



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

## Memorandum

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270 Montgomery Street

Woodburn, Oregon 97071

Phone (503) 982-5246

Fax (503) 982-5244

**Date:** February 2, 2022

**To:** Melissa Gitt, Building Official

**Cc:** Alyssa Nichols, Permit Technician  
Dago Garcia, P.E., City Engineer  
Jenniffer Warner, Engineering Technician II  
Doug Hamilton, Leeb Architects

**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 revised and additional site plans and materials submitted January 14, 2022 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).

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*

##### *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 ... 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.)*

For item A1, the applicant's response letter indicated that, "Community Development Director Chris Kerr has confirmed that the Phase 2 property line adjustment recordation will not be required for the Phase 1 building permit approval." This is correct.

However, Phase 1 remains subject to required public easements, both streetside and off-street. Provide print and Adobe PDF copies of all the recorded easements 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).

For item A2, the submittal was a copy of Skyward Surety Specialty Insurance Bond No. GM214286 titled "Subdivision Performance Bond Site Improvements" for \$1,137,229.20 for "Job # 60-10 – Job Name – Stacy Allison Way Apartments: ROW Frontage".

However, it came without any City approval documentation containing basic information:

- a. That the City through the Public Works Department approved this bond;
- b. The bond applicant's improvement cost estimates upon which both the bond and City approval of it are based; and
- c. The circumstances or date when the bonded improvements are due and, if not met, when the City would call the bond.

*D. V4-6d: Exterior lighting: Demonstrate conformance. Include cut or spec sheets.*

Note: Planning staff acknowledge the item is substantially met and per Sheet E0 001 for the Type A Lithonia CLX LED linear fixture (designated for carport ceilings) directs the use of the "flat diffuse lens" among the three options illustrated. Staff might redline to strike the other two options.

**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

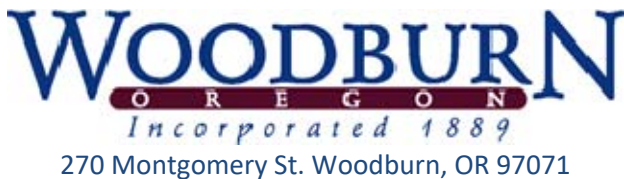
Doug,

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  
*President*  
**West Coast Home Solutions, LLC**  
Real Estate Developers/General Contractors  
25030 SW Parkway Ave. Suite 110  
Wilsonville, OR 97070