



City of Woodburn
Community Development

Memorandum

270 Montgomery Street

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Date: April 18, 2022
To: Melissa Gitt, Building Official
Cc: Alyssa Nichols, Permit Technician
Jeff Bolton, Multi/Tech Engineering
From: Colin Cortes, AICP, CNU-A, Senior Planner *cc.*
Subject: **Building permits 971-21-001105-STR-02 etc. Woodburn Place Apts.**
Planning Division memo in lieu of pre-construction meeting attendance

Introduction

The [Annexation ANX 2019-01 land use final decision](#) conditions of approval and notes to the applicant related to Woodburn Place Apartments at 2145 Molalla Road (applicant's job # 6855) are found in "[final decision](#)" document that remains on the [City project webpage](#) or via the City Projects webpage at <www.woodburn-or.gov/projects>.

In the context of Condition G4b, the developer bonded for public improvements in order to obtain building permit issuance before construction, inspection, and acceptance by the City of such improvements. The developer shall have constructed and had the City inspect and accept public improvements by building permit final inspection. For questions regarding performance guarantee documents, copies of which are uploaded to the ePermitting record numbers for Buildings 1 & A, consult the City Engineer.

Planning staff reiterates Note to the Applicant 9:

"Inspection: The applicant shall construct, install, or plant all improvements, including landscaping, prior to City staff verification. Contact Planning Division staff at least three (3) City business days prior to a desired date of planning and zoning inspection of site improvements. This is required and separate from and in addition to the usual building code and fire and life safety inspections. Note that Planning staff are not primarily inspectors, do not have the nearly immediate availability of building inspectors, and are not bound by any building inspector's schedule or general contractor convenience."