



March 22, 2024

Todd Iselin, Principal
Iselin Architects PC
1307 7th St
Oregon City, OR 97045-2003

RE: Status of DR 23-07 "Woodburn Evangelical Church kitchen addition" for 1050 N. Boones Ferry Rd (Tax Lot 051W07BD02400); Building permit application record no. 971-23-000100-PLNG

Dear Mr. Iselin:

Thank you for submitting a Design Review (DR) application on August 3, 2023, and supplemental materials on November 6, 2023, and March 15, 2024. Staff reviewed the degree of completion of the application and determined it to be complete as of March 22, 2024. Staff sends this letter in compliance with Oregon Revised Statutes (ORS) [227.178\(2\)](#). Because it is a Type I application, staff will review and decide administratively; it will not go to a public hearing before the Planning Commission or City Council.

Please contact me at (503) 980-2494 or <heidi.hinshaw@ci.woodburn.or.us> with questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Heidi Hinshaw", with a stylized flourish at the end.

Heidi Hinshaw
Associate Planner

cc: Jon Fox, Owner, Fox Valley Construction, LLC, 21128 Oak Ln NE, Aurora, OR 97002-9415
Karl Kochendorfer, Facility Manager, Woodburn Evangelical Church c/o Kim Kochendorfer
Chris Kerr, Community Development Director
Colin Cortes, Senior Planner, AICP, CNU-A
Dan Handel, Planner
Alyssa Nichols, Permit Technician
Curtis Stultz, Public Works Director
Dago Garcia, PE, City Engineer
Casey Knecht, PE, Development Review Coordinator, Oregon Department of Transportation (ODOT)
Region 2
Jim Gibbs, Fire Marshal, Woodburn Fire District