



September 1, 2023

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:

Staff reviewed the degree of completion of the Design Review (DR) application for the subject property submitted August 3, 2023 and determined it incomplete as of September 1, 2023. 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.

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

- A. Landowner authorization. Complete the landowner authorization fields on the second page of the application form or check the box below it and attach a certification.
- B. Nonconformance: Revise the narrative to:
 1. Add page numbers.
 2. Address both thresholds in 1.04.03C.3a(1), specifically to address also (1)(b), not just (1)(a). See also Item F below.
- C. Upgrade of nonconformities: Per 1.04.03C.3a(2), revise the site plan, and the narrative accordingly, to conform with:
 - (b) Walkways, wide walkways, and drive aisle walkway crossings. (Address also 3.04.06B & D.1.)
 - (d) Carpool/vanpool parking, because absent the phrase “for the partial redevelopment”, the requirement is applicable to existing parking. (Address also Table 3.05C and 3.05.03H.)

- (e) Bicycle parking and bicycle parking directional signage. (Besides the location that the site plan note calls out, address also the standards of 3.05.06.)
 - (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 feet (ft). (Address also Table 2.03D, row “Front setback and setback abutting a street, minimum” and footnote 2, 3.03.02, and Table 3.06A, row 1.) As reassurance, note that this does *not* mean that within the entire width of the 20-foot depth of front yard, a contractor would remove all hard surfacing and replace with landscaping.
- D. Street improvements: Revise the narrative to add a section for Chapter 3.01 and under it copy and paste the text, “Not applicable per Community Development Director interpretation memo ‘Department Policy: Applicability of right-of-way and street improvement requirements’ (August 4, 2023), Part IIC.”
- E. PUE: Regarding the streetside public utility easement (PUE):
1. Where the site plan delineates a new streetside PUE, revise the call-out note that reads, “New 5’ PUE to be recorded prior to issuance of building permit” to read, “New 5’ streetside PUE conforming with WDO 3.02.01B & F.2a and to be recorded prior to building permit issuance”.
 2. Revise the narrative where it addresses 3.02.01 to strike the existing applicant’s text and state, “The applicant will grant a streetside public utility easement (PUE) that conforms with WDO 3.02.01B & F.2a by being minimum 5 feet wide and maximum 8 feet wide”. The streetside PUE requirement remains applicable because 1.04.03C.3a(2) states, “Upgrade to provide the following minimum *improvements* ...” [staff emphasis]. A PUE isn’t a physical “improvement” and remains required by 3.02.01B in addition to and apart from what Section 1.04.03C.3 and Chapter 3.01 would require.
 - ➔ Advisory: Absent platting or re-platting, granting of public easements necessitates a process through Public Works (PW) Engineering Division and City Council acceptance separate from land use approval and building permit review and that could take several weeks. If not already done, contact the [Engineering Division](#) to begin and finish 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.
- F. Parking. The site plan illustrates 49 existing off-street parking spaces.
1. Revise the narrative to cite specifically WDO Table 3.05A, row 34 “Meeting facilities (such as house of worship, ...)” that requires “one space per 4 occupants, as established by the building code”.

2. Revise the narrative to recalculate so that all building gross floor area (GFA) other than the parsonage is calculated for the primary use of “Meeting facilities (such as house of worship, ...)”. Revise to *not* break out office space accessory to primary uses in order to apply a commercial office parking ratio.
 3. Revise the narrative to explain, if necessary supplementing the application materials with a lettered or numbered exhibit, how the applicable section(s) of the statewide uniform building code establish the maximum occupant load for the net GFA and what that number is. If needing assistance, contact the Building Division Permit Technician at (503) 980-2432 or alyssa.nichols@ci.oodburn.or.us.
 4. Revise the site plan to note the GFA for the area labeled “existing church”.
- G. Signage: Revise the narrative, and if necessary the site plan, to address 3.10.08R and 3.10.11D. Regarding 3.10.08R, if any existing permanent monument or pole sign would come to be within the required and newly granted streetside PUE, note to relocate or remove such signage and do so. If such existing signage is nonconforming, note to remove and do remove (prior to final inspection) per 3.10.11D unless the exception in D.1 is applicable. (New signage requires approved [sign permit applications](#) through the Planning Division per 5.01.10 unless 3.10.07 exempts. Permanent signage might require building permits also; consult the [Building Division homepage](#) or the Permit Technician.)

In closing, please provide to the attention of the Associate Planner all revised and new materials both in print (2 copies of site plans plotted at site plan size and one copy of other documents) and in Adobe PDF files. Acceptable print sizes are letter, ledger, and 24” x 36” plan size. Include a cover letter quoting and addressing each incompleteness item, referencing the plan set and sheet(s) or other document(s) and page number(s) that address each item.

You may email the PDF files to planning@ci.woodburn.or.us if the total attachments remain under 10MB in size. Either a USB thumb drive or use of a file sharing website are also acceptable means to convey electronic files, and staff prefers a file sharing service.

Please contact me at (503) 980-2485 or colin.cortes@ci.woodburn.or.us with questions.

Sincerely,



Colin Cortes, AICP, CNU-A
Senior 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
Dan Handel, Planner
Alyssa Nichols, Permit Technician
Curtis Stultz, Public Works Director
Dago Garcia, PE, City Engineer
Roy Reyes, Project Engineer
Casey Knecht, PE, Development Review Coordinator, Oregon Department of Transportation (ODOT)
Region 2
Jim Gibbs, Fire Marshal, Woodburn Fire District

Enclosure:

- Public Works comments (September 1, 2023)

file: DR 23-07 "Woodburn Evangelical Church kitchen addition"; Accela record no. 971-23-000100-PLNG



**1050 N Boones Ferry Road
DR 23-07 Woodburn Evangelical Church
Kitchen Addition
Public Works Comments**

September 1, 2023

GENERAL CONDITIONS:

1. The applicant, not the city, is responsible for obtaining permits from any County, State, or Federal Agencies, which may require approval or permit.
2. Right-of-way and public utility easement shall be properly recorded prior to building permit issuance.
3. System Development fees shall be paid at the time of building permit issuance.
4. All work within the public rights-of-way or easements within city jurisdiction shall conform to plans approved by the Public Works Department and shall comply with Public Works Right-of-Way permit issued by the Public Works Department.
5. A Grease trap will be required to be installed on the sanitary service, either as a central unit or in the kitchen/food preparation area. Contact Marion County Plumbing Department for permit and installation requirements, (503) 588-5147.
6. Fire protection requirements shall comply with the Woodburn Fire District standards and requirements. Fire Hydrants, Fire service vault and meter boxes shall be placed within the public utility easement. The minimum utility easement for a water main is 16ft wide.
7. The existing metered water service shall have a proper type of backflow device and shall be current on the required annual testing. The applicant shall contact Byron Brooks, City of Woodburn Cross Connection Inspector, for verification of the aforementioned requirements at 503-982-5380. The applicant/property owner is required to obtain and comply with any required Marion County Plumbing Permit(s).