



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

## Memorandum

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**Date:** April 19, 2023  
**To:** Melissa Gitt, Building Official  
**Cc:** Alyssa Nichols, Permit Technician  
Chris Kerr, Community Development Director  
Darren Hendren, Hendren Construction LLC  
Randy Saunders, RSS Architecture  
Phil Alfieri, ALF/Temple, LLC  
**From:** Colin Cortes, AICP, CNU-A, Senior Planner *CC*  
**Subject:** **Building permits 971-22-001059-STR through 1062-STR Cleveland Crossing Apts. (f.k.a. Templeton Apts.) Planning Division review**

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### *Introduction*

On behalf of the Planning Division, I reviewed the building permit application (1) revised site plan Sheets A1.0 & A6.0 and exterior lighting cut sheets submitted April 11 and (2) revised site plans submitted April 18 for conformance with the second staff review memo (of April 5) and the Conditional Use CU 2020-01 land use final decision conditions of approval and notes to the applicant related to Cleveland Crossing Apartments, f.k.a. Templeton Apts., at 1430 E. Cleveland St (applicant's project no. 1907).

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 are:

<i>Permit / Accela/ePermitting Record No.</i>	<i>Building</i>
971-22-001059-STR → 971-23-000012-STR-02	A
971-22-001060-STR → 971-23-000015-STR-02	B
971-22-001061-STR → 971-23-000018-STR-02	C
971-22-001062-STR → 971-23-000021-STR-02	D
1+ permits and their record nos. TBD upon applications	Bicycle parking shelter(s)* per Condition CU3c

\*If a given shelter is large enough, per statewide uniform building code a building permit would be required.

### *Additional Info Needed*

The three remaining items needing resolution – B1, D2, & Z – are below with red X's. (Blue and green icons confirm select items as now met or no longer relevant.)

*B1. G4b: "G4. Due dates / public improvements: Building permit: ... b. By issuance: Unless a condition specifies otherwise, ROW and easement dedications and recordation(s), construction of frontage/street improvements, construction of off-site, park, and other public improvements, and fees in-lieu are due by building permit issuance."*

*A site windshield survey December 15, 2022 showed that frontage/street improvements are neither constructed nor under construction. ... construction, inspection, and acceptance couldn't happen by the time the building permits would otherwise be ready to issue in the next few weeks. ...*

**✘** After consulting with the City Engineer, Planning staff cannot yet sign off until the contractor corrects the segment of sidewalk that failed Public Works inspection.

Re-inspection is scheduled for Thursday, April 20, and upon confirmation from Public Works that re-inspection passed, staff would consider this item B1 resolved.

*D2. Condition D4c-e (CAE): I apologize if the applicant already submitted this to the City. I need an Adobe PDF copy of the cross access easement (CAE) that Condition D4c-e requires and I believe is likely already recorded.*

✘ Because the April 11 submittal materials do not address Item D2, it remains outstanding.

To resolve this item, submit a PDF copy of the plat drawings that were Marion County tracking no. PP22-011 and recorded September 30, 2022 through County filing number P2022-053 as Reel 4662 Page 273.

J1. Condition EX1b(6) (landscape strip): The proposed width is 6 ft excluding curb width, but the min is 8 ft excluding curb width. ...

M1. Condition CU3a(1): The patio and balcony bicycle hooks ...

➡ Staff acknowledges Items J1 & M1 as dropped by staff as no longer items following the applicant meeting with the Community Development Director April 11.

V1. If the condition would be met, so revise the sheet and note and provide a detail elevation of the fencing relevant to the condition;

V2. If WDO 2.06.02C.1 would be met regarding max height, so indicate a conforming max height or heights;

V3. If separate Condition CU7e (1450 E. Cleveland St wood fencing) would be met, so revise to indicate conformance;

➡ Staff acknowledges Items V1-V3 as able to be met through fence permit FNC 23-15 approved on April 11, 2023.

Y2. CU7a(2)(a)(ii) (tree preservation): One of the 5 required islands incorporates a tree that Condition CU7d(1) requires the developer to preserve absent burden of proof per that condition. Revise civil Sheet 3 of 18, A1.0, A1.1, & L1.1 to conform to the condition so that the island conforms to Condition CU7a(2)(a)(ii).

Y6. CU7d(1) (tree preservation): Address the condition.

✓ Staff acknowledges Items Y2 & Y6 as met through submittal of a full copy of the arborist report at the applicant meeting with the Community Development Director April 11.

Y9. CU7e (1450 E. Cleveland St wood fencing): The status of conformance is unclear. Revise Sheet A1.1 site plan and Note 9, add a A1.1 note specific to the condition, provide an elevation detail on a details sheet, and revise Sheet L1.1.

➡ Acknowledged as able to be met through fence permit FNC 23-15 approved on April 11, 2023.

*Z. CU8 (exterior lighting): The status of conformance is unclear because the site plans do not address the condition. Submit an electrical/lighting/photometric site plan sheet or sheets, and include light fixture model cut/spec sheet information as plan sheet detail views.*

✗ The revised site plan Sheets A1.0, handwritten lighting note 2, and Sheet A6.0 elevation Detail 27 submitted April 11 indicate that the wall-mounted fixture model Cree would be at the “north peak each building” per the note and within a gable end. The placements are too high.

Condition CU8b states:

“b. Heights: As measured to the underside of a fixture:  
(1) Wall: Exterior wall-mounted fixtures shall be 8 ft max above access way or 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.)”

Revise to lower wall-mounted exterior light fixtures to be 8 feet maximum above access way or walkway finished grade.

**Attachment(s):** none