



City of Woodburn
Community Development

Memorandum

270 Montgomery Street

Woodburn, Oregon 97071

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Date: March 29, 2024

To: Melissa Gitt, Building Official

Cc: Brian Pascoe, Building Inspector/Plans Examiner III
Alyssa Nichols, Permit Technician
Darren Hendren, Hendren Construction LLC
Chris Towey, superintendent

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 re-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.

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

The first planning & zoning inspection was March 14, and through Oregon ePermitting I failed the inspection and listed correction items March 15.

Planning and Zoning Inspection

Following my inspection March 28 on behalf of the Planning Division and discussion in the field with the superintendent, re-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. (Italicized items are citations from the March 15, 2024 memo.)

Correction Items

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).*

The picnic bench – with patio umbrella min span 11 ft per Condition CU5b – and dog waste station remain missing.

As Chris Towey requested in the field, the contractor may install the dog waste station at Building A instead of Building D; however, it remains due by Building D.

J. Landscaping:

- 2. Shrubbery is missing from along the north patio (excepting gate width) per Condition D10c.*

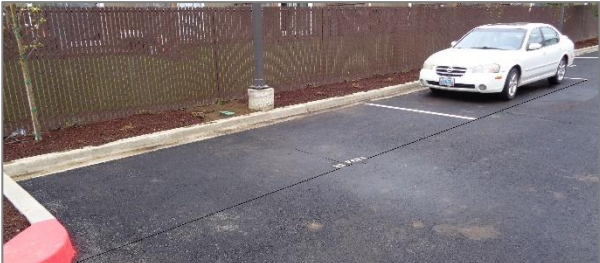
Shrubbery remains missing along the north patio (excepting the gate).

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.

Correct the striping by shifting each indication east to be flush with the invisible stall boundary. In the mock-up below, notice the text is all one line, instead of the number as a first line and “feet” as a second line of text.



Existing condition of example parallel stall



Mock-up of corrected white striped text location for example parallel stall

Advisory

The item below isn't due by Building D, but does remain a correction item for future inspection.

The north cross access drive aisle pavement stops at the east side of the wide walkway crossing:



North cross access drive aisle as of March 28, 2024

It's required to continue east to the property line per Condition D4a(1).

Pour additional asphalt as close as possible avoiding regrading or disturbance of existing development on the neighboring property.

Reminder for Contractor

Either (a) through Oregon ePermitting request a planning and zoning inspection at least 3 City business days prior to a desired date of planning and zoning inspection of site improvements, or (b) contact Planning Division staff at least 3 City business days prior to a desired date of planning and zoning inspection of site improvements, and upon staff response and agreement to a date and time submit the inspection request through Oregon ePermitting.