



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

**Memorandum**

270 Montgomery Street      Woodburn, Oregon 97071      Phone (503) 982-5246      Fax (503) 982-5244

**Date:** October 11, 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 971-23-000002-STR etc. Woodburn Place West Apts. Planning Division review 4**

*Introduction*

On behalf of the Planning Division, I reviewed the building permit applications below, a combination of revisions to permits and newly submitted permits, related to the Woodburn Place West Apartments at 2045 Molalla Road:

<i>Permit / Accela/ePermitting Record No.</i>	<i>Building</i>	<i>Notes</i>
971-23-000002-STR	Q	Revised permit, date-stamped for Planning Division staff Oct. 5
971-23-000689-STR	R	Revised permit, date-stamped for Planning Division staff Oct. 5
971-23-000651-STR	T	Revised permit, date-stamped for Planning Division staff Sept. 27
971-23-000655-STR	U	Revised permit, date-stamped for Planning Division staff Sept. 28
971-23-000866-STR	V	New, date-stamped for Planning Division staff Oct 3
971-23-000003-STR	W	Revised permit, date-stamped for Planning Division staff Oct. 2
971-23-000004-STR	X	Revised permit, date-stamped for Planning Division staff Sept. 29
971-23-000867-STR	Y	New, date-stamped for Planning Division staff Oct 3

Related documents include [review memo 3 \(September 6, 2023\)](#) and the [Conditional Use CU 22-01](#) land use final decision conditions of approval and notes to the applicant).

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 as of October 11 are:

<i>Permit / Accela/ePermitting Record No.</i>	<i>Building</i>	<i>Floor Plan Type</i>
971-23-000066-STR (Sign-off 6/13)	A	C
971-23-000089-STR (Sign-off 6/13)	B	C
971-23-000098-STR (Sign-off 6/13)	C	F
971-23-000034-STR (Sign-off 6/13)	D	A
971-23-000035-STR (Sign-off 6/13)	E	A
971-23-000036-STR (Sign-off 6/13)	F	B
971-23-000067-STR (Sign-off 6/13)	G	C & D
971-23-000185-STR (Sign-off 6/13)	H	A
971-23-000308-STR (Sign-off 6/13)	J	C
971-23-000309-STR (Sign-off 6/13)	K	C
971-23-000298-STR (Sign-off 6/13)	L	A
971-23-000299-STR (Sign-off 6/13)	M	A
971-23-000303-STR (Sign-off 6/13)	N	F
971-23-000363-STR (Sign-off 6/13)	P	A
971-23-000002-STR (Sign-off 6/13)	Q	B
971-23-000689-STR (rev'd 10/5/23)	R	A (“half” bldg: 1 stairwell)
971-23-000651-STR (rev'd 9/27/23)	T	C
971-23-000655-STR (rev'd 9/28/23)	U	C
971-23-000866-STR (rec'd 10/3/23)	V	E
971-23-000003-STR (revised 10/2)	W	A
971-23-000004-STR (Sign-off 6/13)	X	A
971-23-000867-STR (rec'd 10/3/23)	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. Italics indicate remaining items and staff review comments quoted from memo 3 (September 6, 2023).

*Additional Info Needed*

Additional Info Needed Table (Oct. 11, 2023)

Item	Building Submittals: Past							New	
	Q	R	T	U	W	X	V	Y	
	Oct. 5	Oct. 5	Sept. 27	Sept. 28	Oct. 2	Sept. 29	Oct. 3	Oct. 3	
A	No action for issuances; reminder that public improvements are due by final inspection of the first of any of the 22 buildings for which there is inspection.								
A1	No action for issuances; reminder that corrected "C" & "J" street corridor reservation easements PDFs are due by final inspection of first of any of the 22 buildings for which there is inspection.								
H2				Item remains: "Regarding cladding, please revise the Sheet A22.90 south, east, and west elevations to have the main wall plane areas (below the roofline) match the horizontal siding proposed on the rest of the ground floor wall plane."					
O	Two bullets from the item remain: <ul style="list-style-type: none"> <li>Do balcony railings have a bottom or near bottom horizontal member and a second horizontal member in addition to the top railing?</li> <li>Are patio and balcony railing tops or fencing tops flat and minimum 3 inches wide?</li> </ul> Revise any of floor plans, building elevations, or building cross sections to illustrate and note.					a) Can't make out Sheet A19.71 representation of balcony delineation based on drawing and "2 x 6 stick framing". Is it a wood panel enclosure or open-air wood railings? If railings, would require a bottom or near bottom horizontal member and a second horizontal member in addition to the top railing.		a) Can't make out Sheet A20.71 representation of balcony delineation based on drawing and "2 x 6 stick framing". Is it a wood panel enclosure or open-air wood railings? If railings, would require a bottom or near bottom horizontal member and a second horizontal member in addition to the top railing.	
New Item O2						Balconies are too narrow and small. 8 ft narrowest dimension required instead of proposed 6 ft. Min 80 sq ft instead of proposed 6 D x 11 W = 66. Revise Sheets A19.41 & A19.50.		Balconies are too narrow and small. 8 ft narrowest dimension required instead of proposed 6 ft. Min 80 sq ft instead of proposed 6 D x 11 W = 66. Revise Sheets A20.41 & A20.50.	
Q	Regarding the Condition T-BP1 off-site sidewalk, same reminder as Item A above.								

**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.

**Attachment(s):**

n/a