



**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:** May 15, 2023

**To:** Melissa Gitt, Building Official

**Cc:** Heidi Hinshaw, Associate Planner  
Alyssa Nichols, Permit Technician  
Roger Toth, Senior Project Manager [building permit applicant]  
Alex Kalugin, Project Manager, I&E Construction  
Artimon Martusheff, Project Superintendent  
Brett Shaw, Assistant Superintendent, I&E Construction

**From:** Colin Cortes, AICP, CNU-A, Senior Planner *CC*

**Subject:** **Building permits 971-22-000285-STR-02 & 971-22-000288-STR-02  
Woodburn Place Apts. Bldgs A & B Planning Division final inspection  
result and comments**

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### *Introduction*

On behalf of the Planning Division, I inspected Woodburn Place Apartments Building B (971-22-000288-STR-02) and vicinity at 2145 Molalla Road on Monday, May 15, 2023.

With conditions, I pass Building B planning and zoning final inspection because there remains a "punch list" below of sitewide issues to correct.

Correct before requesting planning and zoning final inspection of the one remaining apartment building in the last construction phase of Woodburn Place: Building A (971-22-000285-STR-02). *The Planning Division will not pass a final inspection of Building A until the contractor corrects.*

As a reminder, contact Planning Division staff and through Oregon [ePermitting](#) make a planning and zoning inspection request at least 3 *City business days* prior to a desired date of planning and zoning inspection.

*Woodburn Place Apartments sitewide punch list items:*

- A. Re-construct the two west north-south walkway crossings of east-west drive aisles to be concrete with zebra striping ([ANX 2019-01 land use final decision](#) Condition CU3b, pages 5-6, “Walkway crossings of drive aisles shall be zebra-striped. 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.”). See photos of existing conditions (A-N, A-S):



*A-N: North walkway crossing*



*A-S: South walkway crossing*

- B. Electric vehicle (EV) parking:

1. Middle east-west aisle: Add missing pavement stenciling or striping (Condition CU19c, p. 11, “Stripe each stall in lettering 1 ft high min “ELECTRIC VEHICLE CHARGING” or similar and stencil of an EV image or logo.”)
2. North east-west aisle: The entire 3 stalls are missing (along Building B and west of the end of the bicycle/pedestrian path): charging station(s), signage, and stenciling/striping of stalls. The total sitewide EV minimum is 9 stalls as three groups of 3.

C. Cross access drive aisle stubs:

1. South (to 2115 Molalla Rd):

- a. Stub is 18'-11" wide. 20' is required (Condition D4e). See photo (C1a)



C1a: Curb measurement

- b. Curb ends are broken off and do not curve to follow drive aisle stub with concrete forms ending at south lot line. See photos (C1b, C1c). See example photo (C1d) of curb that tapers to an end.



C1b: West broken curb



C1c: East broken curb



C1d: Example curb end

2. NE (to 2155 Molalla Rd): Curb ends are broken off and do not end at east lot line.



*C2-N: North short, broken curb*



*C2-S: South short, broken curb*

- D. Building B: Apt. B103: Fill in gouge in concrete under patio gate. See photo (D).



*D: Apt. B103 gouged concrete under patio gate*

**Attachment(s):**

none