



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

## Memorandum

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270 Montgomery Street

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**Date:** September 28, 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 2**

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### *Introduction*

On behalf of the Planning Division, I reviewed the building permit application revised and additional site plans received August 28 & September 26, 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](http://www.woodburn-or.gov/projects).

The project is one building permit application as of September 28:

<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. . . .”*

*2. CU1: Construct, request and have inspection(s), and obtain acceptance of constructed public improvements per Conditions G4a & CU1.*

Item A2 remains.

*C. CU4: Bicycle parking:*

*2. CU4a: Revise to show how 3.05.06C.6 (min 50% covering/sheltering of any and all parking that is outdoors) is met.*

Item C2 remains. (Revise Sheets C1.3 & C1.4 to show how minimum 4 of the 8 outdoor bicycle parking stalls are to be covered or sheltered.)

*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.*

Item E remains.

*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.*

Item G remains. (A Sheet C1.3 site plan note isn't sufficient.)

*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.*

Revise Sheet A1.90 to illustrate that the stair diagonal bar is higher so that it screens the steps.

*K. Lighting: Revise Sheet C6.1 and/or C6.2 to:*

*2. CU16b: Address how the front yard pole mount shielding standard is met.*

Item K remains. (Revise Sheet C6.1.)

*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.*

The response letter referenced a revised Sheet A1.80, but the architectural set submitted September 26 didn't have this particular sheet.

*N. Patio delineation:*

*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.*

- a. Scaled measurement of the cap or top of patio fences and balcony railings show they are below the minimum width of 3 inches per Condition D6b & c. Revise Sheets A1.30, A1.40, & A1.50 such that they are minimum width 3 inches.
- b. Sheet A1.90 shows that balcony railings are missing a second horizontal member in addition to the top railing, per Condition D6c. Revise to add.
- c. Revise Sheet A1.90 to either confirm that illustrated typical patio delineation is wood fencing or if not then what it is.

A. 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