
<td>27.0</td>
<td>19.1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>90°</td>
<td>Standard or Accessible</td>
<td>9.0</td>
<td>9.0</td>
<td>19.0</td>
<td>19.0</td>
<td>24.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Compact</td>
<td>7.5</td>
<td>7.5</td>
<td>15.0</td>
<td>15.0</td>
<td>22.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Car Accessible Aisle</td>
<td>6.0</td>
<td>6.0</td>
<td>19.0</td>
<td>19.0</td>
<td>24.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Van Accessible Aisle</td>
<td>8.0</td>
<td>8.0</td>
<td>19.0</td>
<td>19.0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. A parking space may occupy up to two feet of a landscaped area or walkway. At least four feet clear width of a walkway must be maintained.
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.
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.
The proposal does not include any modifications to parking layout approved via CU 2019-02, DR 2019-02, EXCP 2019-02, & VAR 2019-01, which was shown to meet the dimensional requirements of Table 3.05C as well as the double-striping and curbing requirements illustrated in Figure 3.05C.

✅ The provisions are met.

3.05.04 Off-Street Loading

Because the subject property is zoned P/SP, the table is not applicable.

✉️ The provisions are not applicable.

3.06 Landscaping
3.06.02 General Requirements
3.06.03 Landscaping Standards

<table>
<thead>
<tr>
<th>Location</th>
<th>Planting Density, Minimum</th>
<th>Area to be Landscaped, Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setbacks abutting a street</td>
<td>1 PU/15 square feet</td>
<td>Entire setback excluding driveways</td>
</tr>
<tr>
<td>Buffer yards</td>
<td>1 PU/20 square feet</td>
<td>Entire yard excluding off-street parking and loading areas abutting a wall</td>
</tr>
</tbody>
</table>
## Planting Requirements

### Table 3.06A

<table>
<thead>
<tr>
<th>Location</th>
<th>Planting Density, Minimum</th>
<th>Area to be Landscaped, Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other yards</td>
<td>1 PU/50 square feet</td>
<td>Entire yard, excluding areas subject to more intensive landscaping requirements and off-street parking and loading areas</td>
</tr>
</tbody>
</table>
| Off-street parking and loading areas          |                           | • 1 small tree per 10 parking spaces; or \(^1\)  
• 1 medium tree per 15 parking spaces; or \(^1\)  
• 1 large tree per 25 parking spaces \(^1\)  
  and  
• 1 PU/20 square feet excluding required trees \(^2\)  
  |                           | • 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  
• DDC, NNC, IP, IL, and SWIR zones: 10% of the paved surface area for off-street parking, loading and circulation  
• Landscaping shall be within or immediately adjacent to paved areas |
| 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.

### Plant Unit (PU) Value

### Table 3.06B

<table>
<thead>
<tr>
<th>Material</th>
<th>Plant Unit (PU) Value</th>
<th>Minimum Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Significant tree (^1)</td>
<td>15 PU each</td>
<td>24” Diameter</td>
</tr>
<tr>
<td>2. Large tree (60-120 feet high at maturity) (^1)</td>
<td>10 PU each</td>
<td>10’ Height or 2” Caliper</td>
</tr>
<tr>
<td>3. Medium tree (40-60 feet high at maturity) (^1)</td>
<td>8 PU each</td>
<td>10’ Height or 2” Caliper</td>
</tr>
<tr>
<td>4. Small tree (18-40 feet high at maturity) (^1)</td>
<td>4 PU each</td>
<td>10’ Height or 2” Caliper</td>
</tr>
<tr>
<td>5. Large shrub (at maturity over 4’ wide x 4’ high) (^1)</td>
<td>2 PU each</td>
<td>3 gallon or balled</td>
</tr>
<tr>
<td>6. Small to medium shrub (at maturity maximum 4’ wide x 4’ high) (^1)</td>
<td>1 PU each</td>
<td>1 gallon</td>
</tr>
</tbody>
</table>

\(^1\) \(\text{Planting Unit (PU)}\) values are provided in Table 3.06A.
### Plant Unit (PU) Value

**Table 3.06B**

<table>
<thead>
<tr>
<th>Material</th>
<th>Plant Unit (PU) Value</th>
<th>Minimum Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Lawn or other living ground cover</td>
<td>1 PU / 50 square feet</td>
<td></td>
</tr>
<tr>
<td>8. Berm</td>
<td>1 PU / 20 lineal feet</td>
<td>Minimum 2 feet high</td>
</tr>
<tr>
<td>9. Ornamental fence</td>
<td>1 PU / 20 lineal feet</td>
<td>2½ - 4 feet high</td>
</tr>
<tr>
<td>10. Boulder</td>
<td>1 PU each</td>
<td>Minimum 2 feet high</td>
</tr>
<tr>
<td>11. Sundial, obelisk, gnomon, or gazing ball</td>
<td>2 PU each</td>
<td>Minimum 3 feet high</td>
</tr>
<tr>
<td>12. Fountain</td>
<td>3 PU each</td>
<td>Minimum 3 feet high</td>
</tr>
<tr>
<td>13. Bench or chair</td>
<td>0.5 PU / lineal foot</td>
<td></td>
</tr>
<tr>
<td>14. Raised planting bed constructed of brick, stone or similar material except CMU</td>
<td>0.5 PU / lineal foot of greatest dimension</td>
<td>Minimum 1 foot high, minimum 1 foot wide in least interior dimension</td>
</tr>
<tr>
<td>15. Water feature incorporating stormwater detention</td>
<td>2 per 50 square feet</td>
<td>None</td>
</tr>
</tbody>
</table>

1. Existing vegetation that is retained has the same plant unit value as planted vegetation.
2. No more than twenty percent (20%) of the required plant units may be satisfied by items in lines 8 through 15.

The narrative and landscape plans illustrate and note that the general provisions are met, including irrigation, curbing, and appropriateness of plant materials.

The proposal does not include any modifications to the street trees approved via CU 2019-02, DR 2019-02, EXCP 2019-02, & VAR 2019-01. The proposal modifies the landscaping area around the annex building, which is an “Other yard” per Table 3.06A, from a minimum of 193 PUs (required landscaping per the CU 2019-02, DR 2019-02, EXCP 2019-02, & VAR 2019-01 approval) to a new minimum of 145 PUs due to the additional building area reducing the landscape area. The landscape plans note and illustrate the proposal exceeding the minimum with 148 PUs proposed.

✅ The requirements are met.

**3.06.05 Screening**

✉️ The proposal does not require any screening.

**3.07 Architectural Design**

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

**B. Architectural Design Guidelines**
1. Mass and Bulk Articulation Guidelines
   a. Building facades visible from streets and public parking areas should be articulated, in order to avoid the appearance of box-like structures with unbroken wall surfaces.
   b. The appearance of exterior walls should be enhanced by incorporating three-dimensional design features, including the following:
      (1) Public doorways or passage ways through the building
      (2) Wall offsets or projections
      (3) Variation in building materials or textures
      (4) Arcades, awnings, canopies or porches

2. Materials and Texture Guidelines
   a. Building exteriors should exhibit finishes and textures that reduce the visual monotony of bulky structures and large structural spaces. Building exteriors should enhance visual interest of wall surfaces and harmonize with the structural design.
   b. The appearance of exterior surfaces should be enhanced by incorporating the following:
      (1) At least 30% of the wall surface abutting a street should be glass.
      (2) All walls visible from a street or public parking area should be surfaced with wood, brick, stone, designer block, or stucco, or with siding that has the appearance of wood lap siding.
      (3) The use of plain concrete, plain concrete block, corrugated metal, plywood, T-111 and sheet composite siding as exterior finish materials for walls visible from a street or parking area should be avoided.
      (4) The color of at least 90 percent of the wall, roof and awning surface visible from a street or public parking area should be an “earth tone” color containing 10 parts, or more of brown or a “tinted” color, containing 10 parts or more white.
      (5) Fluorescent, “day-glo,” or any similar bright color shall not be used on the building exterior.

3. Multi-Planed Roof Guidelines
   a. The roof line at the top of a structure should establish a distinctive top to the building.
   b. The roof line should not be flat or hold the same roof line over extended distances. Rather, the roof line should incorporate variations, such as:
      (1) Offsets or jogs in the plane of the roof;
      (2) Changes in the height of the exterior wall for flat roof buildings, including parapet walls with variations in elevation or cornices

4. Roof-Mounted Equipment Guidelines
   All roof-mounted equipment, except solar collectors, should be screened from view by:
   a. Locating roof-mounted equipment below the highest vertical element of the building, or
   b. Screening roof-mounted equipment using materials of the same character as the structure’s basic materials

5. Weather Protection Guidelines
   All building faces abutting a street or a public parking area should provide weather protection for pedestrians. Features to provide this protection should include:
   a. A continuous walkway at least eight feet wide along the face of the building utilizing a roof overhang, arcade, awnings or canopies
   b. Awnings and canopies that incorporate the following design features:
      (1) Angled or curved surfaces facing a street or parking area
      (2) A covering of fabric, or matte finish vinyl
(3) A constant color and pattern scheme for all buildings within the same development
(4) No internal back lighting

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

C. Building Location Guidelines
1. Within the prescribed setbacks, building location and orientation should compliment abutting uses and development patterns.
2. The maximum yard abutting a street should be 150 feet.

The elevations show largely what the provisions describe and are consistent with the design approved via CU 2019-02, DR 2019-02, EXCP 2019-02, & VAR 2019-01.

✔ The requirements are met.

3.08 Partitions and Subdivisions

⚠️ The proposal does not include a partition or subdivision.

3.09 Planned Unit Developments

⚠️ The proposal does not include a planned unit development.

3.10 Signs

⚠️ The proposal does not include any signage.
Recommended Conditions of Approval

General


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

G3-PW. Public Works: Follow the attached "Public Works Conditions June 8, 2020" (Attachment 101A).

Design Review

DR-1. Bike parking: Revise plans to include four new bike parking stalls, in conformance with Condition C1 of the final decision document for CU 2019-02, DR 2019-02, EXCP 2019-02, & VAR 2019-01.
Notes to the Applicant

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

1. Records: Staff recommends that the applicant retain a copy of the subject approval.

2. Fences, fencing, & free-standing walls: The approval excludes any fences, fencing, & free-standing walls, which are subject to WDO 2.06 and the permit process of 5.01.03.

3. Signage: The approval excludes any signage, which is subject to WDO 3.10 and the permit process of 5.01.10.

4. 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.

5. 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.

6. 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.

7. 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.

8. Franchises: The applicant provides for the installation of all franchised utilities and any required easements.
9. **Water:** All water mains and appurtenances must comply with Public Works, Building Division, and Woodburn Fire District requirements. Existing water services lines that are not going to be use with this new development must be abandoned at the main line. The City performs required abandonment of existing water facilities at the water main with payment by the property owner. All taps to existing water mains must be done by a “Hot Tap” method and by approved City of Woodburn Contractors. The applicant shall install the proper type of backflow preventer for all domestic, lawn irrigation and fire sprinkler services. The backflow devices and meters shall be located near the city water main within an easement, unless approved otherwise by Public Works. Contact Byron Brooks, City of Woodburn Water Superintendent, for proper type and installation requirements of the backflow device at (503) 982-5380.

10. **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.

11. **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.

12. **SDCs:** The developer pays System Development Charges prior to building permit issuance. Staff will determine the water, sewer, storm and parks SDCs after the developer provides a complete Public Works Commercial/Industrial Development information sheet.
General Conditions:

1. The applicant, not the City, is responsible for obtaining approval for permits from any local, state and/or federal agencies which may be required.

2. Prior to construction of any facilities to be maintained by the City, the applicant shall provide to the Woodburn Public Works Engineering Division civil plans prepared by a registered engineer for the required public infrastructure. In accordance with Ordinance No 1795, permits shall be obtained for construction of the public infrastructure from the Public Works Engineering Division prior to installation.

3. The storm sewer system and on-site detention for this Development shall comply with the City’s Storm Water Master Plan. A preliminary hydraulic analysis for the storm runoff has been provided and reviewed by the city.

4. Fire hydrant locations and fire protection requirements shall be as per the Woodburn Fire District and City of Woodburn requirements. Fire hydrant locations and line valves will be determined at the time of building permit if required.

5. Final review of the Civil Plans will be done during the building permit application; a Professional Engineer shall stamp the plans.

6. System Development fees shall be paid at the time of building permit issuance.
EXISTING CONDITIONS AND DEMOLITION PLAN - OVERALL

EXISTING MIDDLE SCHOOL

EXISTING BUILDING

SEE ANNEX EXISTING CONDITIONS AND DEMOLITION PLAN SHEET C101

ATTACHMENT 102 EXHIBIT A
## Stormwater Facility Plant Material Schedule - Previous Contract Area H17

### Site Landscape Plant Material Schedule - Previous Contract Area H17

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SIZE</th>
<th>QTY.</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SMALL SHRUB &amp; HERBACEOUS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JUNCUS PATENS  SPREADING RUSH</td>
<td>1/2 GAL.</td>
<td>61 SF</td>
<td>70 PLANTS REFER TO DETAIL 1 / SHEET L2.10</td>
</tr>
<tr>
<td>MATURE: 1' - 2' HT. / CLUMPING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAREX OBNUPTA  SLOUGH SEDGE</td>
<td>1/2 GAL.</td>
<td>850 SF</td>
<td>983 PLANTS REFER TO DETAIL 1 / SHEET L2.10</td>
</tr>
<tr>
<td>MATURE: 2' - 5' HT. / SPREADING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CORNUS SERICEA 'KELSEYI' KELSEY RED TWIG DOGWOOD</td>
<td>1 GAL.</td>
<td>64</td>
<td>REFER TO DETAIL 2 / SHEET L2.10</td>
</tr>
<tr>
<td>MATURE: 2-3' HT. / 3' WD.</td>
<td></td>
<td></td>
<td>PART TO FULL SUN / RED WINTER STEMS</td>
</tr>
<tr>
<td><strong>SHRUBS &amp; ACCENTS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GROUNDCOVERS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABBELIA X 'ROSE CREEK' ROSE CREEK ABBELIA</td>
<td>1 GAL.</td>
<td>4</td>
<td>4' O.C. REFER TO DETAIL 2 / SHEET L2.10</td>
</tr>
<tr>
<td>MATURE: 2-3' HT. / 3-4' WD. - SM-MED/1 PU</td>
<td></td>
<td></td>
<td>FULL SUN TO PART SHADE / EVERGREEN</td>
</tr>
<tr>
<td>ESCHALONIA 'COMPACTA' COMPACT ESCALONIA</td>
<td>3 GAL.</td>
<td>4</td>
<td>4' O.C. REFER TO DETAIL 2 / SHEET L2.10</td>
</tr>
<tr>
<td>MATURE: 2'-3' HT. / 4'-6' WD. - SM-MED/1 PU</td>
<td></td>
<td></td>
<td>SUN TO PART SHADE / EVERGREEN</td>
</tr>
<tr>
<td>FESTUCA RUBRA BAR. RUBRA CREEPING RED FESCUE</td>
<td>SEED</td>
<td>8 LBS.</td>
<td>7,677 SF 65 LBS. / 1,000 SF 1 PU / 50 SF</td>
</tr>
<tr>
<td>DESIGN INTENT IS TO NOT MOW.</td>
<td></td>
<td></td>
<td>AT 4&quot; HT. GRASS WILL LAY DOWN.</td>
</tr>
<tr>
<td>CAN BE MOWED WHEN DESIRED.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARCTOSTAPHYLOS 'EMERALD CARPET' KINNIKINNICK</td>
<td>4&quot; POT</td>
<td>277 SF</td>
<td>72 PLANTS REFER TO DETAIL 1 / SHEET L2.10</td>
</tr>
<tr>
<td>MATURE: 1' HT. / 3-5' WD. - 1 PU / 50 SF</td>
<td></td>
<td></td>
<td>FULL SUN / EVERGREEN</td>
</tr>
<tr>
<td>PT 303 SUN MIX BY PRO TIME LAWN SEED</td>
<td>SEED</td>
<td>7-10 LBS. / 1,000 SF 65 LBS. / 1,000 SF</td>
<td></td>
</tr>
<tr>
<td>APPROX. QTY. - LANDSC. REPAIR</td>
<td></td>
<td></td>
<td>PERENNIAL RYEGRASSES, CHEWINGS FESCUE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 PU / 50 SF</td>
</tr>
</tbody>
</table>

---

**Notations:**

- All quantities are based on the quantities specified in the previous contract plant material schedule.
- Details of the stormwater drainage system are not shown.
- All material is to be delivered to the project site.

---

**Drawings:**

- Drawing Title: [Blank]
- Date: [Blank]
- Drawn By: [Blank]
- Revised: [Blank]
- Project No.: [Blank]
- Stamp: [Blank]
- Sheet No.: [Blank]

**Contact Information:**

- Portland: 621 SW Morrison St. Suite 950 OR 97205 503.595.0270
- Spokane: 1250 Pacific Ave Suite 700 WA 98402 253.627.5599
- Bend: 21814240 242-353-2405
- Cardno: 6720 SW Macadam Ave, Ste 200, Portland, OR 97219 Tel: (503) 419-2500 Fax: (503) 419-2600 www.cardno.com
PLANTING GENERAL NOTES

1. ALL LANDSCAPE AREAS THAT HAVE BEEN PREVIOUSLY TREATED WITH CEMENT, SHALL BE REOCCURRING ED. COVERS, OR OTHER HARD SURFACE MATERIALS, SHALL BE REMOVED OR REPLACED WITH AMENDED SOIL TO AN APPROXIMATE DEPTH OF 6"

2. IF THE CONTRACTOR IS RESPONSIBLE TO REMOVE ALL LINING AND SWINGING MATERIALS, HE SHALL BE REQUIRED TO REMOVE ALL EXISTING UTILITIES, INCLUDING CEMENT, BRICK, AND OTHER MATERIALS, PRIOR TO INSTALLATION.

3. THE CONTRACTOR SHALL REMOVE ALL EXISTING UTILITIES, INCLUDING CEMENT, BRICK, AND OTHER MATERIALS, PRIOR TO INSTALLATION.

4. THE CONTRACTOR IS RESPONSIBLE FOR IMPLEMENTING BEST MANAGEMENT PRACTICES TO PROTECT THE ENVIRONMENT AND TO AVOID DAMAGE TO EXISTING UTILITIES AND NEIGHBORING STRUCTURES. THE CONTRACTOR SHALL SUBMIT A WRITTEN PLAN TO THE LANDSCAPE ARCHITECT PRIOR TO THE START OF CONSTRUCTION ACTIVITIES.

5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR IMPLEMENTING BEST MANAGEMENT PRACTICES TO PROTECT THE ENVIRONMENT AND TO AVOID DAMAGE TO EXISTING UTILITIES AND NEIGHBORING STRUCTURES. THE CONTRACTOR SHALL SUBMIT A WRITTEN PLAN TO THE LANDSCAPE ARCHITECT PRIOR TO THE START OF CONSTRUCTION ACTIVITIES.

6. IF AMENDED IMPORTED TOPSOIL IS TO BE USED, THE GENERAL CONTRACTOR WILL BE NOTIFIED IN WRITING BY THE OWNER'S REPRESENTATIVE AND THE CONTRACTOR SHALL SUBMIT A WRITTEN PLAN TO THE LANDSCAPE ARCHITECT PRIOR TO THE START OF CONSTRUCTION ACTIVITIES.

7. CONTRACTOR SHALL OBTAIN WRITTEN APPROVAL FOR ALL PLANT MATERIALS AND PLANTING PLANS PRIOR TO PLANTING.

8. PLANT MATERIALS SHALL BE PLANTED AT THE RECOMMENDED SPACING AS SPECIFIED ON THE PLANTING PLAN.

9. CONTRACTOR TO FINE GRADE AND REMOVE ALL ROCK GREATER THAN 1 INCH DIAMETER IN THE FIELD.

10. CONTRACTOR SHALL OBTAIN WRITTEN APPROVAL FOR ALL PLANT MATERIALS AND PLANTING PLANS PRIOR TO PLANTING.

11. COORDINATE PLANTING INSTALLATION WITH INSTALLATION OF UNDERGROUND SPRINKLER SYSTEMS.

12. CONTRACTOR SHALL OBTAIN WRITTEN APPROVAL FOR ALL PLANT MATERIALS AND PLANTING PLANS PRIOR TO PLANTING.

13. WHERE PROPOSED TREE LOCATIONS OCCUR UNDER EXISTING OVERHEAD UTILITIES OR OTHER HARD SURFACE, ANY CURB, SIDEWALK, OR OTHER HARD SURFACE, CONTRACTOR SHALL BE RESPONSIBLE FOR IMPLEMENTING BEST MANAGEMENT PRACTICES TO PROTECT THE ENVIRONMENT AND TO AVOID DAMAGE TO EXISTING UTILITIES AND NEIGHBORING STRUCTURES. THE CONTRACTOR SHALL SUBMIT A WRITTEN PLAN TO THE LANDSCAPE ARCHITECT PRIOR TO THE START OF CONSTRUCTION ACTIVITIES.

14. LANDSCAPE MAINTENANCE PERIOD BEGINS IMMEDIATELY AFTER THE COMPLETION OF ALL INSTALLATION.

15. REGULAR EXAMINATIONS ARE REQUIRED TO MONITOR THE HEALTH AND PERFORMANCE OF THE PLANTS.


17. CONTRACTOR SHALL BE RESPONSIBLE FOR IMPLEMENTING BEST MANAGEMENT PRACTICES TO PROTECT THE ENVIRONMENT AND TO AVOID DAMAGE TO EXISTING UTILITIES AND NEIGHBORING STRUCTURES. THE CONTRACTOR SHALL SUBMIT A WRITTEN PLAN TO THE LANDSCAPE ARCHITECT PRIOR TO THE START OF CONSTRUCTION ACTIVITIES.

18. CONTRACTOR SHALL BE RESPONSIBLE FOR IMPLEMENTING BEST MANAGEMENT PRACTICES TO PROTECT THE ENVIRONMENT AND TO AVOID DAMAGE TO EXISTING UTILITIES AND NEIGHBORING STRUCTURES. THE CONTRACTOR SHALL SUBMIT A WRITTEN PLAN TO THE LANDSCAPE ARCHITECT PRIOR TO THE START OF CONSTRUCTION ACTIVITIES.

19. CONTRACTOR SHALL BE RESPONSIBLE FOR IMPLEMENTING BEST MANAGEMENT PRACTICES TO PROTECT THE ENVIRONMENT AND TO AVOID DAMAGE TO EXISTING UTILITIES AND NEIGHBORING STRUCTURES. THE CONTRACTOR SHALL SUBMIT A WRITTEN PLAN TO THE LANDSCAPE ARCHITECT PRIOR TO THE START OF CONSTRUCTION ACTIVITIES.

20. PLANTING GENERAL NOTES

A. PLANT DATA - AREAS H34 THROUGH H40

<table>
<thead>
<tr>
<th>Area No.</th>
<th>Area to Be PLANTED</th>
<th>Significant Features</th>
<th>Large Trees</th>
<th>Large Shrubs</th>
<th>Medium Trees</th>
<th>Medium Shrubs</th>
<th>Small Trees</th>
<th>Small Shrubs</th>
<th>Annual Factors</th>
<th>Perennial Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>H34</td>
<td>85 PLANTS</td>
<td></td>
<td>1' O.C.</td>
<td>1 GAL.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H35</td>
<td>20 PLANTS</td>
<td></td>
<td>1' O.C.</td>
<td>1 GAL.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H36</td>
<td>1 PLANT</td>
<td></td>
<td>1' O.C.</td>
<td>1 GAL.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H37</td>
<td>628</td>
<td></td>
<td>1' O.C.</td>
<td>1 GAL.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H38</td>
<td>1,970</td>
<td></td>
<td>2' O.C.</td>
<td>2 GAL.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H39</td>
<td>1,970</td>
<td></td>
<td>2' O.C.</td>
<td>2 GAL.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H40</td>
<td>3,920</td>
<td></td>
<td>2' O.C.</td>
<td>3 GAL.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. DRAWING REVISIONS

1. ALL LANDSCAPE AREAS THAT HAVE BEEN PREVIOUSLY TREATED WITH CEMENT, SHALL BE REOCCURRING ED. COVERS, OR OTHER HARD SURFACE MATERIALS, SHALL BE REMOVED OR REPLACED WITH AMENDED SOIL TO AN APPROXIMATE DEPTH OF 6"

2. IF THE CONTRACTOR IS RESPONSIBLE TO REMOVE ALL LINING AND SWINGING MATERIALS, HE SHALL BE REQUIRED TO REMOVE ALL EXISTING UTILITIES, INCLUDING CEMENT, BRICK, AND OTHER MATERIALS, PRIOR TO INSTALLATION.

3. THE CONTRACTOR SHALL REMOVE ALL EXISTING UTILITIES, INCLUDING CEMENT, BRICK, AND OTHER MATERIALS, PRIOR TO INSTALLATION.

4. THE CONTRACTOR IS RESPONSIBLE FOR IMPLEMENTING BEST MANAGEMENT PRACTICES TO PROTECT THE ENVIRONMENT AND TO AVOID DAMAGE TO EXISTING UTILITIES AND NEIGHBORING STRUCTURES. THE CONTRACTOR SHALL SUBMIT A WRITTEN PLAN TO THE LANDSCAPE ARCHITECT PRIOR TO THE START OF CONSTRUCTION ACTIVITIES.

5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR IMPLEMENTING BEST MANAGEMENT PRACTICES TO PROTECT THE ENVIRONMENT AND TO AVOID DAMAGE TO EXISTING UTILITIES AND NEIGHBORING STRUCTURES. THE CONTRACTOR SHALL SUBMIT A WRITTEN PLAN TO THE LANDSCAPE ARCHITECT PRIOR TO THE START OF CONSTRUCTION ACTIVITIES.

6. IF AMENDED IMPORTED TOPSOIL IS TO BE USED, THE GENERAL CONTRACTOR WILL BE NOTIFIED IN WRITING BY THE OWNER'S REPRESENTATIVE AND THE CONTRACTOR SHALL SUBMIT A WRITTEN PLAN TO THE LANDSCAPE ARCHITECT PRIOR TO THE START OF CONSTRUCTION ACTIVITIES.

7. CONTRACTOR SHALL OBTAIN WRITTEN APPROVAL FOR ALL PLANT MATERIALS AND PLANTING PLANS PRIOR TO PLANTING.

8. PLANT MATERIALS SHALL BE PLANTED AT THE RECOMMENDED SPACING AS SPECIFIED ON THE PLANTING PLAN.

9. CONTRACTOR TO FINE GRADE AND REMOVE ALL ROCK GREATER THAN 1 INCH DIAMETER IN THE FIELD.

10. CONTRACTOR SHALL OBTAIN WRITTEN APPROVAL FOR ALL PLANT MATERIALS AND PLANTING PLANS PRIOR TO PLANTING.

11. COORDINATE PLANTING INSTALLATION WITH INSTALLATION OF UNDERGROUND SPRINKLER SYSTEMS.

12. CONTRACTOR SHALL OBTAIN WRITTEN APPROVAL FOR ALL PLANT MATERIALS AND PLANTING PLANS PRIOR TO PLANTING.

13. WHERE PROPOSED TREE LOCATIONS OCCUR UNDER EXISTING OVERHEAD UTILITIES OR OTHER HARD SURFACE, ANY CURB, SIDEWALK, OR OTHER HARD SURFACE, CONTRACTOR SHALL BE RESPONSIBLE FOR IMPLEMENTING BEST MANAGEMENT PRACTICES TO PROTECT THE ENVIRONMENT AND TO AVOID DAMAGE TO EXISTING UTILITIES AND NEIGHBORING STRUCTURES. THE CONTRACTOR SHALL SUBMIT A WRITTEN PLAN TO THE LANDSCAPE ARCHITECT PRIOR TO THE START OF CONSTRUCTION ACTIVITIES.

14. LANDSCAPE MAINTENANCE PERIOD BEGINS IMMEDIATELY AFTER THE COMPLETION OF ALL INSTALLATION.

15. REGULAR EXAMINATIONS ARE REQUIRED TO MONITOR THE HEALTH AND PERFORMANCE OF THE PLANTS.


17. CONTRACTOR SHALL BE RESPONSIBLE FOR IMPLEMENTING BEST MANAGEMENT PRACTICES TO PROTECT THE ENVIRONMENT AND TO AVOID DAMAGE TO EXISTING UTILITIES AND NEIGHBORING STRUCTURES. THE CONTRACTOR SHALL SUBMIT A WRITTEN PLAN TO THE LANDSCAPE ARCHITECT PRIOR TO THE START OF CONSTRUCTION ACTIVITIES.

18. CONTRACTOR SHALL BE RESPONSIBLE FOR IMPLEMENTING BEST MANAGEMENT PRACTICES TO PROTECT THE ENVIRONMENT AND TO AVOID DAMAGE TO EXISTING UTILITIES AND NEIGHBORING STRUCTURES. THE CONTRACTOR SHALL SUBMIT A WRITTEN PLAN TO THE LANDSCAPE ARCHITECT PRIOR TO THE START OF CONSTRUCTION ACTIVITIES.

19. CONTRACTOR SHALL BE RESPONSIBLE FOR IMPLEMENTING BEST MANAGEMENT PRACTICES TO PROTECT THE ENVIRONMENT AND TO AVOID DAMAGE TO EXISTING UTILITIES AND NEIGHBORING STRUCTURES. THE CONTRACTOR SHALL SUBMIT A WRITTEN PLAN TO THE LANDSCAPE ARCHITECT PRIOR TO THE START OF CONSTRUCTION ACTIVITIES.

20. PLANTING GENERAL NOTES

A. PLANT DATA - AREAS H34 THROUGH H40

<table>
<thead>
<tr>
<th>Area No.</th>
<th>Area to Be PLANTED</th>
<th>Significant Features</th>
<th>Large Trees</th>
<th>Large Shrubs</th>
<th>Medium Trees</th>
<th>Medium Shrubs</th>
<th>Small Trees</th>
<th>Small Shrubs</th>
<th>Annual Factors</th>
<th>Perennial Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>H34</td>
<td>85 PLANTS</td>
<td></td>
<td>1' O.C.</td>
<td>1 GAL.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H35</td>
<td>20 PLANTS</td>
<td></td>
<td>1' O.C.</td>
<td>1 GAL.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H36</td>
<td>1 PLANT</td>
<td></td>
<td>1' O.C.</td>
<td>1 GAL.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H37</td>
<td>628</td>
<td></td>
<td>1' O.C.</td>
<td>1 GAL.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H38</td>
<td>1,970</td>
<td></td>
<td>2' O.C.</td>
<td>2 GAL.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H39</td>
<td>1,970</td>
<td></td>
<td>2' O.C.</td>
<td>2 GAL.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H40</td>
<td>3,920</td>
<td></td>
<td>2' O.C.</td>
<td>3 GAL.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EXISTING VALOR MIDDLE SCHOOL
N.I.C.
32 CLASSROOMS

EXISTING ANNEX
EXIST 28 STALLS
RECONFIGURED
113 STALLS
EXIST 64 STALLS
NO WORK

VALOR ADDITION
BY OTHERS, N.I.C.

EXISTING PLAYGROUNDS
EXIST PLAY FIELD
TO REMAIN

EXISTING PRIMARY SCHOOL
BUILDING (NO WORK PROPOSED)

PREVIOUS FIRE LANE EXTENTION
APPROVED UNDER SEPARATE PERMIT

PREVIOUSLY APPROVED ADDITION
PROPOSED EXTENSION TO FIRE
LANE, SEE CIVIL

ARCHITECTURAL SITE PLAN
H1
ATTACHMENT 102
EXHIBIT 1
EXISTING FIBER CEMENT SIDING TO REMAIN, MATCH EXISTING ASPHALT SHINGLES, MATCH EXISTING FIBER CEMENT LAP SIDING, MATCH EXISTING FIBER CEMENT PANEL, MATCH EXISTING DOWNSPOUT, MATCH EXISTING PROPOSED ADDITION APPROVED UNDER SEPARATE PERMIT.

EXISTING BUILDING (NIC)
EXISTING FIBER CEMENT PANELS, MATCH EXISTING FIBER CEMENT SIDING, MATCH EXISTING DOWNSPOUT, CONNECT TO STORM DRAIN PER CIVIL, MATCH EXISTING HOOD VENT, FIBER CEMENT FASCIA, MATCH EXISTING FIBER CEMENT LAP SIDING, MATCH EXISTING FIBER CEMENT PANEL, MATCH EXISTING LANDSCAPE PLANTINGS.

REFERENCE DATUM
GRADE INCREASE BEGINS SEE LANDSCAPE PLANTINGS.

FINISH GRADE 187
SEE CIVIL REFERENCE DATUM.

BUILDING HEIGHT 14' - 6 1/2"
May 26, 2020

John O. Henri (Bond Project Manager)
J.J. Henri Co., Inc.
1390 Meridian Drive
Woodburn, Oregon 97071

RE: Traffic Profile Assessment for Heritage Elementary School Addition – Woodburn, OR

Dear Mr. Henri,

This letter, prepared on behalf of the Woodburn School District, summarizes Kittelson’s traffic profile assessment for proposed addition to the Heritage Elementary School in Woodburn, OR. As described herein, the expanded building size and additional classroom space for the elementary school are not expected to materially increase traffic demand, relative to already-approved levels. Therefore, per Section 3.04.05 of Woodburn Development Ordinance, the proposed addition to Heritage Elementary School should not require a formal Transportation Impact Analysis. The remaining sections of this letter provide additional details to support our conclusion.

SITE DESCRIPTION AND 2019 APPROVAL FOR SCHOOL IMPROVEMENTS

Heritage Elementary School (HES) is located at 440 Parr Road in Woodburn, Oregon. The school was originally constructed in 1996 along with Valor Middle School on 48 acres of land having a Public and Semi-Public (P/SP) zoning designation. The original capacity of HES was 525 students but enrollment has grown steadily over the past few decades, reaching 930 students today. To accommodate this historical growth, a classroom annex was built in 2003 using a series of six portable classrooms placed in the surface parking lot in the northeast corner of the site. In all, 40 classrooms were present at HES with a total building space of 70,694 SF.

In 2019, the City of Woodburn approved an expansion and redevelopment of portions of the school, resulting in the removal of the portable classrooms, creation of additional classroom space in the annex building, and other supporting improvements. While the student capacity of school was expected to remain the same, at 930 students, the total number of classrooms were reduced from 40 to 38, as did the overall building space from 70,694 SF to 69,494 SF. At that time, Kittelson prepared a traffic profile letter (dated March 28, 2019) concluding that the overall trip generation potential of HES would not materially change.
PROPOSED HES ADDITION

Improvements now proposed for HES, as shown in Exhibit “A”, include an expansion to the annex building in the southeast corner of the site. The expansion will accommodate two additional classrooms and a shared learning space. While the proposal does increase the number of classrooms from 38 back to the original size of 40 and will increase the overall size of HES building space by approximately 2,600 SF (from 69,494 SF approved in 2019 to the proposed size of 72,094 SF), the proposed improvements are not intended to increase the current student population of 930 students.

APPLICABLE TRANSPORTATION GUIDELINES

Section 3.04.05 of the Woodburn Development Ordinance (WDO) addresses criteria for requiring a traffic impact study for a proposed development application. Specifically, this ordinance states:

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

The following section of this letter addresses the application of the trip generation based WDO criteria above.

SITE TRIP GENERATION

The two most common metrics, or independent variables, used by professional traffic engineers to estimate vehicle trips for elementary school developments are: 1) student population, and 2) building size. These two variables are largely supported by robust sets of empirical data provided in the Institute of Transportation Engineers (ITE) in the Trip Generation Manual, 10th Edition (Reference 1).

Seeing as the latest improvements proposed for HES are not expected to alter the current school population of 930 students, the proposed development plan should not result in any material change in vehicle trips, when applying ITE trip generation rates that are based on student capacity as the independent variable. However, considering that there is an increase of 2,600 SF in building space, the application of ITE trip generation rates using building size as the independent variable does generate a positive increase in trips.

Table 2 displays this theoretical estimate of additional site trips using increased building space as the independent variable. Trips in the table are expressed in terms of average daily trips (ADT), the weekday AM peak of the site generator, the AM peak hour of adjacent street (typically between 7:00 and 9:00 AM), the weekday PM peak hour of the site generator, as well as the PM peak hour of adjacent street (typically between 4:00 and 6:00 PM).
Table 1. Estimated Theoretical Increase in Site Trips

<table>
<thead>
<tr>
<th>Land Use</th>
<th>ITE Code</th>
<th>Added Building Size</th>
<th>Added Daily Trips</th>
<th>Added AM Peak Hour Trips</th>
<th>Added PM Peak Hour Trips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary School</td>
<td>520</td>
<td>+2,600 SF</td>
<td>+51</td>
<td>+18</td>
<td>+18</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

As shown in the preceding table, the theoretical increase in site trips due to the increase in total building space is +51 daily trips and between +4 and +18 trips during the particular peak hour periods.

CONCLUSION

Our analysis indicates the proposed development plan will result in no material increase in site trips relative to the expectation that the current student population, at 930 students, will not change at Heritage Elementary School. However, if vehicle trips were to increase due to the added building space, the increase in traffic would not trigger the volume-based criteria outlined in Section 3.04.05 of the WDO. Therefore, the proposed land use application should not require preparation of a formal Traffic Impact Analysis per the City’s Development Ordinances.

We hope this letter contains the necessary level of detail for the City to complete its review of the land use application. If you or City staff have any questions, please contact us.

Sincerely,
KITTELSON & ASSOCIATES, INC.

Brian J. Dunn, P.E.
Associate Engineer

References:


Exhibits:

“A” – Proposed Site Plan
Exhibit “A” – Proposed Site Plan