

City of Woodburn Community Development

Memorandum

270 Montgomery Street Woodburn, Oregon 97071

Phone (503) 982-5246

Fax (503) 982-5244

Date: October 28, 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

Subject: Building permits 971-21-000806-STR through 826-STR Woodburn Place

Apts. Planning Division review

Introduction

On behalf of the Planning Division, I reviewed the building permit application site plans for which I was assigned review October 4, 2021 for conformance with the <u>Annexation ANX 2019-01 land use final decision</u> conditions of approval and notes to the applicant related to Woodburn Place Apartments at 2145 Molalla Road (applicant's job # 6855).

The "<u>final decision</u>" <u>document</u> with the conditions of approval remains on the <u>City project</u> webpage or via the City Projects webpage at <<u>www.woodburn-or.gov/projects</u>>.

The building permit applications so far are:

Permit / Accela/ePermitting Record No.	Building		
971-21-000826-STR	1 (common / leasing office / rec)		
971-21-000806-STR	A		
971-21-000807-STR	В		
971-21-000808-STR	С		
971-21-000809-STR	D		
971-21-000810-STR	E		
971-21-000811-STR	F		
971-21-000813-STR	G		
971-21-000815-STR	Н		
971-21-000816-STR	J		
971-21-000817-STR	K		
971-21-000814-STR	L		
971-21-000818-STR	M		
971-21-000819-STR	N		
971-21-000820-STR	P		
971-21-000821-STR	Q		
971-21-000822-STR	R		
971-21-000823-STR	T		
971-21-000824-STR	U		
971-21-000825-STR	V		
To be determined (TBD) upon	Gazebo/shelter		
application			
TBD upon application	BBQ shelter		
TBD upon application	Mail gangbox shelter		
2 permits and their record nos. TBD upon	Bicycle parking shelters		
applications			

Below is what the applicant needs to do.

Additional Info Needed

A. Conditions G4b & CU1:

"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."

"Frontage/street improvements: These shall be:

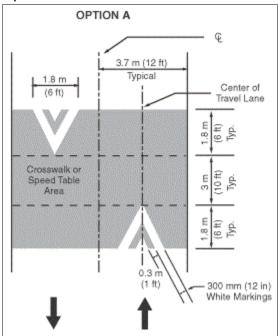
- a. Planter strip: 8 ft wide min, exc. curb dimension.
- b. Street trees: 1 per 30 ft of frontage, equaling 10 trees per frontage. For up to no more than one of the min trees required along the frontage, the developer may pay a fee inlieu of \$125 per tree. This fee provision is intended to substitute for the applicant

invoking WDO 3.06.03A.3 (Director modification/relocation).

- c. Sidewalk: 8 ft wide min, which may overlap the PUE with granting of public access via either the PUE or separate easement, and with the gap between its east dead-end and the OR 211 shoulder connected diagonally with pavement."
- 1. If already recorded, provide proof of recordation of right-of-way (ROW) and easement dedications per Conditions G4b, D1, D2, & D4. 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). If not yet recorded, submit drafts to City staff first to ensure conformance with the details of the D conditions, particularly D2a & b and D4c.
- 2. Construct, request and have inspection(s), and obtain acceptance of constructed public improvements.
- 3. The applicant submitted a copy of civil engineering plans October 25, 2021. The attached transmittal letter stated, "I did have some plan updates (7 comments) to the street/storm portion of Hwy 211 and am hopeful to have final approval of this ODOT plans in the next couple of weeks" (p. 1):
 - a. In the context of Condition G4b, staff cannot yet sign off on building permit issuance.
 - b. The planter strip is incorrect. The civil plan Sheet 15 half-street cross section dimensions the frontage planter strip at 6.5 feet, excluding curb width, and the plan view labels it at "6.6". Condition CU1a requires min width 8 feet, excluding curb width. Revise prior to both civil engineering plans approval by the Oregon Dept. of Transportation (ODOT) and the City, and then construct per the condition.
 - → Note: Correction may cause Condition CU1c to apply (sidewalk overlap public access easement). If so, demonstrate conformance through item A1 above.
 - c. Street trees are too few. Condition CU1b requires 1 per 30 ft of frontage, equaling 10 trees. Civil plan Sheet 41 illustrates and calls out 3. The condition allows fee in-lieu for max 1 tree, so the developer is to plant at least 6 more trees.

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. CU-2a: Regarding tree preservation within ROW, does the condition apply? If so, where and how? Is it met?
- C. Common area improvements: Provide illustrations and notes necessary to demonstrate conformance with conditions regarding design details that need resolution prior to construction. Specify what permit(s) and plan sets or documents? See CU14 with D6, CU15, and CU19c & d. More details about these conditions follow in items below.
- D. CU3a(3) & G3 "speed table": Regarding the speed table / "raised pedestrian crossing", correct the Sheet C1.4 plan detail as follows:
 - 1. Because there are two speed tables, both along the access way, widen the tabletop from 8 to 9 ft.
 - 2. Score, stamp, or otherwise treat (such as with bricks or pavers) the tabletop to have a pattern. Illustrate what staff would inspect.
 - 3. Lower the slope ratio from 1:6 (4":2') to the max of 1:10 by widening the slopes from 2 ft to 3'-4".
 - 4. Indicate the two sets of striped warning triangles per *MUTCD* Figure <u>3B-30</u>, Option A:



- E. CU3b: Regarding walkways, demonstrate conformance with, "The developer shall install at least 2 crossings not only as striping but also as extensions of poured concrete: the west crossing of each of the middle and south east-west drive aisles."
- F. CU4a: Regarding benches and Sheet C1.3, provide 2 more to meet the min of 12. Place 1 min at the common building, such as at or in one of the two common building patios.
- G. CU4b: Regarding picnic benches, demonstrate conformance.
- H. CU4e: Regarding the Sheet C1.4 common area outdoor shelter ("gazebo") elevations, the shelter would be larger than 200 sq ft enough to require a building permit.
 - Apply for a building permit for it and illustrate and note conformance with the condition. The developer may remove details from the C sheets set and put revised ones into the drawings submitted for building permit.
 - Also, each of the BBQ and mail gangbox shelters is large enough to require a building permit. (The developer may remove BBQ shelter details from the C sheets set and put revised ones into the drawings submitted for building permit.)
- I. CU5: Regarding the trash enclosure and Sheet C1.4 plan view, revise pedestrian gate swing from out to in.
- J. CU6: Regarding balconies/patios, Building U & V balconies are proposed at 6 ft narrowest dimension and 60 sq ft. Revise U Sheet A20.50 and V Sheets A21.40 & A21.50 to conform by being 8 ft narrowest dimension and 80 sq ft.
- K. CU7a: Regarding the mail carrier parking stall and Sheet C1.4, revise sign detail to indicate availability for resident parking on postal holidays.
- L. CU11: Regarding wheel stop max height, which Sheet C1.3 indicates at max 4" high, demonstrate conformance also through building permit drawings such that demonstration remains when the contractor receives site copies of approved plan sets.

M. CU14: Regarding bicycle parking, address condition parts:

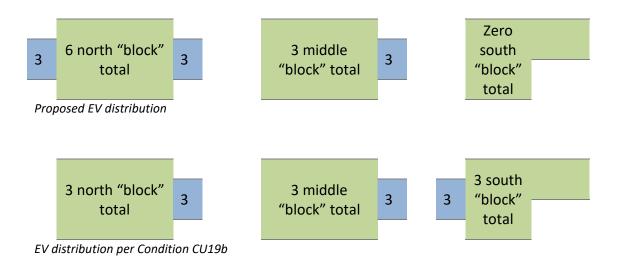
- a(3): Regarding stairwells, is it relevant? If so, where? (As long as the highest clearance under the stair slope is 7 ft or more and most of the volume above the rack has reasonable headroom, staff would consider vertical clearance sufficient. Staff understands that cane detectable railing, if any, could border the side of the parking.)
- a(5): Regarding front placements per this condition part and D6, land use sheets SDR4 & 5 from the final decision document showed outdoor bicycle parking. Submit a sheet that shows either bicycle parking in front of Buildings N, P, & R per the a(5) standard or that the stairwell standard of a(3) instead applies and is met.
- c: Regarding cover/shelter, land use sheets SDR4 & 5 from the final decision document symbolized shelters as required for min 50% of outdoor bicycle parking through "X". At least 2 of these clusters of bicycle parking are larger than 200 sq ft enough to require a building permit for each of the large enough shelters. One is south of Building U and the sports court, and one is east of the trash enclosure. Apply for a permit for each large-enough shelter and illustrate and note conformance with the condition.

N. CU15: Regarding exterior lighting:

- 1. Stairwell ceilings: Anticipating that the developer would opt for ceiling lights within apartment building outdoor stairwells, demonstrate conformance with condition part a., e.g., that they are either within and flush with the ceiling or shielded on all four sides.
- 2. Wall: Sheet C1.3 does indicate wall mount locations, but doesn't indicate the height or heights of them at or below the max per condition part b(1).
- 3. Other pole: Sheet C1.3 illustrates a "P" pole between the common building and the grove, which the legend indicates is a parking lot pole placement at 14 ft height. However, because per condition part b(2) it's not close enough to parking to be considered a parking pole, it's instead subject to b(3) "other pole" and its height max of 10 ft. Revise accordingly.

Provide illustrations and notes necessary to demonstrate conformance, including cut or spec sheets.

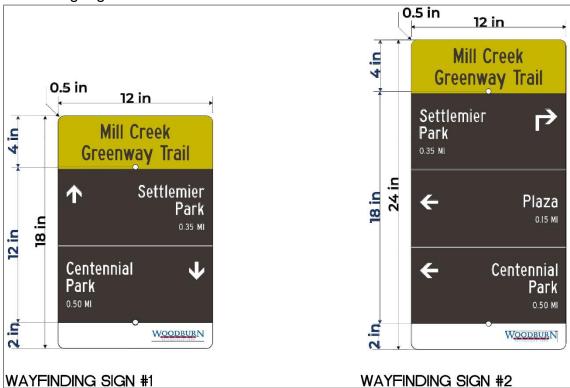
- O. CU18: Regarding window proportions, Building T bathroom windows are horizontally proportioned. Revise T Sheet A19.90 to conform to CU18a(1): "Proportion: All windows shall be square or vertically proportioned, except that horizontally proportioned windows are allowed if they have grilles or muntins dividing lights or panes so as to be vertically proportioned."
- P. CU19: Regarding electric vehicle (EV) parking:
 - 1. Revise group placements, which land use sheets SDR4 & 5 from the final decision document showed, to conform to condition part b. The diagram below helps explain b.:



- 2. Provide details demonstrating conformance with condition parts a & c.
- 3. Regarding part d., revise the Sheet C1.4 sign detail to include within the sign face an EV image or logo. (If necessary to both fit an image and keep text minimum size 2" in height, then enlarge the sign face.)
- Q. D7: Regarding patio delineations, for all apartment Buildings A-V patios are not delineated
 - 1. Per D7b & c:
 - "b. Railings/fencing & gate: The outermost edges of patio concrete slabs that do not abut building walls shall have either metal or wood railings or cedar wood fencing at least 3 ft high. If the latter, then opacity shall be full, but if fencing is higher than the minimum height, it shall be no more than 90% opaque, such as by being fully opaque from grade but from the top having a lattice pattern. The railings or fencing shall have a gated opening at least 2 ft and 4 inches wide.
 - c. Height maximum: the railings or fencing maximum height shall be either 5 ft or, where a patio faces the access way, 3½ ft."

(The "access way" is the off-street bicycle/pedestrian path.) Revise as necessary each set of floor plans and elevations. The Sheet C1.3 note about railings/fence lack accompanying detail drawings (elevations and cross section[s]) to demonstrate what and how a contractor is to install and what staff would inspect.

- 2. Per D7d (shrubbery): Demonstrate conformance.
- R. CU18b: Show where building rainwater scuppers, if any, are placed not to dump onto the pavement of an access way or walkway, or that there are no scuppers.
- S. T-BP2: Regarding the crosswalk at June Way, demonstrate conformance.
- T. T-BP4: Regarding wayfinding signage and the applicant's civil engineering plans transmittal letter stating, "will be needing the terminology", first, here's an example of such signage:



The developer is to indicate these destinations:

south:	west:
Nelson Park	(The image JPEG is available at < https://en.wikipedia.org/wiki/Oregon_Route_99E > or by clicking on the above hyperlinked image).
Hardcastle Avenue	Legion Park
Washington Elementary School (E.S.)	Woodburn High School (H.S.)
Downtown Woodburn*	French Prairie Middle School (M.S.)
	Lincoln E.S.

^{*}For mileage, assume this means the intersection of N. Front & Harrison Streets.

The developer is to figure out the mileages to indicate next to each destination measured along actual routes (not crow-fly distance) and depending on intended sign face orientations orient the arrows accordingly. The developer in place of "Mill Creek Greenway Trail" is to indicate 'Walker & Cyclist Wayfinding" or similar. Min 2 sign faces per installation.

Submit a plan view of installations and sign face orientations and drawings of the sign faces.

- U. T-T2: Regarding bus stop bicycle parking and in response to the applicant's civil engineering plans transmittal letter of October 25, 2021 stating, "I & E Construction is leaning towards paying the Fee in-lieu for these 3 bike parking pads" (p. 2), on October 27 staff assessed the fee in-lieu via permit 971-21-000826-STR for Building 1 (leasing office / rec building) and upon payment will consider the condition met.
- V. T-T3: Regarding bus stop shelters and in response to the applicant's civil engineering plans transmittal letter of October 25, 2021 stating, "I have worked with Woodburn Transit and have forwarded the specifications of the Bus shelter to I & E who is leaning towards paying this \$ 12,000 fee" (p. 2), on October 27 staff assessed the fee in-lieu via permit 971-21-000826-STR for Building 1 (leasing office / rec building) and upon payment would consider the condition met.

Later the same day, I learned from other staff that the developer on October 26 had e-mailed Woodburn Transit about bus shelter specs, which I perceived as a mixed signal. I'll take no further action on this condition topic until the developer prompts to issue building permit, demonstrates conformance with condition definitively, and works with other, administrative staff to remove the assessed fee – if that becomes relevant – and inform me when having done so.

- W. Colors: Regarding exterior colors, for all apartment Buildings A-V the building elevation sheets lack color indications. Demonstrate that they more or less match those that land use drawings illustrated.
- X. Maintenance shed (Building 2): Revise Sheet A2.10 to correct the elevation labels. "North" and "south" are mislabeled for each other, and so are "east" and "west".
- Y. Addresses: Regarding Condition G4a and street address assignment, no revision is needed, but do ensure that when ordering and affixing doorplates they're consistent with assigned addresses. For example, make sure that there is "A101, "B101", etc. instead of ten "101" plates.
- Z. If there is a third submittal of information related to civil engineering improvements, Note 18d (final decision p. 22) would apply. Were that to happen, pay through the Planning Division the \$100 review fee. (Invoicing and payment would be due separate from and earlier than any fees assessed through building permits).

AA. Re-submittal Process:

- 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.
- 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 resubmittal.

(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
- Letter Oct. 25, 2021 from applicant as transmittal of civil engineering plans under review by ODOT and Public Works Dept. Engineering Division (2 pages)
- Sheet C1.3 site plan

Colin Cortes

From: Melissa Gitt

Sent: Wednesday, September 29, 2021 9:05 AM **To:** Jeff Bolton; Karl Ivanov; Roger Toth

Cc: Chris Kerr; Colin Cortes

Subject: Woodburn Place Apartments - Early Building Application process

Attn. Woodburn Place Apartment-Applicant team,

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 Woodburn Place 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
(503) 980-2430



270 Montgomery St. Woodburn, OR 97071

From: Melissa Gitt

Sent: Tuesday, September 28, 2021 4:52 PM
To: 'Jeff Bolton' < JBolton@mtengineering.net >
Subject: RE: Woodburn Place Apartments - Fire Line

Jeff,

TRANSMITTAL



ENGINEERING SERVICES, INC.

DATE:	October 25, 2021			Јов#:	<mark>6855</mark>	
то:	Colin Cortes Senior Planner City of Woodburn	OCT 25 2021	T		Woodbur Apartmer	
FROM:	Jeff Bolton	COMMUNITY DEVELOPMENT DEPARTMENT				
RE:	CU 2019-04 & DR 2019	-06				
Сн	CLOSED ECKS INCLUDED R YOUR REQUEST	PLANS [DOCUMENTS [FOR SIGNATURE [FOR APPROVAL FOR YOUR USE FOR FINAL DISTRIBUTION	DN N	FOR VERIFICATION REVISE & RETURN OTHER
COPIES	No.		DESC	CRIPTION		
1		Private C	ivil I	Plans/ODOT Plans	Paper	/Flash Drive

Colin,

Based upon our emails back on October 19th and October 20th, I am submitting partial sets of the approved onsite civil plans and ODOT plans for the Woodburn Place Apartments.

The ODOT plan set includes both city public 12" waterline and city public 12" sanitary sewer. I have had no further plan review comments by ODOT engineering staff nor city public works on this portion of the plan set. In the last couple of weeks, I did have some plan updates (7 comments) to the street/storm portion of Hwy 211 and am hopeful to have final approval of this ODOT plans in the next couple of weeks.

Please note based upon on the Conditions of Approval that you should find all your required updates for construction on C1.3 (Site plan) and C1.4 (Site plan details). Feel free to contact me with any questions or if I have missed any Planning requirement.

Regarding the Fee in-lieu status... I am hopeful to have this finalized by next week, but here is my update as of October 25, 2021.

T-BP3: Please see my ODOT plan set for the offsite 8' sidewalk. Please see Sheet 15 of 56 for the location of this 8' sidewalk. This 8' walk is also shown in design in my Street Sections (Sheet 26 through 33 of 56) if needed. I & E Construction will be building with the approved ODOT plan set.

T-BP4: I & E Construction will be installing the two Wayfinding signs, but I will be needing the terminology.

T-T2: I & E Construction is leaning towards paying the Fee in-lieu for these 3 bike parking pads (\$ 1,530.60 total).

T-T3: I have worked with Woodburn Transit and have forwarded the specifications of the Bus shelter to I & E who is leaning towards paying this \$ 12,000 fee.

We have a little time on Building Permit issuance, but please contact me if I am missing any Planning Department requirements for Building Permit issuance. I am guessing that this could become in an issue by Mid-November, so I am happy to help out your Department.

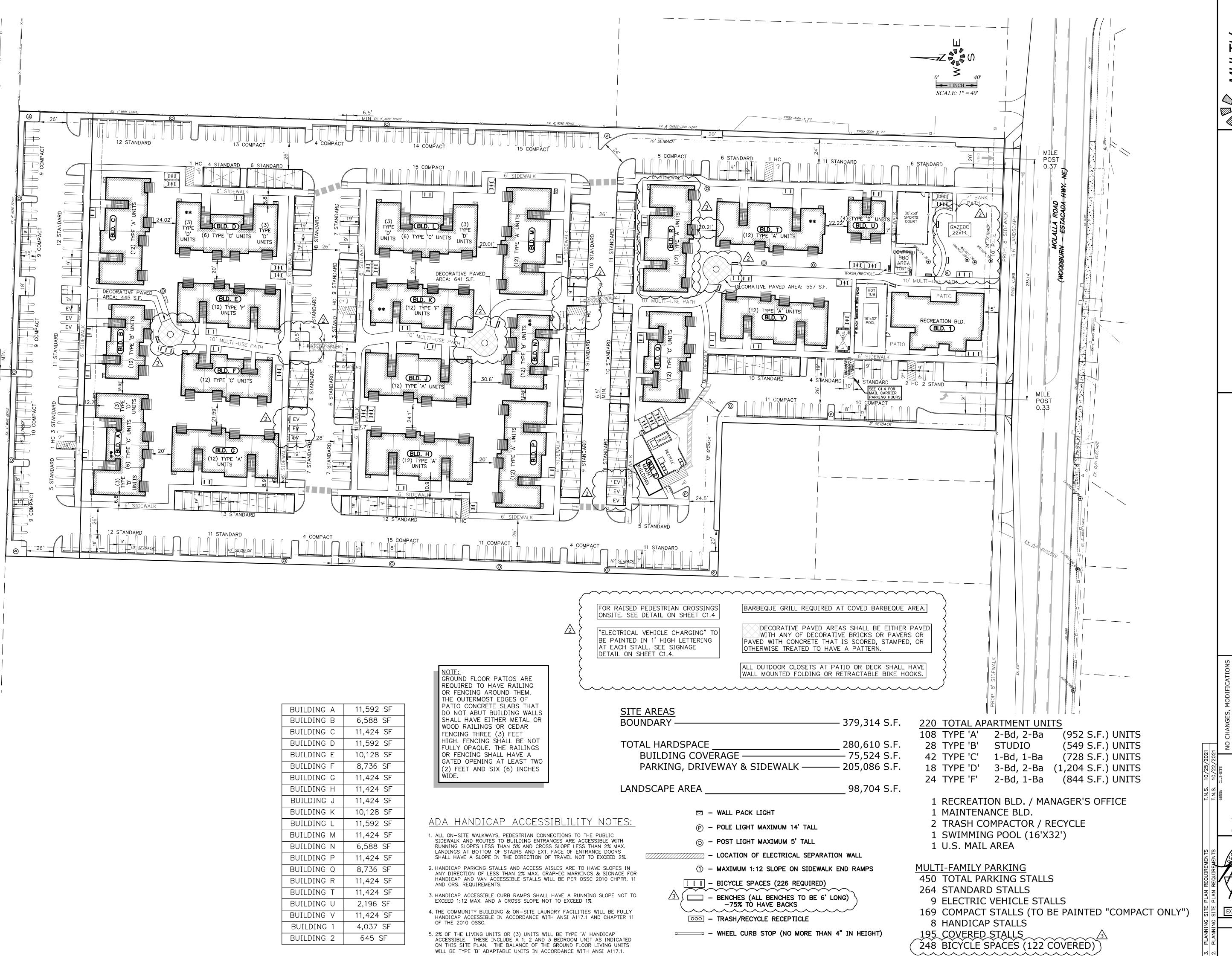
Thanks,

SIGNED

RECEIVED

OCT 2 5 2021

COMMUNITY DEVELOPMENT DEPARTMENT



ENGINEERING SERVICES, II 1155 13th ST. S.E. SALEM, OR. 973 PH. (503) 363 - 9227 FAX (503) 364-1.

SITE PLAN

SODBURN PLACE APARTMENTS

CHANGES, MODIFICATIONS
R REPRODUCTIONS TO BE
ADE TO THESE DRAWINGS
WITHOUT WRITTEN
UTHORIZATION FROM THE
DESIGN ENGINEER.

Design: M.D.G
Drawn: T.N.S.
Checked: J.C.B.
Date: JUNE 201

D PROPERTY OF THE PROPERTY OF

JOB # 6855

C1.3