



City of Woodburn
Community Development

Memorandum

270 Montgomery Street

Woodburn, Oregon 97071

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Date: April 4, 2024
To: Melissa Gitt, Building Official
Cc: Brian Pascoe, Building Inspector/Plans Examiner III
Alyssa Nichols, Permit Technician
Heidi Hinshaw, Associate Planner
Chris Towey, superintendent
From: Colin Cortes, AICP, CNU-A, Senior Planner *CC*
Subject: **Building permit 971-23-000012-STR-02 Cleveland Crossing Apts.
Building A 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.

The developer requests issuance of certificate of occupancy (C of O) for Building A (the north apartment building).

Planning and Zoning Inspection

Following my inspection April 4 on behalf of the Planning Division and discussion in the field with superintendent Chris Towey, 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 for Building A.

(There are additional items sitewide necessary to correct for any C of O for Buildings B or C.)

Correction Items

A. Landscaping: Near the north patio, remove debris and prepare the mud as seeded lawn:



B. Window screens: Some operable windows including those of Apts. A203 & A204 were missing insect screens, which Condition CU4e(3) requires. Install.

C. Building B: The following correction items are not required for Building A, but do require correction for later inspection of Building B (971-23-000015-STR-02) or C:

1. Plant the tree missing from the southwest corner of Building A (per the approved landscape plan).
2. Install the missing landscaped island with tree in the area that is between carports and in line with the yard between Buildings A & B, per the approved site, civil, and landscaped plans.

Note: You'd asked about not curbing the island, and I'd indicated I didn't think I could deny that; however, my research after inspection finds that island curbing

is required per Woodburn Development Ordinance (WDO) 3.06.02I that states, "A minimum 4 inch high and wide concrete curb shall be provided between landscaped areas and parking and circulation areas."

Next Steps

I'll be away from work April 5-9. The superintendent can either wait or obtain Planning passing of re-inspection while I'm away by providing photos that clearly demonstrate correction of the Building A items, such as by e-mailing planning@ci.woodburn.or.us to the attention of Heidi Hinshaw, Associate Planner and cc'ing myself at colin.cortes@ci.woodburn.or.us and alyssa.nichols@ci.woodburn.or.us. The superintendent is to limit e-mail attachments to maximum 3 attachments and 10MB total; staff prefers instead a file share service hyperlink.

Either way, the superintendent is to submit a Building A re-inspection request through ePermitting.