



City of Woodburn
Community Development

Memorandum

270 Montgomery Street

Woodburn, Oregon 97071

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Date: June 12, 2024

To: Melissa Gitt, Building Official

Cc: Brian Pascoe, Building Inspector/Plans Examiner III
Pavel Anfilofieff, Building Inspector/Plans Examiner II
Alyssa Nichols, Permit Technician
Heidi Hinshaw, Associate Planner
Christopher Peck, Triumph Specialty Construction Inc.
Will Vaughan, Triumph Specialty Construction Inc.

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

Subject: **Building permit 971-23-000102-STR-02 Townsend Farms Planning Division memo planning & zoning inspection result**

Introduction

The [Conditional Use CU 22-02](#) land use final decision conditions of approval and notes to the applicant related to Townsend Farms at 960 Young Street 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 a temporary certificate of occupancy (TCO), which the Building Official had indicated the applicant may pursue for this project.

Planning and Zoning Inspection

Following my inspection June 12 on behalf of the Planning Division and discussion in the field with Will Vaughan, Triumph Specialty Construction Inc., inspection isn't passed.

Below is a list of correction items needed for the Planning Division to sign off on the Building Division issuing TCO – and CO as well.

Correction Items

- A. D5: For TCO, Condition D5: Stripe the wide walkway per the site plan along the driveway west side to the office northeast stairs.





B. D5a: For TCO, Condition D5a and its Exhibit D5a: Within the driveway throat, stripe a center left turn lane/pocket.



C. D7: For TCO, Condition D7 about striping and signing carpool/vanpool (C/V) parking, provide the minimum 3 stalls.



- D. D8: For TCO, Condition D8 about striping and signing electric vehicle (EV) parking per Woodburn Development Ordinance (WDO) 3.05.03I.3 & 4 and providing operational charging, provide the minimum 3 stalls and install and have operational the charging station at minimum Level 2 (240 volt alternating current [AC] charging) per WDO 3.05.03I.2.



E. D9: For TCO, Condition D9 about bicycle parking, minimum 25 stalls. Specifically, install the uninstalled four wave racks.



AA. CU3b(2): For CO as the Director allows instead of TCO, Condition CU3b(2) – the planting of minimum 3 site southeast corner trees.

Note: The contractor had a conflicting copy of site plan Sheet C100-01 with revision date 12/22/2023 versus the City copy with revision date 5/1/2023. The City copy indicates the walkway closer to the property corner and 3 newly planted trees, but the newer copy indicates the building perimeter walkway farther from the property corner and 5 newly planted trees. Based on the existing situation photographed below, clarify for re-inspection staff what to expect upon re-inspection.



Site southeast corner, June 12, 2024

BB. CU4a: For CO as the Director allows instead of TCO, Condition CU4a: “Trees: Based on WDO 5.03.01B.3c5), the north yard shall have min two trees that complement the row of street trees and are placed within a band between streetside PUE and 20 ft from ROW.” (Refer to civil drawing Sheet C150-01 “Frontage Improvement Plans”.)

CC. CU5: For CO as the Director allows instead of TCO, Condition CU5: “Based on WDO 5.03.01B.3c5) and to buffer/screen from the east, along the existing outdoor storage yard chain link fence, the developer shall plant evergreen shrubbery, specifically 40 shrubs that are large size category at maturity per WDO Table 3.06B along the east lot line adjacent to the storage yard. The developer may plant it on the Joyce Way side of the east lot line for a fee per Attachment 203.” (Note: The applicant paid the fee, so staff expects to see plantings on the Joyce Way side of the east lot line.)

DD. D1: For CO as the Director allows instead of TCO, Condition D1 – the planting of the street trees, specifically the two per civil drawing Sheet C150-01 “Frontage Improvement Plans”.

Advisory: Because of remote work and vacation, I'll be away from the office June 14 through 21. Also, Heidi Hinshaw, Associate Planner, will be away from work June 17 through 21, leaving only Chris Kerr, Community Development Director and Dan Handel, Planner with limited availability for inspections – as well as notice of inspection requests.