



Pre-Application Meeting PRE 23-20 Follow-up Notes

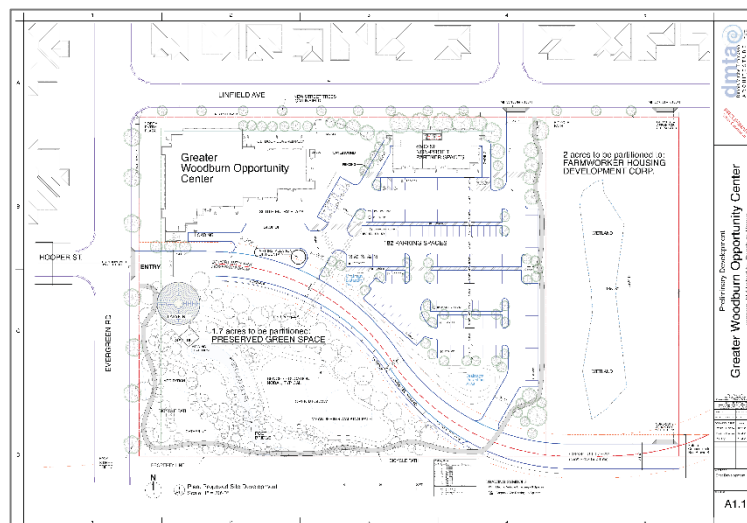
Tuesday, November 7, 2023 at 10:00 a.m.

Woodburn City Hall Large Conference Room & Microsoft Teams

Thank you for joining staff for pre-application meeting PRE 23-20 to discuss the proposal by Immanuel Lutheran Church for annexation, rezoning to Nodal Single Family Residential (RSN), partition, and planned unit development (PUD) of approximately 8.10 acres with no street address ([Tax Lot 052W130000301](#)) at the southeast corner of Evergreen Road & Linfield Avenue into a church with accessory uses, including non-profit commercial offices in an outbuilding, on a northwest lot of approximately 4.4 acres, providing a southwest tract of improved common area / open space of approximately 1.7 acres, and leaving approximately 2 acres undeveloped as an east lot.

Last year, the potential developer had an informal meeting with staff about a similar proposal on November 2, 2022 and discussed among other topics conformance with street connectivity per [Transportation System Plan \(TSP\)](#) Figures 2 & 6, primarily extensions of (1) Ben Brown Drive east from Evergreen Road in line with Hooper Street to the east property line and (2) Clemson Street south to the Ben Brown Drive extension. Following the pre-app request made October 5, City staff held a scoping meeting among themselves on October 24, 2023.

Chapter and section references in this agenda are to the [Woodburn Development Ordinance \(WDO\)](#) unless otherwise specified.



Draft site plan (Sheet A1.1)

Part I. The 30-Second Agenda

Revise the site plans to provide extensions of Ben Brown Drive to the east property line approximately 180-200 feet (ft) south of Linfield right-of-way (ROW; equal to two house lots depth) and of Clemson Street to the south property line.

Part II. The Full Agenda

A. Zoning and basic development standards:

1. Annexation “Nodal Master Plan”
 - a. 2.05.04D requires a conceptual, non-binding spatial plan for the whole of the Nodal region that the Comprehensive Plan map shows. The City Council would acknowledge it by resolution.
 - b. The applicant can recycle or adapt another developer’s previous submittal. The precedent was by Stafford Land Co. for Smith Creek Development found in [Resolution No. 2124](#) (2018).
 - c. See also the “Process” section towards the agenda bottom.
2. Zoning and use(s):
 - a. The subject property is itself a result a partition and recorded with Marion County as Partition Plat (P.P.) 2010-033 Parcel 1. The [Woodburn Comprehensive Plan map](#) designates the territory to be annexed as Low Density Residential with Nodal Development Overlay. The corresponding zoning district is Nodal Single Family Residential (RSN).
 - b. Allowed uses are per Table 2.02A. Houses of worship are permitted as a Special Use, meaning by right if meeting prescribed standards, for this use found in 2.07.11.
 - c. Basic site development standards (RSN): Per Table 2.02 & Figure 2.02C.
 - d. Overlay districts: The application package must address with narrative text and drawings 2.05.05 “Riparian Corridor and Wetlands Overlay District (RCWOD)”, namely, is the district applicable per 2.05.05B? If so, tailor the site plans as well as the zone change (rezoning) application materials and exhibits accordingly.

B. Street improvements:

1. Boundary Streets: The “Boundary Streets” per Figure 3.01A are Evergreen Road and Linfield Avenue.
 - a. [Transportation System Plan \(TSP\) Figure 2 "Functional Roadway Classification"](#) designates their functional classes respectively as “Minor Arterial” and a local class street.
 - b. The corollary standard cross sections per 3.01.04A & B.1 are WDO Figures 3.01C “Minor Arterial” and 3.01G.

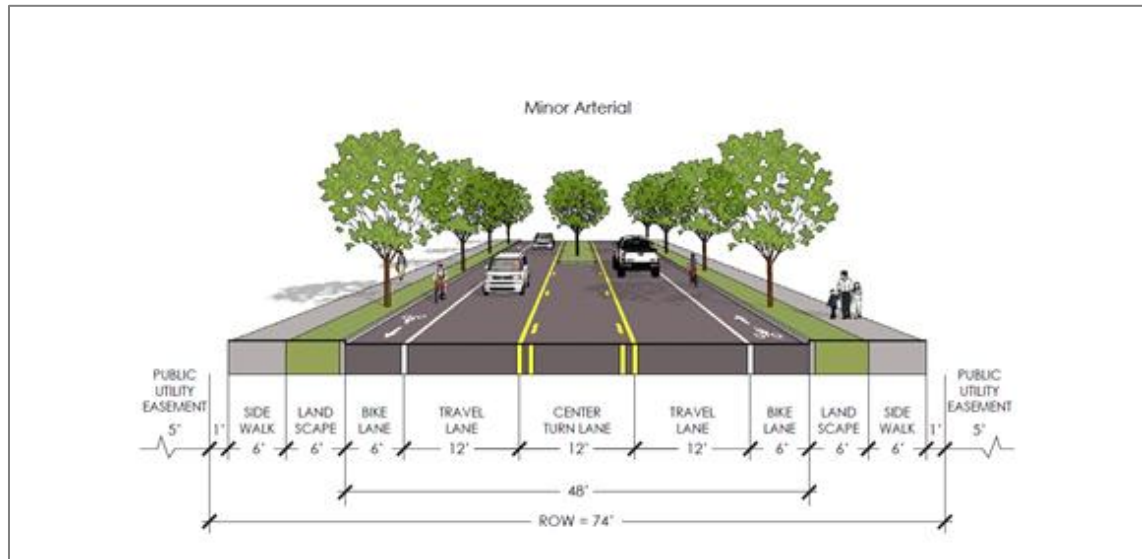


Fig. 3.01C "Minor Arterial"

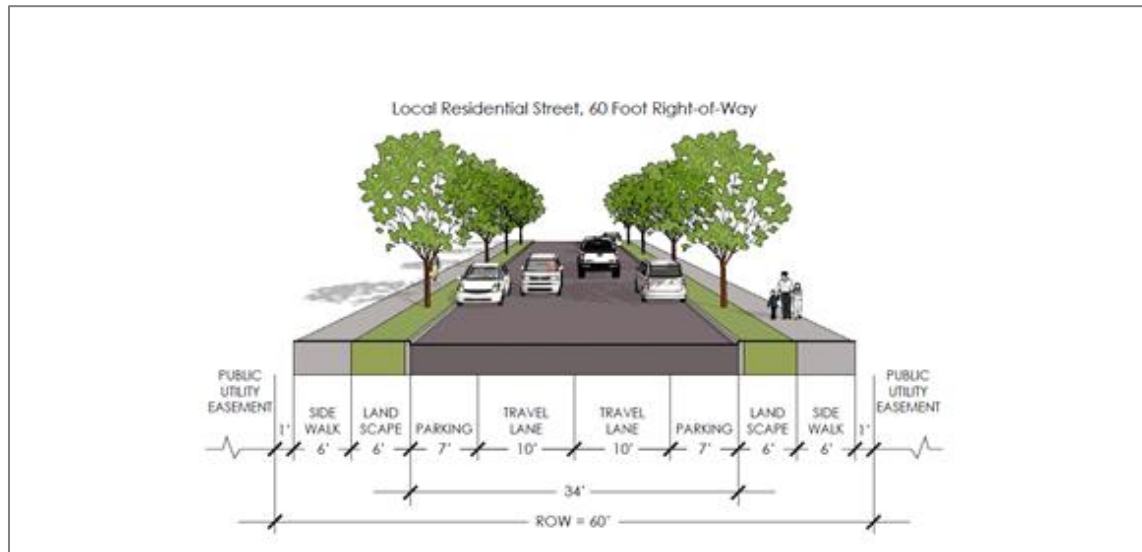


Fig. 3.01G "Local"

2. Internal Streets: Because of both TSP Figures 2 & 6 "[Local Street Connectivity Plan](#)", the developer is to construct internal streets as well: extensions of (a) Ben Brown Drive east from Evergreen Road in line with Hooper Street to the east property line and (2) Clemson Street south to the south property line.
 - a. [Transportation System Plan \(TSP\) Figure 2 "Functional Roadway Classification"](#) designates their functional classes respectively as "Access Street" and a local class street.
 - b. The corollary standard cross sections per 3.01.04A & B.1 are WDO Figures 3.01E "Access Street" and 3.01G.

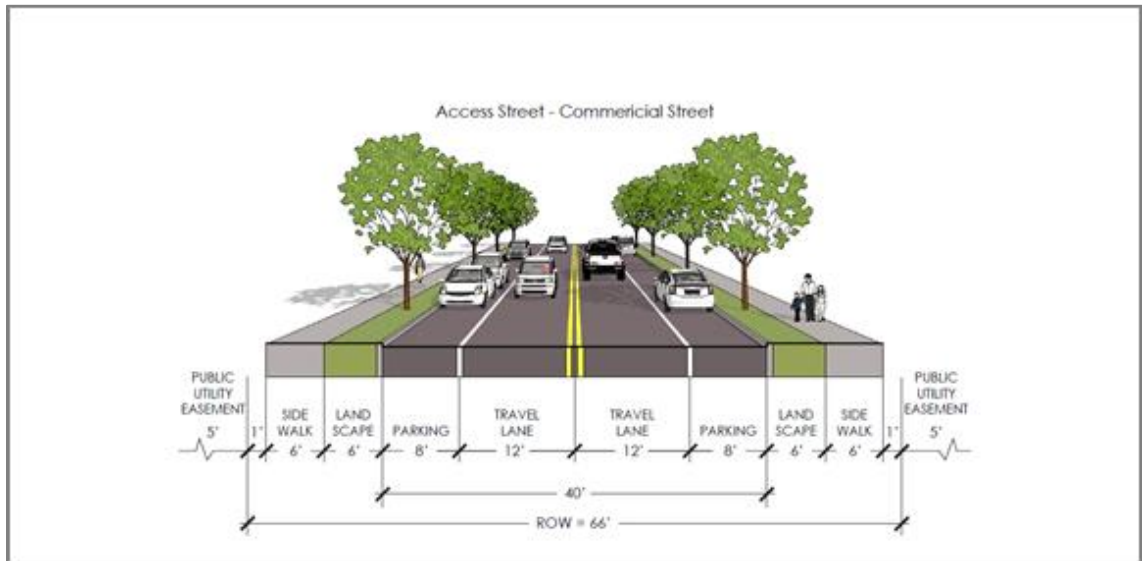


Fig. 3.01E "Access Street"

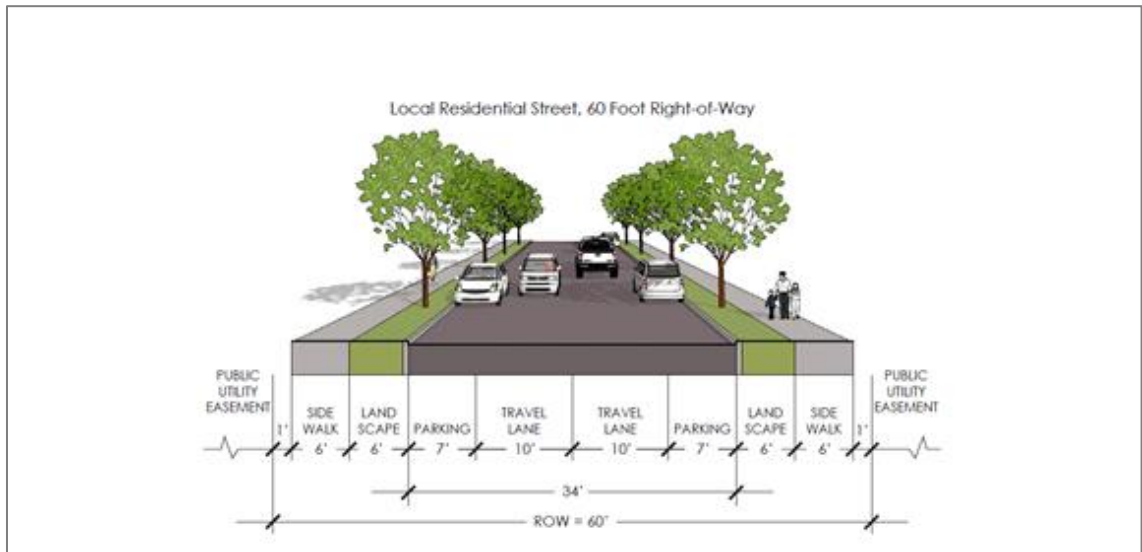


Fig. 3.01G "Local"

- c. Ben Brown extension required: The pre-app request materials describe planned unit development (PUD). Because the City isn't receptive to modifying away the Ben Brown Drive extension, the PUD application materials should not include such request. See also minimum (min) PUD standards in 3.09.06C.1-3. (Note the that 3.09.06C.1 reference to TSP Figure 7-1 remains from the 2005 TSP and is meant now to refer to the 2019 TSP Figure 2.) Lastly, 3.01.02B prohibits new private streets, and providing internal streets conforms with Comprehensive Plan Policies G-1.3 & G-1.4. (The City isn't receptive to amending the TSP.)

- d. Ben Brown extension alignment. The Ben Brown Drive extension alignment needs to be roughly centered through the property to protect reasonable extension in the indefinite future across 15227 Stubb Road NE to Harvard Drive. For this objective, the alignment is to be such that the east end is 180 to 200 feet (ft) south of the Lindfield ROW boundary because this provides for two house lot depths. Routing to the site southeast corner would fail to meet the objective.
 - e. Clemson: Extend Clemson Street to the south property line based on TSP Figure 6 and 3.01.05A & C. This opens the local street system to the south beyond the south property line and protects opportunity to divide the remainder of the existing superblock that lies between Stubb and Evergreen Roads and is bound at the south by Parr Road.
3. Street improvements generally:
- a. **Warning:** 3.01.02E requires that street improvements by default are due earlier than either building permit final inspection or certificate of occupancy (C of O); they are due by building permit *issuance*. For deviation, read 3.01.02E about Public Works Department process and bonding – and expect to pay additional money above and beyond whatever that department charges and the bond amount: a delay or deferral fee of \$4,695 through the Planning Division per the Planning Division fee schedule, page 2, row “Exception ...”. (The City isn’t receptive to modifying 3.01.02E by PUD.)
 - b. That said, it’s permissible that for street tree plantings specifically the developer may bypass the above through a bond specific to street tree plantings and through the Planning Division [Street Trees Bond Request Form](#). Approval allows plantings to be due by final inspection(s).
 - c. Fees in-lieu: Permissible per 3.01.02F & 4.02.12A. Note that whether City staff would consider fees in-lieu is an administrative decision, not a land use decision. At present, there’s no City Council adopted fee in-lieu schedule. For this reason, the City would probably condition fee in-lieu amounts to lessen conflict about what they should be, were the developer to seek to pay them after land use final approval with conditions. Probably the City would derive them from cost estimates by the developer and stamped by the developer’s licensed engineer, and based 4.02.08 that is premised on construction with public labor being more expensive in wages than construction with private labor, would assess amounts equal to 150% of the cost estimates, that is, the cost estimates plus 50%. Depending on what it would be in lieu of specifically, a fee in-lieu might be due as early as by the time the developer’s survey records the partition final or as late as building permit issuance (for the first among any buildings in the development). Lastly, if the City were to accept a fee in lieu of constructing one or more street extensions, expect to continue to keep the corridors clear of buildings and private surface and underground private utility improvements with small, limited extent of exceptions.

C. Bicycle/Pedestrian Corridors

1. Regarding the southwest tract with the wetland and the start of the northwest-southeast diagonal drainageway towards Stubb Road, 3.01.07B.6 & Table 3.01A, row 2 appear applicable. Were the tract not to be either City/ public parkland or blanketed with a public access easement, then expect a public access easement across the tract to be min width 20 ft and containing a bicycle/pedestrian path per 3.01.07D and the specifications in accompanying [WDO interpretation memo](#) INT 22-0608 “Off-Street Public Bicycle/Pedestrian Facility Specifications” (June 8, 2022 or as amended).

D. Transit

1. Transit Development Plan (TDP): At present, the City bus route doesn’t pass along the subject property as TSP Figure 7 delineates. However, TDP Figure 63 “Preferred Service Plan Bus Stop Changes” (from p. 80) delineates in green a new Route B with stops nearest to the subject property conceived at Oxford Street and at Sweetwater Avenue. Based on TDP Fig. 63 and cost estimates in TDP Fig. 68 (from p. 94) as well as Comprehensive Plan Policy H-1.1, the City would pursue a fair-share or proportional contribution by the developer towards transit improvements and operations. This might be a fee in lieu of some or all of a bus shelter, which the TDP estimates costs \$15,000, as well as a contribution towards operating busses.
2. Were the City to require a bus shelter installation and/or a wider public easement for a future bus shelter pad, it would be through 3.01.09 and WDO Interpretation memo INT 22-0609 “Bus Transit Improvement Specifications” (June 9, 2022 or as amended).

E. Transportation impact analysis (TIA):

1. A TIA or traffic letter or memo is required. See 3.04.05B. If the development triggers a TIA, regarding scope, study at least the same intersections as did the [DR 22-02 Specht Development TIA Part 2](#), Figure 1. See also 3.04.05F.
2. The Director directed that either the Lot 2 label, “2 acres to be partitioned to Farmworker Housing Development Corp.” be revised to strike reference to a specific developer or development, or, that if there is a TIA, that the TIA include trip generation for whatever number of dwellings is intended for Lot 2.

F. Utilities: Regarding potable water, sanitary sewer, stormwater management, and franchise utilities:

1. Approximate locations of potable water, sanitary sewer, and stormwater lines are available from the City geographic information system (GIS) through the [Woodburn Zoning & Other Maps webpage](#).
2. Stormwater:
 - a. Conform with the [City Storm Drainage Master Plan, Chapters 7 & 11](#) and applicable state regulations. Expect to submit a stormwater report for Public Works Department Engineering Division review.
 - b. If the development is to have one or more on-site stormwater management facilities, they are to remain privately owned and maintained – and if to be done in common across the lots, a maintenance association would be required, necessitating City staff review that the developer establishes an association with documented assignment of maintenance responsibility.
3. Civil engineering:
 - a. Regarding public improvements including street improvements, expect to go through a civil engineering plan review process after land use approval with conditions. As the Division would direct, it would be either its own process done prior to building permit application or done through building permit review and prior to permit issuance. However done, expect to pay fees for Planning Division review through the Planning Division per the [Planning Division fee schedule](#), page 2, beige row “Civil engineering ...”.
 - b. Civil engineering [standard specifications and drawings](#) including [Drawing No. 1 Street Tree Planting New Construction](#) are online. See also the [Permits / Programs / References webpage](#) regarding right-of-way (ROW) permits.
4. Electric: Because no electric power poles and overhead lines existing along either Evergreen or Linfield, 3.02.04 isn’t applicable. Otherwise, see below under agency comments for PGE comments.
5. SDCs: The Engineering Division administers [system development charges \(SDCs\)](#), known outside Oregon as “impact fees”. See the Public Works summary sheet via the [SDCs webpage](#). The City Engineer can answer any questions regarding SDCs. SDC payments are due by building permit *issuance*.
Warning: SDCs can be expensive. Please determine if the developer’s budget can accommodate them *before* applying to the City for land use applications. (The City increases fees from time to time. What’s in effect at the time of building permit issuance is what the City charges.)
6. For details, consult the Public Works Department [Engineering Division](#), (503) 982-5240.

G. Lighting: Exterior lighting is to conform with Chapter 3.11.

H. Planned Unit Development (PUD): The proposal is a mixed-used PUD per 3.09.01C & 3.09.02C. In keeping with Comprehensive Plan Policy G-1.6 and Per 3.09, a key purpose of PUD is that, “In exchange for the ability to modify development and use standards, PUDs must provide common open space and enhanced public amenities.” In other words, a developer and the City can discuss and work out agreement over what the development standards are to be. This includes what the City would require through land use conditions above and beyond what the WDO requires. What are development team thoughts about the below?

1. Ben Brown Dr: Per 3.09.06C.1-3, The City wouldn't accept a PUD modification request to make go away the obligations to extend Ben Brown Drive and Clemson Street. A request to narrow or reduce elements of the Ben Brown Drive extension would be unwelcome; on the other hand, the City is receptive to a request by PUD to customize the Clemson Street extension cross section. Would the developer continue to pursue annexation and development?
2. Common area / open space public (Tract A):
 - a. Access: The Assistant City Administrator and Community Services Director decline that the proposed southwest tract common area / open space be a City-owned and maintained park, and instead staff pursues public access per Comprehensive Plan Policies H-1.4, L-1.2, L-1.4, & L-1.5. For example, a public access easement would blanket the tract or portions thereof (such as 20 ft width per Table 3.01A, row 2) and grant the City and the public access. A developer may adapt a public utility easement into a public access and utility easement. The City could agree to limiting hours of access the same as for City parks, presently open to the public 7 a.m. to 10 p.m. April 1 through September 30 yearly and 7 a.m. to 7 p.m. October 1 through March 31 yearly. The last example of such is the under-construction Hooper Street Plaza in the southeast corner of Allison Way Apartments Phase 1 at 398 Stacy Allison Way, which is [public access and utility easement Reel 4605 Page 131 \(March 17, 2022\)](#).
 - b. Improvements: Illustrating, noting, and providing:
 - (1) Trails connecting tract corners (already proposed) paved with asphalt, concrete, or combination.
 - (2) Playground (in addition to the private one proposed by the church on Lot 1)
 - (3) Gazebo or picnic shelter min 400 square feet (sq ft; already proposed), maybe 1
 - (4) Basketball or tennis court, maybe 1
 - (5) Benches and/or seat walls, maybe 6
 - (6) Picnic benches, maybe 2
 - (7) Bicycle parking, maybe 6 stalls / 3 U-racks
 - (8) Dog waste station, maybe 2
 - (9) Drinking fountain, maybe 1
 - (10) Trash receptacles, maybe 2
 - (11) Wayfinding signage (trail pole signs for walkers and cyclists), maybe 3 installations/signs

(12) Either an ornamental fountain (similar to downtown plaza, in addition or in place of the private one proposed on Lot 1) or splash pad

For the above, where memo INT 22-0608 (June 8, 2022 or as amended) identifies, go with the specifications.

3. Wide sidewalks: Constructing 6.5-foot landscape strips and 8-foot sidewalks along street frontages, based on Table 3.09B item 2.
 4. Traffic calming crosswalk(s): At Ben Brown & Clemson north, east, and south legs, having such based on Table 3.09B item 5.
 5. Double-use storm facility: Having one per Table 3.09B item 10.
 6. Off-street parking area rain gardens or bioswales: Having one or more.
 7. Energy conservation: Per Comprehensive Plan Goal M-1, the buildings having solar panels.
 8. Driveways: Driveway throats having decorative pavement (e.g. construction with concrete pavers or poured concrete stamped to resemble stone). Same for church drop-off parking lane.
 9. Walkways: Having 4 instead of the min 2 wide walkway connections (8 ft) with sidewalks that 3.04.06B would require, one each to Linfield, Clemson extension, Ben Brown Drive extension, and Evergreen.
 10. Architecture:
 - a. Based on 3.07.06, requiring at main entrances arcades, fixed awnings, canopies, building ground floor recess, or upper story projection. Min height clearance 9 ft. Min areas of 64 or 96 sq ft for single or double-door entrances. For arcades, awnings, or canopies, min dimension 8 ft between wall plane and inside of columns/piers/posts.
 - b. Keeping the church proposed close to a street corner with no surface parking intervening.
 - c. Having the non-profit outbuilding architectural front and main entrances be along the north street-facing façade, not the south parking area one.
- I. Site plan feedback:
1. Regarding streetside public utility easements (PUEs) for which per 3.02.01B min width is 5 ft and maximum (max) is 8 ft, delineate and label or call-out PUEs on the site plans, for purpose of demonstrating intended conformance (through partition recordation to come). If plan sets are affiliated by app type, then at least for annexation, partition, and site development. For site development, at least the general site plan, the composite utility plan, individual utility plan sheets, and the landscape plan.
 2. Driveway numbers and placements / access management:
 - a. Because what staff informally calls a “spite strip” exists along the south side of Linfield, with only one gap along the territory to be annexed – at Clemson – the proposed easternmost driveway along Linfield is precluded. (See attached Plat of Montebello 3 subdivision, Page 1 from County record H46-72 dated 2007.)

- b. Reduce Ben Brown Drive north side driveways from 3 to 2; or, revise the drop-off driveway to one-way outbound only at 12 ft width. (3.04.03B.3 & 5; 3.04.03C.1 & 2)
- 3. Driveway max width: For any proposed driveway to be 26 ft wide, exceeding the max width of 24 ft per Table 3.04A where two-way and no left turn pocket, expect to note on the site plan and supplement with documentation from the Woodburn Fire District allowing developer use of table footnote 7.
- 4. Wheel stops are required in all spaces facing wide walkways and to prevent projecting over walkways so as to leave less than 4.5 feet of unobstructed passage, per 3.05.02H. Symbolize on the site plans.
- 5. Parking space double striping is required per 3.05.02K as Figure 3.05C illustrates. Note on the site plans.
- 6. Have the site plan (and narrative) note the land uses from parking Table 3.05A and tabulate the corresponding minimum parking ratios and calculations yielding subtotals and total.
- 7. Max of 9 or 10 parking spaces in a row, depending: Revision needed to conform with 3.06.03C.3.
- 8. Tables 3.05C-E about carpool/vanpool (C/V), bicycle, and electric vehicle (EV) are unclear about how they are applicable to non-residential development within a residential zoning district. Staff interprets that they be applicable as follows:
 - a. C/V: Equal to Table 3.05C, row 1: 2 stalls, 1 each for the church and non-profit outbuilding.
 - b. Bicycle: Equal to Table 3.05D, row 2(1), but capped at a reasonable sitewide min of 24 stalls allocated between the church and (12) and non-profit outbuilding (12).
 - c. EV: Equal to Table 3.05E, row 2: either 2 stalls or 5% of minimum required parking, whichever is greater, rounded up to the nearest even number.

Double-check conformance with the C/V and EV parking “convenient location” proximity standards as well as striping and signage standards.

Note: Oregon Administrative Rules (OAR) [918-460-0200 “Electric Vehicle Charging Station Infrastructure Requirements”](#) that the state Building Codes Division administers appears applicable to building permit review per OAR 918-460-0200(2)(a). The rule doesn’t appear to conflict with WDO Table 3.05E, but it is more demanding than local ordinance. Staff advises the developer’s design professionals to confirm if applicable, and if so to prepare plans accordingly by the time of building permit application if not land use application.

- 9. Colors: For building and recycling and trash enclosure elevations, elevations must be in color. At least, the elevations may be grayscale if the legends correlate each shade with actual color printed on the sheet. A materials board is welcome but not required.
- 10. 3.06 Landscaping:
 - a. All surface parking between buildings and streets and closer to a street than a building façade requires screening per 3.06.05B. Of the options listed, evergreen shrubbery is the conventional way.

- b. There are architectural standards for recycling and trash enclosure walls. See especially 3.06.06B.5-7. Min 80% scoring, texture or pattern. Min 2 colors; gray prohibited.

11. Space: If fitting improvements on the lot(s) becomes tight, note that:

- a. Zoning Adjustment (ZA) is permissible to raise compact parking max from 20% to as much as 40% (5.02.06C.20) and to narrow drive aisles (5.02.06C.21).
- b. Table 3.05B, footnote 1 as Figure 3.05C illustrates allows landscaping overhang of up to 1.5 ft. This is most useful for spaces facing site perimeter landscaping, allowing reduction of stall pavement depths.
- c. 3.06.02I allows for on-site curbing to be 4 inches high and wide instead of the conventional 6 inches.

J. Process

1. List: The proposal would necessitate land use [application types](#) Annexation (ANX), Zone [Map] Change (Z[M]C; rezoning) Partition (PAR), Design Review (DR), Planned Unit Development (PUD): Conceptual Development (CDP), and – if applicable – Riparian Corridor and Wetlands Overlay District (RCWOD) Permit, all accompanied with the uniform application form. Staff recommends that the developer include Planned Unit Development (PUD): Detailed Development Plan (DDP) in the consolidated applications package. It's required anyway to develop a PUD, so might as well apply up front.
Note: A Phasing Plan (PP) is an optional land use application to phase development. An advantage for a developer is to divide or segment public improvements across geographic phases of a development and thereby stagger constructions costs over time.
2. Type: A consolidated package would be Type III land use review, with two public hearings required and the Planning Commission being the recommending body and the City Council the deciding body. Expect approximately 8 weeks to get to the Commission hearing from when staff deems the application package complete. After Commission hearing, assume just the one hearing, expect approximately a month to get to a Council hearing. The Commission regularly scheduled potential meeting dates are second and fourth Thursdays, and those of Council are second and fourth Mondays.
3. Annexation: Per past City legal counsel, an annexation app to the City isn't subject to the 30th-day deadline of ORS 227.178(2); however, staff would maintain timely response to the applicant by responding by the 30th day. The 120-day deadline of ORS 227.178 for the City to make a final land use decision isn't applicable to annexation and, until annexation, the land use apps dependent on annexation.
4. Fire access plan: See the Design Review (DR) Type II/III application packet required submittals checklist about this item. Staff would deem an application package incomplete if this plan sheet isn't included.

5. PUD: Include a color plan sheet specific to common areas and their improvements, mimicking how Smith Creek Development [Exhibit Y-1](#) and Mill Creek Meadows [Exhibit Y-1](#) used color:

<i>Electronic Red, Green, & Blue (RGB) Color Values</i>	<i>Item colors</i>			
	<i>Proposed City/public areas (darker green)</i>	<i>Private common areas (lighter green)</i>	<i>Public paths (amber)</i>	<i>Private paths (dark blue)</i>
R	82	204	241	0
G	238	255	197	63
B	82	204	20	255

6. Grading: If per 5.01.04 a grading permit is required, an applicant may defer this specific application (to no later than building permit application). Regarding wetlands, have obtained applicable state agency permits before the City can approve a local grading permit.
7. Fences/signage: Except for recycling and trash enclosure walls, consolidated land use review and approval excludes specific fences, free-standing walls, and signage, which would remain subject to separate and later permits per 5.01.03 and 5.01.10 and to the standards of 2.06.02 and 3.10 and any land use conditions about either topic. Also about signage, note that 3.09.06E.2 requires that, “The standards of the Mixed Use Village (MUV) zone shall apply to commercial uses in the residential zones of a Mixed-Use PUD.” If questions about this provision, consult the Director through the Associate Planner.
8. Narrative details:
- Address WDO sections in order of those sections. Narrative responses may be perfunctory (e.g. “See plan Sheet *n*, Call-out *n*” or even “Not applicable”); however, the narrative needs to elaborate where:
 - A site plan sheet or drawing isn’t or can’t be the tool to convey needed information about conformance
 - It needs to refer to application materials other than a site plan set
 - The applicant proposes something that he thinks conforms with what a requirement appears to mean, but isn’t sure and wants to explain to staff
 Think of it this way: If something would appear to staff as “missing” from site plans, but isn’t actually missing, what does the narrative need to say to guide staff?
 - Instead of multiple narratives by application type, have one narrative with sections that can be loosely grouped by app type, but remaining in WDO section order.
 - If the narrative wants to cite and address long-range plans, do so towards the end of a narrative.
 - In the introduction, reference the pre-app number and meeting date. There’s no need to include a copy of the pre-app agenda or follow-up notes.
 - Have page numbers.
 - Have a table of contents.

9. PUD:
 - a. Upon application, be clear on the uniform application form, through the fee payment total, and in the narrative about whether an application package includes one PUD component, the Conceptual Development Plan per 3.09.04, or includes two, both the Conceptual Development Plan and the Detailed Development Plan (DDP) per 3.09.05. Staff recommends including the DDP application within the consolidated land use applications package.
 - b. Requests: Submit a clear and explicit list of exactly what modifications to what WDO provisions the developer wants through PUD. That is, list the section numbers and quote the WDO texts that the developer wants to modify, and, then spell out what alternative the developer wants the City to agree to. A numbered list or table with numbered rows would be good format. Staff would deem an application package incomplete if such list or table isn't included.
10. Partition: Number and letter lots and tracts as follows: The northwest lot as Lot 1, and the southwest common area / open space as Tract A. (Designate west to east or clockwise.)
11. **Warning:** Transportation impact analysis (TIA) fee: If per 3.04.05 the development does require a TIA, at the time of land use application also pay a review fee of \$900 through the Planning Division per the [Planning Division fee schedule](#), page 2, blue row "Transportation impact analysis ...".
12. Street address assignment(s): This must come after platting but before building permit application. There's a Planning Division form and fee for this.

K. Staff contacts:

- Administrative aspects of Planning Division application submittals and fee payments: Cassandra Martinez, Administrative Specialist, (503) 982-5246, cassandra.martinez@ci.woodburn.or.us.
- Upon application submittal, case file review: Colin Cortes, AICP, CNU-A, Senior Planner, (503) 980-2485, colin.cortes@ci.woodburn.or.us
- Fences, free-standing walls, signs, and grading permits: Heidi Hinshaw, Associate Planner, (503) 980-2494, heidi.hinshaw@ci.woodburn.or.us
- Civil drawings, public works construction standards, ROW permits, storm report, and SDCs: Dago Garcia, P.E., City Engineer, (503) 982-5248, dago.garcia@ci.woodburn.or.us
- Building Division policies and permit submittal requirements:
 - Melissa Gitt, Building Official, (503) 980-2430, melissa.gitt@ci.woodburn.or.us
 - Alyssa Nichols, Permit Technician, (503) 980-2432, alyssa.nichols@ci.woodburn.or.us (first point of contact)

Note: View [frequently asked questions \(FAQs\)](#) and [policies](#) via the [Building Division homepage](#). The City participates in the state-run [Oregon ePermitting](#) system. The City requires that contractors use it for local building permit applications. (Marion County administers electrical and plumbing permits, even for properties within city limits, and also participates in ePermitting.)

- Outside agencies:
 - Jevra Brown, Aquatic Resource Planner, Oregon Dept. of State Lands (DSL), (503) 580-3172, jevra.brown@dsl.oregon.gov
 - Casey Knecht (pronounced “connect”), Development Review Coordinator, Oregon Dept. of Transportation (ODOT) Region 2, (503) 986-5170, casey.knecht@odot.oregon.gov
 - Ken Spencer, Customer Operations Engineer, Portland General Electric (PGE), (503) 970-7200 or kenneth.spencer@pgn.com. Comments from Mr. Spencer by e-mail November 7, 2023 to City staff in place of pre-app attendance are below:
 - “Provide space for a PGE pad-mounted transformer on project site. Coordinate location with PGE Design Project Manager.
 - Transformer must be located within 15 feet of a vehicle access surface. Pedestrian sidewalks do not fulfill the requirement. Our trucks weigh 60,000 lbs.
 - Point of delivery must be on the outside of the building or in an electrical room. Electrical room must be on an outside wall. The door must open to the outside of the building.
 - Refer to PGE Electric Service Requirements (ESR) book for information regarding transformer and metering location and working clearance. Link: <https://portlandgeneral.com/builders-new-construction/electric-service-requirements>
 - Submit a Request for New Commercial Service at <https://portlandgeneral.com/builders-new-construction/electric-service-commercial-builders/>. Download form and submit online @ Service.Coordinators@pgn.com or call Service Coordination @ 503-323-6700.
 - An 8’ wide public utility easement will be needed on the north side of the new private drive (Opportunity Way).”
 - Max Hepburn, PE, Land Development Engineering & Permits Supervisor, Marion County Public Works Engineering Division, (503) 566-4157, mhepburn@co.marion.or.us
 - Jim Gibbs, Fire Marshal, Woodburn Fire District, (503) 982-2360, either gibbsj@woodburnfire.com or james.gibbs@woodburnfire.com.
(In response to the applicant’s question to City staff, no district staff commented to City staff about the pre-app materials.)
 - Casey Woolley, Director of Safety and Operations, Woodburn School District, (503) 981-2702, cwoolley@woodburnsd.org

Attachment(s):

- Plat of Montebello 3 subdivision, Page 1, with 1-foot wide Tract A access reserve strip along Linfield Ave south side except 100-foot gap at Clemson Street (informal term: “spite strip”; County H46-72 from 2007; 1 sheet)
- Pre-app draft site plan Sheet A1.1 site development
- Pre-app draft site plan Sheet A4.1 3D isometric view

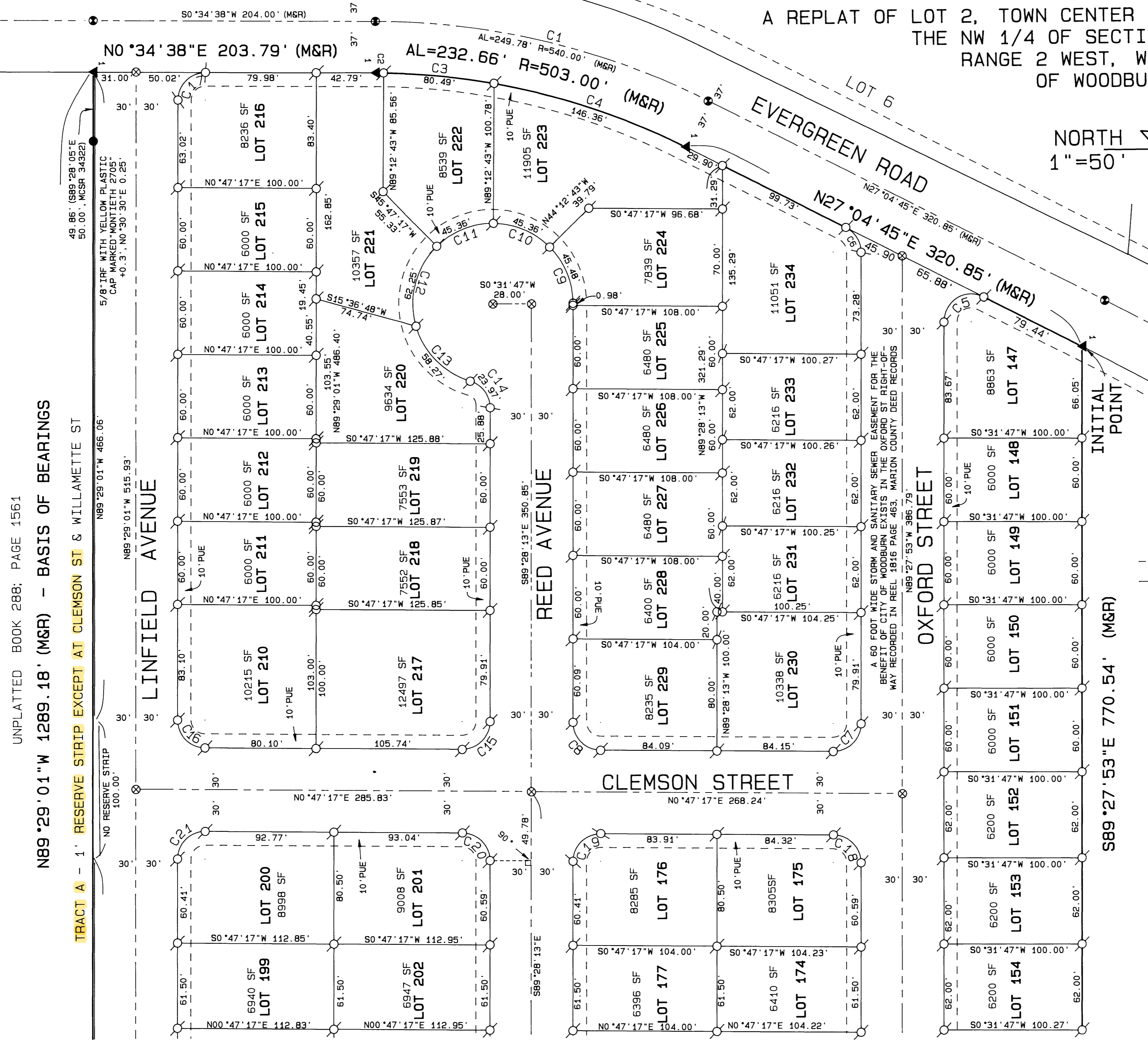
H46-72

MONTEBELLO 3

CITY OF WOODBURN PLANNING DECISION: SUBDIVISION 03-01; AUGUST 14, 2003

A REPLAT OF LOT 2, TOWN CENTER AT WOODBURN - LOCATED IN THE NW 1/4 OF SECTION 13; TOWNSHIP 5 SOUTH; RANGE 2 WEST, WILLAMETTE MERIDIAN; CITY OF WOODBURN, MARION COUNTY, OREGON SURVEYED; JANUARY 23, 2007

NORTH
1"=50'



UNPLATTED BOOK 288; PAGE 1561
N89°29'01"W 1289.18' (M&R) - BASIS OF BEARINGS
TRACT A - 1' RESERVE STRIP EXCEPT AT CLEMSON ST & WILLAMETTE ST

LEGEND

- DENOTES MONUMENT FOUND AS NOTED
- ▲ DENOTES 5/8" X 30" IRON ROD FOUND WITH A YELLOW PLASTIC CAP MARKED "WILHELM ENG. OR LS 2413" PER PLAT OF MONTEBELLO 2
- ▲ 1 DENOTES 5/8" X 30" IRON ROD FOUND WITH A YELLOW PLASTIC CAP MARKED "WILHELM ENG. OR LS 2413" PER PLAT OF TOWN CENTER AT WOODBURN
- DENOTES 5/8" X 30" IRON ROD FOUND WITH ALUMINUM CAP MARKED "WILHELM ENG OR LS 2413" IN MONUMENT BOX PER PLAT OF TOWN CENTER AT WOODBURN.
- ⊗ DENOTES POST-MONUMENTED 5/8" X 30" IRON ROD WITH ALUMINUM CAP MARKED "WILHELM ENG OR LS 2413" SET IN MONUMENT BOX
- () DENOTES RECORD DATA, AS NOTED
- (M&R) DENOTES MEASURED AND RECORD DATA, TOWN CENTER AT WOODBURN; VOL 45, PG 72 BOTP
- IRF. DENOTES IRON ROD FOUND
- P.P. DENOTES PARTITION PLAT
- MCSR DENOTES MARION COUNTY SURVEY RECORDS
- R.O.W. DENOTES RIGHT OF WAY
- - - DENOTES 10 FOOT WIDE PUBLIC UTILITY EASEMENT
- — — DENOTES ROADWAY CENTERLINE
- P.U.E. DENOTES PUBLIC UTILITY EASEMENT INCLUDING MAINTENANCE EASEMENT FOR BLOCK WALL
- BOTP BOOK OF TOWN PLATS

REFERENCE SURVEYS:

MCSR 34322, MCSR 36038, MCSR 31257, MCSR 32206
 MCSR 21246, MCSR 35696, MCSR 33922
 PARTITION PLAT 2002-19
 MONTEBELLO 1 (BK44, PG 38 BOTP)
 MONTEBELLO 2 (BK44, PG 108 BOTP)
 TOWN CENTER AT WOODBURN
 PLAT (VOL 45, PG 72 BOTP)

REGISTERED PROFESSIONAL LAND SURVEYOR

George H. Wilhelm

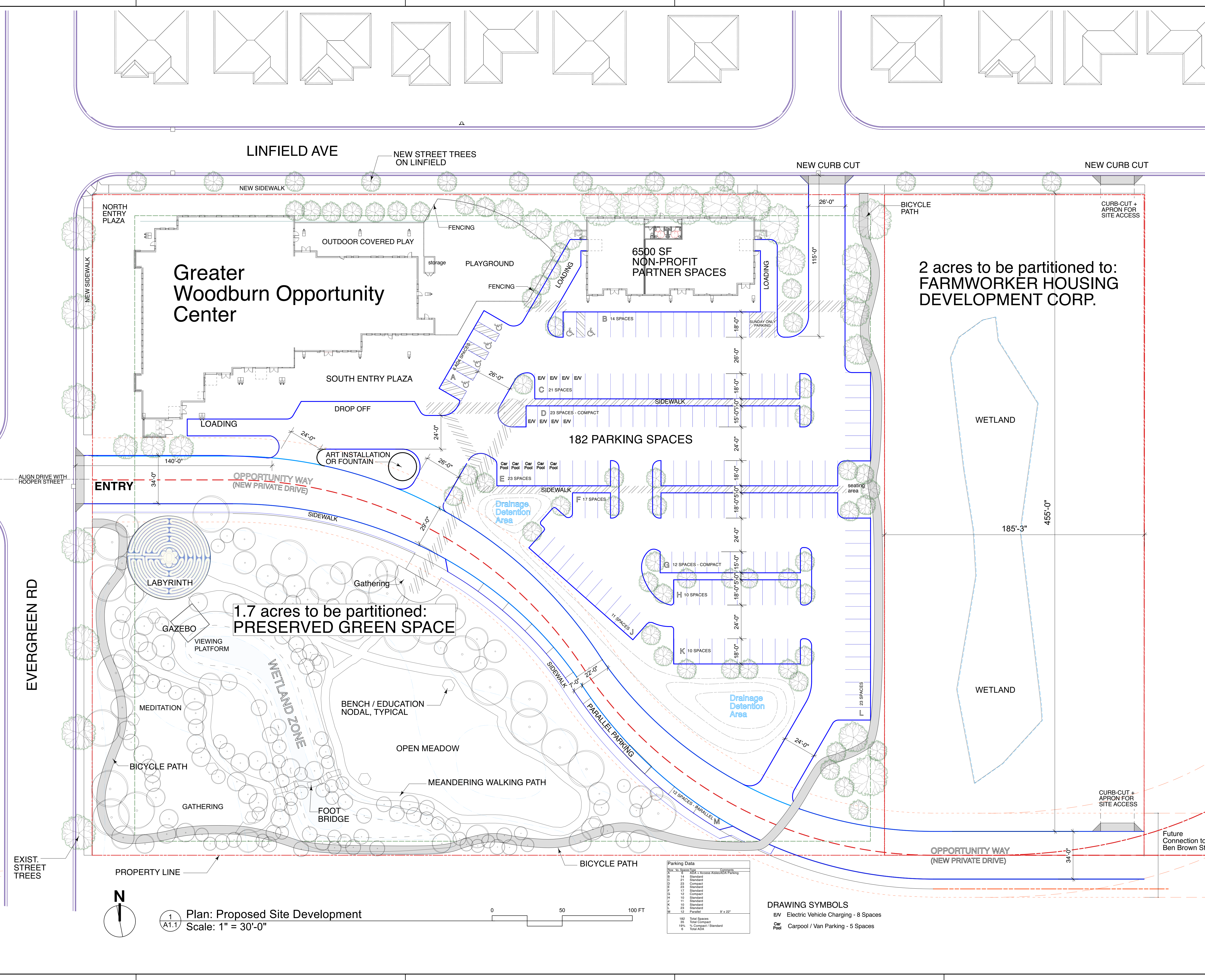
OREGON
JULY 26, 1989
GEORGE H. WILHELM
2413

RENEWS 7/1/08

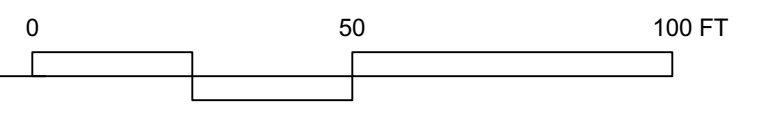
WILHELM ENGINEERING, INC.
 CONSULTING ENGINEERS & SURVEYORS
 PLANNING * DESIGN * SURVEY
 P.O. BOX 561 WOODBURN, OREGON 97071
 PH. (503) 981-3181 * FAX (503) 981-8925

LOT 1

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DRAWN BY: DT	CHECKED BY: DMTA
PROJECT ID: 2022.14	PLOT:
DRAWING ISSUE	PRINT DATE
Prelim - Review	3.17.23
Prelim - Review	8.24.23
Pre-App	10.4.23
SHEET TITLE	
Site: Development	
SHEET NO.	



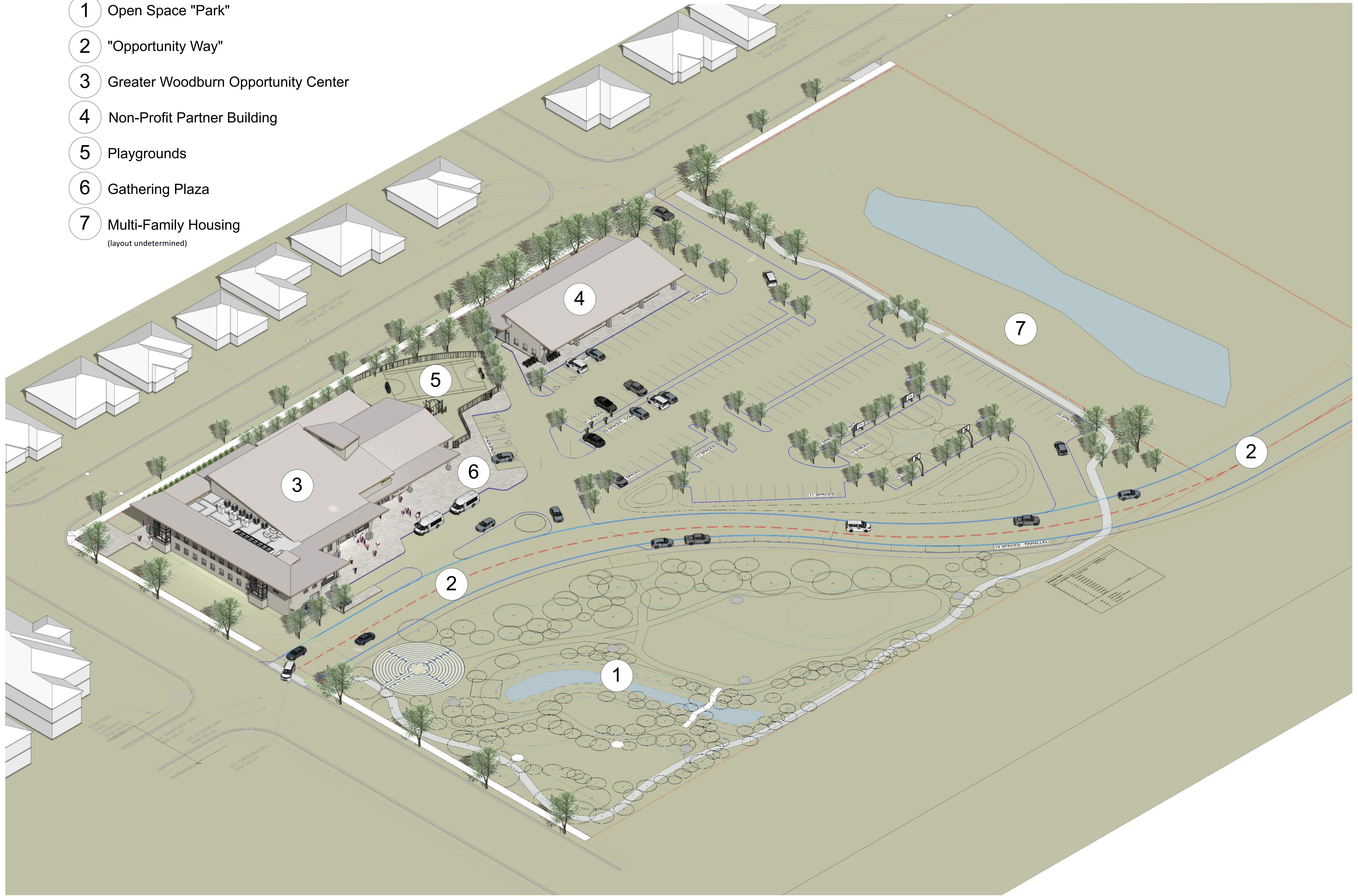
1 Plan: Proposed Site Development
 A1.1 Scale: 1" = 30'-0"



Symbol	Description
EV	Electric Vehicle Charging - 8 Spaces
Car Pool	Carpool / Van Parking - 5 Spaces

Symbol	Description
EV	Electric Vehicle Charging - 8 Spaces
Car Pool	Carpool / Van Parking - 5 Spaces

- 1 Open Space "Park"
- 2 "Opportunity Way"
- 3 Greater Woodburn Opportunity Center
- 4 Non-Profit Partner Building
- 5 Playgrounds
- 6 Gathering Plaza
- 7 Multi-Family Housing
(layout undetermined)



PRELIMINARY
 Not for Construction

Preliminary Development
Greater Woodburn Opportunity Center
 Evergreen Rd & Linfield Av, Woodburn, Oregon

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DRAWN BY: DT	CHECKED BY: DMTA
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DRAWING ISSUE	PRINT DATE
Prelim - Review	3.17.23
Prelim - Review	8.24.23
Pre-App	10.4.23

SHEET TITLE
 3D: Isometric View

SHEET NO.
A4.1