



**City of Woodburn**  
**Community Development**

## Memorandum

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270 Montgomery Street

Woodburn, Oregon 97071

Phone (503) 982-5246

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**Date:** December 9, 2021  
**To:** Melissa Gitt, Building Official  
**Cc:** Dago Garcia, P.E., City Engineer  
Jeff Bolton, Multi/Tech Engineering  
**From:** Colin Cortes, AICP, CNU-A, Senior Planner *cc.*  
**Subject:** **Building permits 971-21-000758-STR through 790-STR Allison Way Apts. Planning Division review**

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### *Introduction*

On behalf of the Planning Division, I reviewed the building permit application site plans for conformance with the Design Review DR 2019-05 land use final decision conditions of approval and notes to the applicant related to Allison Way Apartments at 398 Stacy Allison Way (applicant's project no. A19-10). The proposal is limited to Phase 1 (Buildings 1 & A-G).

The "[final decision](#)" document with the conditions of approval remains on the [City project webpage](#) or via the City Projects webpage at [www.woodburn-or.gov/projects](http://www.woodburn-or.gov/projects).

This memo is divided into two parts:

- Part I: Items required for permit issuance; and
- Part II: Recommendations that are optional.

The building permit applications so far that constitute Phase 1 are:

<i>Permit / Accela/ePermitting Record No.</i>	<i>Building</i>
971-21-000758-STR	1 (common / leasing office / rec); BBQ shelter
971-21-000784-STR	A
971-21-000785-STR	B
971-21-000786-STR	C
971-21-000788-STR	D
971-21-000789-STR	E
971-21-000790-STR	F
971-21-000787-STR	G

Below is what the applicant needs to do.

### *Additional Info Needed*

#### **Part I**

##### A. Conditions G4b & PP1c:

“By issuance: Unless a condition specifies otherwise, ROW and easement dedications and recordation(s), construction of frontage/street improvements, and construction of off-site, park, and other public improvements are due by building permit issuance. Where phasing is relevant, building permit issuance means issuance for the phase in which the conditioned improvement is located. See also the Phasing Plan (PP) condition(s).”

1. If already recorded, provide proof of property line adjustment recordation and easement dedications per Conditions G4b, D1, D3, & V7-3-3. Provide print and Adobe PDF copies of all the recorded documents so that Planning staff has direct proof and to allow Public Works staff to archive them including for provision through the City geographic information system (GIS).
2. Construct, request and have inspection(s), and obtain acceptance of constructed public improvements tied to Phase 1 and prior to building permit issuance. (If the developer obtained Public Works Department Engineering Division approval of a construction bond, instead submit a copy of the bond approval document that the division issued.)

Staff cannot sign off on permit issuance by the Building Division until the developer meets the conditions. The Building Official reinforced this in the attached e-mail to the developer September 29, 2021: "Please be aware that Public and State utility works permits and Planning requirements must be approved and issued before the Building permit will be released for issuance."

- B. D7b: Patio gate swing: Revise Building 1 / site work Sheet L201, Details 1 & 2, and Sheet A850, Detail 19 for Buildings A, E, F, & G, and other sheets as necessary for Buildings B-D to change gate swing from inward into patios to intended outward for all buildings, all patios. (Given the ground floor plans, this wouldn't introduce conflicts between nearby patios.)
- C. D7d: Patio shrubbery: Revise Building 1 / site work Sheet L402 to add shrubbery missing from along the adjacent patios of Apts. F104 & F107 (near the NW end of the courtyard).
- D. V4-6d: Exterior lighting: Demonstrate conformance. Include cut or spec sheets.

"Lighting: If proposed, exterior light fixtures shall be full cut-off or fully shielded and limited in height as follows:

(1) Full cut-off: Exterior lighting fixtures shall be full cut-off or fully shielded models.

(2) Heights: As measured to the underside of the fixture:

(a) Wall: Exterior wall-mounted fixtures shall be no higher than ten (10) feet above walkway finished grade. (This height limit is not applicable to emergency egress lighting and permanent wall signs allowed through WDO 3.10 were they to have interior illumination.)

(b) Parking pole: Exterior pole-mounted fixtures within four (4) feet of or in parking, loading, and vehicular circulation areas shall be no higher than fourteen-and-a-half (14½) feet above vehicular finished grade.

(c) Other pole: Remaining exterior pole-mounted fixtures, if any, shall be no higher than twelve (12) feet above grade."

- E. V6-3-2a(3) & (5): Bicycle parking outside outdoor closets and stairwells: Demonstrate conformance.

"(3) Phase 1: Guest: Excluding outdoor closet and stairwell stalls, a set of at least two (2) stalls within five to fifteen (5-15) ft of Hooper ROW and near or along the access way;

(5) Phase 1: Common: Excluding outdoor closet, stairwell, and guest stalls, there shall be at least twenty (20) outdoor stalls. Of these at least four (4) shall be among the clubhouse / leasing office, clubhouse plaza, or barbeque (BBQ) area, and sixteen (16) shall be covered/sheltered."

- F. V6-3-2d(2): Drive aisle walkway crossing: Provide the grading sheet omitted from the set (GR-6?) that shows the N/NW area of the site where a concrete drive aisle walkway crossing is required, similar to the one proposed in the W/SW through Sheet GR-7.

- G. V6-3-2d(3): Parking court pedestrian shortcut: Sheets L401 & L501 imply what might be this shortcut, but it's unclear. Through whatever sheet or sheets are best, demonstrate conformance:

"The applicant shall pour concrete or lay concrete pavers to form a pedestrian shortcut up and over the curbed landscaped strip island within each parking court, in order to pass amid groundcover and shrubbery. It shall be roughly aligned at the boundaries of parking stalls, with the side of a landscaped peninsula, and with the nearest walkways that orient northeast-southwest and are between buildings. The minimum width shall be twenty-one (21) inches."

- H. V6-3-2e: Electric vehicle (EV) parking: Composite utility plan Sheet UT-1 Note 1 indicates, "All electrical ... by others". Through whatever sheet or sheets are best, demonstrate conformance:

"EV: As proposed and premised on OAR 918-020-0380 "Electric Vehicle Ready Parking", a minimum of either 36 stalls or three and half percent (3.5%) of minimum required parking— whichever is greater – shall be a designated EV stall or stalls and with a charging station or stations, which the landowner may limit to tenant use. Of 36 or more stalls, Phase 1 shall have at least twelve (12) ... .

(1) Striping: Stripe each stall in lettering 1 ft high minimum "ELECTRIC VEHICLE CHARGING" or similar and also stencil an EV image or logo. Reflect this on revised site plans.

(2) Signage: Post at each stall a wall-mounted or pole-mounted sign for "Electric Vehicle Charging Only" or similar and also include an EV image or logo. Use a minimum sign face size of one (1) foot wide by one-and-a-half (1½) feet high. The top of a posted sign is to be between five-and-a-half (5½) and six-and-a-half (6½) feet above vehicular grade. Reflect this on revised site plans including with an elevation detail."

- I. V6-3-2h(3): Insect screens on operable windows: Revise the window schedule on Building A Sheet A820 and similar sheets as needed for all buildings 1 & B-G to indicate that operable window types A, A1, B, D, & D1 have insect screens.
- J. G2: Substantial conformance of landscaping: Revise as follows to conform better to land use final decision landscape plan Exhibits 38 & 39 in the courtyards:
1. North / Buildings A-C: Revise Sheet L401:
    - a. At the NW end, from 3 small trees to either 2 medium or 1 large.
    - b. At the SE end, from 3 small trees to 1 large.
  2. South / Buildings E-G: Revise Sheet L402:
    - a. At the NW end, from 2 small trees to either 2 medium or 1 large.
    - b. At the SE end, from 2 small trees to 2 medium.
- K. G2: Substantial conformance of building elevation colors: General Note C on each of Building A Sheet A1 400 and Building B A2 400 indicate, "Final color

selections to be approved by architect". Revise the note on these and all relevant sheets for Buildings 1 & A-G to indicate colors substantially conforming to the land use final decision landscape plan Exhibits 45, 49, 50, & 56.

- L. Trash enclosure: There's a conflict between the bond (pattern) of the CMU courses between elevation Details 2 & 3 on Building 1 / site work Sheet A0 102 such that it would be impossible to resolve at corners during construction. Revise the Detail 3 elevation to match the Detail 2 one.

## Part II

- AA. Patio gate walkways: Please consider instead of 3-ft wide poured concrete walkways connecting patio gates with main walkways substituting for each walkway 3 additional 2 x 2-ft concrete pavers that Sheet L201 already proposes for the "quad connectors" as pavement types PV-102 and PV-103. They'd serve well enough for secondary access, minimize displacement of grass and groundcover, and seem cheaper and easier to lay than poured concrete.

This is for all buildings, except no need to consider changing for Building G S/SW patio walkways because these join sidewalk.

Please revise Building 1 / site work Sheet L201 Details 1 & 2.

- BB. Trash enclosure texture: Please have two consecutive CMU courses (8" + 8" = 16") be smooth instead of split-face CMU, the ones spanning 40" to 56" above grade (approximately elbow height). This is especially along the pedestrian access corridor, where these two courses are the top ones, just below the wall cap as seen on Detail 2. (The change could span around the whole enclosure for simplicity of implementation.)

## Re-submittal Process:

1. Use a dated cover or transmittal letter to cite and address each Planning Division review item by directing to a plan or document. Specify the building permit record number(s), building letter or number, plan sheet number(s), and where relevant detail or note number(s), or document page number(s) where conformance is demonstrated.
2. Provide illustrations and notes through any of plan sheets primarily; however cut or spec sheets or other document types, may substitute when they are the best form for demonstrating conformance, such as for easements.
3. Besides submitting two paper copies of revised or additional documentation, upload PDFs of new or revised plans to the applicable Accela building permit record(s).
4. Submit revisions through the Building Division per its policies. Do not piecemeal additional information; submit a package of revised and additional information. Do not make direct submittal only to me; the applicant may courtesy copy me or mark materials to my attention while still routing them through the Building Division per its policies.
5. Provide demonstrations of conformance through building permit drawings to the max extent feasible such that they remain when the contractor receives site copies of approved plan sets. (If it's not on the plans or on the plans but too vague to act upon, a contractor won't know about it or do it right away.)
6. Feel free to ask me for any clarifications or further direction prior to re-submittal.

My phone number is (503) 980-2485 and e-mail is <colin.cortes@ci.woodburn.or.us>.

(A note for City staff: The applicable account receivable for land use conditioned fees and fees in-lieu is general ledger 363-000 3678 "Developer Contributions" unless management specifies otherwise.)

**Attachment(s):**

- E-mail Sept. 29, 2021 from Building Official to the developer regarding early building permit application

## Colin Cortes

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**From:** Melissa Gitt  
**Sent:** Wednesday, September 29, 2021 9:21 AM  
**To:** Doug Hamilton; Eugene Labunsky  
**Cc:** Chris Kerr; Colin Cortes  
**Subject:** FW: Allison Way Apts - Building Permit Submittal Request  
**Attachments:** Allison Way Apts - Building Permit Submittal Request 09-30-21.pdf

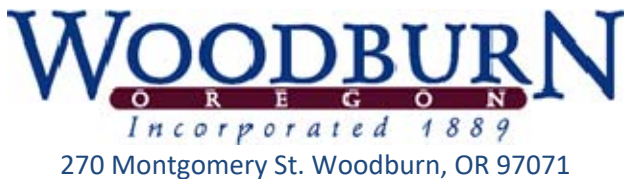
Doug,

The letter attached, requesting early building permit submittal appears to have all information we spoke about on the phone yesterday. I was going to follow-up our conversation with an email, but you have beat me to it. I have included the follow up email below so that you have the details of the phone conversation in writing.

*The City of Woodburn has met on your request to submit building plans for structural review prior to the completion of the Public and State utility works permits, and we have found that a written request can be submitted to the jurisdiction asking for an alternate to the conditions of approval. You can request for early review of the Stacy Allison Apartment, Building Plans; prior to Public and State utility works plan approvals, in writing with the signature of the design professional in charge and the owner/ owners representative of the permit applicant. The letter must make the request along with acknowledging the time limitation of the application process as stated by code section 105.3.2, of the 2019 OSSC; 180 days. Extensions will not be granted for permit applications past 180 days due to the many code change updates affecting energy, commercial, and residential structures. Please be aware that Public and State utility works permits and Planning requirements must be approved and issued before the Building permit will be released for issuance. To recap, the 180 day time limitation of the Building Permit Application will include the ability to procure all public and state utility works permits. Therefore we urge you to carefully consider your building application timeline; as all plan review fees will be lost if the building application shows no progress for 180 days.*

Thank you,

Melissa Gitt  
Building Official  
[Melissa.gitt@ci.woodburn.or.us](mailto:Melissa.gitt@ci.woodburn.or.us)  
(503) 980-2430



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**From:** Doug Hamilton <dhamilton@leebarc.com>  
**Sent:** Wednesday, September 29, 2021 8:26 AM

Leeb Architects



308 SW First Avenue  
Suite 200  
Portland Or 97204  
Phone 503.228.2840  
leebarc.com

30 September 2021

Melissa Gitt  
Building Official  
Woodburn Community Development  
270 Montgomery Street  
Woodburn, OR 97071

Reference: Allison Way Apartments – Phase 1  
Subject: Building Permit Submittal Request

Dear Melissa,

On behalf of Stacy Allison Way Holdings LLC, we would like to request the intake of building permit applications for Phase 1 of Allison Way Apartments prior to final approval of site engineering. It is agreed that permits approved to issue that are not paid for and issued after 180 days will become void. The project will then be required to be re-submitted and reviewed under the current codes and new fees will be assessed at the current rates.

Sincerely,

A handwritten signature in black ink that reads "Doug Hamilton".

Doug Hamilton  
*Project Manager / Associate / CPHC*

Leeb Architects | Ph 503.228.2840 ext 111

A handwritten signature in blue ink that reads "Eugene Labunsky".

Eugene Labunsky  
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