



City of Woodburn
Community Development

Memorandum

270 Montgomery Street

Woodburn, Oregon 97071

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Date: April 30, 2024

To: Melissa Gitt, Building Official

Cc: Heidi Hinshaw, Associate Planner
Brian Pascoe, Building Inspector/Plans Examiner III
Alyssa Nichols, Permit Technician
Alex Kalugin, I&E Construction LLC
Brett Shaw, I&E Construction LLC
Nick Chernishov, I&E Construction LLC

From: Colin Cortes, AICP, CNU-A, Senior Planner *CC*

Subject: **Building permits 971-23-000066-STR, 89-STR, 98-STR, & 34-STR
Woodburn Place West Apartments Buildings A-D Planning Division
memo planning & zoning inspection result**

Introduction

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 Rd. are found in the “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 Buildings A-D (the north apartment buildings).

Planning and Zoning Inspection

Following inspection April 29 on behalf of the Planning Division and discussion in the field with Alex Kalugin of I&E 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.

Correction items

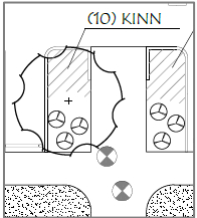
Due for any of Buildings A-D:

- A. Balcony railings: Finish the 4 balcony railings that were incompletely installed on Building C.
- B. Bench: A bench is missing from the concrete pad between Buildings B & C.
- C. Bicycle parking: 2 or more bicycle parking installations were missing from Buildings A & D.
- D. EV: Complete set-up of the two electric vehicle charging stations.



- E. Flood signage: Two parking area flood signs per civil Sheet C1.3 are missing, one northwest of Building A and one east of Building D – off site near the northwest of Woodburn Place Apartments Building A.

- F. Landscaping:
 - 1. One tree must be planted within the parking area island west of the wide walkway per the approved landscape plan to the north of Building B.



- 2. Add a tree missing from the north or south of Building A.
- G. Window screens: All operable windows must have insect screens. At least Building D was missing screens.

- H. Re-inspection fee: The assessed \$346 planning and zoning second inspection fee would be due (per the [CU 22-01](#) final decision [Attachment 203, p. 2](#), row G6). It's assessed for inspection of the group of Buildings A-D through the Building A permit 971-23-000066-STR.

Though not strictly due before re-inspection, do contact Alyssa, Permit Tech so she can invoice it, allowing the applicant to pay it through [ePermitting](#), (503) 980-2432. If ignored and forgotten until the last minute getting C of O, know that ePermitting will block the Permit Tech from preparing a C of O (for Building A) until the fee is invoiced and paid, indeed, until any outstanding fees are invoiced and paid.

Due for any buildings in a next construction phase (any of E-G, J, & K):

AA. The school bus stop shelter along OR 211 / Molalla Road:

1. Is installed encroaching onto the sidewalk by a little more than 1.5 feet. It must meet minimum setback from sidewalk of 1.5 feet per Condition T-T2 (final decision p. 15). Shift south, widen the sidewalk north side, or a combination that achieves the 1.5-foot setback.



2. Is missing the sign that Condition T-T2 requires (final decision p. 15).

BB. Landscape strip: The easterly segment of the landscape strip is entirely bark dust.



Woodburn Development Ordinance (WDO) 3.01.04B last paragraph states:

“Landscape or planter strips shall have area remaining after street tree plantings landscaped with lawn grass or, if the Public Works Director in writing allows, a species of groundcover. Cobblestones, gravel, pebbles, and rocks are prohibited. *Bark dust, mulch, or wood chips are permissible only within the immediate vicinity of a street tree trunk.*” [staff emphasis]

Remove and replace with lawn grass.

CC. Mailboxes: By the last construction phase (any of Buildings V, X, or Y), the temporary mail gangboxes installed between along the north of the buildings in place of required bicycle parking shall be replaced with the required bicycle parking, and the permanent mail gangboxes shall be installed in the shelter (permit no. 971-24-00027-STR) south of Building U.

