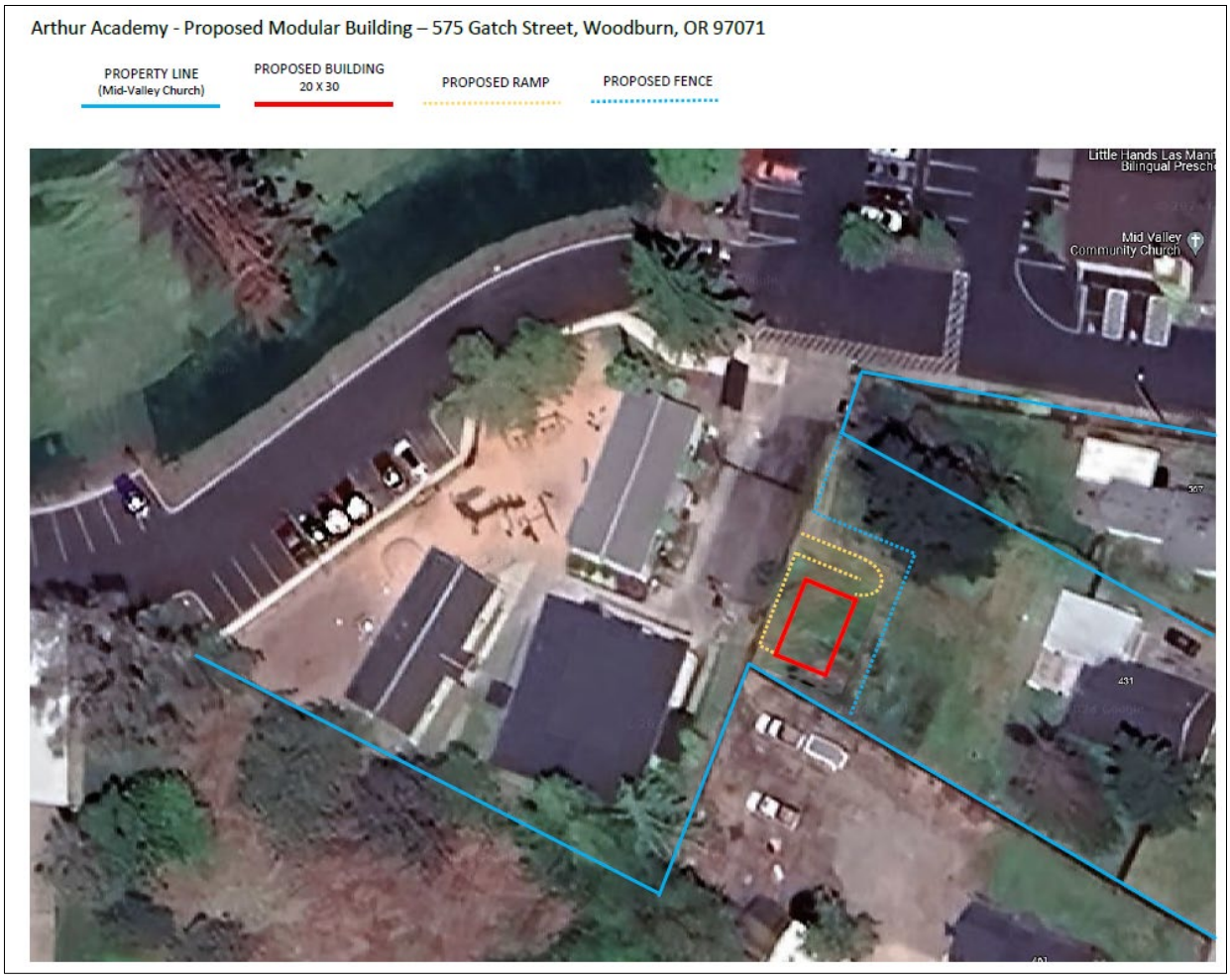
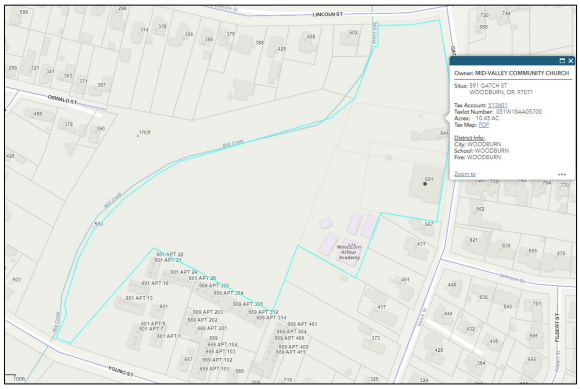
Pre-Application Meeting PRE 24-04 Agenda

Thursday May 2, 2024 at 10:00 a.m.
Woodburn City Hall, Large Conference Room or
via MS Teams

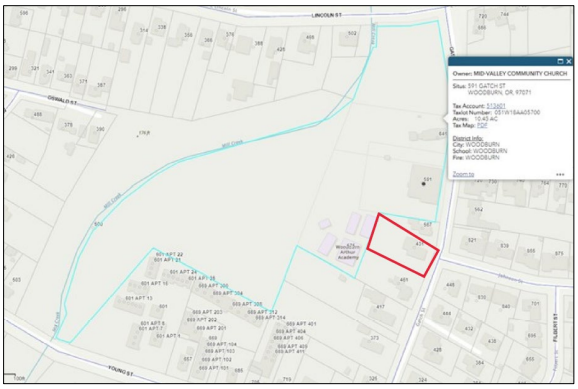
Thank you for joining staff for pre-application meeting PRE-24-04 to discuss the proposed addition to Arthur Academy at 575 Gatch St. (Tax Lot 051W18AA05700), and 431 Gatch St. (Tax Lot 051W18AA06000). The two properties combine to around 11 acres within the Single Family Residential (RS) zoning district. Section references throughout this agenda are to the Woodburn Development Ordinance (WDO).



Submitted proposed site plan



Parcel 1- 575 Gatch St



Parcel 2- 431 Gatch St.

Zoomed-in shot of lots

Overview: The site shown on the submitted site plan is on another property (shown outlined in red above). The Mid-Valley Church owns it, but it is a separate lot, therefore, either a Lot Consolidation or Property Line Adjustment will be necessary to place another accessory structure at this location. Additionally, schools are a Conditional Use (CU) within residential zones. The initial Conditional Use application for Arthur Academy was approved in 2006. This would be an expansion, and would therefore trigger another Conditional Use review by the Planning Commission.

From the Woodburn Development Ordinance (WDO):

5.01.01 Property Line Adjustment; Consolidation of Lots

A. Purpose: […]

B. Criteria:

1. Lot area, depth, width, frontage, building setbacks, vehicular access and lot coverage comply with the standards of this ordinance (Sections 2 and 3);
2. Existing easements are accurately reflected;
3. Existing land use and development on the subject property comply with the requirements of prior land use actions; and
4. Buildings and structures abutting the adjusted property lines comply with State building codes and with respect to current occupancy.
5. Property line adjustments are surveyed and monumented to the requirements set forth in State statutes (ORS Chapters 92 and 209) and recorded by the County Surveyor.

C. Procedure: The Director shall review and approve the application when it is found that it meets this Ordinance and the State Building Codes.

D. Building permit application: A developer may apply for building permit or permits for the adjusted or consolidated property upon completion of: (1) recordation with the County of the final plat, including public easements and any separate conveyance documents, (2) submittal to both the Director and the Public Works Department no later than through building permit application of electronic copies of required documents per Section 2.01.05, unless regarding as-builts specifically the Public Works Director in writing defers to a specific set of later circumstances or date. This section does not abrogate additional requirements elsewhere in the WDO or in land use conditions of approval necessary for a developer to meet before building permit application.

If the existing dwelling is projected to remain, the modular classroom and its foundation must be placed at least 6 feet from any existing structures. Setback standards to property lines also exist which will depend on the orientation of the building.

A. Zoning and site planning:

1. Use: RS zone allowed uses are per Table 2.02A. Schools are a Conditional Use (CU). (Former CU approval was in 2006.)
2. Site development standards: New buildings must comply with the RS zone site development standards in Table 2.02B (setbacks, building height, etc.).

3. Fencing: See 2.06.02 for fencing regulations and note that a Fence Permit is required for any new fencing.
4. Access: Standards are outlined in 3.04. "Every lot and tract shall have minimum access"
    a. Pedestrian access requirements are outlined in 3.04.06.
5. Traffic: Pursuant to 3.04.05B, provide a traffic impact memo for the proposal.
6. Parking (Autos & bicycles): Standards found in 3.05. (To consider: For schools in the Commercial/Public zone, 2 parking spaces per classroom are required.)
7. Landscaping: 3.06
8. Architectural design: The proposed building must meet the standards in 3.07.06.
9. Signs: 3.10 – any new signage?
10. Lighting: 3.11- all new lighting fixtures must be full-cut off

B. Street improvements: The proposal is a development therefore the street improvement standards in 3.01 apply.

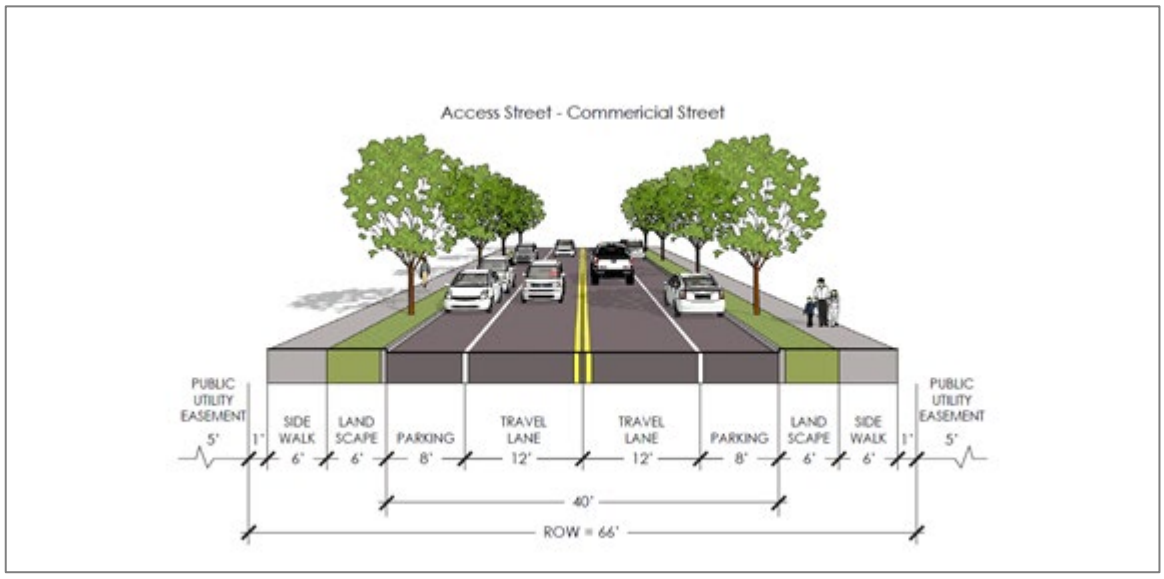
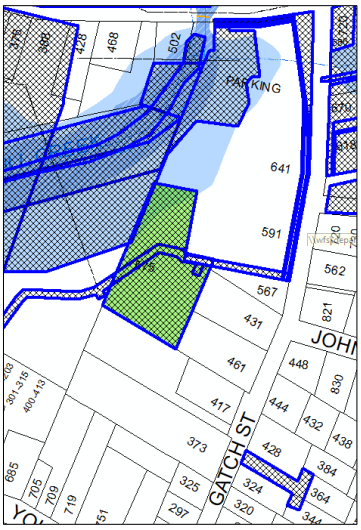


Figure 3.01E – Access Street / Commercial Street

Gatch St: An Access street, the standard cross-section is Figure 3.01E.

a. Existing ROW is 40ft, therefore, 13' dedication is required.
b. It does not appear that a streetside Public Utility Easement (PUE) exists per 3.02.01B. Dedicate a PUE: Min width is 5ft, max is 8ft.



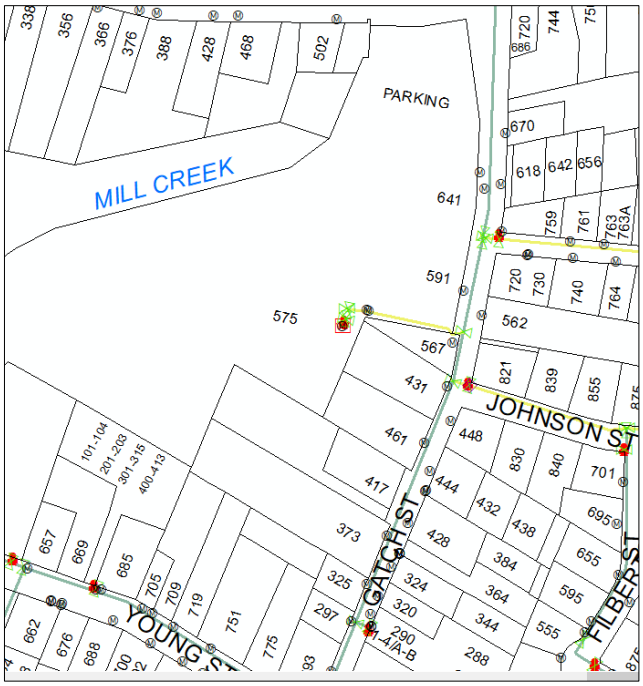
Existing PUEs (blue lines) do not extend south of 587 Gatch

c. Per 3.01.03C2, construct a 6ft sidewalk and 6ft landscape strip along the frontage to match Figure 3.01E.

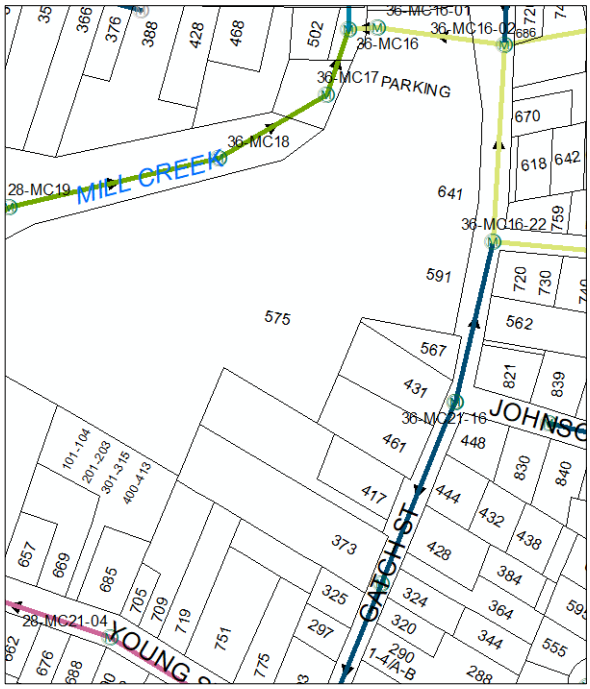
The standard requirement would be to apply Figure 3.01E, which appears to require a 13ft ROW dedication along the eastern property line and a streetside PUE along this ROW strip. As allowed by 3.01.04B1, the applicant may submit a Street Adjustment application in order to dedicate the ROW and the streetside PUE but not to improve the street to match the cross-section in Figure 3.01E (or some other combination thereof).

C. Utilities:

1. Water and sewer: Water & Sewer lines run down Gatch.



Water Lines



Sewer Line

2. Stormwater: Comply with the City Storm Drainage Master Plan, Chap 7 & 11 and any state standards/requirements. Expect to submit a stormwater report for City review.
3. Undergrounding: Any utilities serving the property must be underground per 3.02.04.
4. System development charges (SDCs): See the Public Works summary sheet at bottom on Engineering Division homepage. The City Engineer can answer any questions regarding SDCs. SDC payment is due by building permit issuance.
5. PGE: Work with Ken Spencer as needed to address any PGE items (503-970-7200, Kenneth.spencer@pgn.com).

D. Fire District: Include a "Fire Access Plan" illustrating the following items: Fire apparatus access and lane routes, lane widths, lane inside and outside turning radii per Oregon Fire Code (OFC), a fire suppression water line, hydrants, an on- or cross-site PUE for the fire suppression water line and hydrants, and any fire department connections (FDCs). Supplement with documentation of water flow measurements for nearby hydrants in order to determine if water supply is adequate. Additionally, provide evidence indicating the proposal has an adequate number of hydrants, whether through existing conditions or the installation of additional hydrants.

E. Building code: Notes from the Building Official will be included in follow-up notes.

F. Process:

1. Land use review: Design Review (Type I per 5.01.02B2) and Conditional Use (Type III per 5.03.01). May also include a Street Adjustment application (Type II per 5.02.04),. Multiple applications would be consolidated into a single review.

   Oregon Revised Statutes (ORS) 227.178(2) establishes that City staff reviews a submittal package for completeness and responds in writing to the applicant within 30 days. When complete, staff would proceed with a full review. From a completeness determination to decision, assume 6-8 weeks.

2. Public Works permits: Any work in the public ROW or on public utility lines will require a permit or permits through the Public Works Department. Contact the City Engineer with questions (Dago Garcia, 503-982-5248 or dago.garcia@ci.woodburn.or.us).

3. Building permit: The City uses the Oregon ePermitting online permit system for application. Structural and mechanical permits are administered by the City

4. Plumbing and electrical permits are administered by Marion County Public Works.

Staff contacts:

- Dan Handel, Planner (503-980-2431 or dan.handel@ci.woodburn.or.us)
- Heidi Hinshaw, Associate Planner (503-980-2494 or Heidi.hinshaw@ci.woodburn.or.us)
- Dago Garcia, City Engineer (503-982-5248 or dago.garcia@ci.woodburn.or.us)
- Jim Gibbs, Fire Marshal (503-982-2360 or james.gibbs@woodburnfire.com)
- Melissa Gitt, Building Official (503-980-2430 or melissa.gitt@ci.woodburn.or.us)
- Alyssa Nichols, Permit Tech (503-980-2432 or alyssa.nichols@ci.woodburn.or.us)

External contacts:

- Ken Spencer, PGE (503-970-7200 or Kenneth.spencer@pgn.com)
- Jim Gibbs, Fire Marshal for the Woodburn Independent Fire District, 503-982-2360 or gibbsj@woodburnfire.com to discuss Oregon Fire Code (OFC) requirements.

Attachments:

- Submitted site plans
- Tax map 051W18AA

05 1W 18AA

05 1W 18AA
WOODBURN

MARION COUNTY, OREGON
NE1/4 NE1/4 SEC18 T5S R1W W.M.
SCALE 1" = 100'

LEGEND

LINE TYPES

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

CORNER TYPES

- + 1/16TH Section Cor.
- 1/4 Section Cor.
- DLC Corner
- 16 15 / 21 22 Section Corner

NUMBERS

Tax Code Number
00 00 0

Acreage
0.25 AC

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

NOTES

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

200.00
175.00

CANCELLED NUMBERS

200
3000
3300
3400
3800
4901
5500
5600
5800

DISCLAIMER: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY

Marion County OREGON — Assessors Office, Cartography Dept

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

PLOT DATE: 11/29/2022

WOODBURN
05 1W 18AA

Arthur Academy Charter School

To: City of Woodburn

4/3/24

Proposal for 575 Gatch Street, Woodburn, OR

Add 20’ wide x 30’ long Modular Building to site.
Site is land leased from Mid-Valley Church.
Site has three existing Modular Buildings.

New building will be used for two small classrooms.
Utilities:

- Electrical: Tie in to existing system
- Stormwater: Tie in to existing system
- Fire Hydrant: Existing
- Streetlights: Existing
- Landscaping: Existing
- Gas: N/A
- Water: N/A

Project Manager: Jill Domine 971-219-0275
On-Site Contact: Lucia Sorria 503-981-5746

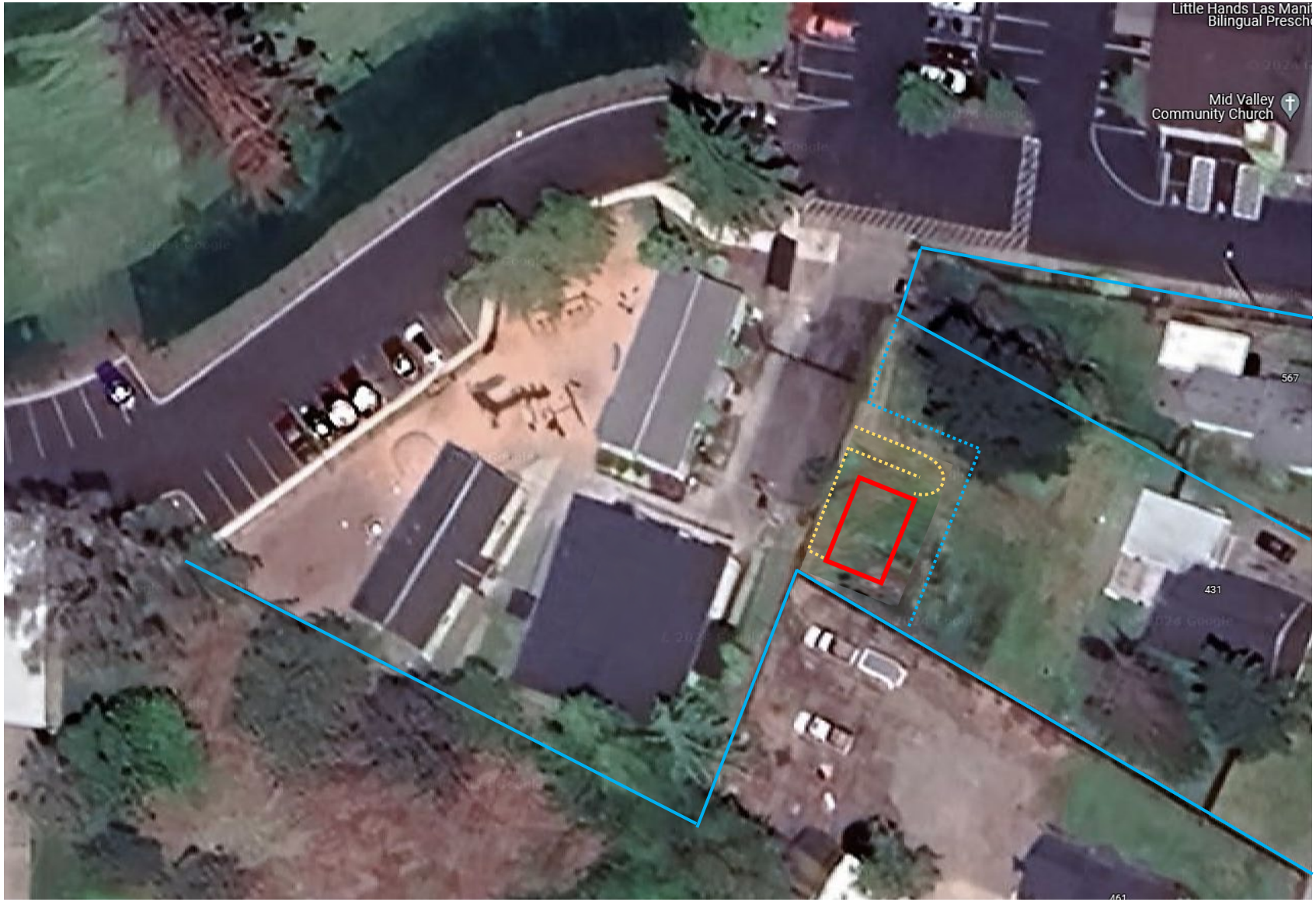
Arthur Academy - Proposed Modular Building – 575 Gatch Street, Woodburn, OR 97071

PROPERTY LINE
(Mid-Valley Church)

PROPOSED BUILDING
20 X 30

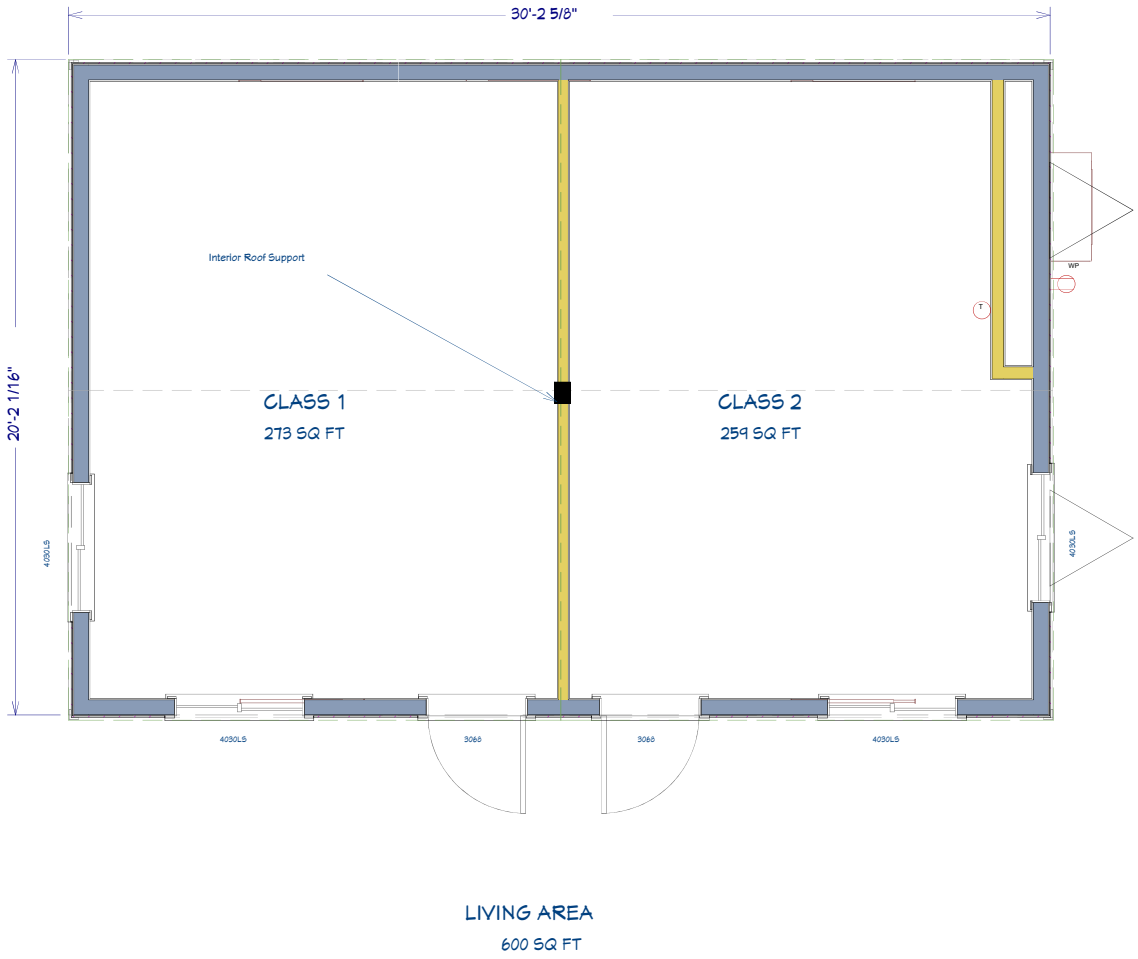
PROPOSED RAMP

PROPOSED FENCE



UNIT #Custom

20'x30'CLASSROOM 5-11 yrs old



FEATURES

- Outrigger Chassis w/hitch
- Carpet tile w/4" vinyl base
- Vinyl wrapped interior wall coverin
- 8' suspended ceiling
- 2x4 troffer lights
- Endwall HVAC w/ducted supply Plenum wall ducted return
- Pitched Comp shingle roofing
- LP SmartPanel siding
- 4030 Horizontal sliding windows
- 3068 Painted steel exterior doors w/closer, with panic hardware and 1/2 lites

Exterior Mounted Panel

SPECIFICATION SHEET

				DESIGN LOADS:	
Date:	4/2/2024	Size:	20x30	Floor:	40
Customer:	**Pacific Mobile**	Description:	Double Classroom	Wind:	120/B
Location:	Woodburn, Oregon		Mobile	Roof:	25
Project:	**Woodburn Classroom**	Insignias:	Oregon		

Install insignias on exterior of building as shown on A-3
MBI Seals - One per Module

FOUNDATION	
	Block and level - Provided and installed on site tie e down straps provided and installed
Size:	(2) 9'-8" x 30'-0"
Type:	Blazer built frame (no outriggers - Full width front and rear crossmembers)
Main Rail:	W8x10
Axles:	3-Brake with 8:00x14.5 - 14 ply tires
Hitch:	Detachable
FLOOR SYSTEM	
Joists:	2x8 @ 16" oc
Rims:	Single LVL 7-1/8"
Bottom Board:	Class "A" woven polyethylene fabric
Insulation:	R30 - Use two layers of R15 unfaced fiberglass batt
Decking (1st):	23/32" (3/4") APA rated Sturd-I-Floor T&G – Glued and Nailed - PointSIX (turquoise edge)
Decking (2nd):	**None**
WALL FRAMING	
Framing (Exterior):	2x6 @ 16" oc - **Height = 102-1/2"**
Framing (Interior):	2x4 @ 16" oc
NOTE:	**Crosswall built full height to bottom of rafters**
Plenum Wall:	(1) Standard for sound reduction - Insulate stud wall - Shaft to be lined with 5/8" sheetrock
Columns/Posts:	Wood end columns with steel posts built into crosswall
ROOF STRUCTURE	
Style:	Gable - **Roof pitch = 3/12**
Framing:	2x10 Rafters @ 24" oc
Bottom cover:	Air Barrier material meeting ASTM E-2178 and ASTM E-84 - Class A
Ridgebeam:	Single LVL 1-1/2" x 24"
Rims:	Single LVL 1-1/2" x 5-1/2"
Insulation:	R38 Cellulose blow in
Sheathing:	7/16" OSB
Roof Overhang:	**None**
Venting:	Eave and Ridge

EXTERIOR WALL FINISH

Insulation (Exterior):	R21 unfaced fiberglass batt
Moisture protection:	Wrap lower 12" of building with Moistop - Wrap building with Tyvek building wrap
Siding:	76 Series LP SmartSide Panel T1-11 with grooves 8" oc - 4x10
Trims: Corners:	1x4 Finger Jointed Cedar - **2" x 2" galvanized flashing installed over siding and under corners**
Mod line:	1x4 Finger Jointed Cedar - **Ship loose to be installed on site by others**
Fascia:	1x6 Finger Jointed Cedar - **Furred out 1-1/2" on all four sides**
Door:	1x4 Finger Jointed Cedar
Window:	1x4 Finger Jointed Cedar
Z flashings:	1/2" at bottom of siding and at gable end siding break - 2" back leg and 3/4" front leg
Skirting:	Ship loose (9) 4' x 9' pieces of 7/16" LP SmartSide Panel T1-11 with grooves 8" oc with (4) corners and (4) 16" x 8" Aluminum vents
Type of paint:	Miller "Evolution" exterior (satin)

ROOFING

Roofing paper:	15 lb. felt - Two layers applied shingle style
Cover:	Owens Corning Tru Definition "Duration" Architectural shingle - **High Wind Application**
NOTE:	**Mop tar under shingles for 2'-0" from each eave toward ridge**
Ridgevent:	Aluminum (Bronze Finish) - Ship loose for site installation by others
Drainage:	**Gutters and downspouts - Provided and installed on site by others**

DOORS

	EXT/INT	QTY	SIZE	DOOR TYPE / LITE	JAMB	HINGES	DOOR FINISH	LOCK	CLOSER / OPEN DEG	PANIC
1	EXT	2	3'x6'8"	HM/GALV 24"x32"	WELDED	SS-BBH NRP	PAINT TEXTURED	SCHLAGE CYLINDER	LCN 1461 90 degree	VON DUPRIN 22EO / 230NL

DOOR TYPE: HM = 18 ga. Insulated Steel door
GALV = Galvanized

JAMB: WELDED = 16 ga. Welded Steel Jamb - Weather-stripping, ADA Threshold and Sweep

HARDWARE: ALL DOOR HARDWARE TO HAVE SATIN CHROME / ALUMINUM TYPE FINISH
Key exterior doors alike - Provide 2 keys per lock
Door Closer Open Degree - 90

WINDOWS

	EXT/INT	QTY	SIZE W x H	BRAND	TYPE	GLAZING	FINISH			
1	EXT	4	4'x3'	MILGARD STYLE LINE	HORIZONTAL SLIDER	DUAL LOW E	WHITE VINYL	ARGON GAS		

NOTE: **GALVANIZED FLASHING INSTALLED UNDER SIDING AND OVER TOP FLANGE OF WINDOWS UNDER TRIM**

FLOOR COVER	
Entire Building:	Provided and installed on site
Base:	Provided and installed on site
WALL COVER	
Insulation (Interior):	Unfaced fiberglass batt insulation at Crosswall to bottom of rafters
	Unfaced fiberglass batt insulation at plenum walls to ceiling height
Entire Building:	1/2" Vinylwrap Tackboard over 5/8" Type-X sheetrock
NOTE:	**Install gypsum full height on exterior walls**
CEILING	
Entire Building:	2'x4' T-bar grid and tile - Armstrong "Cortega" #769A
Ceiling Height:	**8'-0" AFF**
INTERIOR TRIM	
Wall:	Vinyl wrap corners
Window:	Vinyl wrap Oak surrounds and casing
Door (Exterior):	Vinyl wrap Oak surrounds and casing
Modline Joints:	Vinyl wrap batts - Provided by Blazer - Installed on site
HVAC	
Comb Heat/AC:	(1) Bard wall hung Heat Pump - 2 ton 8 kw with Economizer - **11 EER**
Filter:	MERV 8
Plenums:	(1) Supply Plenum
	(1) Return Plenum
Supply Ducting:	Round galvanized overhead and insulated flexduct with flexduct isolation sleeves and
	flow controls at wyes - R4 insulated flexduct
Return Ducting:	Overhead - R4 insulated flexduct
Diffuser:	24"x24" T-bar with no dampers
Thermostat:	(1) Programmable - Bard #8403-060
Indoor Temp. Sensor:	(1) Remote Indoor Temperature Sensor - Bard #8403-062
Outdoor Temp. Sensor:	Installed in HVAC unit from factory
Return Air:	Thru return air grills in ceiling ducted back to plenum wall
Outside Air:	As required to meet Indoor Ventilation Code for Classrooms

ELECTRICAL		
Service:	120/240V Single phase	
NOTE:	**Bond each frame together and to panel with #4 copper**	
Panel:	(1) 100 amp - Weather Proof - 36" AFF to top of box	Square D HOM1224M100PRB
Material:	Metallic Raceway System	
NOTE:	**All devices and face plates to be White**	
Receptacles:	(12) Duplex 20 amp - Tamper Resistant	Leviton TBR20
	(1) 20 amp WP GFCI	Leviton GFWR2 w/ Intermatic WP 5000C cover
Switches:	(2) nLight Air Wall Switch -2 Zone - with Dimming	Lithonia RPODLA 2P DX
Automatic Controls:	(2) Occupancy sensor - **Wall mount**	Watt Stopper PW-301
Data Box:	(8) 4" square boxes with single gang mud ring - Stub up and down with 3/4" flex conduit -	
	Wire and Devices provided and installed on site by others	
Wire For:	(1) 2 ton 8 kw Heat Pump with Economizer - **11 EER**	
	(1) Programmable Thermostat	
	(1) Remote Temperature Sensor	
Lights:	(8) Troffer 2'x4' NLight AIR Enabled - LED - 6000 Lumen - 48 Watts - 4000k	
		Lithonia 2BLT4 60L ADPT EZ1 LP840 NLTAIR2 RES7 PWS1836
Exterior Light:	(2) 18.5 Watt LED Wall Pack with integral Photo Cell	Lithonia OLWPLEDSWW212OPEDDBM4
FA Raceway Only:	(1) Exterior Horn/Strobe - (2) Pull Station - (2) Interior Horn/Strobe - 4" square boxes (painted red)	
	with single gang mud ring (painted red) - Stub up and down with 3/4" flex conduit	
OTHER		
Building Height:	12'-8" - Add transport trailer height to get total shipping height	
Close-up:	Standard close-up plastic	