



City of Woodburn
Community Development

Memorandum

270 Montgomery Street

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Date: August 14, 2023
To: Melissa Gitt, Building Official
Cc: Alyssa Nichols, Permit Technician
Dago Garcia, P.E., City Engineer
Roy Reyes, Project Engineer
Jeff Bolton, Multi/Tech Engineering
From: Colin Cortes, AICP, CNU-A, Senior Planner *CC*
Subject: **Building permit 971-23-000613-STR-02 Hardcastle Apts. Planning Division review**

Introduction

On behalf of the Planning Division, I reviewed the building permit application site plans received June 23, 2023 for conformance with the [Conditional Use CU 22-04](#) land use final decision conditions of approval and notes to the applicant related to Hardcastle Apartments at 1755 Hardcastle Avenue (applicant's job # 7447).

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 project is one building permit application as of August 14:

<i>Permit / Accela/ePermitting Record No.</i>	<i>Building</i>
971-23-000613-STR-02	n/a
To be determined (TBD) upon application	Gazebo/shelter 15 x 15 ft (225 sq ft)*

*If a given shelter is large enough, per statewide uniform building code a building permit would be required.

Below is what the applicant needs to do.

Additional Info Needed

A. Conditions G4a & CU1:

“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, they are due no later than by Building Division issuance of first certificate of occupancy (C of O), regardless of deferral, if any, that PW might have approved through 3.01.02E. ...”

“Frontage/street improvements: These shall be:

- a. Bicycle lane: 5 ft wide min.
- b. Landscape strip: 6 ft wide min, exc. curb dimension.
- c. Street trees: Per WDO 3.06.03A.1 (1:30), equaling 5 trees per frontage. For max 1 of the min trees required along the frontage, the developer may pay a fee in-lieu per Attachment 204.
- d. Sidewalk: 8 ft wide min, which may overlap outside ROW with granting of public access via either the streetside PUE or separate easement.
- e. Electric power pole: Based on 3.02.04C, burial or removal of the existing lateral electric line(s) that cross Hardcastle from the south and served the demolished house; and, based on 3.02.04B and 4.02.12A, either Option (1) or (2):
 - (1) Option (1): Removal of the electric power pole, PGE pole PL 3080, from the north side of Hardcastle in or near the existing front yard as well as the lines that connect it south across Hardcastle to PL 2579.
Note (1): Per PGE, pole PL 3080 supports PL 2579. Removal would require a new pole south of PL 2579 within the utility easement in the front yard of the 1080 & 1084 Dunn Ct duplex (Attachments 102B & C).
 - (2) Option (2): Pay an electric power pole(s) and line(s) fee in-lieu per Attachment 204.”

1. G4b, G5, G6b: If the City Council acceptance of ROW dedication and granting of public easements does occur August 14, please remember to forward copies of the recorded documents.
2. CU1: Construct, request and have inspection(s), and obtain acceptance of constructed public improvements per Conditions G4a & CU1.
 - a. Regarding Public Works civil engineering plan (CEP) review, has the applicant yet begun such with the department? See final decision p. 22 Note to the Applicant 17.
 - b. The building permit submittal included no landscape plan for any of the landscape strip or the site.
 - c. Regarding CU1e, will it be burial or fee in-lieu through assessment on the building permit application?

- B. CU3: Overhang / wheel stops: Revise to meet CU3b, “The SE parking stall in the east drive aisle shall have a wheel stop to prevent encroachment onto the corner of the compact parking stall at the site SE.”
- C. CU4: Bicycle parking:
1. CU4a: Because the site plan shows that 8 of 10 min bicycle parking stalls are outdoors, if it’s the case as the Sheet C1.3 note suggests, confirm that the proposal is to have the 9 patio and balcony outdoor closets be bicycle parking per 3.05.06C.7. If not, revise accordingly.
 2. CU4a: Revise to show how 3.05.06C.6 (min 50% covering/sheltering of any and all parking that is outdoors) is met.
 3. CU4c: Supplement the Sheet C1.3 note with specs or details, such as a cut or spec sheet and/or detail among the details on Sheets C8.1-8.3. Show elevation and plan views of the typical gate and the typical patio physical separation from common area.
- D. Landscaping: No landscaping plan is submitted.
1. Submit a landscape plan or landscape plan series and demonstrate conformance with CU6-CU9, D5, & D6e. The series may be appended to the civil set with the civil set sheet index updated.
 2. First revise to reference Sheet C1.2 regarding Significant Tree protection during construction and to copy from that sheet the adapted circle representing the root protection zone (RPZ).
- E. Fencing: Regarding Conditions CU9c & D1, either apply for a fence permit (through the Associate Planner and/or Administrative Specialist) or revise the Sheet C1.3 note about new north yard fencing to refer to the case file number of the approved sign permit.
- F. Trash enclosure:
1. Revise the Sheet C1.4 recycling and trash enclosure side and rear elevations to specify the color of the CMU upper courses and that per WDO 3.06.06B.6 these areas not be gray.
 2. Revise C1.4, and any of Sheets C8.1-8.3 as necessary, to conform with Condition CU10c (vehicle door strikes).
- G. Decorative pavement:
1. Regarding Condition CU11, supplement the Sheet C1.3 notes with specs or details, such as a cut or spec sheet and/or detail among the details on Sheets C8.1-8.3.
 2. Regarding the driveway approach, apron, curb cut, or ramp, add within the Sheets C8.1-8.3 details series a copy of Public Works Standard Drawings [4150-4](#) “Property Line Sidewalk at Driveway”.

- H. Common area outdoor dining: Regarding Condition CU13b about outdoor dining, revise Sheet C1.3 and provide specs or details, such as a cut or spec sheet and/or detail among the details on Sheets C8.1-8.3, indicating first whether the applicant opts for Option (1) of picnic benches or Option (2) of outdoor tables and chairs and second how the accompanying standards are met.
- I. Windows: Regarding Condition CU14 Exhibit CU14a(2), revise Sheet A1.90 to enlarge the two south bathroom windows.
- J. Stairwell: Regarding Condition CU14a(3), revise Sheet A1.80 to indicate first whether the applicant opts for Option (i) or Option (ii) and second how the accompanying standards are met.
- K. Lighting: Revise Sheet C6.1 and/or C6.2 to:
 - 1. WDO 3.11.02C: Indicate specific conforming color temperatures among those available through the proposed models.
 - 2. CU16b: Address how the front yard pole mount shielding standard is met.
 - 3. CU16e(3): Resolve the conflict between the legend indicating 5-ft mounting height and the lighting schedule second row description indicating 7-ft height.
- L. Front doors: Regarding CU17d, revise Sheets C1.3, A1.30 door schedule, A1.40 door schedule, A1.50 door schedule, & A1.90 to indicate that apartment front doors each have a knocker and a peephole.
- M. Compact parking striping: Revise the Sheets C8.1-8.3 details series to meet Condition D4.
- N. Patio delineation:
 - 1. Revise Sheet A1.30 to copy the note from C1.3 that copies most of Condition D6.
 - 2. Revise the floor plans (Sheets A1.30, A1.40, & A1.50) and Sheets C8.1-8.3 details series to meet Condition D6b-d. Among these, include both plan and elevation views of typical delineation.

O. 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):

none