



City of Woodburn
Community Development

Memorandum

270 Montgomery Street

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Date: July 1, 2024
To: Melissa Gitt, Building Official
Cc: Alyssa Nichols, Permit Technician
Christina Larson, Principal Architect, Varitone Architecture (permit applicant)
Linsey McLane-Godwin, Planner II, MSS, Inc. (civil engineer)
From: Colin Cortes, AICP, CNU-A, Senior Planner *cc*
Subject: **Building permit 971-24-000508-STR Holiday Inn Express (HIEX)**
Planning Division review

Introduction

On behalf of the Planning Division, I reviewed the building permit application site plans received June 20, 2024 for conformance with the [Design Review DR 22-17](#) land use final decision conditions of approval and notes to the applicant related to remodel of the La Quinta Inn 120 [N.] Arney Road into a Holiday Inn Express (HIEX; civil engineer's job # 21156).

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>.

Section references are to the [Woodburn Development Ordinance \(WDO\)](#).

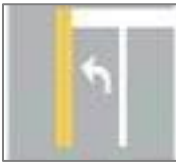
The project is one building permit application as of July 1:

<i>Permit / Accela/ePermitting Record No.</i>	<i>Building Letter</i>
971-24-000508-STR	n/a

Below is what the applicant needs to do.

Additional Info Needed

- A. Conditions G4b & D1: Granting of streetside public utility easements (PUEs) are due prior to building permit issuance. Provide a status update on conformance.
- B. Condition D2: A driveway may be 36 feet (ft) wide max if having a left turn pocket/lane; however, the civil plan sheets show no striping of the driveway throat similar to the conceptual illustration below.



Revise the civil sheets accordingly to either (1) narrow the driveway to 24 ft, or (2) stripe the left turn pocket.

- C. Condition D4 & WDO Table 3.05B footnote 3: Revise the civil sheets, at least Sheet C200, to illustrate wheel stops in the 5 parking spaces that face the highway wide walkway east side, the south 2 parking spaces that face the highway wide walkway west side, and the 15 spaces that face the building south perimeter walkway.
- D. Condition D5 last sentence: To conform with, "Signage shall also indicate to those approaching from Arney that additional bicycle parking is in the indoor bicycle storage room", revise the civil sheets, at least Sheet C200, Key Note C5, to illustrate and note such signage.
- E. WDO 3.06.03C.3: This section requires the building south perimeter parking aisle to have no more than 9 consecutive stalls without a landscaped island. (The proposal is a change from the land use review plan set that did conform.) Revise accordingly.
- F. Condition D7b(2) & WDO 3.06.08C.1: Revise the civil sheets, at least Sheet C200, and revise or add detail sheets as needed, to add the tree protection technical information per the WDO section.
- G. Condition D9b: Revise civil Sheet C200 to add a new sentence at the start of Key Note C22: "Remove nonconforming pole signage."

- H. WDO 3.11:
 - 1. Civil Sheet C200, Key Note C12 references photometric Sheet P500 that was not in the plan set.
 - 2. Sheet A200, near call-out 9, notes "decorative linear recessed lighting in soffit". Address conformance with WDO 3.11.

- I. Condition SA1c(2):
 - 1. Regarding Arney landscape strip bare dirt, revise Sheet L1.1 to indicate conformance.
 - 2. Revise Civil Sheet C200 Key Note C11, which appears to confuse Conditions SA1a & SA2a. Fee in-lieu is for the missing width of landscape strip; it remains required within the existing landscape strip area to restore bare dirt and eroded areas to lawn.

- J. Condition SA2a: Revise Sheet L1.1 to plant 3 additional street trees in the Arney Lane landscape strip east of the driveway.

- K. Condition SA2b(1): Revise Sheet L1.1 to plant 2 additional street trees in the highway landscape strip.

- L. Condition SA4 & WDO 3.05.06C.6: Revise civil Sheet C200 and revise or add detail sheets as needed to show that minimum half of outdoor bicycle parking is covered or sheltered per both the condition and the WDO section.

- M. SA5a: Regarding max area of unpaved landscaped area (bark dust, gravel, etc.), revise both Sheets L1.1 & L1.3 to add a note indicating conformance.

- N. SA5b: Regarding there being a newly planted evergreen tree, revise Sheet L1.1 to conform.

- O. SA5c: Address if and where applicable, including in regards to walls along the highway wide walkway switchback.

- P. Administrative:
 - 1. Sheet C200, Key Note C4. Correct reference to Sheet "A5.00" to Sheet A101.
 - 2. Sheet C200, Key Note C5. Correct reference to Sheet "A5.00" to the correct sheet number.

Q. 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, (503) 980-2485.

Attachment(s):

none