



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

## Memorandum

---

270 Montgomery Street

Woodburn, Oregon 97071

Phone (503) 982-5246

Fax (503) 982-5244

**Date:** March 15, 2024  
**To:** Melissa Gitt, Building Official  
**Cc:** Brian Pascoe, Building Inspector/Plans Examiner III  
Alyssa Nichols, Permit Technician  
Darren Hendren, Hendren Construction LLC  
**From:** Colin Cortes, AICP, CNU-A, Senior Planner *CC*  
**Subject:** **Building permit 971-23-000021-STR-02 Cleveland Crossing Apts.  
Building D Planning Division memo planning & zoning inspection result**

---

### *Introduction*

The [Conditional Use CU 2020-01 land use final decision](#) conditions of approval and notes to the applicant related to Cleveland Crossing Apartments at 1430 E. Cleveland Street 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](http://www.woodburn-or.gov/projects)>.

The developer requests issuance of certificate of occupancy (C of O) for Building D (the south apartment building with attached leasing office).

### *Planning and Zoning Inspection*

Following my inspection March 14 on behalf of the Planning Division and discussion in the field with Darren Hendren of Hendren Construction and his superintendent, inspection isn't passed.

Below is a list of correction items needed for the Planning Division to sign off on the Building Division issuing C of O.

(There are additional items sitewide necessary to correct for any C of O for Buildings A-C. I can forward this list under separate cover.)

Correction Items

- A. Planter strip: The Cleveland Street planter strip is 6 feet (ft) wide, narrower than the minimum (min) 8 ft that Condition EX1b(6). (I briefed the City Engineer about this after the inspection.)  
Note: Because the sidewalk is 11 ft wide – 2 ft more than the min 9 ft required per Condition EX1b(9) – the simplest solution is to saw cut 2 ft width of pavement along the planter strip.
- B. South drive aisle stub: The south drive aisle stub doesn't come as close to the south lot line as it can as grading allows without encroachment, per Condition D4a. In the field, it was agreed that extending asphalt by 2½ ft would suffice.
- C. No outlet sign: Two dead end / no outlet signs are installed per Condition D5; but, they both face north from the south east-west drive aisle. First, relocate one to the west side of the junction to face east, and second, supplement with one of two choices of MUTCD-compliant signage beneath it with a left arrow pointing to the south dead end:



- D. Patio railings: Both patios are missing fencing or railings as Condition D10b requires – more simply, railings similar the wood ones installed along the balconies weren't yet constructed, except that per Condition D10 every patio requires a gated opening min width 2 ft and 4 inches.
- E. Wide walkway crossings: The wide walkway two crossings – of the north and south east-west drive aisles – are striped, but they're required to be concrete amid the asphalt with the concrete striped. This is per both Condition CU1a(2) and approved civil sheets 2 & 4 of 18. For Building D, correct the south one.
- F. Bicycle parking: Approved Sheets A1.0 & L1.1 show in yellow highlighting 7 sheltered bicycle parking locations with Key Note 13 indicating 5 stalls each, as well as being shown on civil Sheets 2-4 of 18. However, Condition CU3 requires 2 ft width by 2 ft depth for each stall, and the location nearest Building D (as well as others) had the following type of rack:



This can accommodate 3-4 bicycles. Remove and replace with any model that reasonably appears able to fit 5 bicycles each. I believe that to do this, each location

planned to accommodate 5 bikes has to have either (1) 3 parallel U-racks or (2) a wave rack model like the below:



G. Common area improvements:

1. The picnic bench with umbrella is missing from the Building D south side concrete pad per approved Sheets A1.0 & L1.1.
2. The dog waste station is missing (Condition CU5c and Sheet A1.0 Key Note 14).

H. Window screens: All operable windows were missing insect screens as Condition CU4e(3) requires.

I. Lighting: The patio and balcony wall-mounted fixtures are not an approved model conforming with Condition CU8a because it is neither a full cut-off model nor fully shielded. (The model is a second, different one than the wall-pack approved during permit review for the front and side facades and that is installed on these facades.) Remove and replace with a model that conforms with CU8a.

J. Landscaping:

1. The 3 trees south of Building D and east of the main walkway are missing.
2. Shrubbery is missing from along the north patio (excepting gate width) per Condition D10c.
3. Soil around planted (and to be planted) trees and shrubbery was not yet seeded for lawn grass or otherwise prepared for groundcover, particularly the south side of Building D and most of the east rear.

K. Trash enclosure: The south enclosure (at Building D) is missing the gate within the pedestrian opening. A gate and the direction of swing (hinged on the south side; swinging into the enclosure) are per approved Sheets A1.0 and civil Sheet 2 of 18.

L. Wheel stops: I realized I overlooked verifying if the Building D installed wheel stops were maximum 4 inches high per Condition V1a(1). Either confirm (with a photo of one with measuring tape) or remove and replace with a conforming model.

M. Parallel parking: None of the west side parallel parking stalls are striped with their lengths per Condition V1c, for example, "20 FT" for a 20-ft long stall. The condition requires the text 1 ft high, perpendicular to the drive aisle, and flush with the central east boundary of a stall. For Building D, stripe at least the southernmost two stalls.