



City of Woodburn
Community Development

Memorandum

270 Montgomery Street

Woodburn, Oregon 97071

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Date: February 24, 2023
To: Melissa Gitt, Building Official
Cc: Alyssa Nichols, Permit Technician
Dago Garcia, P.E., City Engineer
Jeff Bolton, Multi/Tech Engineering
From: Colin Cortes, AICP, CNU-A, Senior Planner *cc.*
Subject: **Building permits 971-23-000066-STR etc. Woodburn Place West Apts.
Planning Division review**

Introduction

On behalf of the Planning Division, I reviewed the building permit application site plans for which I was assigned review January/February 2023 for conformance with the [Conditional Use CU 22-01](#) land use final decision conditions of approval and notes to the applicant related to Woodburn Place West Apartments at 2045 Molalla Road (applicant's job # 7402).

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.

The building permit applications as of February 8 are:

<i>Permit / Accela/ePermitting Record No.</i>	<i>Building</i>	<i>Floor Plan Type</i>
971-23-000066-STR	A	C
971-23-000089-STR	B	C
TBD upon application	C	F
971-23-000034-STR	D	A
971-23-000035-STR	E	A
971-23-000036-STR	F	B
971-23-000067-STR	G	C & D
TBD upon application	H	A
TBD upon application	J	C
TBD upon application	K	C
TBD upon application	L	A
TBD upon application	M	A
TBD upon application	N	F
TBD upon application	P	A
971-23-000002-STR	Q	B
TBD upon application	R	A ("half" bldg: 1 stairwell)
TBD upon application	T	C
TBD upon application	U	C
TBD upon application	V	E
971-23-000003-STR	W	A
971-23-000004-STR	X	A
TBD upon application	Y	E
TBD upon application	1 (maintenance)	n/a
To be determined (TBD) upon application	Gazebo/shelter (near T, 1)	n/a
TBD upon application	BBQ shelter (near Q, W)	n/a
TBD upon application	Mail gangbox shelter (near U, 1)	n/a
4 record nos. TBD upon applications	Bicycle parking shelters*	n/a
n/a**	School bus stop shelter	n/a

*If a given shelter is large enough, per statewide uniform building code a building permit would be required. 4 shelters (near Buildings T, U, & V) appear to be large enough.

**Because proposed within highway right-of-way (ROW) landscape strip, that is, not on private property, no building permit would be required unless the state through the Oregon Department of Transportation (ODOT) would require.

Below is what the applicant needs to do.

Additional Info Needed

A. Conditions G4a & CU1:

“Due dates / public improvements: a. When public street improvements, and any fees in lieu of public improvements, are due shall be per WDO 3.01.02E and 4.02.12 unless if and where a condition of approval has more restrictive timing. By this condition, there is more restrictive timing: In any case, the improvements are due no later than by Building Division issuance of certificate of occupancy (C of O) for the first of any of the buildings. ...”

“Frontage/street improvements: These shall be:

- a. Bicycle lane: 6 ft wide min.
- b. Planter strip: 8 ft wide min, exc. curb dimension.
- c. Street trees: Per WDO 3.06.03A.1 (1:30), equaling 14 trees per frontage. For max 6 of the min trees required along the frontage, the developer may pay a fee in-lieu per Attachment 203. This fee provision shall substitute for the applicant invoking WDO 3.06.03A.3 (Director modification/relocation).
- d. Sidewalk: 8 ft wide min, which may overlap the PUE with granting of public access via either the PUE or separate easement, and with the gap between its west dead-end and the OR 211 shoulder connected with ADA-compliant pavement min width 5 ft.
- e. Electric power pole: Removal of the electric power pole at June Way and burial of lateral electric line(s) serving the development.”

1. G5, G6b: If already recorded, provide proof of recordation of right-of-way (ROW) dedication and granting of easements per Conditions G5, G6b, D1, D2, D4c, & Attachment 202. Provide print and Adobe PDF copies of all the recorded documents so that Planning staff has direct proof and to allow Public Works staff to archive them including for provision through the City geographic information system (GIS). If not yet recorded, submit drafts to City staff first to ensure conformance with the details of the conditions, particularly D1, D2, D4c, & Attachment 202.
2. CU1: Construct, request and have inspection(s), and obtain acceptance of constructed public improvements:
 - a. Are there wide sidewalk and landscape strip lawn grass?
 - b. Street trees: 12 of the min 14 are shown. Should staff proceed to charge the fee in-lieu for the remaining 2?
 - c. Electric power pole: Is removal of the electric power pole at June Way and burial of lateral electric line(s) serving the development done per Sheet C1.2?
 - d. Off-site sidewalk per T-BP1 unless exempted through T-BP1e.

Staff cannot sign off on permit issuance by the Building Division until the developer meets the conditions.

B. G4c: Street address:

1. Note 1: Staff received the address assignment application and can sign off on building permit issuance once, among other items, staff approves an address assignment. If developer action is needed, the Associate Planner will advise.
2. See below the Item L about Condition CU20.

C. CU2b: Walkways: Revise to add the west two crossings per Exhibit CU2b.

D. CU3: Overhang / wheel stops:

1. CU3a: overhang: Revise so that standard size parking stalls along the rear and sides of the subject property that abut landscaping overhang curb and landscaping by min 6 inches, resulting in a stall length measured from face of curb of 17.5 ft.
2. CU3b: wheel stops: Add missing wheel stops in two places, each of the north and middle dead-end drive aisles along the east side walkway.

E. CU5: Bicycle parking:

1. CU5a:
 - a. Revise a details sheet to provide the hook spec to confirm that the model is foldable or retractable.
 - b. Revise the site plan Sheet C1.3 bottom right note about outdoor closet bicycle parking to confirm that closets are large enough per Table 3.05G (6' high, 1'-6" wide, and 3'-4" deep) with hooks sited accordingly.
2. CU5c: Is it relevant and if so is it met?
3. CU5d: Revise Sheet C1.4 outdoor bicycle parking shelter spec to be min vertical clearance 8 ft.
4. Shifts: Please shift a few of the unsheltered outdoor rack pads to blue locations per Attachment 1, a marked copy of the land use review site plan. (I had no PDF of the slightly different site plan submitted for building permit review.) Compare with the building permit site plan to understand the shifts.

F. Landscaping: No landscaping plan is submitted. Submit a landscape plan series and demonstrate conformance with CU7, CU8a & b, CU10a, D6, & D7e. The series may be appended to the civil set with the civil set sheet index updated.

G. CU14: Common area improvements:

1. CU14a: Of the three wide walkway benches at the south bulge, move the NE one east to the east side and just south of the BBQ shelter.
2. CU14b: Show or call out the picnic bench locations.

3. CU14d(1): Sheet C1.4 shows the parking area flood signage detail; revise the site plan to indicate the min locations as the condition describes. Reminder that the min is 8 and that 4 of these are off site: At the east in Woodburn Place Apts. at 2145 Molalla Rd.

H. CU15a(3): Windows per room (corners):

Type A units:

Building D (Type A units) land use review ground floor plan Sheet A1.30 illustrates the bottom left and bottom right bedrooms each with two windows, but building permit floor plan Sheet A4.30 shows one window for each.

The way the condition is applicable is that the bottom left requires two windows, one each wall, and the bottom right, proposed through building permit to have exterior electrical meters, min one small window per the condition. In short, the land use sheet showed compliance, but the building permit sheet doesn't. Revise accordingly. Staff assumes the same revision is needed for Buildings E, W, & X ground floors.

Types B & C:

The condition is not applicable to submitted Buildings A, B, F, & Q.

Type D:

I was unable to review Building G floor plans due to a missing plan set. If correction is needed as for Type A Building D, please make it.

I. CU15a(4): Rear narrow wall windows:

Type A units:

Met.

Types B & C:

The condition is not applicable to submitted Buildings A, B, F, & Q.

Type D:

I was unable to review Building G floor plans due to a missing plan set. If correction is needed as for Type A Building D, please make it.

J. CU15b: Show where building rainwater scuppers, if any, are placed not to dump onto the pavement of an access way or walkway, or that there are no scuppers.

- K. CU18a lighting:
1. Revise lighting plan Sheet C1.6 and provide a details sheet that shows the specs and shows conformance with WDO 3.11.02C hue / color temperature.
 2. Stairwell ceilings: Anticipating that the developer would opt for ceiling lights within apartment building outdoor stairwells, demonstrate conformance with condition part a., e.g., that they are either within and flush with the ceiling or shielded on all four sides. Revise either or both Sheets C1.3 & C1.6.
 3. Provide illustrations, including cut or spec sheets. If still accurate, either (a) re-submit land use review Sheet SDR11A or (b) revise both Sheets C1.3 & C1.6 to state that the fixture models are the same as per CU 22-01 final decision document Attachment 103, Sheet SDR11A.
- L. CU20: Regarding Conditions G4c & CU20 about street address assignment, no revision is needed, but do ensure that when ordering and affixing apartment doorplates they're consistent with assigned addresses. For example, make sure that there is "A101, "B101", etc. instead of four "101" plates
- M. D3: driveways:
1. D3a(1): Revise the driveway from 31 to 30 ft wide (from 10/11/10 to 10/10/10 ft).
 2. D3a(3): Advise if this is relevant or not (based on Woodburn Fire District building permit review).
- N. D5: parking striping: Revise Sheet C1.4 to provide a conforming compact parking striping detail.
- O. D7: Patio delineation: For the contractor, though Sheet C1.3 reiterates the condition, revise the Building A ground floor plan Sheet A1.30, building section Sheet A1.70, and elevations Sheet A1.80 to illustrate and either call out or note conformance with D7b, c, & d. Similarly revise the ground floor plan, building section, and elevations for all submitted buildings (B, D-G, Q, W, & X) and buildings yet to be submitted.
- P. WDO 3.05.02J: No outlet signs: Revise Sheet C1.3 and the site plan to demonstrate conformance at dead-end drive aisles.
- Q. T-BP1: off-site sidewalk: Either construct the off-site sidewalk and add a sheet or sheets to the civil plans or submit proof of exemption per condition part e.
- R. T-BP2: bicycle/pedestrian wayfinding signage: Either illustrate and note on the site plan and through civil plans or direct staff to assess fee in-lieu.

S. T-T2: school bus shelter:

1. Though Sheet C1.4 contains a sign detail, there is none for the shelter itself, and no plan sheet illustrates and calls out, labels, or notes the location. Revise Sheets C1.1, C1.3, & C1.4
2. Revise sign face copy from "School bus shelter" to either "School bus stop shelter" or "School bus wait shelter".

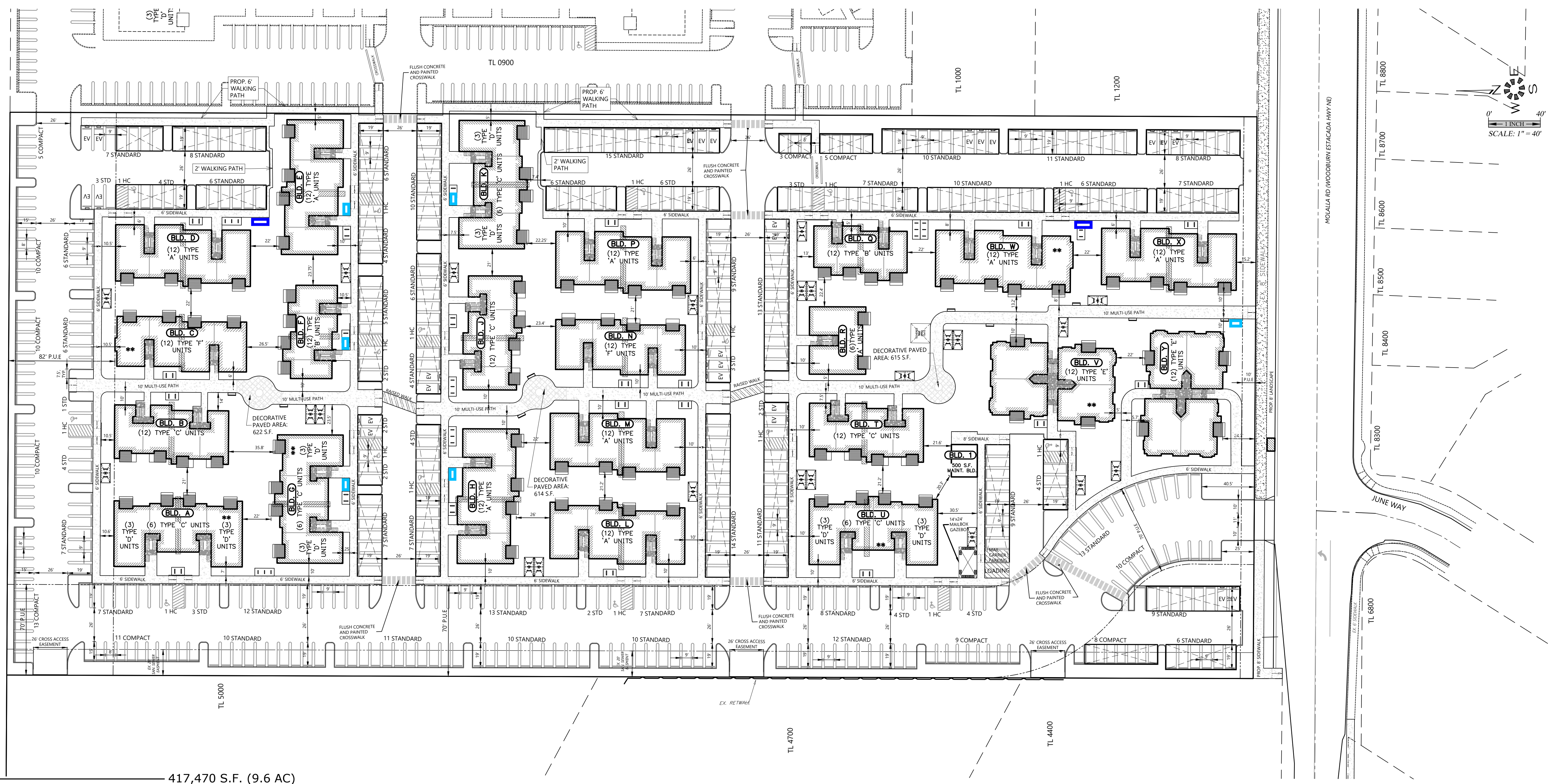
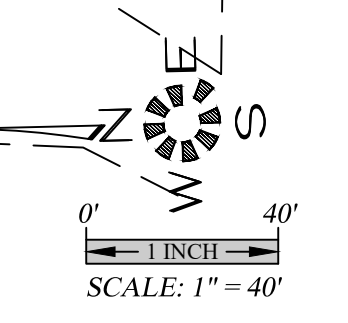
T. Re-submittal Process:

1. Use a dated cover or transmittal letter to cite and address each Planning Division review item by directing to a plan sheet or document. Specify the building permit record number(s), building letter, plan sheet number(s), and where relevant detail or note number(s), or document page number(s) where conformance is demonstrated, i.e. where the revision or additional information is.
2. Provide illustrations and notes through any of plan sheets primarily; however cut or spec sheets or other document types, may substitute when they are the best form for demonstrating conformance, such as for easements.
3. Besides submitting two paper copies of revised or additional documentation, upload PDFs of new or revised plans to the applicable Accela building permit record(s).
4. Submit revisions through the Building Division per its policies. Do not piecemeal additional information; submit a package of revised and additional information. Do not make direct submittal only to me; the applicant may courtesy copy me or mark materials to my attention while still routing them through the Building Division per its policies.
5. Provide demonstrations of conformance through building permit drawings to the max extent feasible such that they remain when the contractor receives site copies of approved plan sets. (If it's not on the plans or on the plans but too vague to act upon, a contractor won't know about it or do it right away.)
6. Feel free to ask me for any clarifications or further direction prior to re-submittal.

(A note for City staff: The applicable account receivable for land use conditioned fees and fees in-lieu is general ledger 363-000 3678 "Developer Contributions" unless management specifies otherwise.)

Attachment(s):

- Land use review sheet C1.3 site plan marked (shifted bicycle parking pads in blues)



SITE AREAS BOUNDARY — 417,470 S.F. (9.6 AC)

TOTAL HARDBPACE 300,828.85 S.F.
 BUILDING COVERAGE 76,888 S.F.
 PARKING, DRIVEWAY, SIDEWALK, CURB & MULTI-USE PATH- 223,940.85 S.F.

LANDSCAPE AREA- 115,681 S.F. (28%)
MULTI-FAMILY PARKING
 516 TOTAL PARKING STALLS
 406 STANDARD STALLS
 26 ELECTRIC VEHICLE STALLS
 EV STATIONS TO BE MINIMUM LVL 2 CHARGING
 94 COMPACT STALLS (TO BE PAINTED "COMPACT ONLY")
 16 HANDICAP STALLS
 248 COVERED STALLS (DUE TO PUBLIC EASEMENTS)
 262 BICYCLE SPACES (132 COVERED) (SEE DETAIL PAGE)

- ⊖ - WALL PACK LIGHT - 8 FEET MAX ABOVE WALKWAYS
STAIRWELL LIGHTING TO BE WITHIN AND FLUSH WITH THE CEILING OR SHIELDED ON ALL FOUR SIDES.
- ⊕ - POLE LIGHT MAXIMUM 14' TALL
- ⊙ - POST LIGHT MAXIMUM 5' TALL
- ▨ - LOCATION OF ELECTRICAL SEPARATION WALL
- ① - MAXIMUM 1:12 SLOPE ON SIDEWALK END RAMPS
- ||| - BICYCLE SPACES (226 REQUIRED)
- ▭ - BENCHES (ALL BENCHES TO BE 6' LONG, 12 OF 15 BENCHES TO HAVE BACKS)
- - WHEEL CURB STOP (NO MORE THAN 4" IN HEIGHT)

BUILDINGS	
BUILDING A	11,508 S.F.
BUILDING B	8,736 S.F.
BUILDING C	10,128 S.F.
BUILDING D	11,424 S.F.
BUILDING E	11,424 S.F.
BUILDING F	6,588 S.F.
BUILDING G	11,508 S.F.
BUILDING H	11,424 S.F.
BUILDING J	8,736 S.F.
BUILDING K	11,508 S.F.
BUILDING L	11,424 S.F.
BUILDING M	11,424 S.F.
BUILDING N	10,128 S.F.
BUILDING P	11,424 S.F.
BUILDING Q	6,588 S.F.
BUILDING R	5,712 S.F.
BUILDING T	8,736 S.F.
BUILDING U	11,508 S.F.
BUILDING V	13,944 S.F.
BUILDING W	13,944 S.F.
BUILDING X	11,424 S.F.
BUILDING Y	11,424 S.F.
BUILDING 1	500 S.F.

258 TOTAL APARTMENT UNITS
 102 TYPE 'A' 2-Bd, 2-Ba (952 S.F.) UNITS
 24 TYPE 'B' STUDIO (549 S.F.) UNITS
 60 TYPE 'C' 1-Bd, 1-Ba (728 S.F.) UNITS
 24 TYPE 'D' 3-Bd, 2-Ba (1,190 S.F.) UNITS
 24 TYPE 'E' 2-Bd, 2-Ba (1,162 S.F.) UNITS
 24 TYPE 'F' 2-Bd, 1-Ba (844 S.F.) UNITS
 1 U.S. MAIL AREA
 1 500 S.F. MAINTENANCE FACILITY

LANDSCAPE ISLANDS AT 10' MULTI-USE PATH ARE REQUIRED TO BE MINIMUM 84 S.F. THIS IS AT ALL THREE DRIVE AISLES AS SHOWN.

TRASH AND RECYCLING TO BE DEPENDENT ON EXISTING WOODBURN PLACE APARTMENT FACILITY AT 2145 MOLALLA RD

ADA HANDICAP ACCESSIBILITY NOTES:

- ALL ON-SITE WALKWAYS, PEDESTRIAN CONNECTIONS TO THE PUBLIC SIDEWALK AND ROUTES TO BUILDING ENTRANCES ARE ACCESSIBLE WITH RUNNING SLOPES LESS THAN 5% AND CROSS SLOPE LESS THAN 2% MAX. LANDINGS AT BOTTOM OF STAIRS AND EXT. FACE OF ENTRANCE DOORS SHALL HAVE A SLOPE IN THE DIRECTION OF TRAVEL NOT TO EXCEED 2%.
- HANDICAP PARKING STALLS AND ACCESS AISLES ARE TO HAVE SLOPES IN ANY DIRECTION OF LESS THAN 2% MAX. GRAPHIC MARKINGS & SIGNAGE FOR HANDICAP AND VAN ACCESSIBLE STALLS WILL BE PER OSSC 2010 CHPTR. 11 AND ORS. REQUIREMENTS.
- HANDICAP ACCESSIBLE CURB RAMPS SHALL HAVE A RUNNING SLOPE NOT TO EXCEED 1:12 MAX. AND A CROSS SLOPE NOT TO EXCEED 1%.
- THE COMMUNITY BUILDING & ON-SITE LAUNDRY FACILITIES WILL BE FULLY HANDICAP ACCESSIBLE IN ACCORDANCE WITH ANSI A117.1 AND CHAPTER 11 OF THE 2010 OSSC.
- 2% OF THE LIVING UNITS OR (3) UNITS WILL BE TYPE 'A' HANDICAP ACCESSIBLE. THESE INCLUDE A 1, 2 AND 3 BEDROOM UNIT AS INDICATED ON THIS SITE PLAN. THE BALANCE OF THE GROUND FLOOR LIVING UNITS WILL BE TYPE 'B' ADAPTABLE UNITS IN ACCORDANCE WITH ANSI A117.1.

NOTE:
 GROUND FLOOR PATIOS ARE REQUIRED TO HAVE RAILING OR FENCING AROUND THEM. THE OUTERMOST EDGES OF PATIO CONCRETE SLABS THAT DO NOT ABUT BUILDING WALLS SHALL HAVE EITHER METAL OR WOOD RAILINGS OR CEDAR FENCING THREE AND A HALF (3.5) FEET HIGH. FENCING SHALL BE NOT FULLY OPAQUE. THE RAILINGS OR FENCING SHALL HAVE A GATED OPENING AT LEAST TWO (2) FEET AND SIX (6) INCHES WIDE AND NO MORE THAN 4 FEET WIDE. FENCING OR RAILING WITH TOP MEMBER FLAT AND MIN 3 INCHES WIDE. A SECOND HORIZONTAL MEMBER BELOW THE TOP MEMBER (TO ALLOW AFFIXING, HANGING, OR THREADING ITEMS BELOW THE TOP MEMBER).

BUILDING PERMIT REQUIRED FOR ALL BIKE SHELTERS GREATER THAN 200 SQ. FT.

FOR RAISED PEDESTRIAN CROSSINGS ONSITE. SEE DETAIL ON SHEET C1.4

"ELECTRICAL VEHICLE CHARGING" TO BE PAINTED IN 1" HIGH LETTERING AT EACH STALL. SEE SIGNAGE DETAIL ON SHEET C1.4.

BARBEQUE GRILL REQUIRED AT COVED BARBEQUE AREA.

DECORATIVE PAVED AREAS SHALL BE PAVED WITH CONCRETE THAT IS SCORED, STAMPED, OR OTHERWISE TREATED TO HAVE A PATTERN. SUBMITTAL REQUIRED TO CITY PLANNING DEPARTMENT FOR APPROVAL.

ALL OUTDOOR CLOSETS AT PATIO OR DECK SHALL HAVE WALL MOUNTED FOLDING OR RETRACTABLE BIKE HOOKS.