



## Agenda Item

April 7, 2021

TO: City Council

FROM: Eric Swenson, Mayor

SUBJECT: **Committee Appointments**

The following appointments are made, subject to the approval of the Council. Please forward any adverse comments to me prior to the Council meeting on Monday, April 12, 2021. No reply is required if you approve of my decision.

### **Woodburn Public Library Board**

– Rebecca Lerback

# PROCLAMATION

## April as Child Abuse Prevention Month

**WHEREAS**, every child deserves to live in a safe, loving, and caring family environment; and

**WHEREAS**, in 2019 there were 13,674 reported victims of child abuse and neglect in Oregon, of which 1,238 were victims in Marion County; and

**WHEREAS**, we stand together as individuals, organizations, and government agencies to commit to preventing child abuse in our county, by raising awareness throughout the community and by educating and supporting caregivers; and

**WHEREAS**, we assert that strong families and safe, stable, and nurturing environments free from violence, abuse, and neglect are essential for children's optimal growth and success, which ensures a secure future for our communities, where the needs of children are a priority and the needs of families are met;

**NOW, THEREFORE**, the Mayor for the City of Woodburn proclaims April 2021 as

***"CHILD ABUSE PREVENTION MONTH"***

and, as Mayor, I asks everyone to commit to protecting our children.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Woodburn to be affixed this 12 day of April 2021.

---

Eric Swenson, Mayor  
City of Woodburn

# **COUNCIL MEETING MINUTES**

## **MARCH 22, 2021**

**DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, MARCH 22, 2021**

**CONVENED** The meeting convened at 7:04 p.m. with Mayor Swenson presiding.

### **ROLL CALL**

Mayor Swenson	Present -via video conferencing
Councilor Carney	Present -via video conferencing
Councilor Cornwell	Present -via video conferencing
Councilor Schaub	Present -via video conferencing
Councilor Swanson	Present- via video conferencing
Councilor Puente	Absent
Councilor Cabrales	Absent

**Staff Present** (via video conferencing): City Administrator Derickson, City Attorney Shields, Economic Development Director Johnk, Deputy Police Chief Pilcher, Community Development Director Kerr, Public Works Project and Engineering Director Liljequist, Finance Director Turley, Human Resources Director Gregg, Assistant City Attorney Granum, Parks and Recreation Manager Cuomo, Associate Planner Handel, Building Official Cuno, City Recorder Pierson

### **PRESENTATIONS**

**COVID-19 Update** - Parks and Recreation Manager Cuomo provided an update on the COVID-19 response in Woodburn.

**Council briefing on the Middle Housing Project** – Jamin Kimmell with Cascadia Partners, provided a presentation on Middle Housing Project implementation. Councilors asked questions and provided comments on the Middle Housing Project.

**Building Activity in Woodburn** – Woodburn Building Official Cuno provided information on building activity in the City of Woodburn.

### **CONSENT AGENDA**

A. Woodburn City Council minutes of March 8, 2021,

**Carney/Swanson**...adopt the Consent Agenda. The motion passed unanimously.

### **PUBLIC HEARINGS**

A Public Hearing to consider input on FY 2020-2021 Supplemental Budget Request for Acceptance of Grant Awards for Community Development Block Grant (CDBG) and Cares Act Emergency Rental Assistance Grant Funds and the Appropriation Authority for Expending the Grant Revenue for their Approved Purposes. Mayor Swenson declared the hearing open at 9:03 p.m. for the purpose of hearing public input on FY 2020-2021 Supplemental Budget Request for Acceptance of Grant Awards for Community Development Block Grant (CDBG) and Cares Act Emergency Rental Assistance Grant Funds and the Appropriation Authority for Expending the Grant Revenue for their Approved Purposes. City Administrator Derickson provided a staff report. No members of the public wished to speak in either support or opposition of FY 2020-2021 Supplemental Budget Request for Acceptance of Grant Awards for Community Development Block Grant (CDBG) and Cares Act Emergency Rental Assistance Grant Funds and the Appropriation Authority for Expending the Grant Revenue for their Approved Purposes. Mayor

# **COUNCIL MEETING MINUTES**

## **MARCH 22, 2021**

Swenson closed the hearing at 9:05 p.m.

### **COUNCIL BILL NO. 3144 – AN ORDINANCE GRANTING A CABLE TELEVISION FRANCHISE TO COMCAST OF OREGON I, INC. AND DECLARING AN EMERGENCY**

**Carney** introduced Council Bill No. 3144. City Recorder Pierson read the bill twice by title only since there were no objections from the Council. Assistant City Attorney Granum provided a staff report. On roll call vote for final passage, the bill passed unanimously. Mayor Swenson declared Council Bill No. 3144 duly passed.

### **COUNCIL BILL NO. 3145 - AN ORDINANCE ANNEXING APPROXIMATELY 73.08 ACRES OF TERRITORY KNOWN AS THE WEISZ FAMILY PROPERTIES INTO THE CITY OF WOODBURN**

**Carney** introduced Council Bill No. 3145. City Recorder Pierson read the bill twice by title only since there were no objections from the Council. Community Development Director Kerr provided a staff report. On roll call vote for final passage, the bill passed unanimously. Mayor Swenson declared Council Bill No. 3145 duly passed.

### **COUNCIL BILL NO. 3146 - AN ORDINANCE DESIGNATING ZONING TO APPROXIMATELY 73.08 ACRES OF ANNEXED TERRITORY KNOWN AS THE WEISZ FAMILY PROPERTIES AS SOUTHWEST INDUSTRIAL RESERVE (SWIR) ZONING DISTRICT**

**Carney** introduced Council Bill No. 3146. City Recorder Pierson read the bill twice by title only since there were no objections from the Council. Community Development Director Kerr provided a staff report. On roll call vote for final passage, the bill passed unanimously. Mayor Swenson declared Council Bill No. 3146 duly passed.

### **COUNCIL BILL NO. 3147 – A RESOLUTION APPROVING TRANSFERS OF FY 2020-2021 APPROPRIATIONS AND APPROVING A SUPPLEMENTAL BUDGET**

**Carney** introduced Council Bill No. 3147. City Recorder Pierson read the bill by title only since there were no objections from the Council. City Administrator Derickson provided a staff report. On roll call vote for final passage, the bill passed unanimously. Mayor Swenson declared Council Bill No. 3147 duly passed.

### **CITY COUNCIL SUPPORT OF SB 784**

City Administrator Derickson provided a staff report. **Carney/Swanson...** the City support this bill number 784 as described earlier. The motion passed unanimously.

### **CITY ADMINISTRATOR'S REPORT**

The City Administrator reported the following:

- The congressional CARES Act funding will provide 5.6 million dollars to the City over the next couple of years.
- A meeting will take place with FEMA to talk about recovery of costs associated with the ice disaster.
- Grants were received for Ray of Hope and for the shelter program.
- Working to draft a paper to be published in the National League of Cities newsletter called the Art of Engagement which will talk about the City's partnership with PGE.
- Has been asked to testify to the legislature about the effects of COVID-19 in Woodburn and lessons learned.



# **COUNCIL MEETING MINUTES**

## **MARCH 22, 2021**

### **MAYOR AND COUNCIL REPORTS**

Councilor Schaub thanked City Administrator Derickson and staff for their excellent job during the crisis and also wanted to give a shout out to Woodburn Ambulance for doing a terrific job in the community.

Councilor Cornwell stated that she has been contacted by some constituents about an offensive sign that is hung up in somebody's window.

Councilor Swanson gave a shout out to the City's Economic Development Department.

Mayor Swenson stated that Parks and Recreation Manager Cuomo, Economic Development Director Johnk and City Administrator Derickson provided a presentation to the chamber. He also added that he witnessed staff getting answers quickly to a community member looking for help in building a fence. The Mayor stated that the work session will be postponed to a future meeting.

### **ADJOURNMENT**

**Carney/Cornwell...** meeting be adjourned. The motion passed unanimously.  
The meeting adjourned at 9:48 p.m.

APPROVED \_\_\_\_\_  
ERIC SWENSON, MAYOR

ATTEST \_\_\_\_\_  
Heather Pierson, City Recorder  
City of Woodburn, Oregon

April 12, 2021

TO: Honorable Mayor and City Council

FROM: Jim Row, Assistant City Administrator  
McKenzie Granum, Assistant City Attorney

SUBJECT: **Zayo Group, LLC Franchise Settlement Agreement**

## **RECOMMENDATION:**

This item is informational only. No action is required by the City Council.

## **BACKGROUND:**

In February 2014, Zayo Group, LLC, contacted staff to request that they be granted a telecommunications franchise by the City. A resulting franchise agreement was approved by Ordinance (Ord. No. 2517) by the City Council on March 10, 2014, and approved by the Mayor on March 14, 2014.

The franchise was granted for a term of 5 years (with an option for one additional 5-year renewal) with a franchise fee of 7% of gross revenues or \$1,000 per year, whichever is greater.

Pursuant to the terms of the franchise agreement, Zayo Group subsequently installed fiber-optic lines and other utility infrastructure within the City's right-of-way in order to provide telecommunications services to carrier and enterprise customers in Woodburn.

## **DISCUSSION:**

In early 2021, staff and the City's Right-of-Way program consultant determined that Zayo Group was out of compliance with their franchise agreement by failing to submit quarterly reports and remit required franchise fee payments, dating all the way back to the effective date of their franchise.

After being contacted by the City's consultant, Zayo Group undertook steps to bring their activities into compliance with the franchise agreement's fee remittance and quarterly reporting obligations and submitted their first report and accompanying fee of \$1,262.73 for the 4<sup>th</sup> quarter of 2020.

---

Agenda Item Review: City Administrator ☐ City Attorney ☐ Finance ☐

The City and Zayo Group then initiated negotiations to settle Zayo Group's non-payment under Section 3 of the Franchise Agreement for the period of March 2014 to September 2020. Given the time and expense required to audit Zayo Group's financial records from early 2014 to September 2020, both parties agreed that reaching a mutually agreeable settlement would be preferable.

After a productive negotiation, both parties ultimately agreed that Zayo Group would pay the City \$30,000 by April 1, 2021. This payment closely reflects the amount that would have been paid to the City during the term of the franchise, assuming Zayo Group's current level of gross revenues and utility licensing fee payments. In accepting this settlement payment, the City agreed not to enforce the 9% interest charge that it had the authority to collect on past due payments under the franchise agreement. The settlement agreement was executed by a Zayo Group representative and City Administrator Scott Derickson

**FINANCIAL IMPACT:**

This settlement agreement will result in the payment of \$30,000 in past due franchise fees. Franchise fees compensate the City for the use of its ROW and are an important source of revenue that support general fund programs, such as the police department, parks and recreation, aquatics, and the library.

**Enclosures:**

Executed Settlement Agreement  
Zayo Group, LLC Telecommunications Franchise Agreement

### Settlement Agreement

This Settlement Agreement ("Agreement") is entered into by and between The City of Woodburn Oregon ("City") and Zayo Group, LLC, Delaware limited liability company ("Company"). Company and the City may be each referred to as a "Party" and collectively as the "Parties."

#### Recitals

Whereas, on March 10, 2014 at Company's request, the City Council adopted Ordinance No. 2517 under Council Bill No. 2950 granting Company a franchise agreement.

Whereas, said franchise agreement contained requirements under Section 3 to compensate the City.

Whereas, Company did not compensate the City as required for the period of March 2014 through September of 2020.

Whereas, the Parties agree that it is in the best interest of each Party to resolve this matter on mutually agreeable terms.

#### Agreement

In consideration of the mutual promises and obligations set forth below, the Parties mutually agree as follows:

- A. The Parties agree that Company will remit \$ 30,000.00 to the City by April 1, 2021. The Parties further agree this amount represents and will be the accepted as a true representation of actual amounts owed by Company under Section 3 of the franchise agreement, for the period of March 2014 to September 2020.
- B. The Parties agree the compensation will release Company from any further action under Section 3 of the franchise agreement for the period of March 2014 to September 2020.

By executing this agreement, each party affirms that they have the authorization and authority to bind its respective party to this agreement.

Zayo Group, LLC

Signature: R.M. Simpson

Printed name: Roger Simpson

Title: Director, ULR

Date: March 25, 2021

City of Woodburn

Signature: [Signature]

Printed name: Scott Derickson

Title: City Manager

Date: 3/31/2021



## Agenda Item

April 12, 2021

TO: Honorable Mayor and City Council

THROUGH: Scott Derickson, City Administrator

FROM: Chris Kerr, Community Development Director  
Colin Cortes, AICP, CNU-A, Senior Planner

SUBJECT: **Annexation of Approximately 39.68 Acres of Territory Known as the Oregon Golf Association Property with no street address along the east side of Boones Ferry Rd NE north of Hazelnut Dr (ANX 2020-01) and Approval of Related Land Use Applications for Development into the Trillium Reserve Planned Unit Development (PUD 2020-01)**

### **RECOMMENDATION:**

Conduct a public hearing and make a motion to tentatively approve the land use applications with the modifications that this staff memo describes, directing staff to submit an ordinance and final order for consideration at the next City Council meeting.

### **BACKGROUND:**

The item before the Council is action on annexation application ANX 2020-01 submitted by AKS Engineering & Forestry, LLC, on behalf of Tukwila Development, LLC, for property totaling approximately 39.68 gross acres and located along the east side of Boones Ferry Road NE north of Hazelnut Drive.

The territory is eligible for annexation because it is within the City urban growth boundary (UGB).

Upon annexation, the City would need to designate the property with City zoning. The Comprehensive Plan land use map designates the territory Low Density Residential and Open Space and Parks. Per Comprehensive Plan Policy Table 1, the default compatible base zoning districts are the Residential Single Family (RS) and Public and Semi-Public (P/SP).

Because a west tributary of Mill Creek and associated wetlands are on the subject property, the Riparian Corridor and Wetlands Overlay District Permit (RCWOD)

---

Agenda Item Review: City Administrator ☐ City Attorney ☐ Finance ☐

also applies. The applicant accepts the two base zoning districts and the overlay district.

### *Development Applications*

Because the applicant proposes also to develop the subject property with 90 houses, there are the following corollary development applications:

- Property Line Adjustment PLA 2020-05: This adjusts the northerly boundary of Tax Lot 051W06DC02600 so that the golf course area remains on its own lot.
- Planned Unit Development PUD 2020-01: This relates to the site plans and the overall physical site development. A PUD is a discretionary land use application type allowing developers to modify Woodburn Development Ordinance (WDO) provisions – such as allowing for smaller minimum lot areas and higher residential density – in exchange for a minimum area of open space, minimum common area improvements, and what the City interprets to mean “enhanced public amenities”. More to the point, the conditions of approval included in the related 200-series attachments (see the Planning Commission Staff Report), establish PUD development standards and common area improvements that would apply for this specific development.
- Riparian Corridor and Wetlands Overlay District Permit RCWOD 2020-01: This permit acknowledges, protects, and enhances the west tributary of Mill Creek and associated wetlands.
- Preliminary Subdivision SUB 2020-01: This subdivides the land into tracts and small lots per PUD standards – premised upon PUD approval.
- Zone Change 2020-01: This relates to the zoning designations that come with annexation.

### *Project Summary*

See the next few pages for a marked aerial photo and a site plan.





*Aerial map (2016) with site outlined in purple*



*Site map from cover sheet of the site plans*

The development extends dead-end Olympic Street to N. Boones Ferry Road to serve fire and life safety and comply with 2019 Oregon Fire Code (OFC) [Appendix D](#), Transportation System Plan (TSP) Figure 6 "Local Street Connectivity Plan" (Attachment 104C), and Woodburn Development Ordinance (WDO) 3.01.05C "Street Access".



### *Commission Recommendation*

The Planning Commission on March 11, 2021, heard and unanimously recommended approval of the consolidated application package with three changes from the staff recommendation:

1. Striking Condition PUD-3d(2) found on Commission staff report p. 7.

Description: This would have granted the Public Works Department discretion to require along the north side of Hazelnut Drive upgrade to an existing golf cart crossing north approach.

Revision: Re-format to drop (1), remove indent, and move text up into the main body of d.:

PUD-3. Frontage/street improvements: These shall be as follows: ...

- d. Hazelnut: Per WDO Fig. 3.01G except that:

~~(1)~~ The territory contiguous with Tax Lots 051W06DC00201 & 300, which is occupied by Hazelnut, shall be dedicated to the City as ROW, and the applicant shall revise the draft legal description and map exhibits of the annexation ordinance to include the north leg of Tax Lot 201. (Note: To not meet this condition part [1] would require modification of condition [MOC] application and approval per WDO 4.02.07.)

~~(2) PW may require upgrades to the dirt north approach of the golf cart crossing, to be determined through CEP.~~

2. Striking Condition T-A1 found on Commission staff report p. 10.

Description: This would have required the developer to pay \$15,840 towards signal timing studies of three intersections along Oregon Highway 214 (OR 214) / Newberg Highway (I-5 northbound ramp, I-5 southbound ramp, & Oregon Way), the studies being Transportation System Plan (TSP) Projects R8, R9, & R11 with cost estimates totaling \$45,000 and found on TSP p. 32.

Revision:

~~T-A1. BFR & OR 214: The developer shall pay towards TSP signal timing studies or a combined study per Attachment 206. [TSP R8, R9, & R11, p. 32 as Attachment 104A]~~

3. Striking Condition T-BP1 found on Commission staff report p. 10.

Description: This would have required the developer to construct an enhanced pedestrian crossing in service of the national and state "Safe Routes to School" initiative to be located on Hazelnut Drive next to Woodburn High School and aligned with a bicycle/pedestrian subdivision connection path leading to and from the Broadmoor Place cul-de-sac. The crossing is TSP Project P36 with cost estimate of \$65,000 and found on TSP p. 62.

Revision:

**~~T-BP1. Bicycle/pedestrian off-site improvements: The developer shall construct TSP project P36 (TSP p. 62 as Attachment 104A).~~**

After the Planning Commission meeting and in consultation with the applicant, staff recommends four additional changes to the conditions of approval:

1. Revising a minimum setback standard in Attachment 202, Table 202A to specify that, for those lots that have double frontages by being along both N. Boones Ferry Road at the rear and the new street Trillium Drive at the front, the "Front setback and setback abutting a street, minimum" doesn't apply along Boones Ferry Road.

The applicant submitted as testimony a request to lessen minimum setback along the road, and staff drew attention to the request in a slide presentation and offered to clarify the standard because it wasn't staff's intent to apply the standard along Boones Ferry Road. The applicant said the clarification is welcome, and the Commission didn't object to revision.

Revision: Revise Attachment 202, Table 202A, Footnote 3:

Front Setback and Setback Abutting a Street, Minimum (feet) – excluding garage and carport <sup>3</sup>	Other than corner lot	15 <sup>3</sup>
	Corner lot	15 <sup>3</sup> with second frontage 10

**~~3. If streetside PUE is wider than WDO 3.02.01B 5 ft min, min street setback increases to 18~~  
Excludes lot lines along BFR.**

2. Revising a landscaping standard in Attachment 205, Part C.3 to clarify that no new plantings are required where the RCWOD overlaps the golf course.

Revision: Revise Attachment 205, Part C.3:

3. Other plants: Within the RCWOD area where it overlaps Tracts G & H, plant ...
3. Adding a Condition PUD-13 to make explicit that construction traffic access should be via Boones Ferry Road instead of Olympic Street. This is in response to both written and verbal testimony on the topic by Griff Lindell, President, Renaissance Reserve Homeowners Association, Inc. (494 Tukwila Dr).

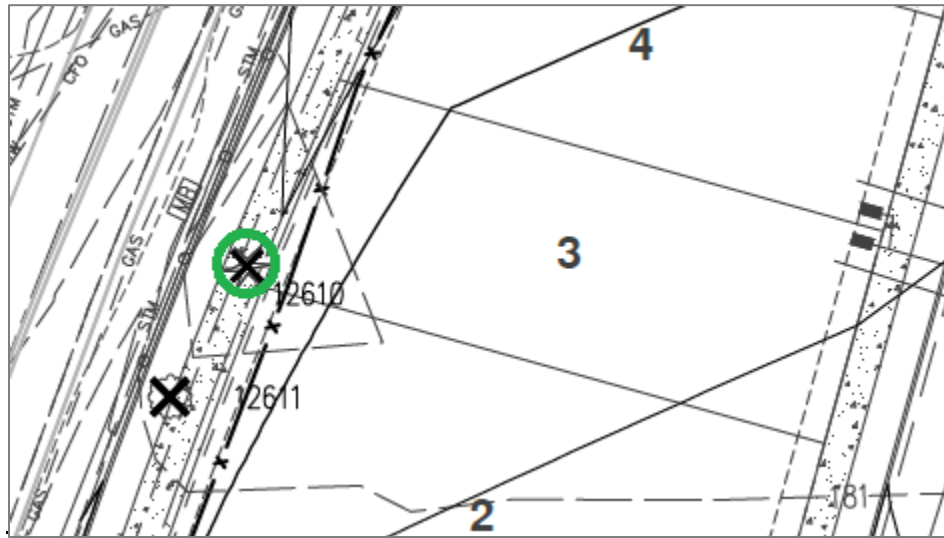
Revision: To add:

**PUD-13. Construction access shall not be taken from Olympic Street except as otherwise directed by Public Works.**

4. Revising Attachment 205, Part A.1 to strike tree preservation standards relating to N. Boones Ferry Road. The applicant submitted two letters from a certified arborist stating that these trees cannot be preserved. The letters are staff memo Attachments 4 & 5.

Revision: Strike Attachment 205, Part A.1 and note it's struck to maintain the formatting of subsections 2. & 3.:

1. ROW: **[struck]**  
**(a) — Street improvements, inc. both frontage and off site improvements, shall preserve:**  
**(1) — Tree 12610, which is a 64 DBH Doug fir located where BFR sidewalk would be near Lots 2 & 3 (Sheet P-19), inc. through meandering sidewalk and tapering it to as narrow as 6 ft wide where it passes through the RPZ.**



***Exhibit 205A1(a)(1) (Tree 12610 circled in green)***

***(2) — Also min 18 trees among the 30 Trees 11613 through 11643 that constitute a loose row along the east side of BFR north of Hazelnut, inc. through meandering sidewalk and tapering it to as narrow as 6 ft wide where it passes through RPZs.***

***(3) — Exception: The developer may be able to except one or more trees, max 15, from preservation if (a) providing for arborist examination during construction, (b) the arborist documents why and how preservation is not physically feasible, (c) the developer submits such documentation to the Director and, for ROW trees, simultaneously to PW, and (d) the Director approves such documentation prior to removal.***

The conditions of approval presented for Council's consideration include the above modifications to what is in the Commission staff report.

### *Testimony*

Besides the applicant, three individuals testified verbally at the hearing:

<i>Who</i>	<i>Topic</i>
Griff Lindell, President, Renaissance Reserve Homeowners Association, Inc., 494 Tukwila Dr, Woodburn, OR 97071-7688	Requested that construction traffic access not involve Olympic Street; requested that there be a swimming pool
Dylan Wells, 10408 Crosby Rd NE Woodburn, OR 97071-8741	Asked whether the common areas will be privately owned and maintained by a homeowners association
Richard Hascall, 2832 Olympic St, Woodburn, OR 97071-7695	Requested that Olympic Street remain a dead-end

Attached are two letters of public comment submitted for the Council hearing.

### **DISCUSSION:**

Annexation is a policy decision by the Council.

Decision-making criteria for annexation are in Woodburn Development Ordinance (WDO) 5.04.01C. The attached Planning Commission staff report of March 11, 2021, particularly its Attachment 102 Analyses & Findings, addresses the criteria and finds them met.

The Council reviews and decides upon the consolidated applications package for the development project because per WDO 4.01.07, the City reviews a package at the highest land use review type among the application types. (In this context, it's the annexation application type, which is Type IV – a Council decision.)

### **FINANCIAL IMPACT:**

Annexing the territory into city limits would subject it to City taxing authority, including property tax that generates the largest source of funding for general fund services such as the library, policing, and parks and recreation.

The City permanent tax rate is \$6.0534 per thousand dollars – equal to a millage rate of 6.0534 mils – as set by Oregon Ballot Measure 50 in 1997-98. The property had a rural dwelling, now demolished. The table below simplifies and grossly estimates tax revenue, not accounting for increase resulting from development:

<i>Address</i>	<i>Tax Lot</i>	<i>Marion County Assessed Value (AV)</i>	<i>Gross Estimate of City Property Tax (6.0534 mils)</i>
none	051W06D000502 (primary)	\$197,630	\$1,196.33
none	051W06D000500	\$1,400	\$8.47
none	051W06D000800	\$610	\$3.69
none	051W06DC00201	\$630	\$3.81
none	051W06DC00300	\$170	\$1.03
Total:		\$200,440	\$1,213.34

The estimate neither accounts for how the City might assess property value differently than Marion County nor excludes the unknown cost of providing basic utility services to the properties that the City does not already provide. Crucially, site development would increase both the number of residences and assessed valuation (AV) while also increasing City utility and other service costs.

**Attachments:**

1. Planning Commission March 11, 2021 Staff Report and attachments:
  101. Marked Tax Maps (2 sheets)
  102. Analyses & Findings (53 pages)
  - 102A. Public Works comments (Mar. 2, 2021)
  103. Site plans (19 sheets)
  - 103A. Annexation Service Provider Letters (SPLs; 3 pages)
  - 104A. TSP Tables 2 & 5 marked excerpts from pages 32 & 62: Projects R8, R9, R11, & P36 (2 pages)
  - 104B. TSP Fig. 2 "Functional Roadway Classification"
  - 104C. TSP Fig. 6 "Local Street Connectivity Plan"
  - 104D. TSP Fig. 8 "Pedestrian Plan Elements"
  - 201.\* ANX 2020-01 Trillium Reserve PUD: Dictionary & Glossary
  202. ANX 2020-01 Trillium Reserve PUD: Lot & Tract Development Standards
  203. ANX 2020-01 Trillium Reserve PUD: Common Area Improvements & Public Easements
  204. [Struck. Number kept to preserve order.]
  205. ANX 2020-01 Trillium Reserve PUD: Tree Preservation & Protection and Environmental Remediation
  206. ANX 2020-01 Trillium Reserve PUD: Conditioned Fees

\*The 200 series of attachments are details for the conditions of approval.
2. Arborist letter (Mar. 3, 2021; 2 pages)
3. Arborist letter (Apr. 1, 2021; 2 pages)
4. Testimony by Dave Fischer, 641 Troon Ave, letter (Mar. 30, 2021; 2 pages)
5. Testimony by Julie Nicolarsen, 620 Troon Ave, letter (received Apr. 1, 2021; 3 pages)



## Staff Report

**To:** Planning Commission

**Through:** Chris Kerr, AICP, Community Development Director *CK*

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

**Meeting Date:** March 11, 2021 (Prepared March 4, 2021)

**Item:** “Trillium Reserve” Planned Unit Development (ANX 2020-01)

**Tax Lot(s):** 051W06D000502 (primary), 500, & 800 and 051W06DC00201 & 300 (no address; Boones Ferry Rd NE west side north of Hazelnut Dr)

### Table of Contents

<b>ISSUE BEFORE THE PLANNING COMMISSION .....</b>	<b>1</b>
<b>EXECUTIVE SUMMARY .....</b>	<b>2</b>
<b>RECOMMENDATION .....</b>	<b>4</b>
<b>CONDITIONS OF APPROVAL .....</b>	<b>4</b>
<b>ACTIONS .....</b>	<b>11</b>
<b>ATTACHMENT LIST .....</b>	<b>11</b>

### Issue before the Planning Commission

Annexation ANX 2020-01 (Type IV) with proposed planned unit development PUD 2020-01 Trillium Reserve: Commission is to hold a public hearing and make a recommendation to the City Council.

**April 12, 2021 Council staff memo  
Attachment 1**

## Executive Summary

### Location

The proposed Trillium Reserve PUD of 90 houses on small lots is based on annexation of 39.21 acres from Marion County. The territory is a former orchard located at northeast city limits along the east side of Boones Ferry Road NE and includes part of the existing Oregon Golf Association golf course. Annexation includes road right-of-way (ROW) down to the south leg of the intersection of the road with Hazelnut Drive.



Site map from cover sheet of the site plans



### *Annexation & Zoning Designation*

Because the Comprehensive Plan land use map designates the territory Low Density Residential and – on the golf course – Open Space and Parks per Comprehensive Plan Policy Table 1 the default corresponding zoning districts are Residential Single Family (RS) and Public and Semi-Public (P/SP). Along with an annexation ordinance, the Council would by separate ordinance designate the annexed territory as RS & P/SP base zoning districts. Because a west tributary of Mill Creek and wetlands are within the territory, designation would include the Riparian Corridor and Wetlands Overlay District (RCWOD).

### *Development*

Staff and the developer worked diligently to produce a superior site development that includes features such as:

1. Frontage/street improvements including enhanced public amenities in form of wider sidewalks and more street trees;
2. Street stubs that allow a logical network for future development to extend;
3. A subdivision connection path (on Tract C) as a shortcut for people walking and cycling to and from the road and local streets;
4. Lessened driveway curb cuts through shared driveways at flag lots;
5. Common area improvements such as benches and a shelter;
6. Remediation of the riparian corridor of the west tributary of Mill Creek through invasive groundcover removal (e.g. Himalaya blackberry) and restorative plantings;
7. Off-site bicycle and sidewalk safety improvements, including “Safe Routes to School” for travel to and from Woodburn H.S.;
8. Walking and cycling wayfinding signage; and
9. Fees towards City bus stop improvements.

The recommended conditions of approval secure things like the above. Site plans are within Attachment 103.

The Public Works Department, Woodburn Fire District, and Woodburn School District gave the applicant annexation service provider letters (SPLs; Attachment 103B) indicating that they can serve the development.

Staff finds that the proposal meets applicable Woodburn Development Ordinance (WDO) provisions per the analyses and findings (Attachment 102).

## **Recommendation**

Approval: Staff recommends that the Planning Commission consider the staff report and attachments and recommend approval to the City Council application with the conditions recommended included with this report.

## **Conditions of Approval**

The conditions are copied from towards the end of the analyses and findings (Attachment 102):

### *General*

G1. As part of building permit application, the applicant shall submit revised site plans meeting the conditions of approval and obtain Planning Division approval through sign-off on permit issuance.

G2. The applicant or successors and assigns shall develop the property in substantial conformance with the final plans submitted and approved with these applications, except as modified by these conditions of approval. Were the applicant to revise plans other than to meet conditions of approval or meet building code, even if Planning Division staff does not notice and signs off on building permit issuance, Division staff retains the right to obtain restoration of improvements as shown on an earlier land use review plan set in service of substantial conformance.

G3. References: Attachment 201 serves as a dictionary or glossary defining certain abbreviations, acronyms, phrases, terms, and words in the context of the conditions of approval. The 200 series of attachments are as binding as the conditions of approval in the main body of the final decision.

G4. Due dates / public improvements:

- a. By application: Unless a condition specifies otherwise, conditions inc. those relating to any of final subdivision, final partition, property line adjustment or lot consolidation recordation are due by building permit application. Prior to both any recordation of any final subdivision, final partition, or property line adjustment and building permit application, the applicant shall submit and obtain approval of an Address Assignment Request.
- b. By issuance: Unless a condition specifies otherwise, ROW and easement dedications and recordation(s), construction of frontage/street improvements, and construction of off-site, park, and other public improvements are due by building permit issuance. Where phasing is relevant, building permit issuance means issuance for the phase in which the conditioned improvement is located.

G5. Recordation due dates: The applicant shall apply to the County for recordations of items that the City requires no later than six (6) months prior to expiration of the land use approval as WDO 4.02.04B establishes, and shall complete recordations no later than three years past the land use “final decision” date. The due date to complete recordations shall not supersede when recordations are due relative to the building permit stage.

G6. Fees: The developer shall pay fees per Attachment 206.

G-PW. Public Works: Follow the appended PW comments (March 2, 2021); Attachment 102A).

#### *Preliminary Subdivision 2020-01*

SUB-1. Expiration: Based on ORS 92.040(3), development per the Council land use final decision may continue 3 years past the decision date, the 3-year approval period being established by WDO 4.02.04, as follows:

- a. Subdivision Final Plat: WDO 4.02.04B.2 shall mean that application to the City for final plat per WDO 5.01.06 occurs prior to 3 years past the final decision date. The developer shall apply to the City prior to applying to Marion County for recordation.
- b. Recordation with Marion County: Same as WDO 5.01.06C.1. (within 30 calendar days of the Director’s signature on the plat Mylar).
- c. Vesting: The decision is vested unless:
  - (1) The developer fails to meet subdivision and PUD requirements, resulting in the City being unable to authorize staff to sign a final plat Mylar by July 1, 2026; or
  - (2) There is no substantial construction (as defined through Condition G3) by July 1, 2026.

SUB-2. Documents:

- a. Geotech report: Prior to final plat approval by the City, the developer shall submit to the Director a geotechnical report documenting that, whether or not the developer spreads any fill or spoil dirt across lots and tracts, soil is compacted and ready to accommodate the construction of buildings on lots and tracts proposed for development.
- b. Plat: Upon recordation, the developer shall submit to PW and cc the Director Adobe PDFs of the subdivision plat and any and all ancillary documents necessary to conform to conditions of approval and not addressed on the face of the plat.

### *Planned Unit Development 2020-01*

PUD-PW. Stormwater management: Prior to civil engineering plan approval through CEP review, the applicant shall provide an Engineer Stamped Storm Drainage Hydraulic Analysis Report that existing private storm drainage systems have capacity to handle the additional flow from the Trillium Reserve Subdivision, and that the culvert/pipe under Olympic Street has capacity to handle a 100 year base flood event, and to provide a final 100 year floodway, floodplain, and wetland delineation for this development. The applicant is responsible for correcting any capacity deficiencies, including installing new or additional drainage systems, and/or attaining the right to increase stormwater flows into neighboring private stormwater systems.

PUD-1. Mods: The City approves PUD modifications only as written in conditions of approval and the 200 series of attachments, particularly Attachment 202. Other modifications that site plans imply are subject to later administrative approval or denial by the Director.

PUD-2. ROWs: For BFR and the proposed local class streets, the developer shall dedicate ROWs that meet or exceed the min widths necessary to conform to WDO Figures 3.01C & G.

PUD-3. Frontage/street improvements: These shall be as follows:

- a. BFR: Per WDO Fig. 3.01C except that planter strip shall be min 6½ ft wide inc. curb width.
- b. Olympic: Bridge over Mill Creek tributary:
  - (1) Elevation: Shall be such that the travel way and parking lanes wouldn't flood during the 100-year flood.
  - (2) Fencing/railings: Along the bridge sidewalks, pedestrian fall protection fencing/railings, if any, shall be decorative or ornamental (as examples, having an artistic pattern or resembling wrought iron), and blue, bronze, brown, green, teal, metal, or rust color.
  - (3) Fencing: Transition fencing at the ends of railings, if any, shall be the same color as the railings.
  - (4) Design details are deferred to PUD Final Plan Approval process; refer to Condition PUD-12.
- c. Trillium Way: The developer shall dedicate it as a common area tract instead of ROW and also dedicate over the entire tract a public street easement to the benefit of the City. The easement shall allow for all purposes permitted by what would have been ROW dedication including construction of street improvements. (The objective is to have maintenance responsibility remain with a party other than the City.)

- d. Hazelnut: Per WDO Fig. 3.01G except that:
- (1) The territory contiguous with Tax Lots 051W06DC00201 & 300, which is occupied by Hazelnut, shall be dedicated to the City as ROW, and the applicant shall revise the draft legal description and map exhibits of the annexation ordinance to include the north leg of Tax Lot 201. (Note: To not meet this condition part [1] would require modification of condition [MOC] application and approval per WDO 4.02.07.)
  - (2) PW may require upgrades to the dirt north approach of the golf cart crossing, to be determined through CEP.
- e. Planter strip remainder: Remaining ground not occupied by trees shall be planted with lawn grass.
- f. Sidewalks: Min 6 ft wide except wider as Exhibit PUD-3f supersedes. BFR sidewalk southerly and two northerly dead-ends shall have ADA-compliant transitions spanning between sidewalk and road shoulder. The segment extending north from Hazelnut sidewalk may meander, including PUE overlap, and taper to 6 ft through RPZs to save most of the loose row of trees along the road.

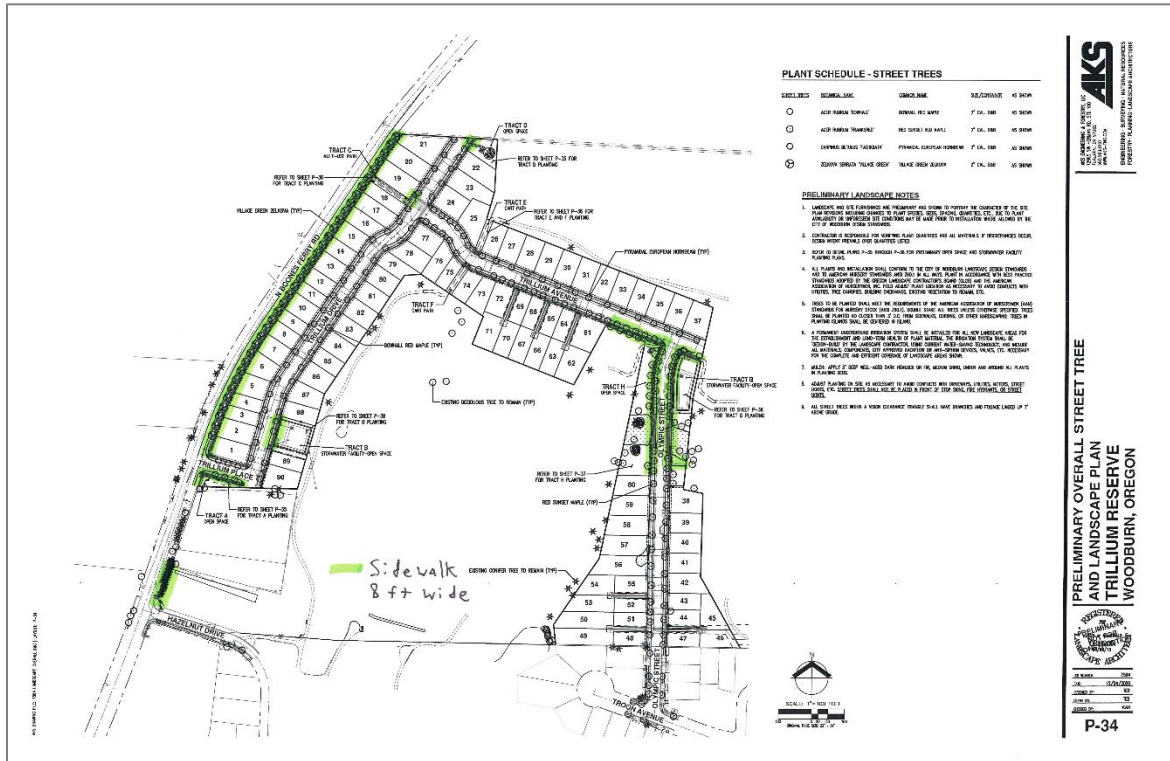


Exhibit PUD-3f: Sidewalks (green: min 8 ft wide)

- g. Overlap: The extra width of planter strip and sidewalk shall either (1) overlap outside ROW into streetside PUE or (2) come with additional ROW to accommodate them. Wider sidewalks shall not narrow planter strips.

h. Street trees: Min numbers equal to block frontage ratios per Exhibit PUD-3h:

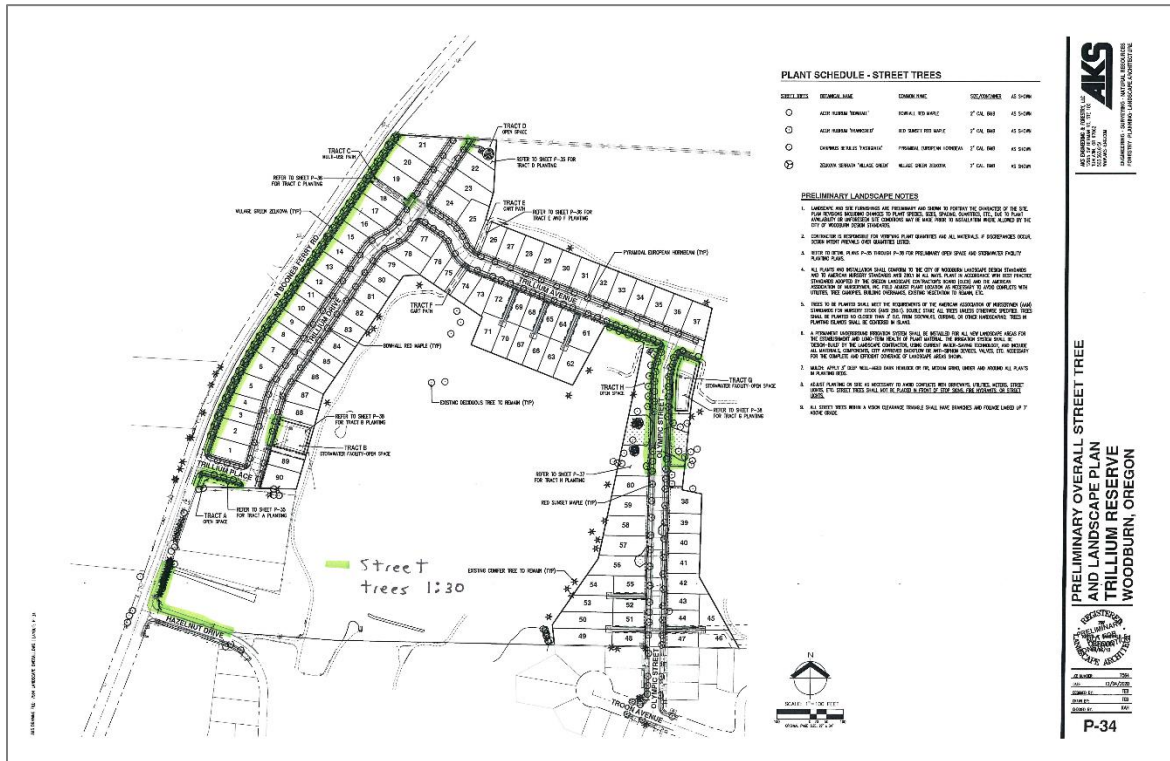


Exhibit PUD-3h: Street Tree Min No. (green: equal to 1 tree per 30 ft of block frontage)

- i. Electric power lines: Electric power lines, whether in or beyond ROW, shall be buried.
- j. Traffic calming: As proposed, min. 2 to 3 pedestrian crossings along intersection legs shall be patterned poured concrete each min 8 ft wide:
  - (1) Trillium Drive & Trillium Avenue, east/SE leg; and
  - (2) Whichever one or both of the north/NE or south/SW legs that would have a curb ramp along the top of the "T" of the T-intersection.

PUD-4. Streets, dead-end:

- a. Barricades/Signage: Based on WDO 3.01.05A.2b & c, the developer shall place:
  - (1) A barricade with sign at the south end of Trillium Drive; and
  - (2) A barricade at each of the north end of Trillium Drive and the east end of Trillium Avenue.

Consult PW for a barricade detail, and no later than CEP show both it and a modified version with a sign in conformance with 3.01.05A.2c.

- b. Reserve strips: Per 3.01.05A.2d, to preclude vehicular access via the north dead-end of each of "C", "D", & "E" Streets to and from farmland not under common ownership with the subject territory, conform to 3.01.05A.2d by providing either a 1-ft deep reserve strip tract as wide as the right-of-way (ROW) and dedicated to the City, or an alternate method for limiting access that PW indicates in writing it is willing to accept – such as barricades per part 1c. The developer shall obtain the written choice of PW prior to

final plat application to the City and shall submit a copy of the written direction as part of the final plat application materials. Absent identification of an alternate by PW, the developer shall default to conformance with 3.01.05A.2d and accordingly illustrate and label on the face of the plat.

PUD-5. [Struck. Number kept to preserve order.]

PUD-6. Tree preservation: The developer shall preserve trees per Attachment 205.

PUD-7. RCWOD designation:

- a. The developer shall revise zone change ordinance exhibits to apply not only the base zoning districts consistent with the Comprehensive Plan but also the RCWOD that WDO 2.05.05 describes to the applicable areas within Tracts G & H and where the applicable area overlaps the golf course lot.
- b. The applicant shall revise the draft legal description and map exhibits of the zoning ordinance – those specific to the RCWOD – to shrink the RCWOD at the northwest so that it doesn't overlap territory contiguous with BFR ROW post-dedication and any subdivision lot.

PUD-8. Environmental remediation: The developer shall remediate per Attachment 205, Part C.

PUD-9. Lot and tract development standards: The standards shall be per Attachment 202.

PUD-10. Common area improvements: Improvements shall be per Attachment 203.

PUD-11. Association: The developer shall establish an association/HOA per Attachment 203, Part E.

PUD-12. PUD Final Plan Approval Process:

- a. The developer shall conform to WDO 5.01.07, the purpose of which is to ensure that the PUD is in substantial conformance with the conditions of the PUD Detailed Development Plan (DDP) approval, including regarding street improvements, public improvements outside ROW if any, and common area improvements. The developer shall apply to the Director for PUD Final Plan Approval no later than when applying to PW for CEP review.
- b. Scope: The scope of DDP includes any topic for which any given final decision condition of approval, and any separate document it might reference, is too general to establish civil engineering standards and construction levels of detail. It also includes any topic or situation for which no standard exists through previous adoption by PW. The Final Plan Approval process is to establish any and all design details deferred from land use review.

- c. CEP: The developer shall incorporate a PUD Final Plan Approval by the Director into CEP review by PW and the civil engineering plan set that PW would approve through CEP.

*Planned Unit Development 2020-01: Transportation*

T-A1. BFR & OR 214: The developer shall pay towards TSP signal timing studies or a combined study per Attachment 206. [TSP R8, R9, & R11, p. 32 as Attachment 104A]

T-BP1. Bicycle/pedestrian off-site improvements: The developer shall construct TSP project P36 (TSP p. 62 as Attachment 104A).

T-BP2. Wayfinding: To further TDM, the developer shall do one of the following:

- a. Install 3 min devices, such as signage, that provide wayfinding to bicycle routes, multi-use paths, parks, schools, and other essential destinations. If the developer were to opt for signage and assuming pole signage, sign face min dimensions shall be 2 ft by 1 ft and the placements shall be min:

- (1) 2 sign faces at or near the junction of the BFR sidewalk & Tract C path

- (2) 1 face at or near the junction of the Tract C path & Trillium Dr sidewalk

- (3) 1 face at the T-intersection of BFR & Trillium Pl.

Note: The developer may mimic the typical wayfinding signage the City approved for the Mill Creek Greenway as Smith Creek Development (ANX 2017-05) adapted from the Regional Trails Signage Guidelines of The Intertwine Alliance, a trails coalition in the Portland metro area.

- b. Pay a fee in-lieu per Attachment 206. [TSP B40 “wayfinding”/P62]

T-T1. [Struck. Number kept to preserve order.]

T-T2. Bus stop bicycle parking: To further TDM through bus transit, the developer shall at each of the following locations provide for bicycle parking by either (1) installing a bicycle rack to the specs specified by the Assistant City Administrator in a 6 by 4 ft min concrete pad or (2) paying a fee in-lieu per Attachment 206:

- a. BFR along Tract A; and
- b. BFR northbound adjacent to Tax Lot 051W07BA01300 (2348 N. Boones Ferry Rd). [TSP T18]

T-T3. Bus shelter: To further TDM through bus transit, the developer shall provide for a bus shelter by either (a) installing a shelter to the specs specified by the Assistant City Administrator or (b) paying a fee in-lieu per Attachment 206. [TPU 9]



## **Actions**

The Planning Commission may instead act on the land use application to recommend to:

1. Approve with modified conditions, or
2. Deny, based on WDO criteria or other City provisions.

If the Planning Commission were to act upon the recommendation, staff would proceed to a City Council hearing, tentatively scheduled for April 12, 2021, with the Commission recommendation. (Were the Council to approve the consolidated application package, it would do so by adopting two ordinances, one for annexation and one for zoning, and authorizing a final decision document for the applications besides the annexation.)

## **Attachment List**

101. Marked Tax Maps (2 sheets)
102. Analyses & Findings
- 102A. Public Works comments (Mar. 2, 2021)
103. Site plans (dated Dec. 4, 2021 and submitted Jan. 19, 2021; 19 sheets)
- 103A. Annexation Service Provider Letters (SPLs; 3 pages)
- 104A. TSP Tables 2 & 5 marked excerpts from pages 32 & 62: Projects R8, R9, R11, & P36 (2 pages)
- 104B. TSP Fig. 2 “Functional Roadway Classification”
- 104C. TSP Fig. 6 “Local Street Connectivity Plan”
- 104D. TSP Fig. 8 “Pedestrian Plan Elements”
- 201.\* ANX 2020-01 Trillium Reserve PUD: Dictionary & Glossary
202. ANX 2020-01 Trillium Reserve PUD: Lot & Tract Development Standards
203. ANX 2020-01 Trillium Reserve PUD: Common Area Improvements & Public Easements
204. [Struck. Number kept to preserve order.]
205. ANX 2020-01 Trillium Reserve PUD: Tree Preservation & Protection and Environmental Remediation
206. ANX 2020-01 Trillium Reserve PUD: Conditioned Fees

\*The 200 series of attachments are details for the conditions of approval.



MARION COUNTY, OREGON  
SE1/4 SEC6 T5S R1W W.M.  
SCALE 1" = 200'

LEGEND

- LINE TYPES**
- Taxlot Boundary
  - Road Right-of-Way
  - Railroad Right-of-Way
  - Private Road ROW
  - Subdivision/Plat Bndry
  - Waterline - Taxlot Bndry
  - Historical Boundary
  - Easement
  - Railroad Centerline
  - Taxcode Line
  - Map Boundary
  - Waterline - Non Bndry

- CORNER TYPES**
- + 1/16TH Section Cor.
  - ⊙ DLC Corner
  - ⊕ 1/4 Section Cor.
  - ⊕ 16, 15 Section Corner
  - ⊕ 21, 22

**NUMBERS**

Tax Code Number  
**00 00 0**

Acreage  
**0.25 AC**

All acres listed are Net Acres, excluding any portions of the taxlot within public ROWs

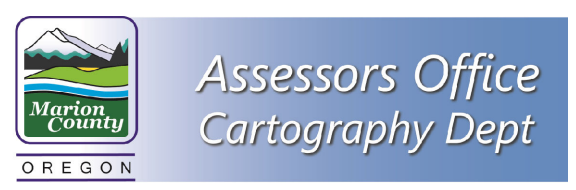
**NOTES**

Tick Marks: A tick mark in the road indicates that the labeled dimension extends into the public ROW

200.00  
175.00

CANCELLED NUMBERS			
600	1200		
601	1400		
602	1500		
700	1501		
801			
900			
901			
902			
1000			
1001			
1002			
1100			
1101			
1102			
1103			
1104			
1105			

DISCLAIMER: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY



FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT [www.co.marion.or.us](http://www.co.marion.or.us)

PLOT DATE: 10/16/2020

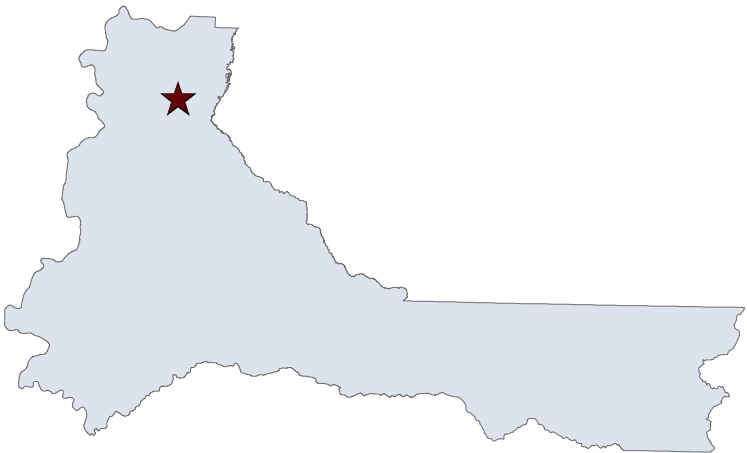
Attachment 101  
Sheet 1 of 2





05 1W 06DC

05 1W 06DC  
WOODBURN



MARION COUNTY, OREGON  
SW1/4 SE1/4 SEC6 T5S R1W W.M.  
SCALE 1" = 100'

LEGEND

LINE TYPES

- |                          |                       |
|--------------------------|-----------------------|
| Taxlot Boundary          | Historical Boundary   |
| Road Right-of-Way        | Easement              |
| Railroad Right-of-Way    | Railroad Centerline   |
| Private Road ROW         | Taxcode Line          |
| Subdivision/Plat Bndry   | Map Boundary          |
| Waterline - Taxlot Bndry | Waterline - Non Bndry |

CORNER TYPES

- |                       |                  |
|-----------------------|------------------|
| + 1/16TH Section Cor. | 1/4 Section Cor. |
| ⊙ DLC Corner          | Section Corner   |

NUMBERS

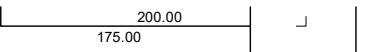
Tax Code Number  
00 00 0

Acreage  
0.25 AC

All acres listed are Net Acres, excluding any portions of the taxlot within public ROWs

NOTES

Tick Marks: A tick mark in the road indicates that the labeled dimension extends into the public ROW



CANCELLED NUMBERS

101			
202			

Attachment 101  
Sheet 2 of 2

DISCLAIMER: THIS MAP WAS PREPARED  
FOR ASSESSMENT PURPOSES ONLY

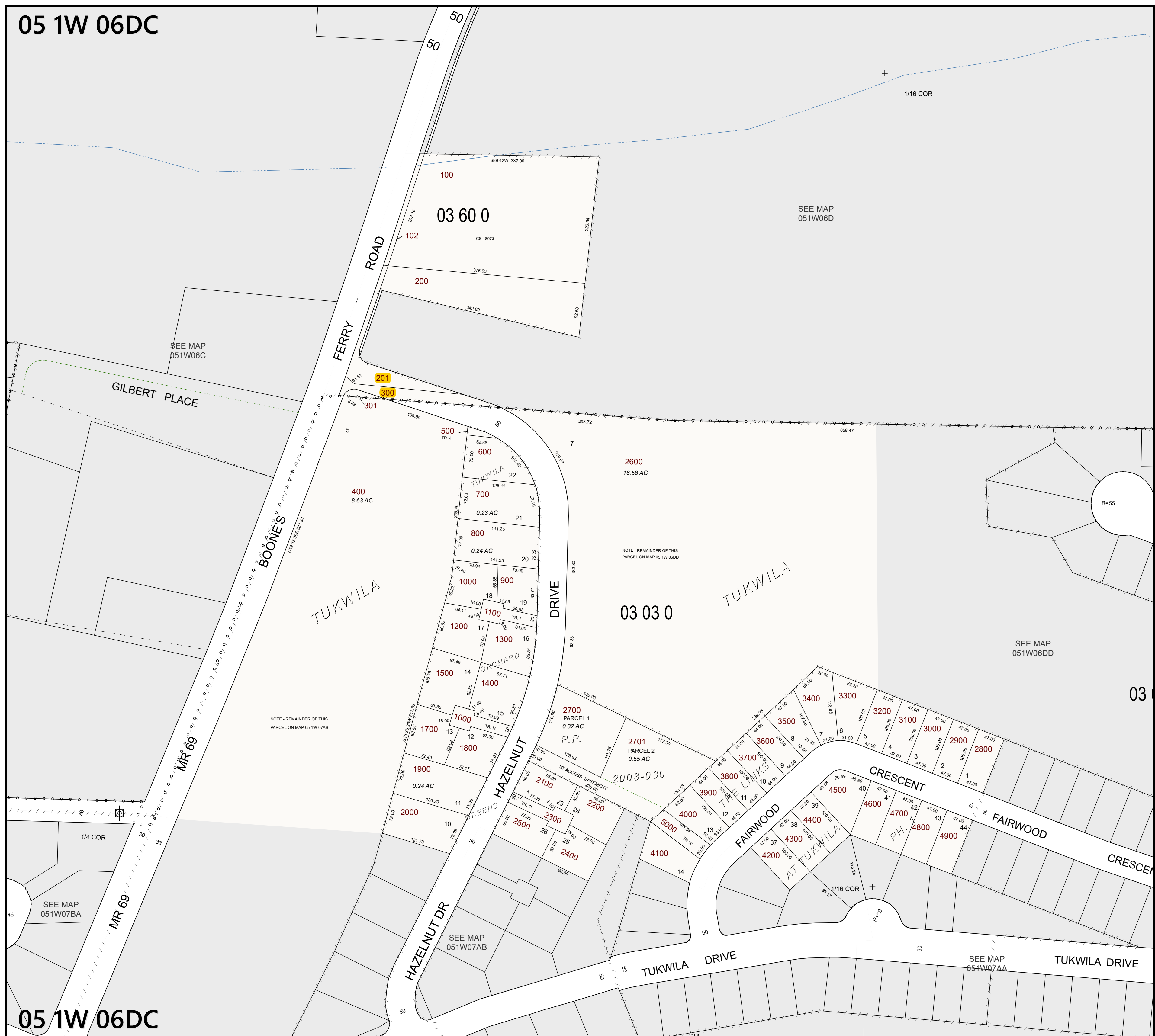


Assessors Office  
Cartography Dept

FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT  
www.co.marion.or.us

PLOT DATE: 10/16/2020

WOODBURN  
05 1W 06DC



# ANX 2020-01: Analyses & Findings

This attachment to the staff report analyzes the application materials and finds through statements how the application materials relate to and meet applicable provisions such as criteria, requirements, and standards. They confirm that a given standard is met or if not met, they call attention to it, suggest a remedy, and have a corresponding recommended condition of approval. Symbols aid locating and understanding categories of findings:

<i>Symbol</i>	<i>Category</i>	<i>Indication</i>
✓	Requirement (or guideline) met	No action needed
✗	Requirement (or guideline) not met	Correction needed
⊖	Requirement (or guideline) not applicable	No action needed
▲	<ul style="list-style-type: none"> <li>Requirement (or guideline) met, but might become unmet because of condition applied to meet separate and related requirement that is not met</li> <li>Plan sheets and/or narrative inconsistent</li> <li>Other special circumstance benefitting from attention</li> </ul>	Revision needed for clear and consistent records
■	Deviation: Planned Unit Development, Zoning Adjustment, and/or Variance	Request to modify, adjust, or vary from a requirement

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

## Table of Contents

Project Name & Case File Numbers .....	2
Location.....	2
Land Use & Zoning .....	2
Statutory Dates .....	3
Annexation Provisions .....	4
Zoning Map Change Provisions.....	11
Riparian Corridor and Wetlands Overlay District (RCWOD) Provisions.....	12
Property Line Adjustment Provisions .....	15
Subdivision Preliminary Approval Provisions.....	17

Planned Unit Development Provisions .....	18
Remaining Provisions .....	33
Recommended Conditions of Approval .....	41
Applicant Identity.....	48
Notes to the Applicant .....	48

## Project Name & Case File Numbers

The project name is Trillium Reserve. The land use application master/parent case file number is Annexation ANX 2020-01, and the children/corollary case file numbers are Property Line Adjustment PLA 2020-05, Planned Unit Development PUD 2020-01, Riparian Corridor and Wetlands Overlay District Permit RCWOD 2020-01, Preliminary Subdivision SUB 2020-01, & Zone Change 2020-01.

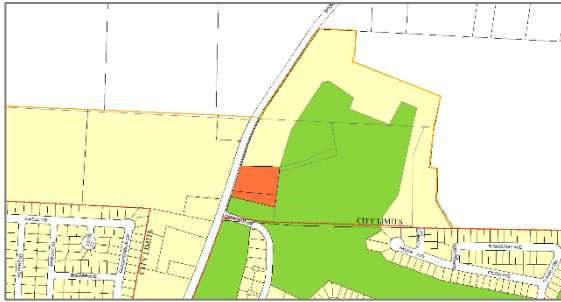
## Location

<i>Address(es)</i>	None (east side of N. Boones Ferry Rd north of Hazelnut Dr)
<i>Tax Lot(s)</i>	051W06D000502 (primary), 500, & 800 and 051W06DC00201 & 300; respectively 39.21, 0.15, 0.07, 0.09, & 0.16 acres, totaling 39.69 acres
<i>Nearest intersection</i>	N. Boones Ferry Rd & Hazelnut Dr

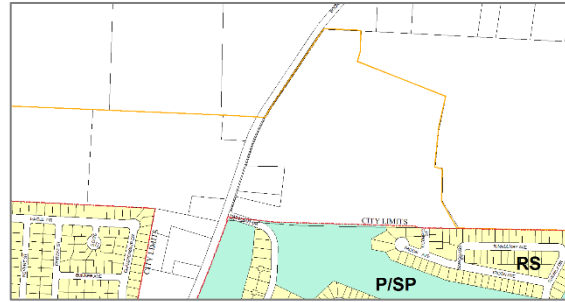
## Land Use & Zoning

<i>Comprehensive Plan Land Use Designation</i>	Low Density Residential and Open Space and Parks
<i>Zoning District</i>	Residential Single Family (RS) and Public and Semi-Public (P/SP) – the latter covering the existing golf course – upon annexation
<i>Overlay District(s)</i>	Riparian Corridor and Wetlands Overlay District (RCWOD) along the west tributary of Mill Creek
<i>Existing Use(s)</i>	Closed orchard and part of Oregon Golf Association golf course

For context, the comprehensive plan land use map designations and zoning are illustrated below with excerpts from the City geographic information system (GIS) and the zoning is tabulated further below:



*Comprehensive Plan land use map excerpt*



*Zoning map excerpt*

<i>Cardinal Direction</i>	<i>Adjacent Zoning</i>
North	No City zoning because not annexed and outside the City urban growth boundary (UGB)
East	No City zoning because not annexed and outside the City urban growth boundary (UGB)
South	Mix of RS & P/SP; from east to west: The Links at Tukwila Phase IV subdivision, golf course, Tukwila Orchard Greens No. 1 subdivision, and more golf course
West	No City zoning because not yet annexed; orchard and two rural houses

## Statutory Dates

<i>Application Completeness</i>	January 29, 2021
<i>120-Day Final Decision Deadline</i>	May 29, 2021 per Oregon Revised Statutes (ORS) <a href="#">227.178</a> . (The nearest and prior regularly scheduled City Council date would be either May 10 or 24, 2021, depending on coronavirus.)*

\*However, the Assistant City Attorney had counseled staff on January 16, 2018 that an annexation request is not subject to the 120-day deadline for final action per 227.178(8).

## Annexation Provisions

Because the proposal is for annexation, per 5.04 it requires a Type IV review with City Council decision. The applicant submitted application materials on September 24, 2020 and revised and additional materials through January 19, 2021 (excerpted within Attachment 103).

### 5.04.01 Annexation

- A. Purpose:** The purpose of this Type IV review is to provide a procedure to incorporate contiguous territory into the City in compliance with state requirements, Woodburn Comprehensive Plan, and Woodburn Development Ordinance.
- B. Mandatory Pre-Application Conference:** Prior to requesting annexation to the City, a Pre-Application Conference (Section 4.01.04) is required. ...
- C. Criteria:**
  - 1. Compliance with applicable Woodburn Comprehensive Plan goals and policies regarding annexation.
  - 2. Territory to be annexed shall be contiguous to the City and shall either:
    - a. Link to planned public facilities with adequate capacity to serve existing and future development of the property as indicated by the Woodburn Comprehensive Plan; or
    - b. Guarantee that public facilities have adequate capacity to serve existing and future development of the property.
  - 3. Annexations shall show a demonstrated community need for additional territory and development based on the following considerations:
    - a. Lands designated for residential and community uses should demonstrate substantial conformance to the following:
      - 1) The territory to be annexed should be contiguous to the City on two or more sides;
      - 2) The territory to be annexed should not increase the inventory of buildable land designated on the Comprehensive Plan as Low or Medium Density Residential within the City to more than a 5-year supply;
      - 3) The territory proposed for annexation should reflect the City's goals for directing growth by using public facility capacity that has been funded by the City's capital improvement program;
      - 4) The site is feasible for development and provides either:
        - a) Completion or extension of the arterial/collector street pattern as depicted on the Woodburn Transportation System Plan; or

- b) Connects existing stub streets, or other discontinuous streets, with another public street.
    - 5) Annexed fulfills a substantial unmet community need, that has been identified by the City Council after a public hearing. Examples of community needs include park space and conservation of significant natural or historic resources.
  - b. Lands designated for commercial, industrial and other uses should demonstrate substantial conformance to the following criteria:
    - 1) The proposed use of the territory to be annexed shall be for industrial or other uses providing employment opportunities;
    - 2) The proposed industrial or commercial use of the territory does not require the expansion of infrastructure, additional service capacity, or incentives that are in excess of the costs normally borne by the community for development;
    - 3) The proposed industrial or commercial use of the territory provides an economic opportunity for the City to diversify its economy.
- D. Procedures:
  - 1. An annexation may be initiated by petition based on the written consent of:
    - a. The owners of more than half of the territory proposed for annexation and more than half of the resident electors within the territory proposed to be annexed; or
    - b. One hundred percent of the owners and fifty percent of the electors within the territory proposed to be annexed; or
    - c. A lesser number of property owners.
  - 2. If an annexation is initiated by property owners of less than half of property to be annexed, after holding a public hearing and if the City Council approves the proposed annexation, the City Council shall call for an election within the territory to be annexed. Otherwise no election on a proposed annexation is required.
- E. Zoning Designation for Annexed Property: All land annexed to the City shall be designated consistent with the Woodburn Comprehensive Plan, unless an application to re-designate the property is approved as part of the annexation process.
- F. The timing of public improvements is as follows:
  - 1. Street dedication is required upon annexation.
  - 2. Dedication of public utility easements (PUE) is required upon annexation.
  - 3. Street improvements are required upon development.
  - 4. Connection to the sanitary sewer system is required upon development or septic failure.
  - 5. Connection to the public water system is required upon development or well failure.
  - 6. Connection to the public storm drain system is required upon development.

Regarding subsection B., staff hosted the pre-application conference (Pre-App PRE 2020-02) on February 6, 2020.



The applicant requests that the City designate the annexed territory with the Residential Single Family (RS) and Public and Semi-Public (P/SP) base zoning districts and the Riparian Corridor and Wetlands Overlay District (RCWOD).

Regarding the criteria of subsection C.:

1. The City Comprehensive Plan, Section G. Growth Management and Annexation contains annexation policies on pp. 30-31. The annexation criteria in the WDO already reflect the goals, including efficient City services.

First, the territory to be annexed is within the Woodburn Urban Growth Boundary (UGB). The premise of a UGB is to define an area feasible for the City to provide services to greenfield development over approximately 20 years as described in the Comprehensive Plan. So, in this way the annexation of territory within the UGB is consistent with the comp plan.

Second, the territory also is adjacent to infrastructure that development can make use of or extend into the territory to develop it:

- Roads and street: N. Boones Ferry Road borders to the property to the west, providing a means of access. The property also has a second access by bordering to the south the dead-end of Olympic Street. The annexation legal description and map series include the right-of-way (ROW) adjacent to the site, from the north end south to the south leg of the intersection of N. Boones Ferry Road & Hazelnut Drive.
  - Transit: Along N. Boones Ferry Road and Olympic Street, the City and other agencies could run transit vehicles.
  - Potable water, sanitary sewer, and stormwater sewer: These are adjacent or nearby, and as the Public Works Department Directs at the civil engineer plan (CEP) review and public works permit stage, the developer will upgrade and extend them as necessary to provide laterals to the site development and for these upgraded and extended utilities to accommodate the demands of the development.
  - Other: Other franchise utility providers attend to such utilities as electric power, cable television and internet, natural gas, and cellular wireless telephony, often using existing or extended ROWs.
2. The territory is contiguous to the City. Per the comp plan and with implementation through the WDO, upon development of the territory the City would require

improvements that guarantee that public facilities have adequate capacity to serve such development.

The Public Works Department identified no impediments to serve the development that would not be resolved at the permitting stage, evidenced by the Public Works comments that are Attachment 102A.

Second, the Public Works Department, Woodburn Fire District (WFD), and Woodburn School District (WSD) submitted service provider letters (SPLs) as annexation applications require. They are in Attachment 103B. The Public Works one dated September 3, 2020 states:

“This letter is to certify that the City of Woodburn has no capacity issue with the public wastewater treatment facility or public water treatment facility. However, the subject property is not adjacent to an existing collection system for water, wastewater or a public storm sewer collection system. The requirements for these collection facilities would still need to be determined. The capacity analysis, design and installation would be the responsibility of the applicant/property owner.”

Along with the Public Works comments that are Attachment 102A, it appears to Planning Division staff that the Public Works Department has no objection to annexation and that public works can serve the development through typical public improvements by a developer of the territory to be annexed.

Additionally, the applicant’s narrative (September 24, 2020, pp. 40-41) states:

“Adequate capacity for service exists to serve this subdivision. ... Water service via a 12-inch mainline is available at the intersection of Hazelnut Drive and N Boones Ferry Road. This water line is planned to be extended through the community and looped back into an 8-inch water line at the current stub end of Olympic Street.

Stormwater from the project is planned to be routed to internal stormwater facilities. Per the Preliminary Composite Utility Plans (Exhibit D) and Preliminary Stormwater Report (Exhibit H), these facilities have capacity to accommodate surface water runoff from the project.

Sanitary sewer for the project is planned to be routed to a point of confluence at the south end of the planned extension of Olympic Street, then east and south through the golf course to an existing sanitary sewer mainline within an existing utility easement near the intersection of Troon Avenue and Tukwila Drive. The existing line has the capacity for the planned PUD project and potential future development west of N Boones Ferry Road.

Application to Marion County to extend sanitary sewer utilities within the EFU zone will be made concurrently. Plans depicting the sanitary sewer and other planned utilities are included as part of Exhibit D. The applicant plans to install necessary water, wastewater, stormwater, and other utility facilities needed to serve the project. These criteria are met.”

There’s no written objection by the Public Works Department to the applicant’s narrative.

3. a. Examining the considerations under subsection a. because the Comprehensive Plan land use map designates the territory Low Density Residential and Open Space and Parks, and the territory is to be designated with Residential Single Family (RS) and Public and Semi-Public (P/SP) base zoning districts consistent with both the applicant’s request and Comprehensive Plan Policy Table 1:

- 1) The territory to be annexed doesn’t meet the guideline that it “should be contiguous to the City on two or more sides”.

- 2) The applicant’s narrative (pp. 41-42) states:

“The Comprehensive Plan Land Use Map designates the territory as a combination of Low Density Residential and Open Space and Parks. Per the City’s Housing Needs Analysis adopted December 9, 2019, the territory was included in the Buildable Lands Inventory and had been previously designated Low-Density Residential; therefore, the project helps meet the needs identified within the Housing Needs Analysis and Buildable Lands Inventory. Changes to density or zoning designation are not planned.

This petition for annexation represents only a small portion of the residentially designated lands within the UGB. The Housing Needs Analysis states that the future estimated housing need to be provided by single-family detached dwellings, manufactured homes, and mobile homes is 1,563 net new dwellings. The planned 90-lot PUD is planned to provide 5.76 percent of the total needed single-family detached dwellings or slightly more than one year’s supply. There is no known oversupply of annexed Low Density Residential lands and the supply of these lands following annexation is not more than a 5-year supply for residential growth.”

Staff concurs.

3) The applicant's narrative (p. 4) states:

"The project involves the extension of an existing public street stub from Olympic Street to N Boones Ferry Road and provide for future local street connections to surrounding development. The project is planned to also correct a previous dedication error to accommodate right-of-way for future N Boones Ferry Road widening needs. Utility projects related to this project that increase capacity or serve other developments are part of the City's Capital Improvement Plan."

There's no written objection by the Public Works Department to the applicant's narrative.

4) Regarding (a) & (b), the applicant's narrative (p. 4) states:

"The territory is feasible for development. The RS-zoned lands are relatively flat former farmland with no obvious physical constraints other than the unnamed North Mill Creek tributary. The territory is reasonably adjacent to City utilities and street infrastructure. The annexation includes right-of-way portions of N Boones Ferry Road. Infrastructure for the project including potable water extend along or under N Boones Ferry Road. The Woodburn Comprehensive Plan addresses the extension of utility infrastructure for the project and its criteria are addressed within this report below. The existing Olympic Street stub is planned to be extended to N Boones Ferry Road. Additional street stubs are shown to be dedicated for potential future development."

Staff concurs.

5) The applicant asserts no unmet community need. Because these analyses and findings come before the first public hearing by the Planning Commission, it is yet unknown if annexation fulfills a substantial unmet community need because the City Council has not yet identified such a need. Examples of community needs include park space and conservation of significant natural or historic resources, and the corollary development includes Tracts G & H along the west tributary of Mill Creek that the developer is to improve and dedicate as common area tracts to be owned and maintained by an association such as a homeowners association (HOA). (No public parkland is proposed.)

Annexation of the subject territory demonstrates substantial conformance with the criteria.

Regarding D., the applicant obtained the requisite written consent and such that no election is needed.

Regarding E., the applicant confirms the proposal includes no request to amend the Comprehensive Plan land use designation or upon annexation to designate the territory with City base zoning districts other than RS and P/SP. (Pursuant to Comprehensive Plan Policy Table 1, RS and P/SP are each the only zoning district that implements the respective Low Density Residential and Open Space and Parks designations.)

Regarding F., the applicant need not address subsection 1. because the territory to be annexed includes adjacent ROW and because the public improvements including ROW and public utility easement (PUE) dedications that F. describes are addressed through development review, i.e. site plan review process, instead of annexation itself.

✓ The criteria are met.

## Zoning Map Change Provisions

### Zoning Map Change Provisions

#### 5.04.04

**A. Purpose:** The purpose of an Owner Initiated Official Zoning Map Change is to provide a procedure to change the Official Zoning Map, in a manner consistent with the Woodburn Comprehensive Plan.

**B. Criteria:** The following criteria shall be considered in evaluating an Official Zoning Map Change;

- 1. Demonstrated need for the proposed use and the other permitted uses within the proposed zoning designation.**
- 2. Demonstrated need that the subject property best meets the need relative to other properties in the existing developable land inventory already designated with the same zone considering size, location, configuration, visibility and other significant attributes of the subject property.**
- 3. Demonstration that amendments which significantly affect transportation facilities ensure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the Transportation System Plan. This shall be accomplished by one of the following:**
  - a. Limiting allowed land uses to be consistent with the planned function of the transportation facility; or**
  - b. Amending the Transportation System Plan to ensure that existing, improved, or new transportation facilities are adequate to support the proposed land uses consistent with the requirement of the Transportation Planning Rule; or,**
  - c. Altering land use designations, densities, or design requirements to reduce demand for automobile travel and meet travel needs through other modes of transportation.**

Staff interprets this section such that it applies only to rezoning – a change from one City zoning district to another. Because the zone change proposed through ZC 2020-01 comes with annexation in order to assign City zoning, and the proposed zoning districts comply with the Comprehensive Plan land use map designations, the criteria are not applicable.

➡ Not applicable.

## **Riparian Corridor and Wetlands Overlay District (RCWOD) Provisions**

### **RCWOD Provisions**

#### **2.05.05 Riparian Corridor and Wetlands Overlay District**

##### **A. Purpose**

The Riparian Corridor and Wetlands Overlay District (RCWOD) is intended to conserve, protect and enhance significant riparian corridors, wetlands, and undeveloped floodplains in keeping with the goals and policies of the Comprehensive Plan. The RCWOD is further intended to protect and enhance water quality, prevent property damage during floods and storms, limit development activity in designated areas, protect native plant species, maintain and enhance fish and wildlife habitats, and conserve scenic and recreational values.

##### **B. Boundaries of the RCWOD**

###### **1. The RCWOD includes:**

- a. Riparian corridors extending upland 50 feet from the top of the bank of the main stem of Senecal Creek and Mill Creek and those reaches of their tributaries identified as fish-bearing perennial streams on the Woodburn Wetlands Inventory Map; and
- b. Significant wetlands identified on the Woodburn Wetlands Inventory Map. Where significant wetlands are located fully or partially within a riparian corridor, the RCWOD shall extend 50 feet from the edge of the wetland; and
- c. The 100-year floodplain on properties identified as vacant or partly vacant on the 2005 Woodburn Buildable Lands Inventory.

2. The approximate boundaries of the RCWOD are shown on the Zoning Map. The precise boundaries for any particular lot should be verified by the property owner when making a land use application. Map errors may be corrected as provided in this Ordinance (Section 1.02.04).

RCWOD applies per subsection B. and mainly aligns with the west tributary of Mill Creek across Tracts G & H and under the golf course, as well as over associated wetlands, and the applicant submitted a legal description and map as the zoning ordinance exhibits to designate the RCWOD. (Incidentally, no other overlay districts from 2.05 apply.)

✓ The criteria are met.

##### **C. Permitted Uses and activities**

The following uses and activities are allowed, provided they are designed and constructed to minimize intrusion into the RCWOD:

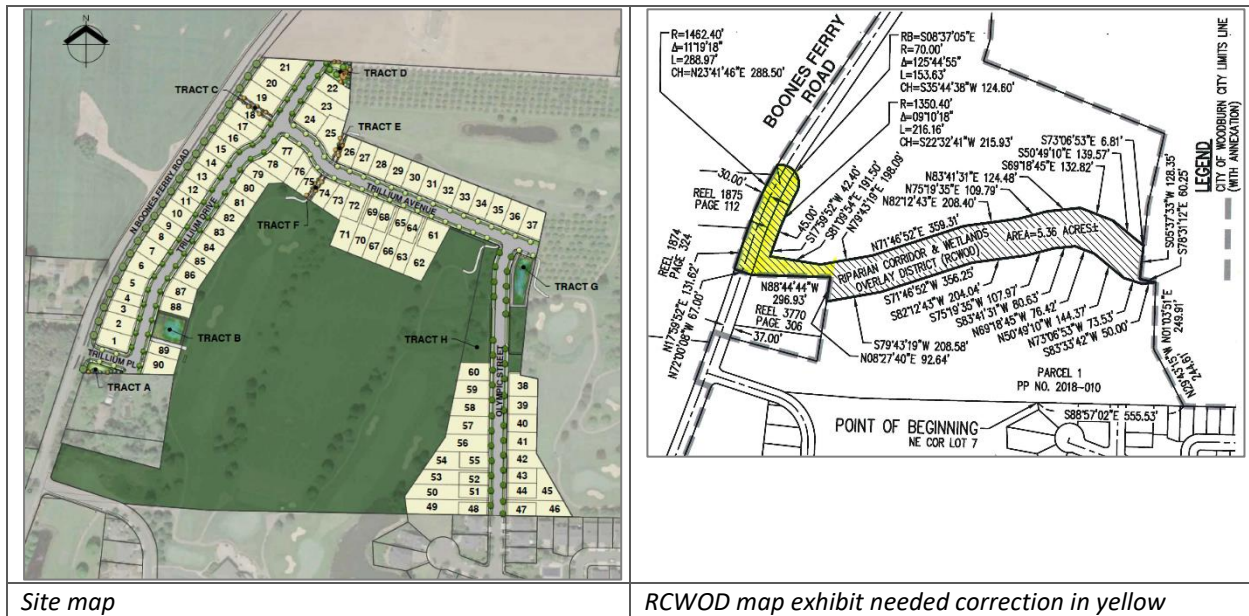
1. Erosion or flood control measures that have been approved by the Oregon Department of State Lands, the U.S. Army Corps of engineers, or another state or federal regulatory agency
2. Maintenance of existing structures, lawns and gardens
3. Passive recreation uses and activities

4. Removal of non-native plant species and replacement with native plant species
5. Streets, roads, and paths that are included in an element of the Comprehensive Plan
6. Utilities
7. Water-related and water-dependent uses, including drainage facilities, water and sewer facilities, flood control projects, drainage pumps, public paths, access ways, trails, picnic areas or interpretive and educational displays and overlooks, including benches and outdoor furniture
- D. Prohibited Uses and Activities
  1. New buildings or structures or impervious surfaces, except for replacement of existing structures within the original building footprint
  2. Expansion of existing buildings or structures or impervious surfaces
  3. Expansion of areas of pre-existing non-native landscaping such as lawn, gardens, etc.
  4. Dumping, piling, or disposal of refuse, yard debris, or other material
  5. Removal of vegetation except for:
    - a. Uses permitted by this Section
    - b. Perimeter mowing of a wetland for fire protection purposes;
    - c. Water-related or water-dependent uses, provided they are designed and constructed to minimize impact on the existing riparian vegetation;
    - d. Removal of emergent in-channel vegetation that has the potential to cause flooding;
    - e. Hazardous tree removal.
  6. Grading, excavation and the placement of fill except for uses permitted by this Section.

Staff noticed that the draft legal description and map as the zoning ordinance exhibits to designate the RCWOD have an error by extending the RCWOD past the west boundary of the golf course.

It's an error because while having RCWOD overlap public streets – N. Boones Ferry Road, Trillium Place, & Trillium Drive – wouldn't be problem per subsection C.5, the exhibits would apply RCWOD to a number of lots near the intersection of those two streets, creating a conflict with the prohibition against private development in the RCWOD per subsection D. Staff opted to direct the applicant to end the RCWOD west boundary at the conveniently identifiable west boundary of the golf course, the same as the west boundary of adjusted Lot 502, per the illustration below right:





▲ Staff applies a *PUD condition* about RCWOD designation.

#### G. Site Plan

When a use or activity that requires the issuance of a building permit or approval of a land use application is proposed on a parcel within, or partially within the RCWOD, the property owner shall submit a site plan to scale showing the location of the top-of-bank, 100-year flood elevation, jurisdictional delineation of the wetland boundary approved by the Oregon Department of State Lands (if applicable), riparian setback, existing vegetation, existing and proposed site improvements, topography, and other relevant features.

The applicant is conforming to such through land use review site plan sheets, DSL application #63057-GP in review, and DSL approved wetland delineation WD2020-0463, and will factor in the RCWOD through civil engineering plan (CEP) review by the Public Works Department, which comes after land use final decision, for the Olympic Street bridge/culvert/crossing of the west tributary.

#### H. Coordination with the Department of State Lands

The Oregon Department of State Lands shall be notified in writing of all applications to the City for development activities, including applications for plan and/or zone amendments, development or building permits, as well as any development proposals by the City that may affect any wetlands, creeks or waterways..

Planning staff notified DSL through the webform form specific to that agency for what became agency case file number WN2020-0690.

✓ The criteria are met.



## **Property Line Adjustment Provisions**

### **Property Line Adjustment; Consolidation of Lots**

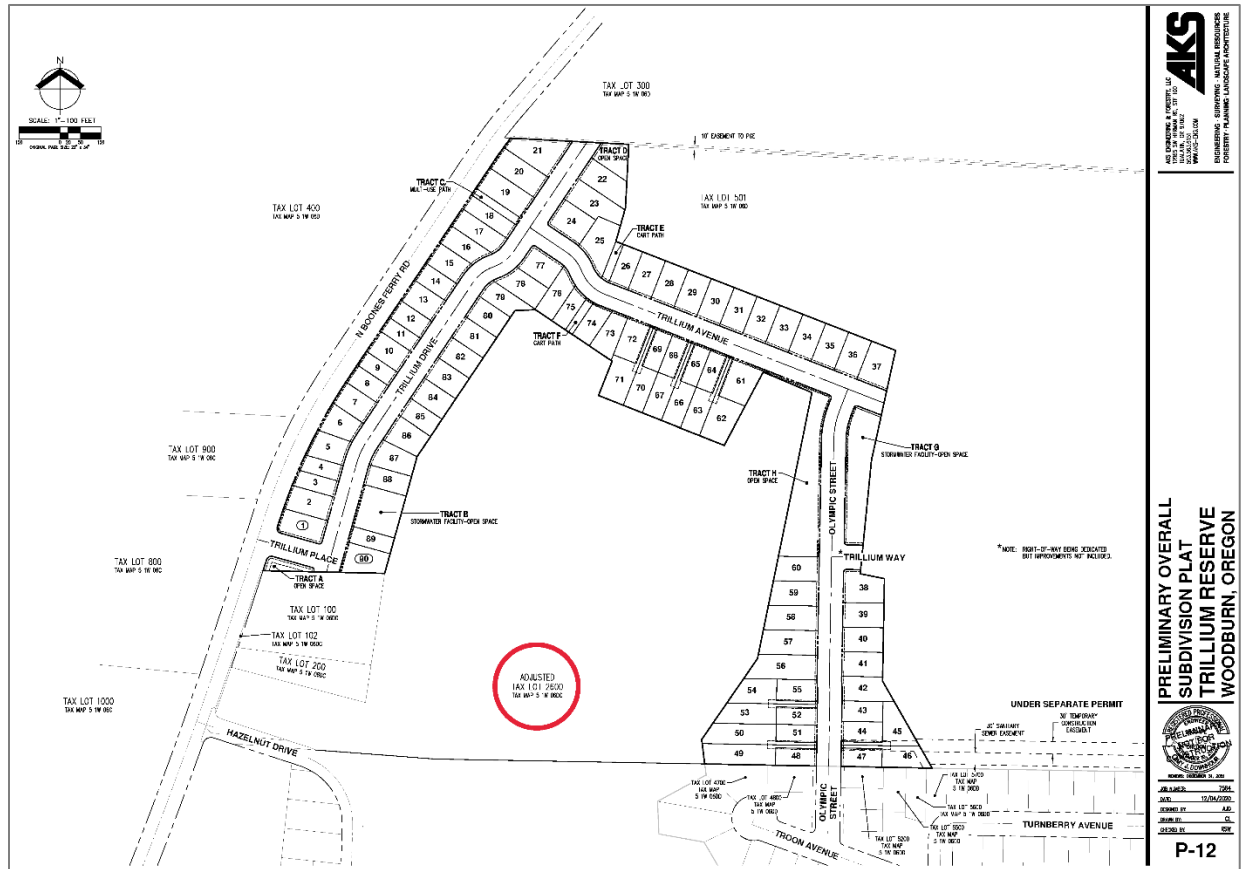
**A. Purpose:** The purpose of this review is to ensure that adjustments to property lines or the consolidation of existing lots and parcels, complies with the standards of this ordinance (Section 2), and State Statutes (ORS Chapters 92 and 209). Property line adjustments and consolidation of lots are allowed in all zones.

**B. Criteria:**

- 1. Lot area, depth, width, frontage, building setbacks, vehicular access and lot coverage comply with the standards of this ordinance (Sections 2 and 3);**
- 2. Existing easements are accurately reflected;**
- 3. Existing land use and development on the subject property comply with the requirements of prior land use actions; and**
- 4. Buildings and structures abutting the adjusted property lines comply with State building codes and with respect to current occupancy.**
- 5. Property line adjustments are surveyed and monumented to the requirements set forth in State statutes (ORS Chapters 92 and 209) and recorded by the County Surveyor.**

**C. Procedure:** The Director shall review and approve the application when it is found that it meets this Ordinance and the State Building Codes.

The proposal through PLA 2020-05 is to adjust the northerly boundary of Tax Lot 051W06DC02600 so that the golf course remains on its own lot. Below is land use review Sheet P-12 with the adjusted tax lot labeled circled in red:



The applicant proposes re-routing some segments of golf cart paths to align with new paths on adjacent subdivision tracts, and the proposal includes no new buildings or building additions on the golf course adjusted lot. The northerly adjusted lot line doesn't come near any existing building, and the City geographic information system (GIS) showed no public easements on the adjusted golf course lot with which the adjustment would interfere.

The golf course lot is to be zoned Public/Semi-Public (P/SP) zoning district, which has few development standards per Table 2.04D. There are no minimums for lot area, width, depth, or street frontage. Because the proposal includes no new buildings or building additions, the remainder of the standards in the table are not applicable.

✓ The criteria are met.

## Subdivision Preliminary Approval Provisions

### Subdivision Preliminary Approval Provisions

#### 5.03.10 Subdivision Preliminary Approval

A. Purpose: The purpose of a Type III Subdivision decision is to ensure that the division of properties into 4 or more lots complies with the standards of this Ordinance (Sections 2 and 3). Subdivisions are allowed in all zones, provided the proposal meets applicable standards.

B. Criteria: Preliminary approval of a Subdivision shall require compliance with the following:

1. That approval does not impede the future best use of the remainder of the property under the same ownership or adversely affect the safe and efficient development of the remainder of any adjoining land or access thereto.

2. That the proposed development shall be served with city streets, water, sewer and storm drainage facilities with adequate capacity.

3. That the plan for the development takes into account topography, vegetation and other natural features of the site.

4. That adequate measures have been planned to alleviate identified hazards and limitations to development:

a. For wetlands these shall be the measures required by the Division of State Lands for regulatory wetlands.

b. For unstable areas, demonstration that streets and building sites are on geologically stable soil considering the stress and loads.

5. The preliminary plat complies with all applicable provisions of this Ordinance (Sections 2 and 3), except where waived by variance.

Because the subdivision is for planned unit development (PUD), which can and does modify WDO provisions, the criteria are met through the PUD provisions, including modification by PUD to establish a smaller minimum lot area standard.

■ *PUD*: Staff further addresses WDO and modified subdivision standards below under the Planned Unit Development Provisions section.

## Planned Unit Development Provisions

### Planned Unit Development Provisions

#### 3.09

The purpose of this Section is to establish the requirements for Planned Unit Developments (PUDs). PUDs allow flexible development standards, unique street cross-sections, and more variety in permitted uses. They are especially appropriate when developing properties with unique topographic, geotechnical, or other constraints. They also encourage innovation and creative approaches for developing land. In exchange for the ability to modify development and use standards, PUDs must provide common open space and enhanced public amenities.

PUD is a discretionary land use application type allowing developers to modify WDO provisions – such as getting smaller minimum lot areas and higher residential density – in exchange for a minimum area of open space, minimum common area improvements, and what the City interprets to mean “enhanced public amenities”. More to the point, the conditions of approval and the related 200 series of attachments establish PUD development standards and common area improvements.

#### 3.09.01 Allowable Types and Minimum Area of PUDs

##### A. Transfer of Density PUD

1. A Transfer of Density PUD shall consist entirely of property in any residential zone, or in more than one residential zone. A Transfer of Density PUD may only be used to transfer residential density from undevelopable areas of a site (riparian corridor, floodplain, wetlands, unstable soils or slopes) to developable areas of a site, but not to increase the overall number of dwelling units allowed on the site. Note: This development option is often called cluster housing.

2. There is no minimum site area for a Transfer of Density PUD.

##### B. Residential PUD

1. A Residential PUD shall consist entirely of property zoned RS, RM, RSN, RMN, R1S, or P/SP, or in more than one such zone. A PUD is not allowed in the Neighborhood Conservation Overlay District (NCOD).

2. A Residential PUD shall contain a minimum of two acres.

##### C. Mixed-Use PUD

1. A Mixed-Use PUD may consist of property in any zone or zones. A Mixed- Use PUD is not allowed in the Neighborhood Conservation Overlay District (NCOD).

2. A Mixed-Use PUD shall contain a minimum of three acres.

The applicant’s narrative (September 24, 2020, p. 27) addresses the section but doesn’t clearly indicate one of the three PUD types. Based on the application materials, it appears to be a Residential PUD per subsection B. The PUD contains at least two acres and territory to be annexed and zoned RS & P/SP.

✓ The provisions are met.

### **3.09.02 Allowed Uses**

#### **A. Transfer of Density PUD**

Single-family dwellings, manufactured dwellings, duplexes, row houses, and multiple-family dwellings shall be allowed in a Transfer of Density PUD.

#### **B. Residential PUD**

Any use allowed in any residential zone shall be allowed in a Residential PUD (see Table 2.02A). No separate Conditional Use process shall be required for any use that is described in the Detailed Development Plan and the project narrative.

#### **C. Mixed-Use PUD ...**

Because the proposal includes no conditional use for the Residential PUD, subsection B isn't applicable.

⊖ Not applicable.

### **3.09.03 Density Transfer**

**A.** Any PUD may be used to transfer residential density from undevelopable areas of a site (riparian corridor, floodplain, wetlands, unstable soils or slopes) to developable areas of a site. Up to 40 percent of the density may be transferred, except as provided in Sections B through G, below. No more than 100 percent of the density may be transferred.

**B.** If the PUD dedicates to the City or provides an easement for a trail or bike path shown in any adopted City Plan, an additional 20 percent of the density may be transferred.

**C.** If the PUD dedicates to the City property abutting a public park, the Commission may allow up to an additional 20 percent of the density to be transferred, commensurate with the amount and usability of the property dedicated.

**D.** If the improved common area of the PUD is available for use by the public, the Commission may allow up to an additional 10 percent of the density to be transferred, commensurate with the amount and usability of the improved common area. The area must be permanently posted with a sign reading, "This common area is available for use by the public."

**E.** If the PUD plan proposes landscaping or buffering that exceeds the WDO minimum standards by at least 25 percent, the Commission may allow up to an additional 20 percent of the density to be transferred, commensurate with the amount, quality, and variety of the enhanced landscaping or buffering.

**F.** If the PUD plan proposes stormwater mitigation measures that exceed minimum City standards by at least 25 percent, the Commission may allow up to an additional 10 percent of the density to be transferred, upon a recommendation by the Public Works Department.

**G.** If the PUD plan proposes other environmental, sustainability, or architectural enhancements, the Commission may allow up to an additional 10 percent of the density to be transferred, commensurate with the amount, quality, and community benefit of the enhancements. Such enhancements may include, but are not limited to, solar heating or electrical generation, community gardens, public art, mitigation of off-site stormwater, and greywater diversion.

The applicant's narrative skips this section, and because of that and the site plans, staff concludes that the applicant declines to opt for any of the density transfer provisions.

⊖ Not applicable.

#### **3.09.04 Conceptual Development Plan**

**A. PUDs require both a Conceptual Development Plan and a Detailed Development Plan. These reviews may be accomplished sequentially or as a consolidated review, at the applicant's discretion.**

**B. A Conceptual Development Plan shall include drawings and a narrative describing the surrounding neighborhood, existing site conditions, general development areas, phasing, land uses, building envelopes, architectural theme, landscaping and buffering, streets, bicycle and pedestrian circulation, common areas, utility locations, sign theme, and other information the Director may deem necessary to convey the concept plan.**

The application materials indicate that the applicant seeks Conceptual Development Plan approval.

✓ The provisions are met.

#### **3.09.05 Detailed Development Plan**

**A. PUDs require both a Conceptual Development Plan and a Detailed Development Plan. These reviews may be accomplished sequentially or as a consolidated review, at the applicant's discretion.**

**B. No building, grading, access, or other development permit may be issued until a Detailed Development Plan has been approved for at least one phase of the project.**

**C. Buildings shown on a Detailed Development Plan are exempt from Design Review if they are in substantial conformity to the Detailed Development Plan (see Section 3.07.01.B).**

**D. A Detailed Development Plan shall include drawings and a narrative sufficient to demonstrate compliance with the Conceptual Development Plan and any conditions of approval previously imposed. A Detailed Development Plan shall provide specific information regarding the site layout, architecture, and proposed amenities. A Detailed Development Plan that proposes land uses not in the Conceptual Development Plan or that deviates by more than ten percent from any development standard in the Conceptual Development Plan for any phase, or that does not meet the standards of this Section shall not be approved. The applicant may request that the decision-maker approve such a plan as an amended Conceptual Development Plan.**

The application materials indicate that the applicant seeks both PUD Conceptual Development Plan and Detailed Development Plan (DDP) approvals.

Staff applies a PUD condition, similar to as was done for the Smith Creek PUD (ANX 2017-05), to conform to 5.01.07, the purpose of which is to ensure that the PUD is in substantial conformance with the conditions of the DDP approval.

▲ Staff applies a *PUD condition* for PUD Final Plan Approval process.

### 3.09.06 Development Standards

A PUD is intended to allow flexibility in the development standards of Sections 2.02 through 2.04 and 3.01 through 3.10. The Detailed Development Plan may propose modified standards without a separate Variance. Any standard that is not proposed for modification shall apply to the PUD. The development standards stated below shall not be modified through the PUD process.

#### A. Common area and density shall comply with Table 3.09A.

Common Area and Density Standards for Planned Unit Developments Table 3.09A				
		Transfer of Density	Residential	Mixed-Use
Common Area, Minimum	Four or fewer dwelling units	All undevelopable site area		
	Five or more dwelling units, or nonresidential uses	30 percent of gross site area, including all undevelopable site area <sup>1</sup>		
Improved Common Area, Minimum	Four or fewer dwelling units	None		
	Five or more dwelling units	100 square feet per dwelling unit		
	Nonresidential uses	None	None	None
Residential Density, Minimum (units per net acre)		Pursuant to the Comprehensive Plan <sup>2</sup>		
Residential Density, Maximum (units per net acre)		Not specified <sup>4</sup>		
<div>1. At least one common area shall be sized to accommodate a circle 25 feet in diameter.</div> <div>2. In residential zones only. There is no minimum for non-residential zones.</div> <div>3. Child care facility for 13 or more children, group home for six or more persons.</div> <div>4. The maximum density is determined by setbacks, off-street parking, open space, and other requirements. Pursuant to Comprehensive Plan Policy Table 1, Note (p. 7), allowable densities may be increased through PUD above the maximum(s) of the base zone(s).</div>				

First, before applying standards from the table, definitions from 1.02 are in order:

- “Common area”: Not defined.
- “Improved common area”: Not defined. However, the next section beyond Table 3.09A, which is 3.09.06B, states that, “Common areas are deemed improved if they are provided with benches, playground equipment, gazebos, picnic facilities, or similar amenities. Lawn area by itself does not constitute improvement. Trails or paths do not constitute improvement, unless they connect to the public trail system. Common meeting or recreation rooms are deemed to be improved common areas.”
- “Open space, common”: “An area, feature, building or other facility within a development which has been dedicated in common to the ownership within the



development, or to the public, specifically for the purpose of providing places for recreation, conservation or landscaping, and which is intended for the use of the residents and property owners of the development.”

- “Open space, usable common”: “Common open space, the use of which conforms with use and development guidelines specified by the Woodburn Development Ordinance.”

It appears that through the table, “common area” describes the same as “open space, common”. “Improved common area” could mean the same as “open space, usable common”, except that the definition is vague and refers to WDO guidelines and specifications that simply don’t exist except for 3.09.06B, so the description in 3.09.06B stands. Staff concludes that the City through PUD can define the details of what “improved common area” and “similar amenities” mean as standards and require that they be met. Staff concluded the same and acted accordingly for the Smith Creek Development (ANX 2017-05), for example.

Second, looking at the applicable standards from the table, they are as follows:

Common Area, Minimum: Five or more dwelling units, or nonresidential uses	30 percent of gross site area, including all undevelopable site area <sup>1</sup>  <sup>1</sup> At least one common area shall be sized to accommodate a circle 25 feet in diameter.	30.0% of the subdivision gross area is (18.58 acres x 0.3) =5.57 acres  The applicant proposes 30% with common area tracts totaling 1.68 acres (9% among the 30%) and part of the existing golf course crediting towards the remaining 3.89 acres (21% among the 30%)  Looking at the 30% common area as a base of 100%, the tracts are 30.1%, and part of the existing golf course credits towards 69.9% of the remaining common area standard.  In other words, the vast share of the 30% PUD common area is golf course.
Improved Common Area, Minimum: Five or more dwelling units	100 square feet per dwelling unit	The next section beyond Table 3.09A, which is 3.09.06B, defines improved common area.  What the applicant proposes on land use review revised Sheets

		P-35 to P-38 is improved common area, and a PUD condition memorializes these improvements.
Residential Density, Maximum (units per net acre)	<p>Pursuant to the Comprehensive Plan<sup>2</sup></p> <p><sup>2</sup>In residential zones only. There is no minimum for non-residential zones.</p>	Through Policy Table 1 starting on plan p. 7, the table has a footnote stating, “Note: ... Allowable densities may be increased through the discretionary planned unit development review process.” The proposal does so and proposes at least 7.1 dwelling units (DUs) per net acre. The conditioned development standards acknowledge such.
Residential Density, Maximum (units per net acre)	<p>Not specified<sup>4</sup></p> <p><sup>4</sup>The maximum density is determined by setbacks, off-street parking, open space, and other requirements. Pursuant to Comprehensive Plan Policy Table 1, Note (p. 7), allowable densities may be increased through PUD above the maximum(s) of the base zone(s).</p>	<p>The applicant’s narrative (submitted 9/24/2020, p. 28) states that the average lot size of the 90 house lots of Trillium Reserve is 5,920 sq ft. The resulting density is <math>(43,560 / 5,920) = 7.4</math> houses (DUs) per net acre.</p> <p>Additionally, Oregon House Bill (HB) 2001 (2019) and OAR 660-046 took effect that require most cities including Woodburn to allow “middle housing” – duplexes, triplexes, quadplexes, cottage clusters, and townhouses – as follows:</p> <p>(a) All middle housing types in areas zoned for residential use that allow for the development of detached single-family dwellings; and</p> <p>(b) A duplex on each lot or parcel zoned for residential use that allows for the development of detached single-family dwellings.</p>

		<p>The max densities are as follows:</p> <ul style="list-style-type: none"> <li>• 7.4 DUs per net acre for the proposed 90 houses on 90 lots; and</li> <li>• 46.1 DUs per net acre for the 90 lots to allow a theoretical maximum of four dwellings per lot composed of a combination of houses and middle housing.</li> </ul> <p>Note: Accessory dwelling units (ADUs) don't count against max density, and the bulleted maximums exclude the golf course territory.</p> <p>In service of substantial conformance and out of caution, a PUD condition establishes as a development standard min density as a little less than what's proposed, and higher than 7.0, the min density necessary as a city planning rule of thumb to make bus service viable at a frequency of at least once every 30 minutes.</p>
--	--	--

Lastly, here staff addresses development standards in lieu of addressing them in the Subdivision Preliminary Approval Provisions section: A PUD condition establishes development standards, each on either modified by PUD or as in the WDO. Because the standards accommodate the proposed subdivision, the proposed subdivision meets them.

✓ The provisions are met.

**B. Improved Common Area**

- 1. Common areas are deemed improved if they are provided with benches, playground equipment, gazebos, picnic facilities, or similar amenities. Lawn area by itself does not constitute improvement. Trails or paths do not constitute improvement, unless they connect to the public trail system.**
- 2. Common meeting or recreation rooms are deemed to be improved common areas.**
- 3. Improved common areas are subject to the performance guarantee provisions of Section 4.02.08.**

Staff addressed this through 3.09.06A above.

**C. Streets**

1. A PUD shall conform to and, where possible, enhance existing or planned vehicle, pedestrian and bicycle networks, including connections and functionality. Note: See Figures 7-1 (Functional Classification Designations), 7-3 (Pedestrian Plan), and 7-4 (Bicycle Plan) of the Transportation System Plan.

2. All streets shall be public.

3. Boundary and connecting streets shall use the street sections of Section 3.01.04.

4. Internal streets may use the street sections of Section 3.01.04, or the PUD may propose other street sections, provided that the streets:

- a. conform to the Oregon Fire Code (see Figures 3.04C and 3.04D)
- b. include sidewalks, and
- c. are constructed to the specifications of the Public Works Department.

**D. Parking**

If a front setback of less than 20 feet is proposed, the requirement of Section 3.05.03 for an improved parking pad for single-family and duplex dwellings may be satisfied by on-street parking or by a common off-street parking lot.

**E. Signs**

1. A PUD may include a sign plan to require a common architectural design and location.

2. The standards of the Mixed Use Village (MUV) zone shall apply to commercial uses in the residential zones of a Mixed-Use PUD.

The street improvements as proposed or conditioned meet or exceed 3.01, including Figures 3.01A, C, & G:

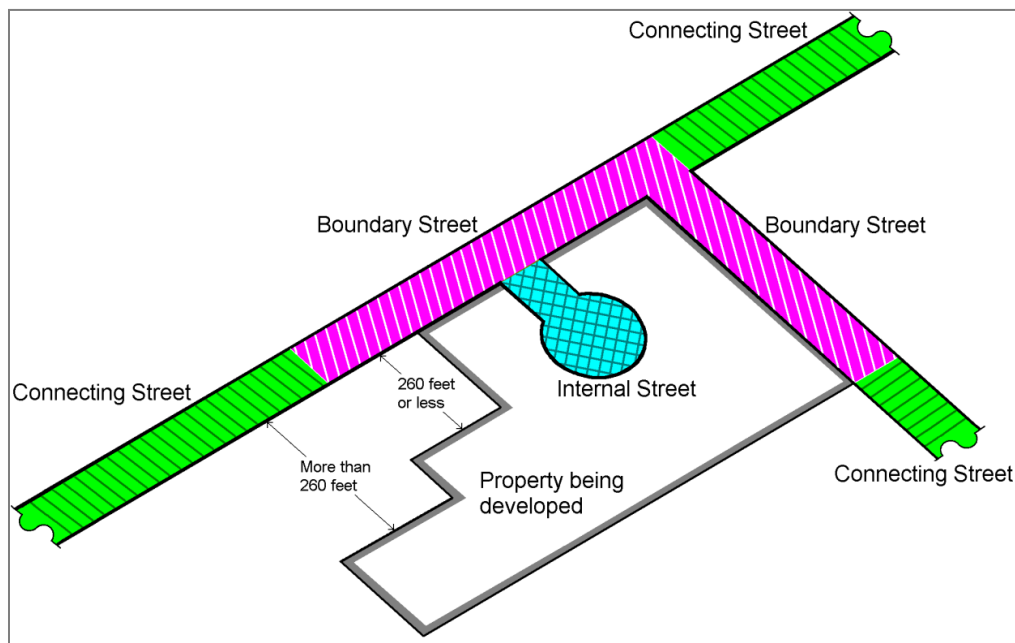
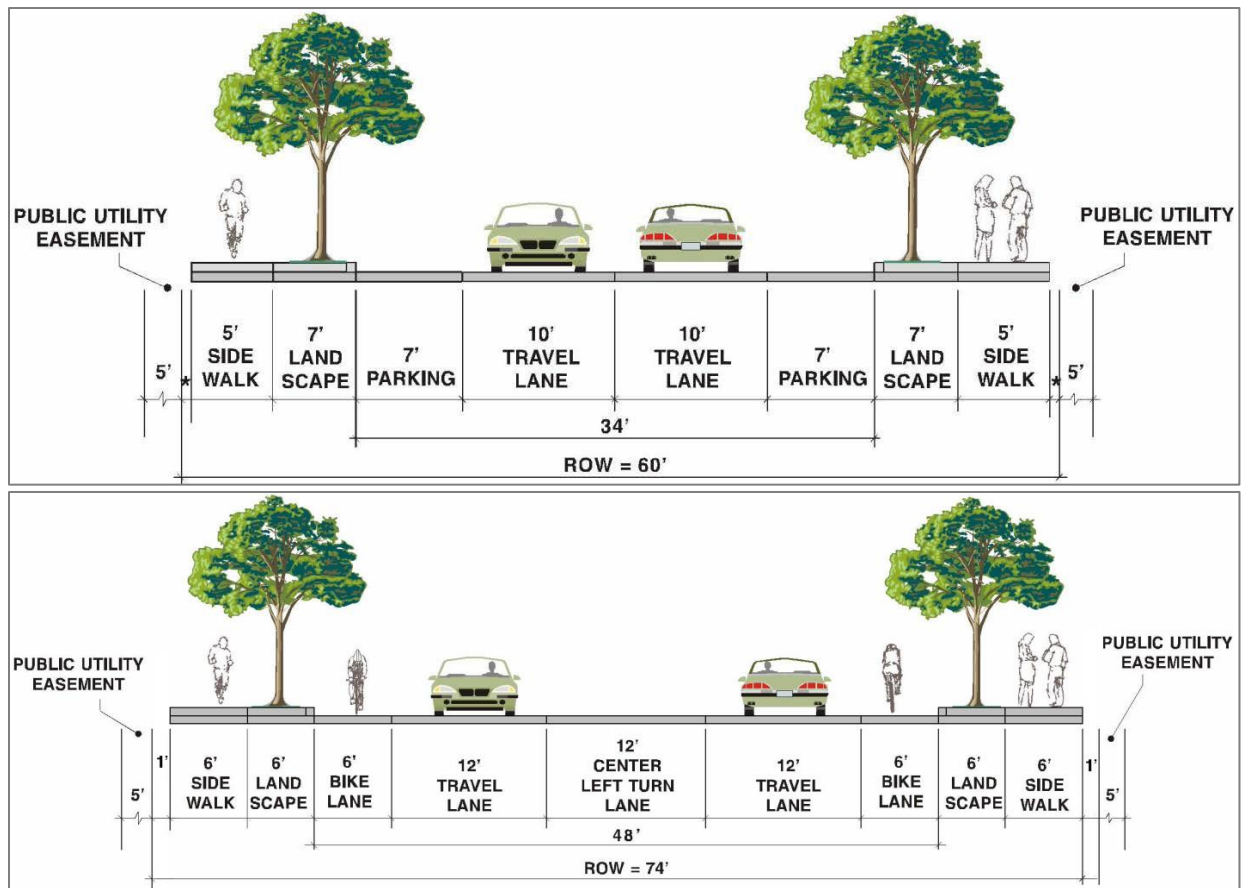


Figure 3.01A – Internal, Boundary, and Connecting Streets



Top: Figure 3.01C – Minor Arterial (This applies to N. Boones Ferry Road.)

Bottom: Figure 3.01G – Local Residential Street with Parking Both Sides, 60 Foot Right-of-Way (This applies to remaining streets.)

Street improvements include wider sidewalks to encouraging walking and accommodate cyclists who feel safer on sidewalk. Off-street public improvements include in place of a street a subdivision connection path, a bicycle/pedestrian path through Tract C as a shortcut within the street network directly linking N. Boones Ferry Road and Trillium Drive.

▲ Staff applies a *PUD condition* to specify street improvements.

### 3.09.09 Owners/Tenants Association

Any land and structures not dedicated to the public, but reserved for the common use of the owners or tenants, shall be subject to control by an association of owners or tenants.

▲ Staff applies a *PUD condition* to ensure conformance.

### 3.09.10 Phasing

A. A PUD may be developed in phases, pursuant to Section 5.03.05.

**B. Phases shall be functionally self-contained with regard to access, parking, utilities, open spaces, and similar physical features, and capable of occupancy, operation, and maintenance upon completion.**

**C. The phased provision of common areas and improvements shall be roughly proportional to the development of housing and other elements intended for private ownership.**

**D. At least one improved common area sized to accommodate a circle 25 feet in diameter shall be provided with the first phase.**

There's no phasing.

⊖ Not applicable.

### **[Other]**

ORS 92.040(3) sets a 10-year expiration on development approvals in order to help with the issue of entitlement "vesting". It also local governments to set shorter periods, and staff opts to do so in case the project begins to manifest during the 3-year land use approval window but slows down or stops afterwards. Condition SUB-1 sets an ultimate deadline. As an example, were another recession like the Great Recession to occur and lead to a "zombie" project, it would be clear when an apparently dormant project was dead.

▲ Staff applies a *SUB condition* to clarify the issue of "vesting".

A geotechnical or "geotech" report is necessary for subdivision improvements. It became necessary for Smith Creek Development building permits, and the master developer happened to have prepared one in keeping with private agreements with homebuilders and so was able to submit it on short notice. Thankfully, the report document no field conditions that needed correction. The Building Official thought Public Works handled Geotech reports, and this item isn't a WDO requirement or a Planning Division policy item. So, staff established a condition that gets the developer to submit a copy prior to the City accepting subdivision improvements.

▲ Staff applies a *SUB condition* regarding a geotech report.

PUD per the opening purpose statement of 3.09 refers to "enhanced public amenities", which along with annexation as interpreted by staff includes upgrades to public works. The Public Works Department asked for what became Condition PUD-PW to reinforce related items with the Public Works comments that are Attachment 102A. Staff mentions annexation again because public facilities, a.k.a. public works, with adequate capacity are an annexation criterion.

▲ Staff applies *Condition PUD-PW* supporting Public Works Department desires regarding stormwater management.

PUD per the opening purpose statement of 3.09 refers to both “enhanced public amenities” and “unique street cross-sections”, which staff interprets to include what it considers “upgrades” such as wider sidewalk segments, more street trees, traffic calming in the form of patterned poured concrete crosswalks as subtle visual reinforcement for drivers, and public works as civic art, e.g. more than simply functional sides of the Olympic Street bridge over the tributary of Mill Creek.

Staff also accommodates some of the developer’s desires, such as to exempt the Trillium Way street stub from standard improvements per 3.01 while conditioning a public street easement that secures to the City the right to have a street constructed (by someone other than the present developer).

There are also conditions clarifying vagueness or omissions in the WDO, such as that planter strips need to have grass and groundcover among the trees, not gravel or pebbles. Another two examples are to preserve trees and specifying how to implement dead-end street provisions of WDO 3.01.05A.2.

Staff also notes for the developer, PUD is a tool for getting more lots and more houses than a standard subdivision in order to get greater profit. In exchange, the City gets enhanced public amenities. For example, staff interprets enhanced public amenities to include through easement public access to common area off-street bicycle/pedestrian paths.

▲ Staff applies *PUD conditions* requiring street improvements that meet or exceed the WDO or provide an enhanced public amenity in exchange for meeting a street standard.

“Enhanced public amenities” includes common area and “off-street” improvements. Examples are to preserve trees outside ROW, specifying how to apply and remediate the RCWOD, and specifying common area improvements.

Staff accommodates some of the developer’s desires by requiring common area improvements that are basically the same as what the developer proposed after many discussions with staff, the purpose being to have standards that remain clear to all heading into the final plat stage.

Conditions also gain variety in trees, getting more evergreens, establishes a table of standards for off-street bicycle/pedestrian paths, and establishes a table of standards for public easements to secure public access to off-street bicycle/pedestrian paths and allow for future mid-block public utility corridors where and as needed.

Because all proposed common areas are just that – private, not any City/public parkland to be dedicated – there is a condition reiterating that there needs to be maintenance association per WDO 3.09.09.

Lastly, there is a condition reiterating that there needs to be PUD “Final Plan Approval” per WDO 5.01.07 so that outstanding details are deferred after land use approval, allowing the developer to proceed, but also securing between the developer and the City resolution of details before final plat approval by the City.

▲ Staff applies *PUD conditions* requiring common area improvements and public access to some improvements.

Relating to annexation and more so PUD, a number of transportation (T) conditions call out modest transportation improvements (or fees in-lieu where conditions of approval allow), all from the [Transportation System Plan \(TSP\)](#):

- Funding a signal timing study or studies.

A factor is that much traffic passes through the already highly trafficked intersection of N. Boones Ferry Road and Oregon Highway 214 (OR 214) to and from I-5 (Portland and Salem metros).

The development being all houses, it would attract households with commuters to and from those metro areas.

The developer proposes no traffic mitigation or transportation demand management (TDM), and staff anticipates Planning Commission and City Council to seek the developer doing something about traffic.

TSP signal timing study Projects R8, R9, & R11 are readily identifiable and might identify a way to deal with traffic that wouldn’t require construction. They also cost less than a conventional road widening or traffic signal installation.

Lastly, with ANX 2020-03 Dove Landing also in review and across the street from the subject development, Trillium Reserve, the condition requires Trillium Reserve to pay a small fraction – 35.2% -- as a proportionate share of the total cost of the three studies, the idea being that the City Council would approve with conditions both developments and that Dove Landing would be conditioned to pay the remaining 64.8% share, thereby completing the funding of the three signal timing studies. (See below the

Trillium Reserve ANX 2020-01, PUD 2020-01, etc. Staff Report  
Attachment 102  
Page 29 of 53



Remaining Provisions section, under 3.04.05, to the Tables T-A1-1 & 2 for detail about how staff determined the shares based on number of houses.)

- Constructing an enhanced pedestrian crossing serving “Safe Routes to School” for Woodburn H.S., the public high school in town.

The basic objective is that if people perceive they can walk and cycle more easily and safely, they’ll do so and drive less. A second is to improve safety of high school students who would reside in the development walking, cycling, scootering, and skateboarding to and from school, serving the concept of “[Safe Routes to School](#)” that the enhanced pedestrian crossing TSP Project P36 references in its description.

- Wayfinding signage for people walking and cycling, particularly to and from the bike/ped path along Tract C.

The basic objective is that if people perceive they can walk and cycle more easily and safely, they’ll do so and drive less. This includes seeing the Tract C bike/ped path and being able to see wayfinding signage to quell concerns they might have like, “Is that public?”, “Can my kids go there?”, “Can I get to Boones Ferry from here?”, and “Can I get to Trillium Drive from here?”

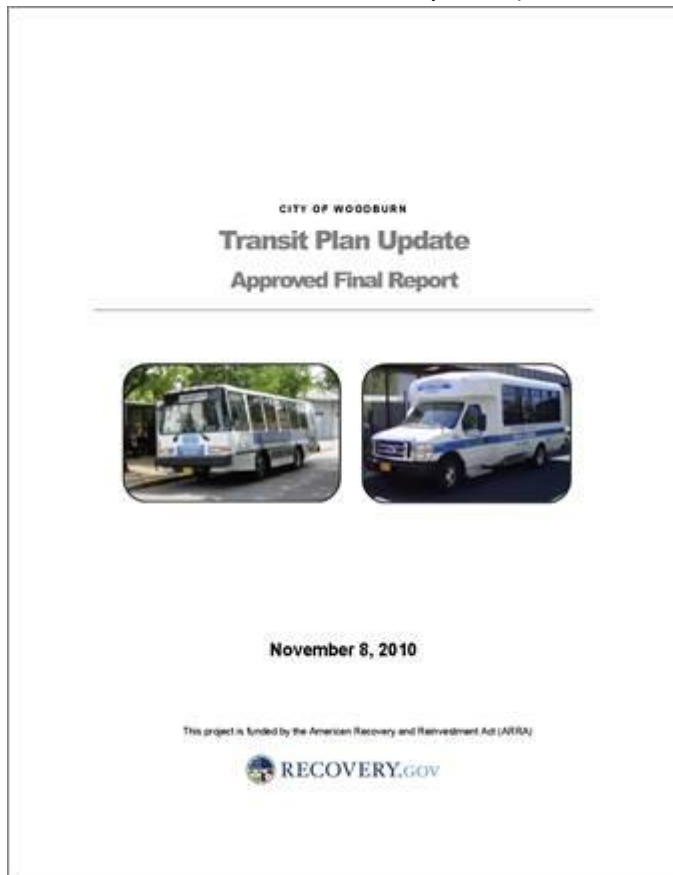
Based on input from the Assistant City Administrator (the *de facto* parks and recreation director) about what a wayfinding installation would cost, staff discussions about conditioning of ANX 2019-01 Woodburn Eastside Apartments, and ANX 2019-01 Condition T-BP4, staff applies the set figure of \$1,500 per installation location.

- A bus shelter.

The basic objective is that if people perceive they can wait to ride the bus in greater comfort, they’ll do so and drive less. PUD per the opening purpose statement of 3.09 refers to “enhanced public amenities”, which along with annexation as interpreted by staff includes upgrades to public works. Public facilities, a.k.a. public works, with adequate capacity are an annexation criterion. Both annexation and PUD support the City requiring a bus shelter or fee in-lieu. The fee in-lieu option is practical accommodation of the fact that the City is yet to expand its transit system beyond city limits into the outer urban growth boundary (UGB) area as territory is annexed and developed. However, where development expands, transit generally will follow. Getting a shelter or fee in-lieu now allows the Assistant City Administrator (the *de facto*

transit director) to use an installed shelter or pay to install one when the City extends bus service. This is an enhanced public amenity.

Also, a basis is the Transit Plan Update (November 8, 2010):



Specifically, TPU Project 9 "Install New Bus Shelters" on p. 10-11, which states, "'Safe and comfortable passenger amenities are an important element of any successful transit service. As such, bus shelters are recommended ...", and indicates a City bus shelter cost \$10,000 – in 2010 dollars, which equates to about \$12,000 in present dollars.

(Note: a separate condition requires a public easement accommodating placement on Tract A along N. Boones Ferry Road of the required shelter. This accommodates later decision by the Assistant City Administrator to install a shelter in the region of the development and identifies a tract along and visible from the major road next to and that serves the development. Clearing a default and readily identifiable space for a shelter enables the enhanced public amenity of a bus shelter.)

- Bus stop bicycle parking.

The basic objective is that if people perceive they can walk and cycle more easily and safely as well as wait to ride the bus in greater comfort and without having to mount their bicycles, they'll do so and drive less. Bike parking also is inexpensive.

There's a bus stop bike parking fee in-lieu option based on the table below:

<i>Table TSP-18.</i>		
<i>TSP Project 18 Description</i>	<i>TSP Cost Estimate</i>	<i>Method</i>
Evaluate all bus stops to verify static bus route information signage is visible and accessible and that bike racks are available at major bus stops	\$25,000	<p>50 existing bus stops are WTS stops.</p> <p>Of these, the Woodburn Memorial Transit Center/Facility already has bike racks, and the DR 2019-05 Allison Way Apts. developer will install bike parking at Stop 11 (along Harvard Drive behind Walmart) at a cost of 25,000 by 49 = \$510.20.</p> <p>This leaves 48 stops, and an updated cost of <math>(\\$25,000 - \\$510.20) / 48 = \\$510.20</math> per bus stop.</p> <p>Second, staff identifies two bus stops, a new one that could be along or on Tract A and the existing nearest one south of the development along N. Boones Ferry Road, both for which no bike parking exists. 2 stops x \$510.20 = \$1,020.40 total.</p>

Another factor for staff for all the above bulleted items that are in the TSP is that they reflect the Council's legislative intent for transportation citywide and that the developer constructing them manifests them sooner than if the City managed them as projects. P36 would be less expensive to construct by private labor than the 2019 cost estimate based on City construction at public wages. Projects R8, R9, R11, & P36 would benefit residents traveling between the development and both I-5 and Woodburn H.S. The wayfinding and transit improvements per Conditions T-BP2, T-T2, & T-T3 serve to provide public facilities to preserve (a) adequate encouragement to walk and cycle more and (b) the ability of the City to extend a bus transit route or routes adequately with signage, a shelter, and bike parking that encourages walking and cycling to the bus. Staff concludes by nothing that together Trillium Reserve and Dove Landing all but constitute the north area within the UGB, and it is necessary with development to obtain infrastructure concurrent with development of the north UGB.

- ▲ Staff applies *transportation (T) conditions* requiring the construction or funding of transportation improvements.

## Remaining Provisions

These are applicable provisions not already addressed in the application type provisions sections above.

### 4.01.07 Consolidated Applications

An applicant may request, in writing, to consolidate applications needed for a single development project. Under a consolidated review, all applications shall be processed following the procedures applicable for the highest type decision requested. It is the express policy of the City that development review not be segmented into discrete parts in a manner that precludes a comprehensive review of the entire development and its cumulative impacts.

The proposal is consolidated.

### 2.07 Special Uses

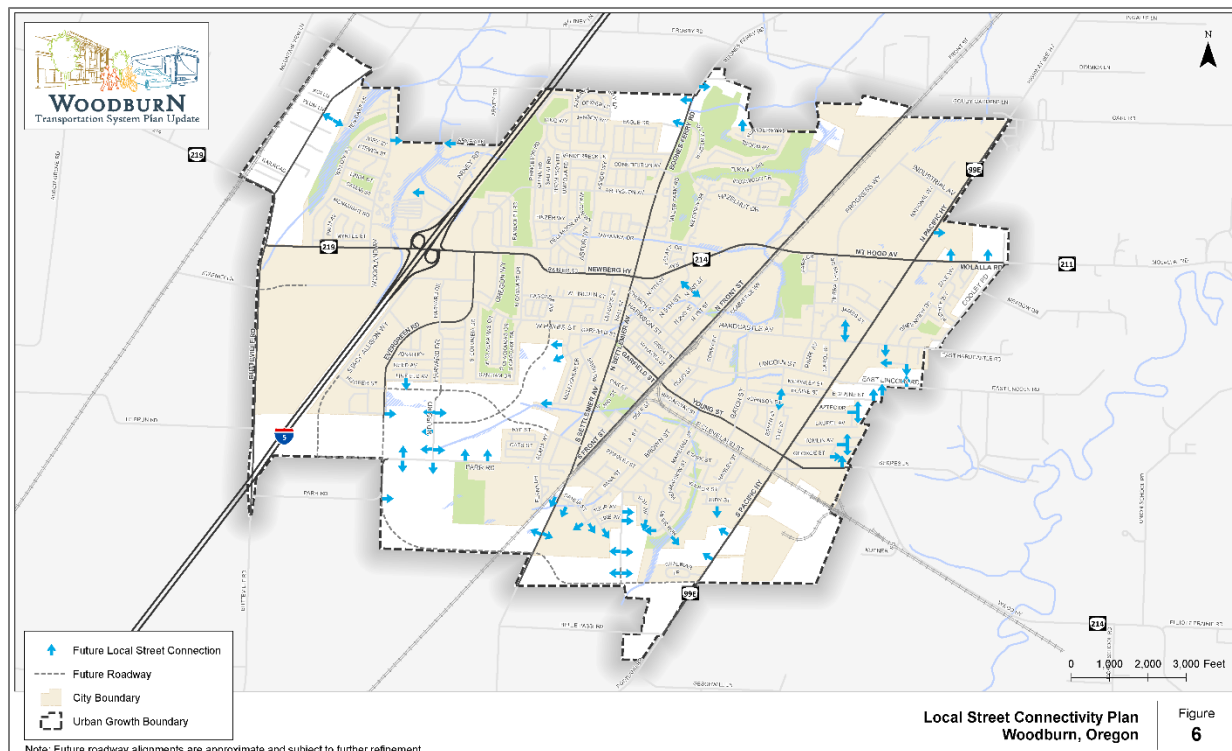
There is no “community club building” (clubhouse).

– None apply.

### 3.01 Streets

#### *Long-range Planning*

TSP Figure 6 “Local Street Connectivity Plan” shows street connections into the northeast area of the urban growth boundary (UGB) that includes the subject property:



TSP Figure 6

There are two blue arrows, one each to N. Boones Ferry Road and one from the dead-end of Olympic Way. The proposed extension of Olympic Street to N. Boones Ferry Road (with three name changes) conforms to Figure 6.

## 3.02 Utilities & Easements

### 3.02.01

**A. The Director shall require dedication of specific easements for the construction and maintenance of municipal water, sewerage and storm drainage facilities located on private property.**

**B. A five-foot wide public utility easement shall be dedicated along each lot line abutting a public street.**

**C. As a condition of approval for development, including property line adjustments, partitions, subdivisions, design reviews, or Planned Unit Developments (PUDs), the Director may require dedication of public utility easements.**

Planning staff expects the Public Works Department during the final plat stage to ensure that the developer dedicates the minimum streetside PUEs, and the preliminary subdivision drawings indicate conformance with 3.02.01B.

▲ Regarding 3.02.01A & C, staff applies a *PUD condition* for additional public easements for public bicycle/pedestrian access and potential mid-block utility corridors.

## 3.04 Vehicular Access

### 3.04.03 Driveway Guidelines and Standards

#### B. Joint Access

3. Every joint driveway or access between separate lots shall be established by an access easement and maintenance agreement to the satisfaction of the Director and revocable only with the concurrence of the Director.

▲ Staff applies a *PUD condition* ensuring the subdivision plat will provide for flag lot pole access easements to lessen curb curbs and thereby preserve more room for on-street parking and street trees.

### 3.04.05 Traffic Impact Analysis

A. A Traffic Impact Analysis (TIA) may be required by the Director prior to the approval of a City access permit when the Director estimates a development proposal may generate either 100 or more additional, peak hour trips, or 1,000 or more additional daily trips, within ten years of a development application.

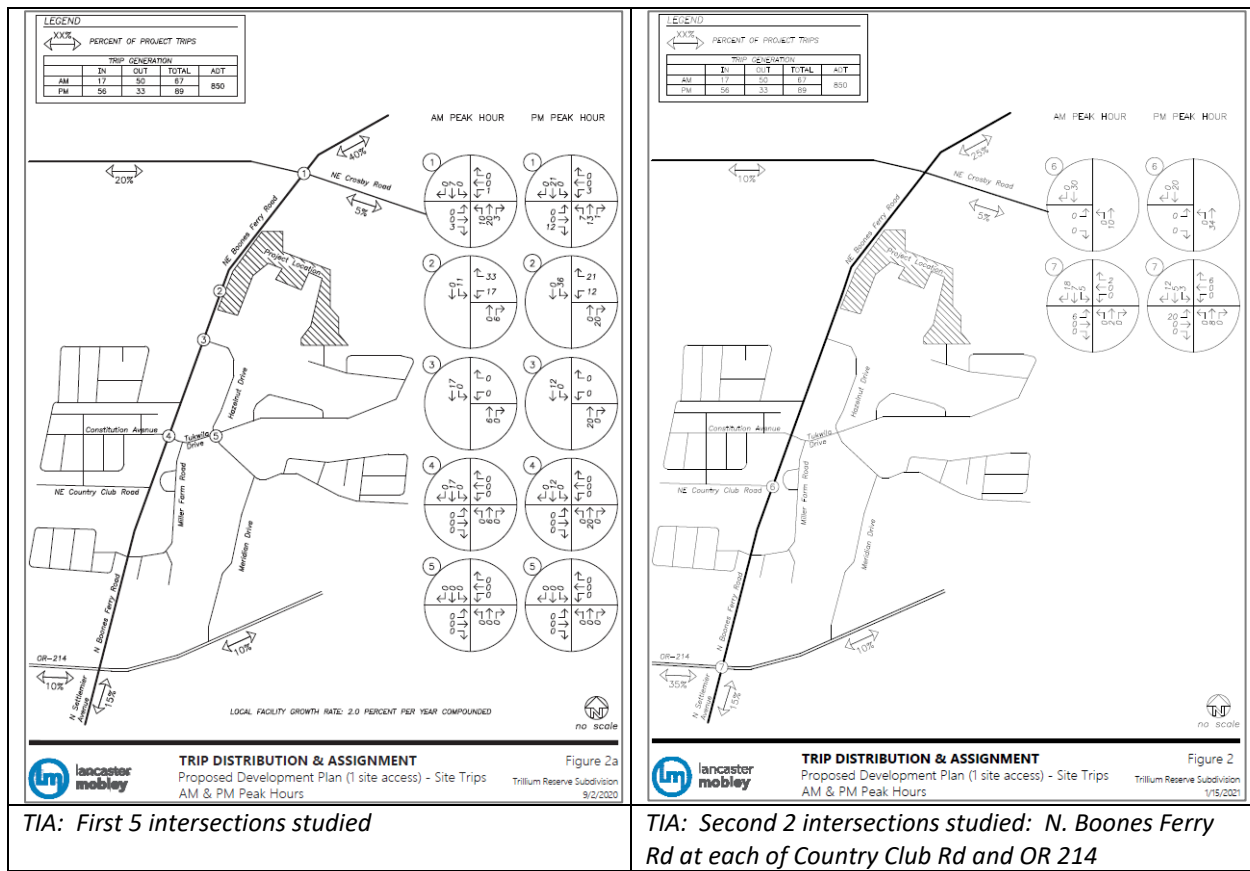
The applicant submitted three exhibits as a TIA: the original TIA (Exhibit G, September 24, 2020), an updated TIA (Exhibit G1, December 4, 2020), and an addendum #2 (Exhibit G2, January 19, 2021).

The TIA, limiting its conventional analysis to vehicle traffic only, assumed citywide growth in background vehicle traffic through 2022, specifically a compounded rate of 2.0% yearly (Exhibit G, p. 13).

The TIA studied 7 intersections, the northernmost being N. Boones Ferry Road at Crosby Road and the southernmost Boones Ferry Road at Oregon Highway 214 (OR 214) / Newberg Highway. The traffic modeling distributed 40% of trips generated by development to north of the development (to and past Crosby Road) and 60% to the south.

The TIA identified no vehicle trip reduction or transportation demand management (TDM) measures.

Below are two images serving as vicinity maps of the intersections:



TIA intersection locations map adapted from exhibits

As of January 25, 2021, no agency including ODOT responded to notice of hearing with any written comment.

The City contracted with a transportation consultant (from a company other than the one that prepared the applicant's TIA) to review the TIA, rebut or affirm its conclusions, and advise staff. The consultant will likely participate in one or more of the public hearings.

### Boones Ferry Road & OR 214

- The one studied intersection north of the project is outside the urban growth boundary (UGB).
- South of the project, BFR & OR 214 is heavily trafficked at peak hours.
- Of the studied intersections, the trips that the project would add show that BFR & OR 214 is the most trafficked.
- Staff supposes that most of the generated trips are to and from I-5 (Portland and Salem), the back way to Salem along S. Settlemier Avenue and S. Boones Ferry Road and outer rural roads southwest of Woodburn, and central Woodburn.
- The intersection includes a state highway under ODOT control (OR 214).

- There are no specific plans in any foreseeable time horizon by ODOT to make major physical changes to the intersection or highway.
- It thus seems that the best thing to do is collect money for some kind of transportation improvement somewhere under City control that benefits travel through the intersection, whether directly or indirectly. This leads to Condition T-A1.

#### *Automotive*

Looking to specific TSP projects, Condition T-A1 gets money to study the highway. Specifically, Transportation System Plan (TSP) Projects R8, R9, & R11 relate to traffic signal timing on three highway intersections east of I-5. (The City already conditioned DR 2019-05 Allison Way Apartments with funding R10.)

This condition has a proportionate fair share based on the following logic that these two tables show:

<i>Table T-A1-1</i>			
<i>Case file no.</i>	<i>Development Name</i>	<i>Dwelling Units</i>	<i>Percentage</i>
ANX 2020-01	Trillium Reserve	90	35.2%
ANX 2020-03	Dove Landing	166	64.8%
tot.		256	100.0%

Staff notes that together Trillium Reserve and Dove Landing all but constitute the north area within the UGB.

<i>Table T-A1-2</i>			
<i>TSP Project No.</i>	<i>Cost Estimate</i>	<i>Proportionate Shares</i>	
		<i>Trillium Reserve</i>	<i>Dove Landing</i>
R8	\$15,000		
R9	\$15,000		
R11	\$15,000		
tot.	\$45,000:	35.2%	64.8%
		\$15,840	\$29,160

Staff applies *Condition T-A1*.

#### *Bicycle/Pedestrian & Transit*

In the interest of PUD per the purpose statement that opens 3.09 of providing enhanced public amenities, below are comprehensive plan policies that relate to infrastructure upgrades, enhanced public amenities, and improved traveling for those who walk, cycle, and ride transit.

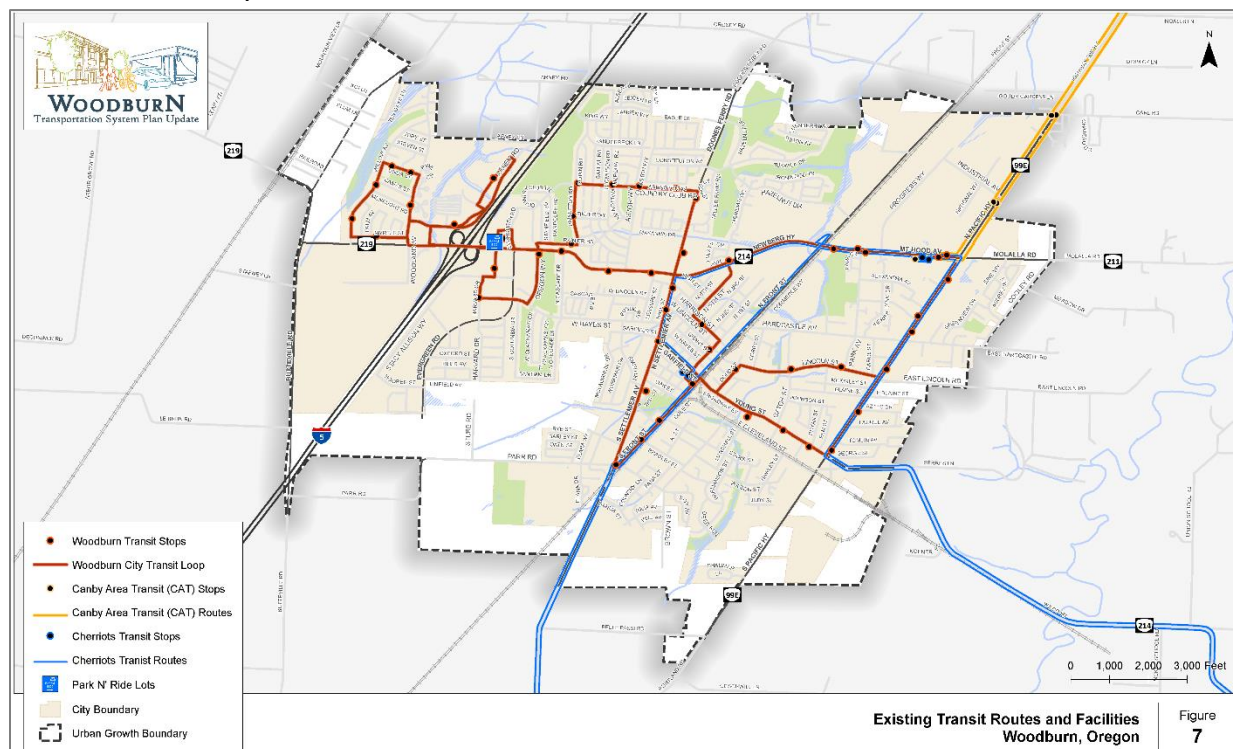


<i>Policy</i>	<i>Page No.</i>	<i>What Related Conditions Address</i>
G-1.1	27	Expansion areas of the City are served by adequate public facilities and services.
H-1.1	33	Develop an expanded intracity bus transit system that provides added service and route coverage to improve the mobility and accessibility of the transportation disadvantaged and to attract traditional auto users to use the system – specifically by conditioning construction and/or fees to add a bus shelter and bus stop bicycle parking.
H-1.3	34	Develop a low stress network of bicycle lanes and routes that link major activity centers such as residential neighborhoods, schools, parks, commercial areas and employment centers. Identify off-street facilities in City greenway and park areas. Ensure all new or improved collector and arterial streets are constructed with bicycle lanes – specifically duly requiring frontage/street improvements and also conditioning wide sidewalk segments as a public bicycle/pedestrian path and planter strip segments that are wider and/or have more street trees than standard. The subdivision connection path through Tract C also serves.
H-1.4		Develop a comprehensive network of sidewalks and off-street pathways. Identify key connections to improve pedestrian mobility within neighborhoods and link residential areas to schools, parks, places of employment and commercial areas. Ensure all new collector and arterial streets are constructed with sidewalks. Specifically, to do so by duly requiring frontage/street improvements, conditioning wide sidewalk segments as a public bicycle/pedestrian path and planter strip segments that are wider and/or have more street trees than standard, having the proposed Tract C subdivision connection path, and having some common area bike parking. These are all to raise the attractiveness, ease, safety, and potential cyclists' perception of safety of cycling.
H-1.5		Maintain adequate intersection and roadway capacity on the key east-west and norths south arterials, in this case OR 214 through Condition T-A1.
H-3.2		Implement strategies to address pedestrian and bicycle safety issues, specifically for travel to and from local schools, commercial areas, and major activity centers – through Conditions T-BP1 (the part about Project P36) & T-BP2.
H-5.1		Implement, where appropriate, a range of potential Transportation Demand Management (TDM) strategies that can be used to improve the efficiency of the transportation system by shifting single-occupant vehicle trips to other models and reducing automobile reliance at times of peak traffic volumes – specifically through Conditions T-BP1, T-BP2, T-T2, & T-T3.

For these transportation reasons and based on the PUD, staff applies *bicycle/pedestrian (T-B/P) conditions*.

### *Additional Issues: Transit*

Presently, the Woodburn Transit System (WTS) bus loops through east, central, and west Woodburn, but is yet to reach into the north UGB area:



TSP Figure 7 (2019)

Neither do Salem-Keizer Cherriots nor Canby Area Transit (CAT) serve it. Staff discussed conditioning fees towards local and regional bus service and vanpooling, similar as for DR 2019-05 Allison Way Apartments (Condition T-T) and ANX 2019-01 Woodburn Eastside Apartments (recommended Condition T-T1). The Assistant City Administrator declined to support such for Trillium Reserve. Conditions T-T2 & T-T3 require a bus shelter or fee in-lieu and bicycle parking at two bus stops or fee(s) in-lieu.

As a concluding summary, City objectives are for the development to contribute towards the objectives of:

- Increasing walking and cycling appeal and safety
- Bus shelter installation or purchase
- Installation of bicycle parking where bus stops lack it, and
- Dealing with traffic along OR 214 near I-5.

▲ To address transportation problems, staff applies *transportation (T) conditions*.

### **3.06 Landscaping**

#### **3.06.02 General Requirements**

Staff expects the development to meet this section except where otherwise conditioned and will confirm such during PUD Final Plan Approval process.

✓ The requirement is met.

#### **3.06.03 Landscaping Standards**

##### **A. Street Trees**

The applicant proposes street trees that appear to meet the provisions.

▲ To secure a higher minimum amount of street trees, staff applies a *PUD condition*.

Staff expects the development to meet the remainder of 3.06 except where otherwise conditioned.

#### **3.06.05 Significant Trees on Private Property**

There are two Significant Trees that are healthy and structurally sound enough and appear feasible to save, as well as a number of additional mature trees in a row along the road.

▲ To secure tree preservation or fee in-lieu, staff applies a *PUD condition*.

## Recommended Conditions of Approval

Staff recommends approval of the consolidated applications based on the findings in the staff report and attachments, which are incorporated by this reference, as well as applying the following conditions of approval:

### *General*

G1. As part of building permit application, the applicant shall submit revised site plans meeting the conditions of approval and obtain Planning Division approval through sign-off on permit issuance.

G2. The applicant or successors and assigns shall develop the property in substantial conformance with the final plans submitted and approved with these applications, except as modified by these conditions of approval. Were the applicant to revise plans other than to meet conditions of approval or meet building code, even if Planning Division staff does not notice and signs off on building permit issuance, Division staff retains the right to obtain restoration of improvements as shown on an earlier land use review plan set in service of substantial conformance.

G3. References: Attachment 201 serves as a dictionary or glossary defining certain abbreviations, acronyms, phrases, terms, and words in the context of the conditions of approval. The 200 series of attachments are as binding as the conditions of approval in the main body of the final decision.

G4. Due dates / public improvements:

- a. By application: Unless a condition specifies otherwise, conditions inc. those relating to any of final subdivision, final partition, property line adjustment or lot consolidation recordation are due by building permit application. Prior to both any recordation of any final subdivision, final partition, or property line adjustment and building permit application, the applicant shall submit and obtain approval of an [Address Assignment Request](#).
- b. By issuance: Unless a condition specifies otherwise, ROW and easement dedications and recordation(s), construction of frontage/street improvements, and construction of off-site, park, and other public improvements are due by building permit issuance. Where phasing is relevant, building permit issuance means issuance for the phase in which the conditioned improvement is located.

G5. Recordation due dates: The applicant shall apply to the County for recordations of items that the City requires no later than six (6) months prior to expiration of the land use approval as WDO 4.02.04B establishes, and shall complete recordations no later than three years past the land use “final decision” date. The due date to complete recordations shall not supersede when recordations are due relative to the building permit stage.

G6. Fees: The developer shall pay fees per Attachment 206.

G-PW. Public Works: Follow the appended PW comments (March 2, 2021); Attachment 102A).

*Preliminary Subdivision 2020-01*

SUB-1. Expiration: Based on ORS 92.040(3), development per the Council land use final decision may continue 3 years past the decision date, the 3-year approval period being established by WDO 4.02.04, as follows:

- a. Subdivision Final Plat: WDO 4.02.04B.2 shall mean that application to the City for final plat per WDO 5.01.06 occurs prior to 3 years past the final decision date. The developer shall apply to the City prior to applying to Marion County for recordation.
- b. Recordation with Marion County: Same as WDO 5.01.06C.1. (within 30 calendar days of the Director's signature on the plat Mylar).
- c. Vesting: The decision is vested unless:
  - (1) The developer fails to meet subdivision and PUD requirements, resulting in the City being unable to authorize staff to sign a final plat Mylar by July 1, 2026; or
  - (2) There is no substantial construction (as defined through Condition G3) by July 1, 2026.

SUB-2. Documents:

- a. Geotech report: Prior to final plat approval by the City, the developer shall submit to the Director a geotechnical report documenting that, whether or not the developer spreads any fill or spoil dirt across lots and tracts, soil is compacted and ready to accommodate the construction of buildings on lots and tracts proposed for development.
- b. Plat: Upon recordation, the developer shall submit to PW and cc the Director Adobe PDFs of the subdivision plat and any and all ancillary documents necessary to conform to conditions of approval and not addressed on the face of the plat.

*Planned Unit Development 2020-01*

PUD-PW. Stormwater management: Prior to civil engineering plan approval through CEP review, the applicant shall provide an Engineer Stamped Storm Drainage Hydraulic Analysis Report that existing private storm drainage systems have capacity to handle the additional flow from the Trillium Reserve Subdivision, and that the culvert/pipe under Olympic Street has capacity to handle a 100 year base flood event, and to provide a final 100 year floodway, floodplain, and wetland delineation for this development. The applicant is responsible for correcting any capacity deficiencies, including installing new or additional drainage systems,

and/or attaining the right to increase stormwater flows into neighboring private stormwater systems.

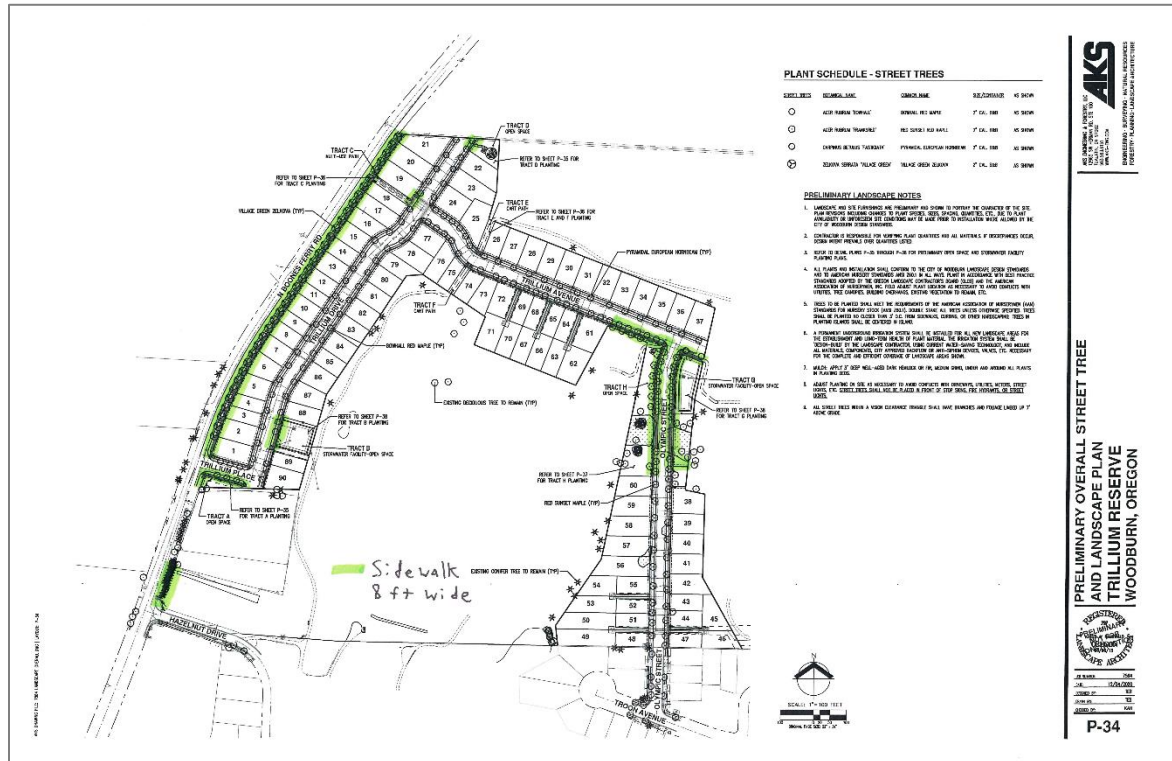
PUD-1. Mods: The City approves PUD modifications only as written in conditions of approval and the 200 series of attachments, particularly Attachment 202. Other modifications that site plans imply are subject to later administrative approval or denial by the Director.

PUD-2. ROWs: For BFR and the proposed local class streets, the developer shall dedicate ROWs that meet or exceed the min widths necessary to conform to WDO Figures 3.01C & G.

PUD-3. Frontage/street improvements: These shall be as follows:

- a. BFR: Per WDO Fig. 3.01C except that planter strip shall be min 6½ ft wide inc. curb width.
- b. Olympic: Bridge over Mill Creek tributary:
  - (1) Elevation: Shall be such that the travel way and parking lanes wouldn't flood during the 100-year flood.
  - (2) Fencing/railings: Along the bridge sidewalks, pedestrian fall protection fencing/railings, if any, shall be decorative or ornamental (as examples, having an artistic pattern or resembling wrought iron), and blue, bronze, brown, green, teal, metal, or rust color.
  - (3) Fencing: Transition fencing at the ends of railings, if any, shall be the same color as the railings.
  - (4) Design details are deferred to PUD Final Plan Approval process; refer to Condition PUD-12.
- c. Trillium Way: The developer shall dedicate it as a common area tract instead of ROW and also dedicate over the entire tract a public street easement to the benefit of the City. The easement shall allow for all purposes permitted by what would have been ROW dedication including construction of street improvements. (The objective is to have maintenance responsibility remain with a party other than the City.)
- d. Hazelnut: Per WDO Fig. 3.01G except that:
  - (1) The territory contiguous with Tax Lots 051W06DC00201 & 300, which is occupied by Hazelnut, shall be dedicated to the City as ROW, and the applicant shall revise the draft legal description and map exhibits of the annexation ordinance to include the north leg of Tax Lot 201. (Note: To not meet this condition part [1] would require modification of condition [MOC] application and approval per WDO 4.02.07.)
  - (2) PW may require upgrades to the dirt north approach of the golf cart crossing, to be determined through CEP.
- e. Planter strip remainder: Remaining ground not occupied by trees shall be planted with lawn grass.

- f. Sidewalks: Min 6 ft wide except wider as Exhibit PUD-3f supersedes. BFR sidewalk southerly and two northerly dead-ends shall have ADA-compliant transitions spanning between sidewalk and road shoulder. The segment extending north from Hazelnut sidewalk may meander, including PUE overlap, and taper to 6 ft through RPZs to save most of the loose row of trees along the road.



*Exhibit PUD-3f: Sidewalks (green: min 8 ft wide)*

- g. **Overlap:** The extra width of planter strip and sidewalk shall either (1) overlap outside ROW into streetside PUE or (2) come with additional ROW to accommodate them. Wider sidewalks shall not narrow planter strips.
- h. **Street trees:** Min numbers equal to block frontage ratios per Exhibit PUD-3h:







final plat application to the City and shall submit a copy of the written direction as part of the final plat application materials. Absent identification of an alternate by PW, the developer shall default to conformance with 3.01.05A.2d and accordingly illustrate and label on the face of the plat.

PUD-5. [Struck. Number kept to preserve order.]

PUD-6. Tree preservation: The developer shall preserve trees per Attachment 205.

PUD-7. RCWOD designation:

- a. The developer shall revise zone change ordinance exhibits to apply not only the base zoning districts consistent with the Comprehensive Plan but also the RCWOD that WDO 2.05.05 describes to the applicable areas within Tracts G & H and where the applicable area overlaps the golf course lot.
- b. The applicant shall revise the draft legal description and map exhibits of the zoning ordinance – those specific to the RCWOD – to shrink the RCWOD at the northwest so that it doesn't overlap territory contiguous with BFR ROW post-dedication and any subdivision lot.

PUD-8. Environmental remediation: The developer shall remediate per Attachment 205, Part C.

PUD-9. Lot and tract development standards: The standards shall be per Attachment 202.

PUD-10. Common area improvements: Improvements shall be per Attachment 203.

PUD-11. Association: The developer shall establish an association/HOA per Attachment 203, Part E.

PUD-12. PUD Final Plan Approval Process:

- a. The developer shall conform to WDO 5.01.07, the purpose of which is to ensure that the PUD is in substantial conformance with the conditions of the PUD Detailed Development Plan (DDP) approval, including regarding street improvements, public improvements outside ROW if any, and common area improvements. The developer shall apply to the Director for PUD Final Plan Approval no later than when applying to PW for CEP review.
- b. Scope: The scope of DDP includes any topic for which any given final decision condition of approval, and any separate document it might reference, is too general to establish civil engineering standards and construction levels of detail. It also includes any topic or situation for which no standard exists through previous adoption by PW. The Final Plan Approval process is to establish any and all design details deferred from land use review.

- c. CEP: The developer shall incorporate a PUD Final Plan Approval by the Director into CEP review by PW and the civil engineering plan set that PW would approve through CEP.

*Planned Unit Development 2020-01: Transportation*

T-A1. BFR & OR 214: The developer shall pay towards TSP signal timing studies or a combined study per Attachment 206. [TSP R8, R9, & R11, p. 32 as Attachment 104A]

T-BP1. Bicycle/pedestrian off-site improvements: The developer shall construct TSP project P36 (TSP p. 62 as Attachment 104A).

T-BP2. Wayfinding: To further TDM, the developer shall do one of the following:

- a. Install 3 min devices, such as signage, that provide wayfinding to bicycle routes, multi-use paths, parks, schools, and other essential destinations. If the developer were to opt for signage and assuming pole signage, sign face min dimensions shall be 2 ft by 1 ft and the placements shall be min:

- (1) 2 sign faces at or near the junction of the BFR sidewalk & Tract C path
- (2) 1 face at or near the junction of the Tract C path & Trillium Dr sidewalk
- (3) 1 face at the T-intersection of BFR & Trillium Pl.

Note: The developer may mimic the typical wayfinding signage the City approved for the Mill Creek Greenway as Smith Creek Development (ANX 2017-05) adapted from the Regional Trails Signage Guidelines of The Intertwine Alliance, a trails coalition in the Portland metro area.

- b. Pay a fee in-lieu per Attachment 206. [TSP B40 “wayfinding”/P62]

T-T1. [Struck. Number kept to preserve order.]

T-T2. Bus stop bicycle parking: To further TDM through bus transit, the developer shall at each of the following locations provide for bicycle parking by either (1) installing a bicycle rack to the specs specified by the Assistant City Administrator in a 6 by 4 ft min concrete pad or (2) paying a fee in-lieu per Attachment 206:

- a. BFR along Tract A; and
- b. BFR northbound adjacent to Tax Lot 051W07BA01300 (2348 N. Boones Ferry Rd). [TSP T18]

T-T3. Bus shelter: To further TDM through bus transit, the developer shall provide for a bus shelter by either (a) installing a shelter to the specs specified by the Assistant City Administrator or (b) paying a fee in-lieu per Attachment 206. [TPU 9]

## Applicant Identity

<i>Applicant</i>	M. Loomis, Senior VP Land Development, Tukwila Development, LLC
<i>Applicant's Representative</i>	Chris Goodell, AICP, LEED AP, AKS Engineering & Forestry, LLC (Tualatin office)
<i>Landowner(s)</i>	Tukwila Partners; and Oregon Golf Association c/o Members Club Inc.

## Notes to the Applicant

The following are not planning / land use / zoning conditions of approval, but are notes for the applicant to be aware of and follow:

1. Records: Staff recommends that the applicant retain a copy of the subject approval.
2. Fences, fencing, & free-standing walls: The approval excludes any fences, fencing, & free-standing walls, which are subject to WDO 2.06 and the permit process of 5.01.03.
3. Signage: The approval excludes any private signage, which is subject to WDO 3.10 and the permit process of 5.01.10.
4. PLA Time Limit: WDO 4.02.04B. specifies that, "A final decision on any application shall expire within three years of the date of the final decision unless: 1. a building permit to exercise the right granted by the decision has been issued; 2. the activity approved in the decision has commenced; or 3. a time extension, Section 4.02.05, has been approved. Because unrecorded re-plats lingering indefinitely have burdened staff, a condition sets sooner time limits for subsection 2. to begin and finish recordation.
5. Mylar signature: The Community Development Director is the authority that signs plat Mylars and not any of the mayor, City Administrator, Public Works Director, or City Engineer. Only one City signature title block is necessary.
6. PLA Plat Tracker: Marion County maintains a plat tracking tool at <http://apps.co.marion.or.us/plattracker/>. Use it to check on the status of a recordation request to the County. City staff does not track County plat recordation.
7. Technical standards:
  - a. Context: A reader shall not construe a land use condition of approval that reiterates a City technical standard, such as a PW standard, to exclude remaining standards or to assert that conditions of approval should have reiterated every standard the City has in order for those standards to be met.

- b. Utilities: A condition involving altered or additional sidewalk or other frontage/street improvement that would in the field result in displacement or relocation of any of utility boxes, cabinets, vaults, or vault covers does not exempt the developer from having to move or pay to move any of these as directed by the City Engineer and with guidance from franchise utilities.
- 8. Other Agencies: The applicant, not the City, is responsible for obtaining permits from any county, state and/or federal agencies, which may require approval or permit, and must obtain all applicable City and County permits for work prior to the start of work and that the work meets the satisfaction of the permit-issuing jurisdiction. The Oregon Department of Transportation (ODOT) might require highway access, storm drainage, and other right-of-way (ROW) permits. All work within the public ROW or easements within City jurisdiction must conform to plans approved by the Public Works Department and must comply with a Public Works Right-of-Way permit issued by said department. Marion County plumbing permits must be issued for all waterline, sanitary sewer, and storm sewer work installed beyond the Public Right-of-Way, on private property.
  - 9. Inspection: The applicant shall construct, install, or plant all improvements, including landscaping, prior to City staff verification. Contact Planning Division staff at least three (3) City business days prior to a desired date of planning and zoning inspection of site improvements. This is required and separate from and in addition to the usual building code and fire and life safety inspections. Note that Planning staff are not primarily inspectors, do not have the nearly immediate availability of building inspectors, and are not bound by any building inspector's schedule or general contractor convenience.
  - 10. Stormwater management: The storm sewer system and any required on-site detention for the development must comply with the City Storm Water Management Plan, Public Works storm water practices and the Storm Drainage Master Plan.
  - 11. Public Works Review: Staff performs final review of the civil plans during the building permit stage. Public infrastructure must be constructed in accordance with plans approved by the City, as well as current [Public Works construction specifications, Standard Drawings, Standard Details](#), and general conditions of a permit type issued by the Public Works Department.
  - 12. ROW:
    - a. Dedication: The Public Works Department Engineering Division has document templates for ROW and easement dedications that applicants are to use.

ROW – and public utility easement (PUE) – dedications are due prior to building permit issuance per Public Works policy.
    - b. Work: All work within the public ROWs or easements within City jurisdiction must require plan approval and permit issuance from the Public Works Department. All public

improvements construction work must be performed in accordance with the plans stamped “approved” by the City, and comply with the City’s Standard Specifications and Standard drawings.

13. Franchises: The applicant provides for the installation of all franchised utilities in any required easements.
14. Water: All water mains and appurtenances must comply with Public Works, Building Division, and Woodburn Fire District requirements. Existing water services lines that are not going to be use with this new development must be abandoned at the main line. The City performs required abandonment of existing water facilities at the water main with payment by the property owner. All taps to existing water mains must be done by a “Hot Tap” method and by approved City of Woodburn Contractors. The applicant shall install the proper type of backflow preventer for all domestic, lawn irrigation and fire sprinkler services. The backflow devices and meters shall be located near the city water main within an easement, unless approved otherwise by Public Works. Contact Byron Brooks, City of Woodburn Water Superintendent, for proper type and installation requirements of the backflow device at (503) 982-5380.
15. Grease Interceptor/Trap: If applicable, a grease trap would need to be installed on the sanitary service, either as a central unit or in a communal kitchen/food preparation area. Contact Marion County Plumbing Department for permit and installation requirements, (503) 588-5147.
16. Fire: Fire protection requirements must comply with Woodburn Fire District standards and requirements, including how the District interprets and applies Oregon Fire Code (OFC). Place fire hydrants within the public ROW or public utility easement and construct them in accordance with Public Works Department requirements, specifications, standards, and permit requirements. Fire protection access, fire hydrant locations and fire protection issues must comply with current fire codes and Woodburn Fire District standards. See City of Woodburn Standard Detail No. 5070-2 Fire Vault. The fire vault must be placed within the public right-of-way or public utility easement.
17. SDCs: The developer pays System Development Charges prior to building permit issuance. Staff will determine the water, sewer, storm and parks SDCs after the developer provides a complete Public Works Commercial/Industrial Development information sheet.
18. Public Improvements Civil Plan Review: The process by which to receive, review, and approve drawings and other documents related to public improvements required by these conditions of approval may be paired with or incorporated into building permit review, or, if directed by the City Engineer, through a civil engineering plans (CEP) review process led by the Engineering Division. If opting for CEP, the applicant shall not only follow the direction of the

Engineer Division, but also take some actions to facilitate tracking by Planning staff and coordination with Engineering:

- a. Cover letter: Upon submitting application to the Engineering Division, simultaneously alert the Planning Division through a cover letter to the attention of the Planning Division referencing the intended or, if known, actual submittal date as well as the project name, project phase, tax lot number(s), street address(es), and the land use / planning / zoning final decision conditions of approval that require the public improvement that is the subject of the civil engineering plans. Referencing conditions may be by quotation or citing the identification numbers (e.g., T-A1). Identify the specific sheet (by number) or document page number that illustrates or notes how each subpart of a condition is met.
- b. Contact information: State the applicant's name, company, phone number, e-mail, and desired date for City staff to respond with review comments. The cover letter may include these.
- c. Plan copies: Submit to the attention of the Planning Division at least two plan size copies of plan sets (24 by 36 inches). Within the cover sheet title block(s), include the phrase "civil engineering plans" or "public improvements civil plans". Submit also Adobe PDFs using a fileshare service.
- d. Re-submittal fee: If there are multiple re-submittals, beginning with a third submittal / second revised submittal and continuing with each subsequent submittal, the applicant must pay through the Planning Division into City general revenue a fee of \$100.

Where public improvements involve the jurisdiction of an outside agency such as the Oregon Department of Transportation (ODOT), the developer must account for that when interacting with the City Engineer and City Public Works Department process.

#### 19. PUD Final Plan (FP) Approval Process:

##### A. Context and project management:

1. The process by which to receive, review, and approve drawings and other documents related to public improvements required by these conditions of approval may be paired with or incorporated into building permit review, or, if directed by the City Engineer, through a civil engineering plans (CEP) review process led by PW.
2. CEP remains the means for implementing final decision conditions of approval affecting street improvements, both surface and underground, and extending into PUEs.
3. The developer is project manager. Because PW establishes that CEP applicants have a single point of contact termed the "Engineer of Record", the developer manages the engineer of record who handles the CEP and also interacts with the Planning Division regarding FP review. For Planning Division staff, the developer is the point of contact, namely whoever on the developer's team the developer tasks with being the project manager.

4. The developer shall be completely responsible for integrating staff directions found in FP documents issued by Planning Division staff into civil engineering plans that the engineering of record submits to PW.
  5. If, when, and where conflicting directions arise between FP directions and CEP directions, the developer shall be responsible for communicating with formal cover or transmittal letters messages from the conflicting division to the other division, and shall communicate such.
  6. The Planning Division observes the CEP for other projects has come after land use final decision and before the building permit stage. Except where otherwise conditioned, it's up to the developer to determine when to submit for CEP and PUD Final Plan relative to each other to best meet this "context and project management" condition.
- B. PUD Final Plan review scope and result:
1. The scope of FP review includes any topic for which any given final decision condition of approval, and any separate document it might reference, is too general to establish civil engineering standards and construction levels of detail. It also includes any topic or situation for which no standard exists through previous adoption by PW or, where applicable, parks and recreation staff. It includes, as examples, pavement, game and sports courts and fields, buildings including pre-fabricated ones, playgrounds and other structures including pre-fabricated ones, exterior lights, landscaping, signage, and appurtenances such as benches, bicycle parking, dog waste stations, ornamental fountains, and water fountains, as well as materials, textures, colors, and model specifications. (Although in or partially in ROW, a bus shelter or shelters are to be subject to FP instead of CEP based on PW preference, unless PW were to direct the engineer of record to include such in CEP scope.)
  2. There shall result an official version of a civil engineering plan set marked approved by PW that shows all common area improvements and all public improvements, including off-street public improvements, resulting from both FP review and CEP. It shall come to be prior to building permit application; however, PW is prohibited from approving any time prior to the developer paying conditioned fees related to CEP Planning Division review.
- C. Submittal directions FP review:
1. Due date: For CEP, none other than what PW might specify. For FP, original / 1<sup>st</sup> submittal is due whichever occurs earlier: When the developer applies for either CEP or final plat application to the City.
  2. Cover letter: Upon submitting CEP application to PW, simultaneously alert the Planning Division through a cover letter to the attention of the Planning Division referencing the intended or, if known, actual submittal date as well as the project name, tax lot number(s), street address(es), and the land use final decision conditions

of approval that require the public improvements that are the subject of the civil engineering plans. Referencing conditions may be by quotation or citing the identification numbers (e.g., T-A1). Identify the specific sheet (by number) or document page number that illustrates or notes how each part of a condition is met.

3. Contact information: State the applicant's name, company, phone number, e-mail, and desired date for City staff to respond with review comments. The cover letter to the Planning Division may include these. The developer may submit to the Planning Division a copy of the stamped CEP application form submitted to PW if the form includes the required information.
- D. Site Plans: For CEP Planning Division review and FP:
1. CEP: Submit to the attention of the Planning Division at least 2 plan size copies of plan sets, one plotted at native scale (min 22 by 34 inches, max 24 by 36) and one at ledger (11 by 17). Within the cover sheet title block(s), include the anticipated date of submittal and the phrase "civil engineering plans", "civil plans for CEP", or "public improvements civil plans".
  2. FP: Submit to the attention of the Planning Division at least 6 plan size copies of plan sets, 3 plotted at native scale (min 22 by 34 inches, max 24 by 36) and 3 at ledger (11 by 17). Within the cover sheet title block(s), include the anticipated date of submittal.
  3. Both: Fold the plan size sets if thin enough to do so. Submit also Adobe PDFs using a fileshare service.





**Public Works Comments**  
**ANX 2020-01, PLA 2020-05, PUD 2020-01, SUB 2020-01, ZC 2020-01**  
**Trillium Reserve \_ Land Use Application**

**March 2, 2021**

**A. CONDITIONS OF LAND USE APPROVAL:**

1. The Applicant, not the City, is responsible for obtaining any necessary permits from the State, Marion County, Oregon Division of State Lands, US Army Corps of Engineering and/or federal agencies that may require such permit or approval for the construction of this development.
2. The Applicant is responsible for obtain permit/approval/agreement from applicable property owners for the conveyance and maintenance of the storm water drainage from the Trillium Reserve Development into the existing storm drainage system locate in current tax lot 051W06D000502 and tax lot 051W06D000501.
3. Applicant to provide a final Engineer stamped storm drainage hydraulic analysis report for detention and conveyance system. The storm drainage hydraulic analysis shall comply with Marion County, Oregon Division of State Lands, US Army Corps of Engineering and City's requirements as applicable.

**B. CONDITIONS TO BE COMPLETED PRIOR TO CIVIL PLANS APPROVAL:**

1. Applicant to provide a copy of approved permit(s) from the Oregon Division of State Lands and US Army Corps of Engineering and Marion County, as applicable, if a permit shall be obtained for discharging storm drainage into state lands. This permit(s) shall be obtained prior to City approval of the Trillium Reserve Civil Plans.
2. The Applicant to provide a recorded permit/approval/agreement from applicable property owners for the conveyance and maintenance of the storm water drainage from the Trillium Reserve Development into the existing storm drainage system locate in current tax lot 051W06D000502 and tax lot 051W06D000501. The agreement(s) shall be obtained prior to City approval of the Trillium Reserve Civil plans
3. Applicant is responsible for correcting/upgrading any storm drainage capacity deficiencies, including upgrading private storm drainage systems or installing a



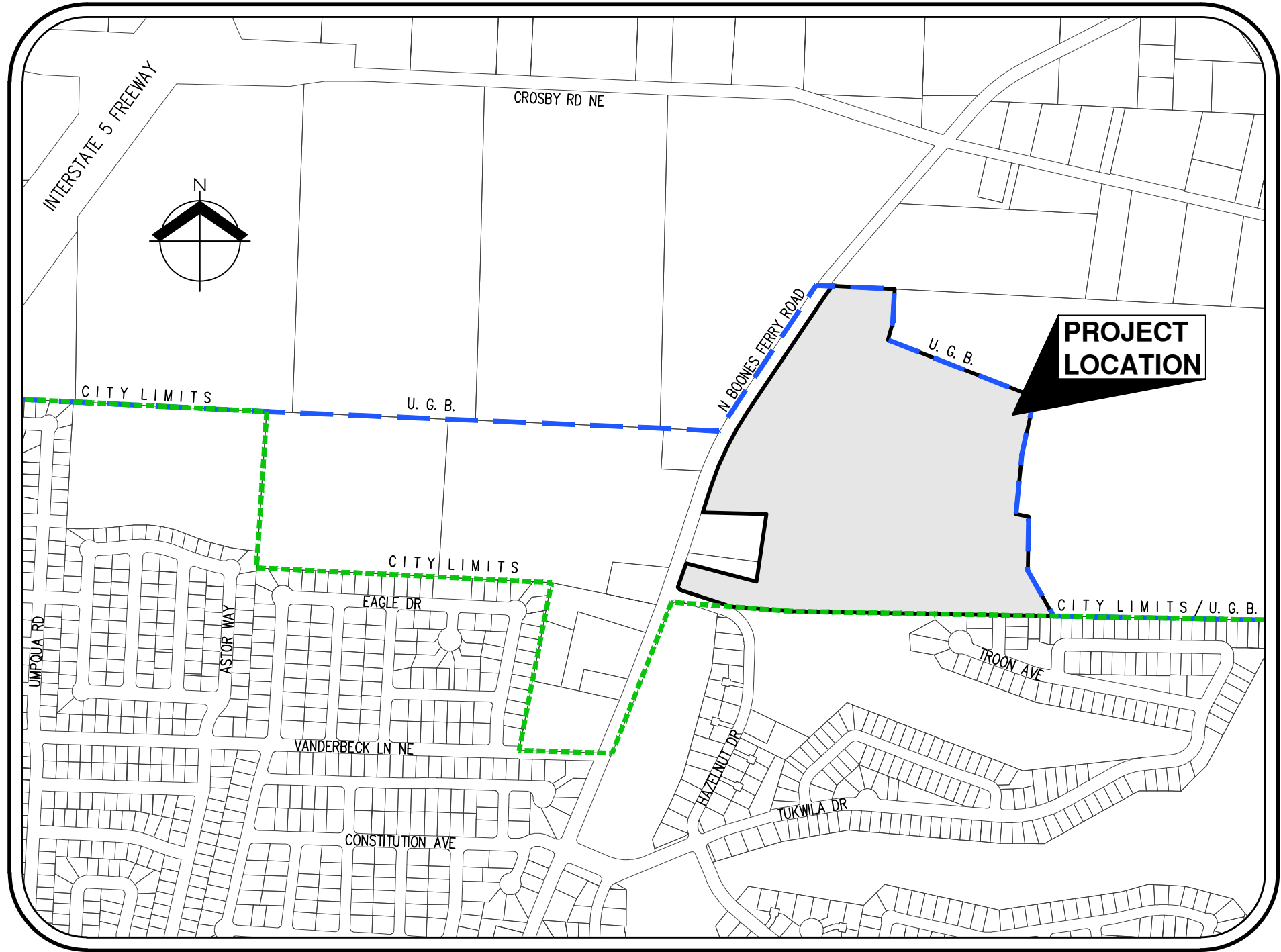
new drainage system as per City's requirements and per approved Storm Drainage Hydraulic Analysis Report.

4. Applicant to provide for the installation of all franchise utilities and shall provide any required easements for these facilities. All permanent utility services to the development shall be underground.
5. Department of Environmental Quality Erosion Control 1200C permit will need to be obtained for this development prior to City issuance of approval civil plans.
6. All sewer mains are a gravity system and the termini of sewer lines locations and depths shall be such that it is suited for future extensions to adjoining areas.
7. Culvert pipes at Olympic Street shall be sized to accommodate future development of adjoining areas, specifically properties located west of N Boones Ferry Road. The culvert pipes shall be designed to handle a 10-year flow event.
8. Final review of the Civil Plans will be done during the Subdivision Application for Construction. Public infrastructure will be constructed in accordance with plans approved by public works and Marion County (where applicable).



# TRILLIUM RESERVE

## PRELIMINARY PLANS



VICINITY MAP

1" = 500'

LEGEND			
EXISTING		PROPOSED	
DECIDUOUS TREE		STORM DRAIN CLEAN OUT	
CONIFEROUS TREE		STORM DRAIN CATCH BASIN	
FIRE HYDRANT		STORM DRAIN AREA DRAIN	
WATER BLOWOFF		STORM DRAIN MANHOLE	
WATER METER		GAS METER	
WATER VALVE		GAS VALVE	
DOUBLE CHECK VALVE		GUY WIRE ANCHOR	
AIR RELEASE VALVE		UTILITY POLE	
SANITARY SEWER CLEAN OUT		POWER VAULT	
SANITARY SEWER MANHOLE		POWER JUNCTION BOX	
SIGN		POWER PEDESTAL	
STREET LIGHT		COMMUNICATIONS VAULT	
MAILBOX		COMMUNICATIONS JUNCTION BOX	
		COMMUNICATIONS RISER	
EXISTING		PROPOSED	
RIGHT-OF-WAY LINE			
BOUNDARY LINE			
PROPERTY LINE			
CENTERLINE			
DITCH			
CURB			
EDGE OF PAVEMENT			
EASEMENT			
FENCE LINE			
GRAVEL EDGE			
POWER LINE			
OVERHEAD WIRE			
COMMUNICATIONS LINE			
FIBER OPTIC LINE			
GAS LINE			
STORM DRAIN LINE			
SANITARY SEWER LINE			
WATER LINE			

APPLICANT:

TUKWILA DEVELOPMENT, LLC  
1300 ESTHER STREET, SUITE 200  
VANCOUVER, WA 98660

PLANNING / ENGINEERING /  
SURVEYING TEAM:

AKS ENGINEERING & FORESTRY, LLC  
CONTACT: MONTY HURLEY / AMY DOWNHOUR / CHRIS GOODELL  
12965 SW HERMAN RD, SUITE 100  
TUALATIN, OR 97062  
PH: 503-563-6151

PROJECT LOCATION:

NORTHEAST OF THE INTERSECTION OF NORTH BOONES FERRY  
ROAD AND HAZELNUT DRIVE WOODBURN, OREGON

PROPERTY DESCRIPTION:

TAX LOT 502, MARION COUNTY ASSESSOR'S MAP 5S 1W 6D,  
SOUTHEAST ONE QUARTER SECTION OF TOWNSHIP 5 SOUTH,  
RANGE 1 WEST, LOCATED IN SECTION 6, WILLAMETTE MERIDIAN,  
CITY OF WOODBURN, MARION COUNTY, OREGON.

EXISTING LAND USE:

VACANT/GOLF COURSE

PROJECT PURPOSE:

PLANNED UNIT DEVELOPMENT FOR FUTURE SINGLE-FAMILY  
DETACHED RESIDENTIAL DWELLING UNITS.

VERTICAL DATUM:

VERTICAL DATUM: ELEVATIONS ARE BASED ON NGS BENCHMARK  
RD1523, LOCATED AT THE SOUTHEASTERLY CORNER OF THE  
INTERSECTION OF STATE HIGHWAY 99E AND INDUSTRIAL AVENUE  
ACCESS BEING A PAVED ROAD LEADING EAST TO MACLAREN  
YOUTH CORRECTIONAL FACILITY.  
ELEVATION = 182.27 FEET (NAVD 88)

HORIZONTAL DATUM:

HORIZONTAL DATUM: A LOCAL DATUM PLANE SCALED FROM  
OREGON STATE PLANE NORTH 3601 NAD83(2011) EPOCH  
2010.0000 BY HOLDING A PROJECT MEAN GROUND COMBINED  
SCALE FACTOR OF 1.0001105030 AT A CALCULATED CENTRAL  
PROJECT POINT WITH GRID VALUES OF (NORTH 553991.748,  
EAST 7595761.288). THE MERIDIAN CONVERGENCE ANGLE AT  
THE CALCULATED CENTRAL POINT IS -1'40'03". THE STATE  
PLANE COORDINATES WERE DERIVED FROM THE TRIMBLE VRS  
NOW NETWORK.



SITE MAP

1" = 200'

## SHEET INDEX

- P-01 COVER SHEET WITH LEGEND, VICINITY, AND SITE MAPS
- P-02 PRELIMINARY COLOR SITE PLAN
- P-03 PRELIMINARY OVERALL EXISTING CONDITIONS PLAN
- P-04 PRELIMINARY EXISTING CONDITIONS PLAN
- P-05 PRELIMINARY EXISTING CONDITIONS PLAN
- P-06 PRELIMINARY EXISTING CONDITIONS PLAN
- P-07 PRELIMINARY EXISTING CONDITIONS PLAN
- P-08 PRELIMINARY EXISTING CONDITIONS PLAN
- P-09 PRELIMINARY EXISTING CONDITIONS PLAN
- P-10 PRELIMINARY EXISTING CONDITIONS PLAN
- P-11 PRELIMINARY PROPERTY LINE ADJUSTMENT PLAN
- P-12 PRELIMINARY OVERALL SUBDIVISION PLAT
- P-13 PRELIMINARY DETAILED SUBDIVISION PLAT
- P-14 PRELIMINARY DETAILED SUBDIVISION PLAT
- P-15 PRELIMINARY DETAILED SUBDIVISION PLAT
- P-16 CONCEPTUAL NEIGHBORHOOD CIRCULATION PLAN
- P-17 PRELIMINARY OVERALL TREE PRESERVATION AND REMOVAL PLAN
- P-18 PRELIMINARY DETAILED TREE PRESERVATION AND REMOVAL PLAN
- P-19 PRELIMINARY DETAILED TREE PRESERVATION AND REMOVAL PLAN
- P-20 PRELIMINARY DETAILED TREE PRESERVATION AND REMOVAL PLAN
- P-21 PRELIMINARY DETAILED TREE PRESERVATION AND REMOVAL PLAN
- P-22 PRELIMINARY DETAILED TREE PRESERVATION AND REMOVAL PLAN
- P-23 PRELIMINARY DEMOLITION PLAN
- P-24 PRELIMINARY GRADING AND EROSION CONTROL PLAN
- P-25 PRELIMINARY OVERALL COMPOSITE UTILITY PLAN
- P-26 PRELIMINARY DETAILED COMPOSITE UTILITY PLAN
- P-27 PRELIMINARY DETAILED COMPOSITE UTILITY PLAN
- P-28 PRELIMINARY DETAILED COMPOSITE UTILITY PLAN
- P-29 PRELIMINARY OFFSITE SANITARY SEWER COMPOSITE UTILITY PLAN
- P-30 PRELIMINARY STREET PLAN AND CROSS SECTIONS
- P-31 PRELIMINARY STREET PROFILES
- P-32 PRELIMINARY STREET PROFILES
- P-33 PRELIMINARY AERIAL PHOTOGRAPH PLAN
- P-34 PRELIMINARY OVERALL STREET TREE AND LANDSCAPE PLAN
- P-35 PRELIMINARY TRACT A AND D - OPEN SPACE LANDSCAPE PLAN
- P-36 PRELIMINARY TRACT C, E, AND F - PATHS LANDSCAPE PLAN
- P-37 PRELIMINARY TRACT G AND H - OPEN SPACE LANDSCAPE PLAN
- P-38 PRELIMINARY TRACT B AND G - STORMWATER FACILITIES LANDSCAPE PLAN





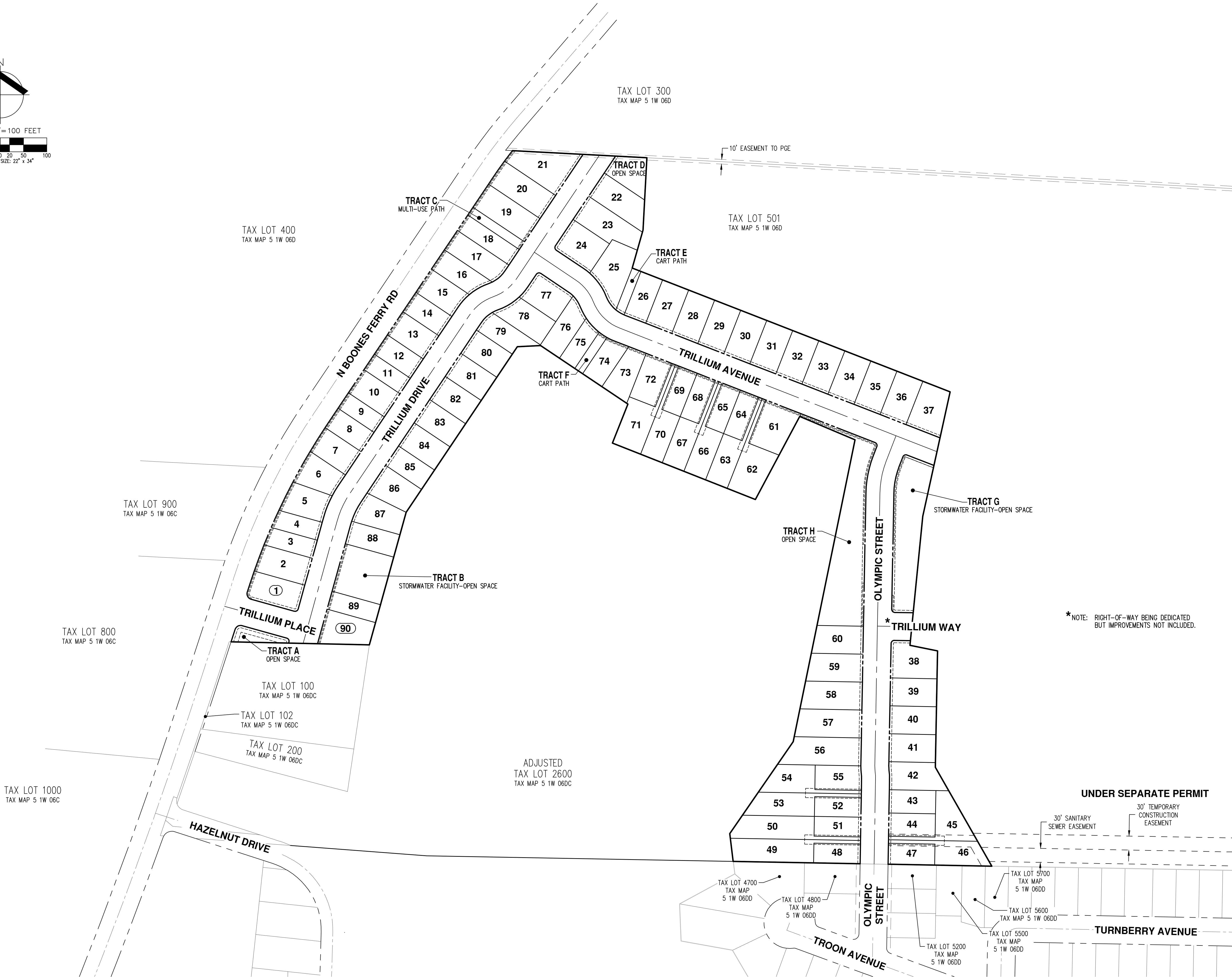
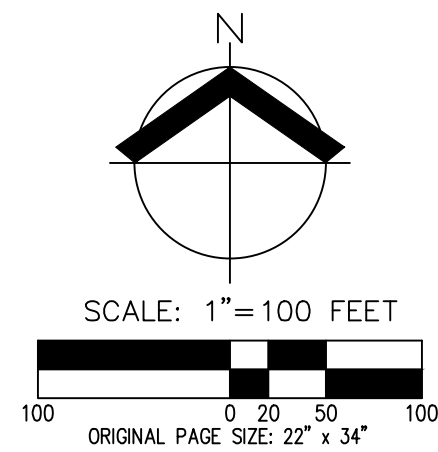
**PRELIMINARY STREET TREE AND  
LANDSCAPE OVERALL PLAN  
TRILLIUM RESERVE  
WOODBURN, OREGON**

**PRELIMINARY  
NOT FOR  
CONSTRUCTION**

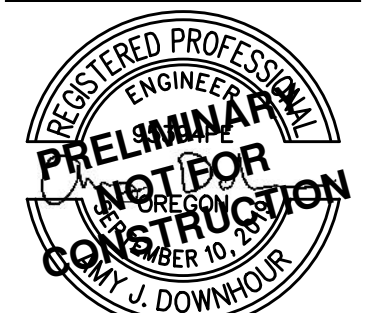
JOB NUMBER:	7564
DATE:	12/04/2020
DESIGNED BY:	AJD
DRAWN BY:	CL
CHECKED BY:	RSW

**P-02**

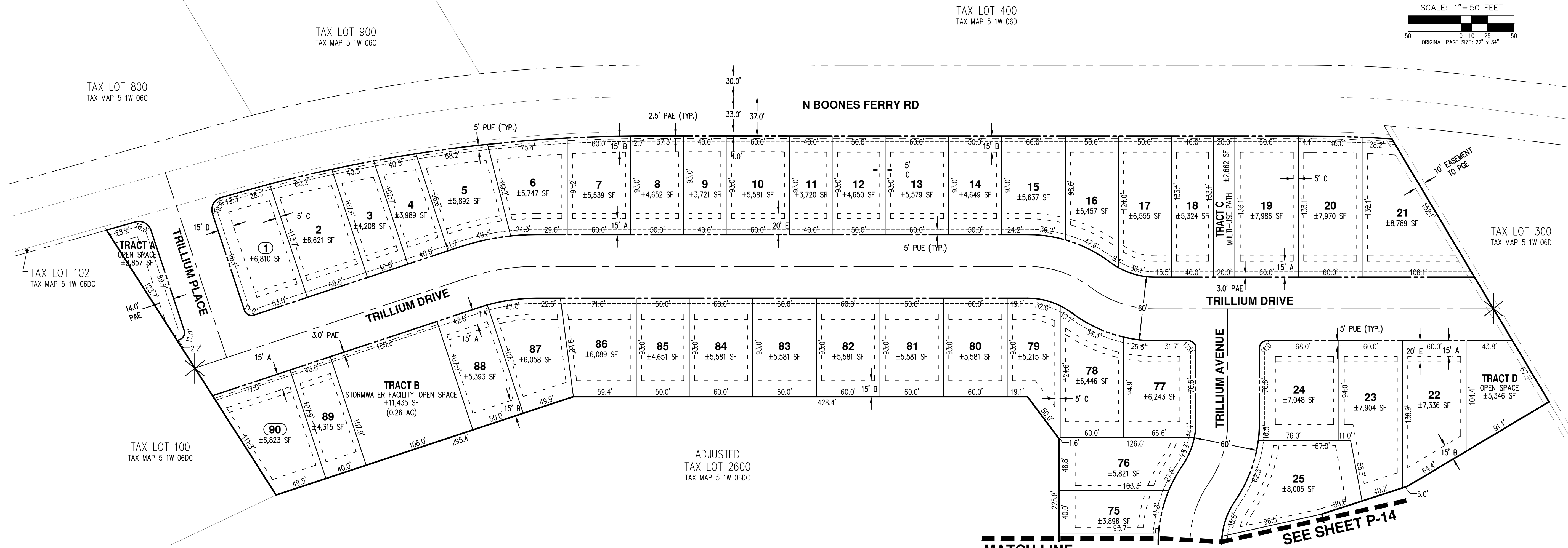
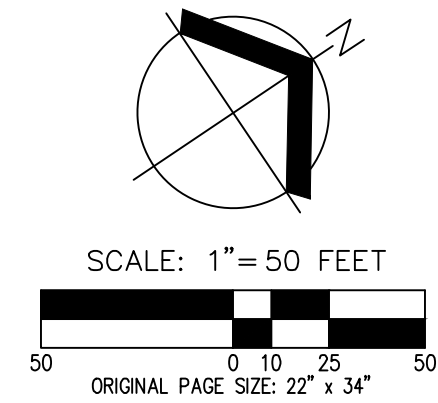




**PRELIMINARY OVERALL  
SUBDIVISION PLAT  
TRILLIUM RESERVE  
WOODBURN, OREGON**



RENEWALS:	DECEMBER 31, 2021
JOB NUMBER:	7564
DATE:	12/04/2020
DESIGNED BY:	AJD
DRAWN BY:	CL
CHECKED BY:	RSW



**PUD SETBACK LEGEND**

- A. FRONT YARD: 15 FT
- B. REAR YARD: 15 FT
- C. SIDE YARD: 5 FT
- D. STREET SIDE YARD: 15 FT
- E. GARAGE SETBACK: 20 FT

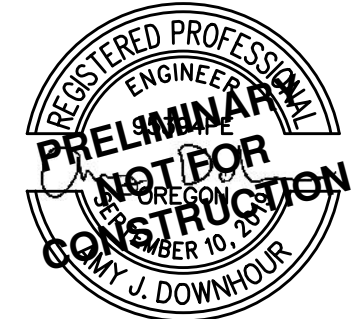
**EASEMENT LEGEND**

- PUBLIC UTILITY EASEMENT PUE
- PUBLIC ACCESS EASEMENT PAE
- SANITARY SEWER EASEMENT SSE
- TEMPORARY CONSTRUCTION EASEMENT TCE

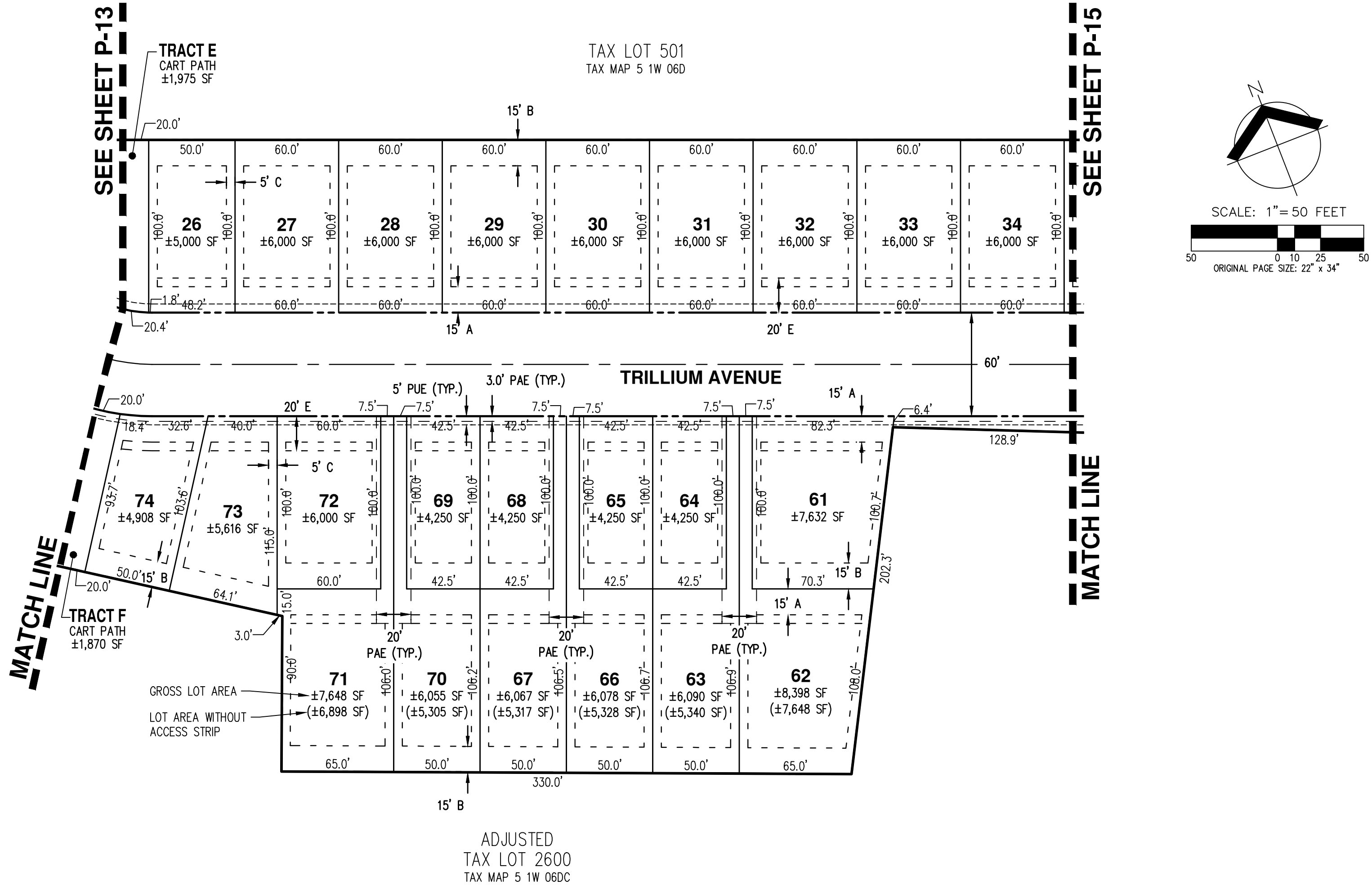
**NOTES:**

- THE PURPOSE OF THIS PRELIMINARY SUBDIVISION PLAT IS TO SHOW LOT DIMENSIONS AND AREAS FOR PLANNING PURPOSES. THIS IS NOT AN OFFICIAL RECORDED FINAL PLAT AND IS NOT TO BE USED FOR SURVEY PURPOSES. ALL DIMENSIONS ARE SUBJECT TO CHANGE.
- A ONE FOOT RESERVE STRIP, NON-ACCESS RESERVATION, OR ALTERNATIVE METHOD FOR LIMITING ACCESS APPROVED BY THE CITY WILL BE PROVIDED AT EACH TEMPORARY STREET STUB.
- REQUIRED SETBACKS FOR THIS PUD ARE MEASURED FROM THE PROPERTY LINE.

**PRELIMINARY DETAILED  
SUBDIVISION PLAT  
TRILLIUM RESERVE  
WOODBURN, OREGON**



RENEWALS:	DECEMBER 31, 2021
JOB NUMBER:	7564
DATE:	12/04/2020
DESIGNED BY:	AJD
DRAWN BY:	CL
CHECKED BY:	RSW



PUD SETBACK LEGEND	
A. FRONT YARD:	15 FT
B. REAR YARD:	15 FT
C. SIDE YARD:	5 FT
D. STREET SIDE YARD:	15 FT
E. GARAGE SETBACK:	20 FT

EASEMENT LEGEND	
PUBLIC UTILITY EASEMENT	PUE
PUBLIC ACCESS EASEMENT	PAE
SANITARY SEWER EASEMENT	SSE
TEMPORARY CONSTRUCTION EASEMENT	TCE

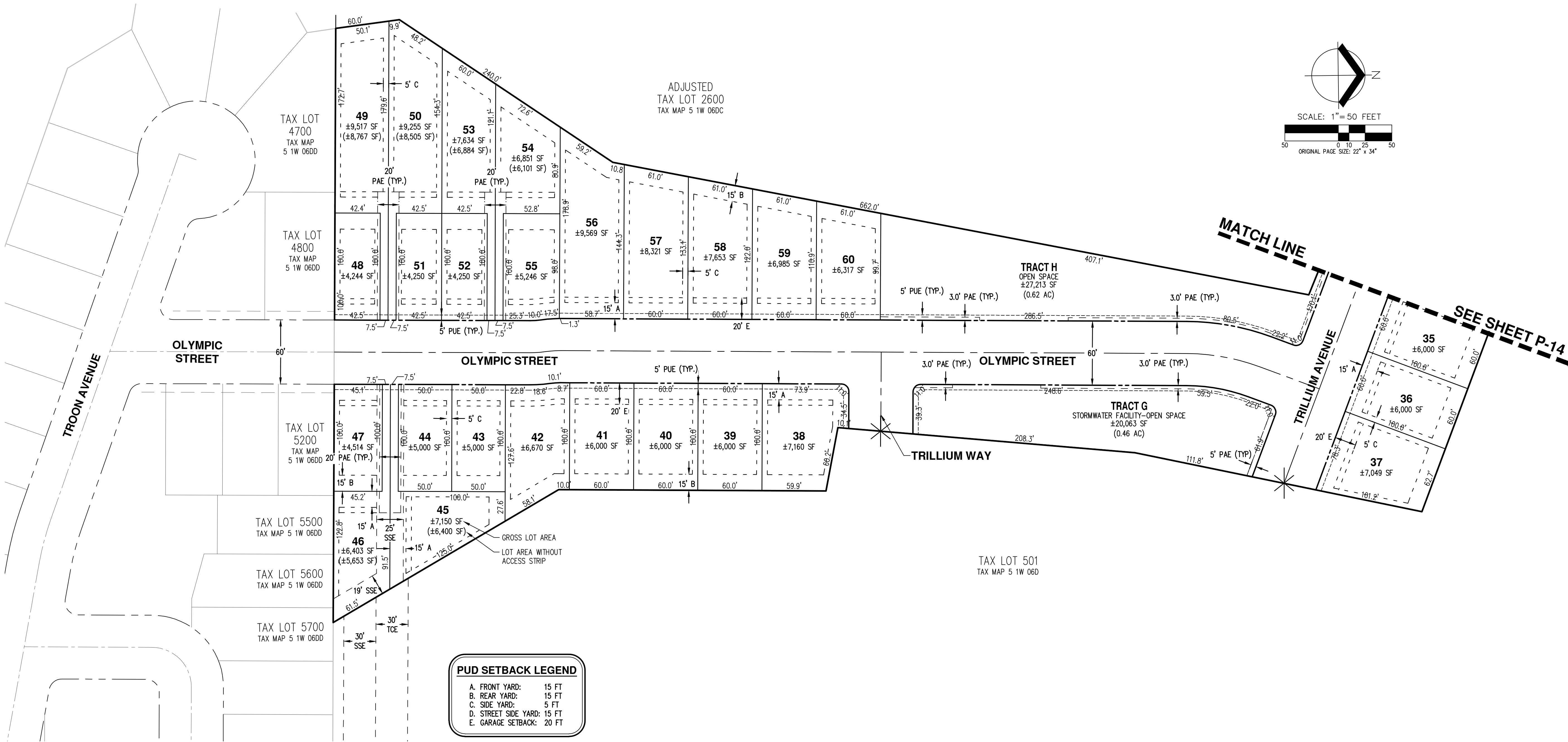
**NOTE:**  
THE PURPOSE OF THIS PRELIMINARY SUBDIVISION PLAT IS TO SHOW LOT DIMENSIONS AND AREAS FOR PLANNING PURPOSES. THIS IS NOT AN OFFICIAL RECORDED FINAL PLAT AND IS NOT TO BE USED FOR SURVEY PURPOSES. ALL DIMENSIONS ARE SUBJECT TO CHANGE.

PRELIMINARY DETAILED  
SUBDIVISION PLAT  
TRILLIUM RESERVE  
WOODBURN, OREGON



RENEWALS: DECEMBER 31, 2021

JOB NUMBER:	7564
DATE:	12/04/2020
DESIGNED BY:	AJD
DRAWN BY:	CL
CHECKED BY:	RSW



**PUD SETBACK LEGEND**

- A. FRONT YARD: 15 FT
- B. REAR YARD: 15 FT
- C. SIDE YARD: 5 FT
- D. STREET SIDE YARD: 15 FT
- E. GARAGE SETBACK: 20 FT

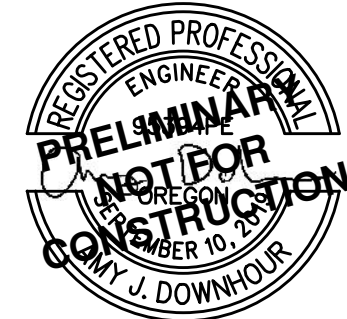
**NOTES:**

- THE PURPOSE OF THIS PRELIMINARY SUBDIVISION PLAT IS TO SHOW LOT DIMENSIONS AND AREAS FOR PLANNING PURPOSES. THIS IS NOT AN OFFICIAL RECORDED FINAL PLAT AND IS NOT TO BE USED FOR SURVEY PURPOSES. ALL DIMENSIONS ARE SUBJECT TO CHANGE.
- A ONE FOOT RESERVE STRIP, NON-ACCESS RESERVATION, OR ALTERNATIVE METHOD FOR LIMITING ACCESS APPROVED BY THE CITY WILL BE PROVIDED AT EACH TEMPORARY STREET STUD.

**EASEMENT LEGEND**

- PUBLIC UTILITY EASEMENT: PUE
- PUBLIC ACCESS EASEMENT: PAE
- SANITARY SEWER EASEMENT: SSE
- TEMPORARY CONSTRUCTION EASEMENT: TCE

**PRELIMINARY DETAILED  
SUBDIVISION PLAT  
TRILLIUM RESERVE  
WOODBURN, OREGON**



RENEWALS:	DECEMBER 31, 2021
JOB NUMBER:	7564
DATE:	12/04/2020
DESIGNED BY:	AJD
DRAWN BY:	CL
CHECKED BY:	RSW





- NOTES:
1. THIS PLAN IS INCLUDED TO MEET THE SUBMITTAL REQUIREMENTS FOR THE CITY OF WOODBURN.
  2. CONCEPTUAL FUTURE STREET LOCATIONS ARE SHOWN FOR ILLUSTRATIVE PURPOSES FOR THE LAND USE APPLICATION ONLY AND ARE NOT PROPOSED WITH THIS PROJECT AND ARE NOT BINDING ON ANY OFF SITE PROPERTIES.
  3. THIS DRAWING DOES NOT REPRESENT A FIELD VERIFIED TOPOGRAPHIC/PROPERTY BOUNDARY SURVEY. DATA SOURCES FOR THIS CONCEPTUAL DRAWING INCLUDE INFORMATION EXTRAPOLATED FROM CITY OF WOODBURN FUTURE STREET PLAN, GIS AND NOAA LIDAR TOPOGRAPHY.
  4. AREAS, DIMENSIONS, EASEMENT LOCATIONS, AERIAL PHOTO FEATURES, ETC. ARE THEREFORE CONSIDERED APPROXIMATE.

AKS

AKS ENGINEERING & FORESTRY, LLC  
12345 SW HERMAN RD, STE 100  
TUALATIN, OR 97062  
503.563.6151  
WWW.AKS-ENG.COM

ENGINEERING - SURVEYING - NATURAL RESOURCES  
FORESTRY - PLANNING - LANDSCAPE ARCHITECTURE

CONCEPTUAL NEIGHBORHOOD  
CIRCULATION PLAN  
TRILLIUM RESERVE  
WOODBURN, OREGON

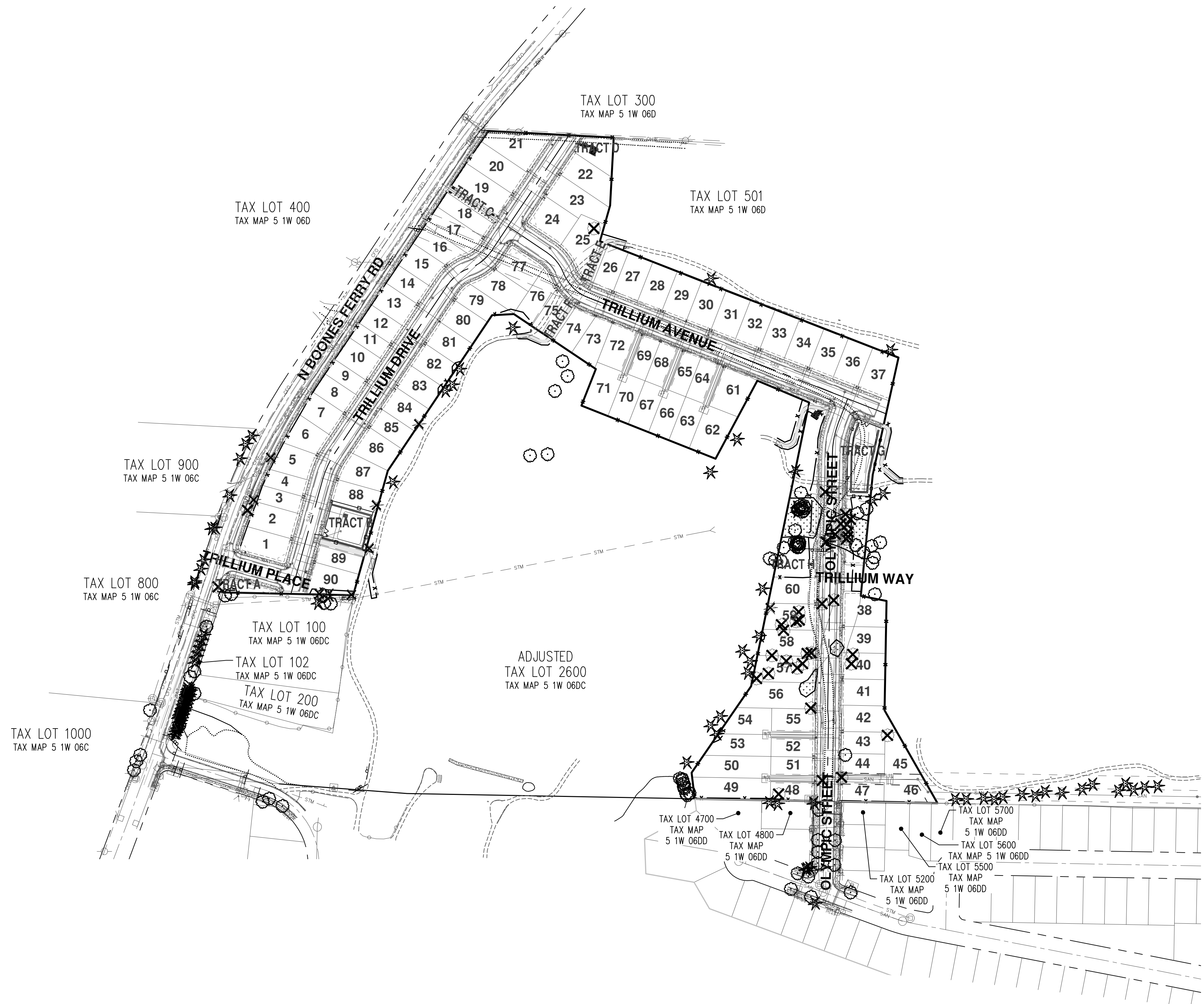
REGISTERED PROFESSIONAL  
ENGINEER  
PRELIMINARY  
NOT FOR  
CONSTRUCTION  
J. DOWNHOLM  
NUMBER 10-2019

RENEWALS: DECEMBER 31, 2021

JOB NUMBER: 7564  
DATE: 12/04/2020  
DESIGNED BY: AJD  
DRAWN BY: CL  
CHECKED BY: RSW

P-16



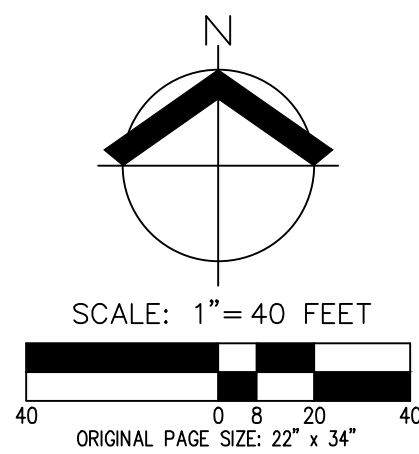


**PRELIMINARY OVERALL TREE  
PRESERVATION AND REMOVAL PLAN  
TRILLIUM RESERVE  
WOODBURN, OREGON**



**P-17**





SITUATIONAL TREE: FURTHER EVALUATION IS NECESSARY TO DETERMINE IF A SITUATIONAL TREE CAN BE PRESERVED. THIS DETERMINATION WILL BE MADE BASED UPON THE ARBORIST'S RECOMMENDATION DURING CONSTRUCTION.

LEGEND

EXISTING GROUND CONTOUR (1 FT)

---

149

---

EXISTING GROUND CONTOUR (5 FT)

---

150

---

FINISHED GRADE CONTOUR (1 FT)

---

149

---

FINISHED GRADE CONTOUR (5 FT)

---

150

---

EXISTING CONIFEROUS TREE

EXISTING DECIDUOUS TREE

TREE REMOVAL

TREE PROTECTION/  
CONSTRUCTION/SEDIMENT FENCE

PRELIMINARY DETAILED TREE  
PRESERVATION AND REMOVAL PLAN  
TRILLIUM RESERVE  
WOODBURN, OREGON

REGISTERED PROFESSIONAL  
ENGINEER  
PRELIMINARY  
NOT FOR  
CONSTRUCTION  
J. DOWNHOLM  
NUMBER 10-2019

RENEWS: DECEMBER 31, 2021

JOB NUMBER: 7564

DATE: 12/04/2020

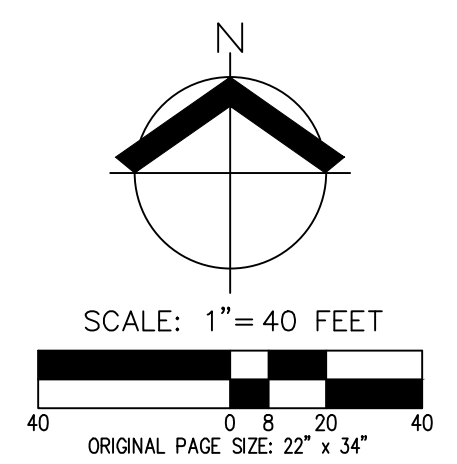
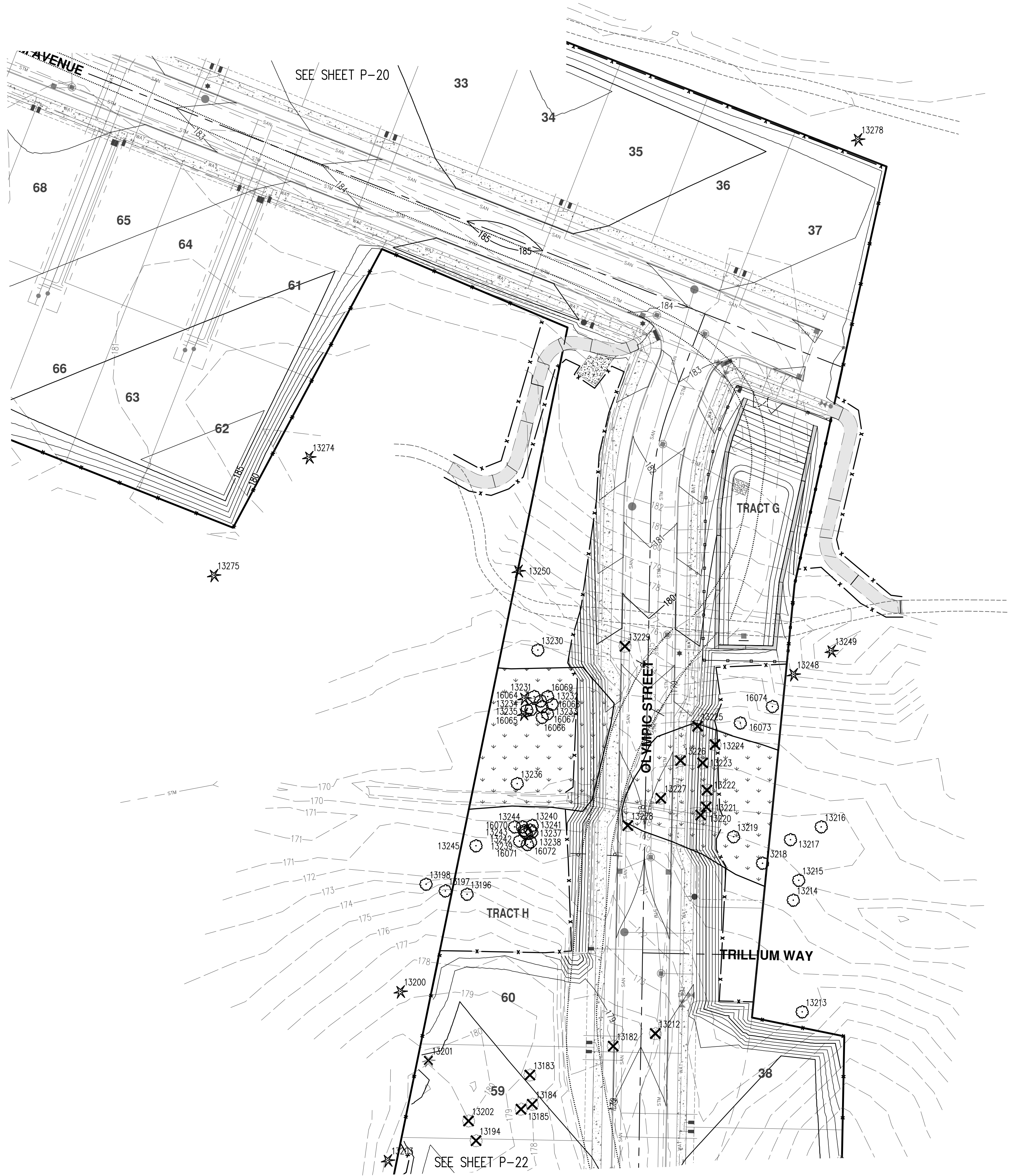
DESIGNED BY: AJD

DRAWN BY: CL

CHECKED BY: RSW



AKS DRAWING FILE: 7564\_TREES.DWG | LAYOUT: P-21



LEGEND

EXISTING GROUND CONTOUR (1 FT)

EXISTING GROUND CONTOUR (5 FT)

FINISHED GRADE CONTOUR (1 FT)

FINISHED GRADE CONTOUR (5 FT)

EXISTING CONIFEROUS TREE

EXISTING DECIDUOUS TREE

TREE REMOVAL

TREE PROTECTION/  
CONSTRUCTION/SEDIMENT FENCE

149

150

149

150

\*

o

X

X

x

x

PRELIMINARY DETAILED TREE  
PRESERVATION AND REMOVAL PLAN  
TRILLIUM RESERVE  
WOODBURN, OREGON

REGISTERED PROFESSIONAL  
ENGINEER  
PRELIMINARY  
NOT FOR  
CONSTRUCTION  
J. DOWNHUR  
RENEWED  
RENEWAL DATE: DECEMBER 31, 2021

JOB NUMBER: 7564

DATE: 12/04/2020

DESIGNED BY: AJD

DRAWN BY: CL

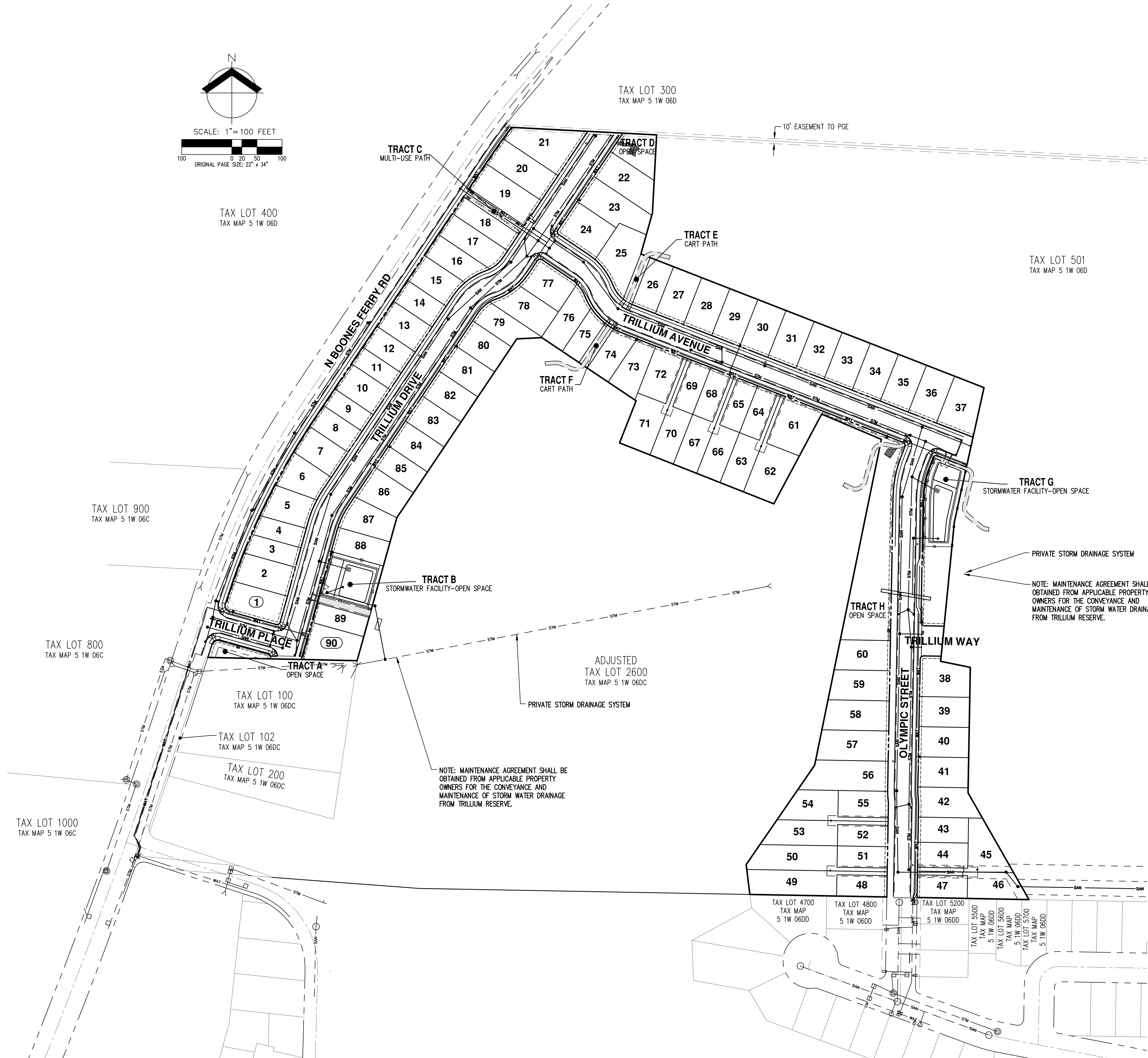
CHECKED BY: RSW

P-21

AKS  
AKS ENGINEERING & FORESTRY, LLC  
12945 SW HERMAN RD., STE 100  
TUALATIN, OR 97062  
503.563.6151  
WWW.AKS-ENG.COM

ENGINEERING • SURVEYING • NATURAL RESOURCES  
FORESTRY • PLANNING • LANDSCAPE ARCHITECTURE

97



**PRELIMINARY OVERALL  
COMPOSITE UTILITY PLAN  
TRILLIUM RESERVE  
WOODBURN, OREGON**



RENEW: DECEMBER 31, 2021

JOB NUMBER: 7564

DATE: 12/04/2020

DESIGNED BY: AJD

DRAWN BY: CL

CHECKED BY: RSW



# **SIDEWALK LEGEND**

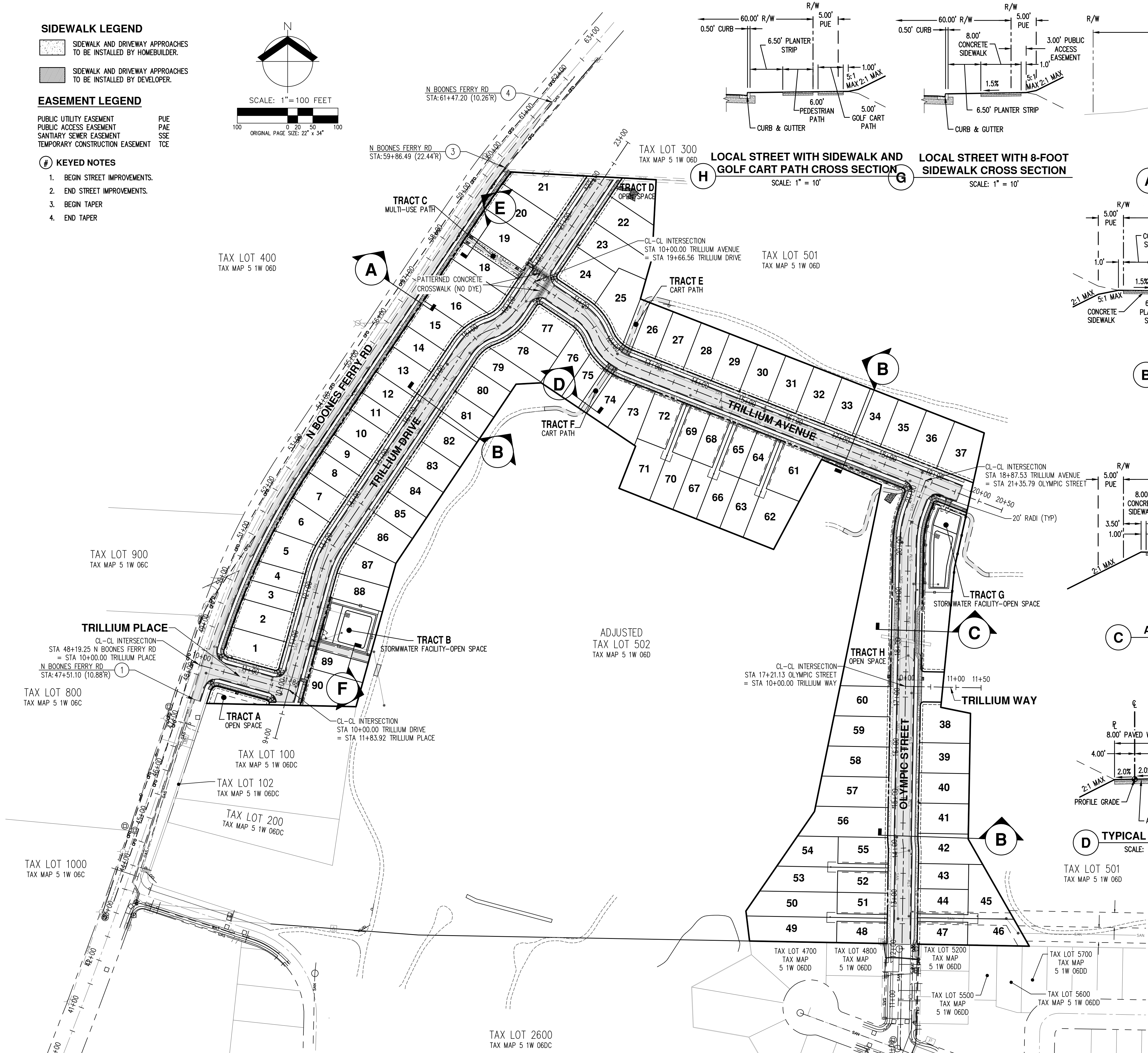
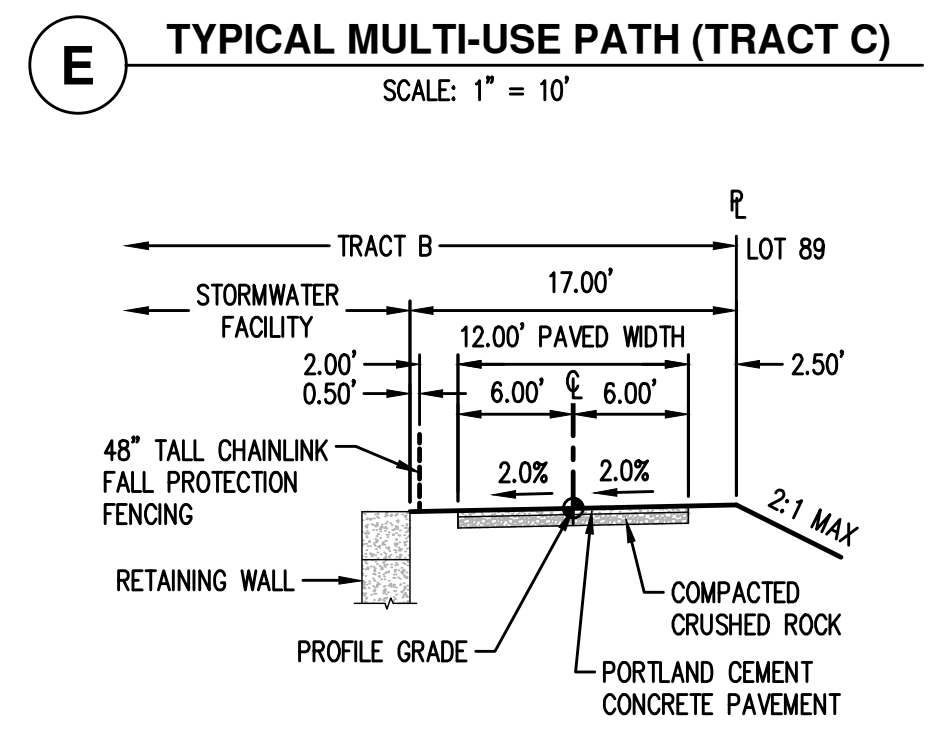
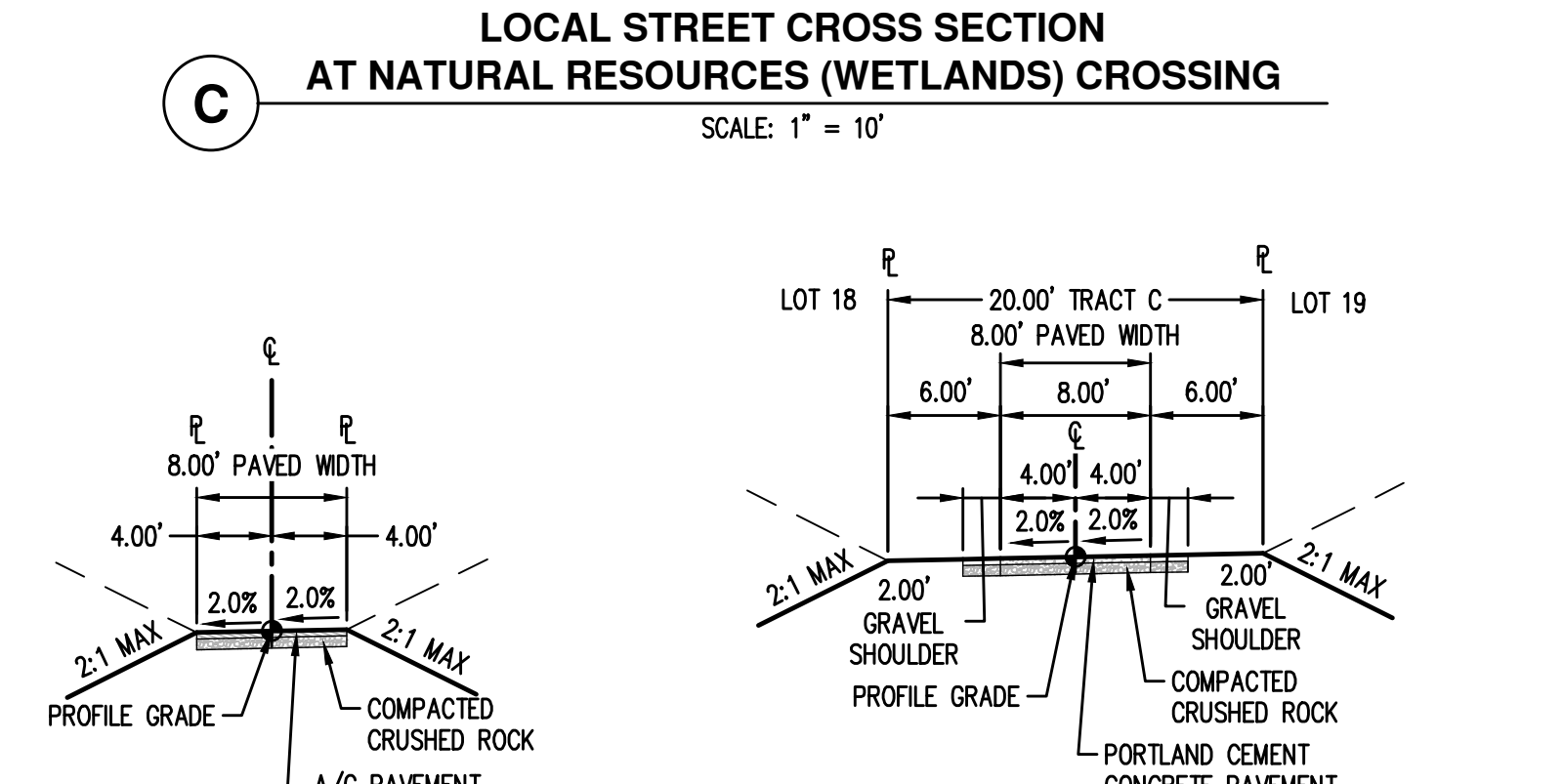
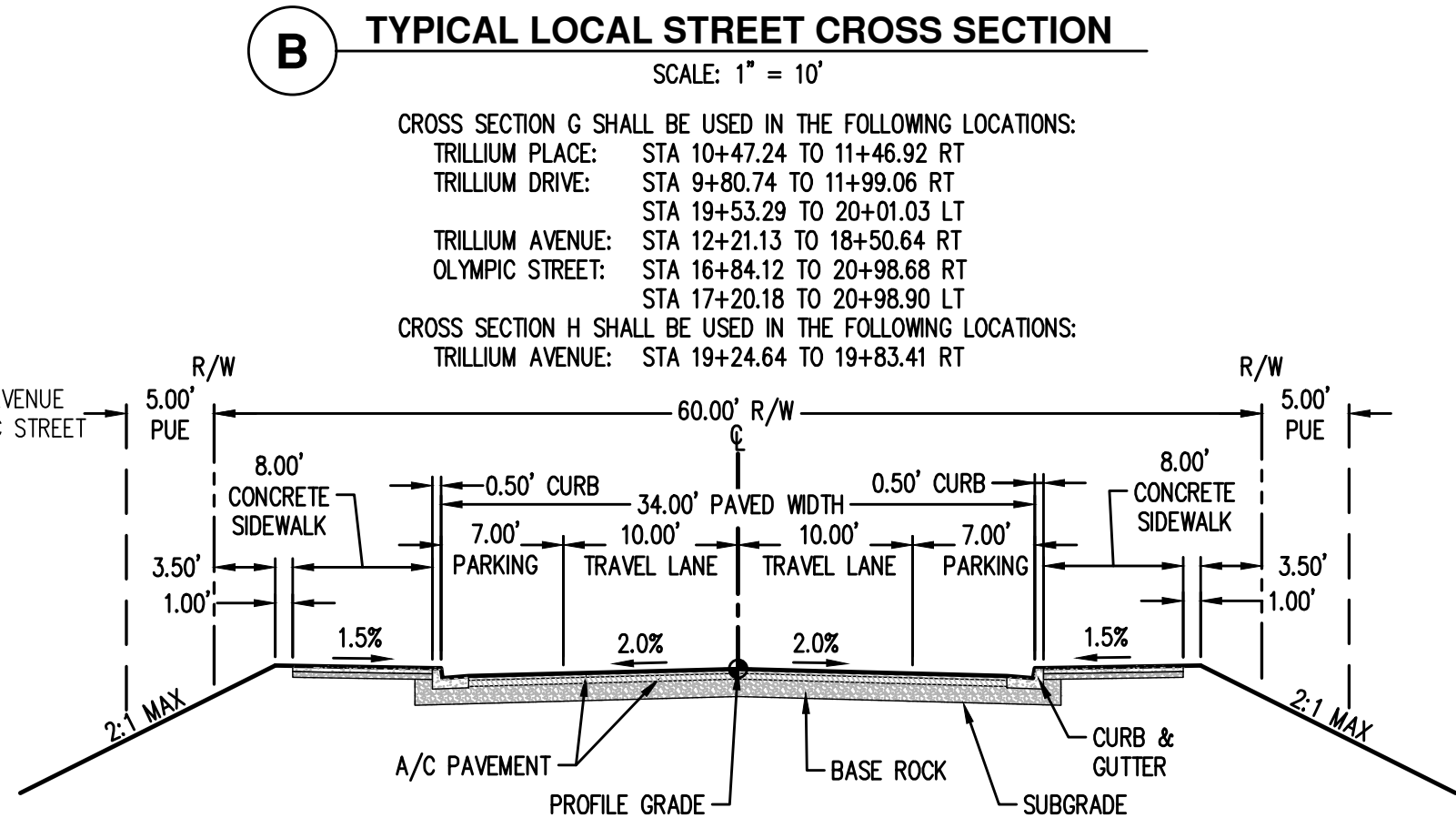
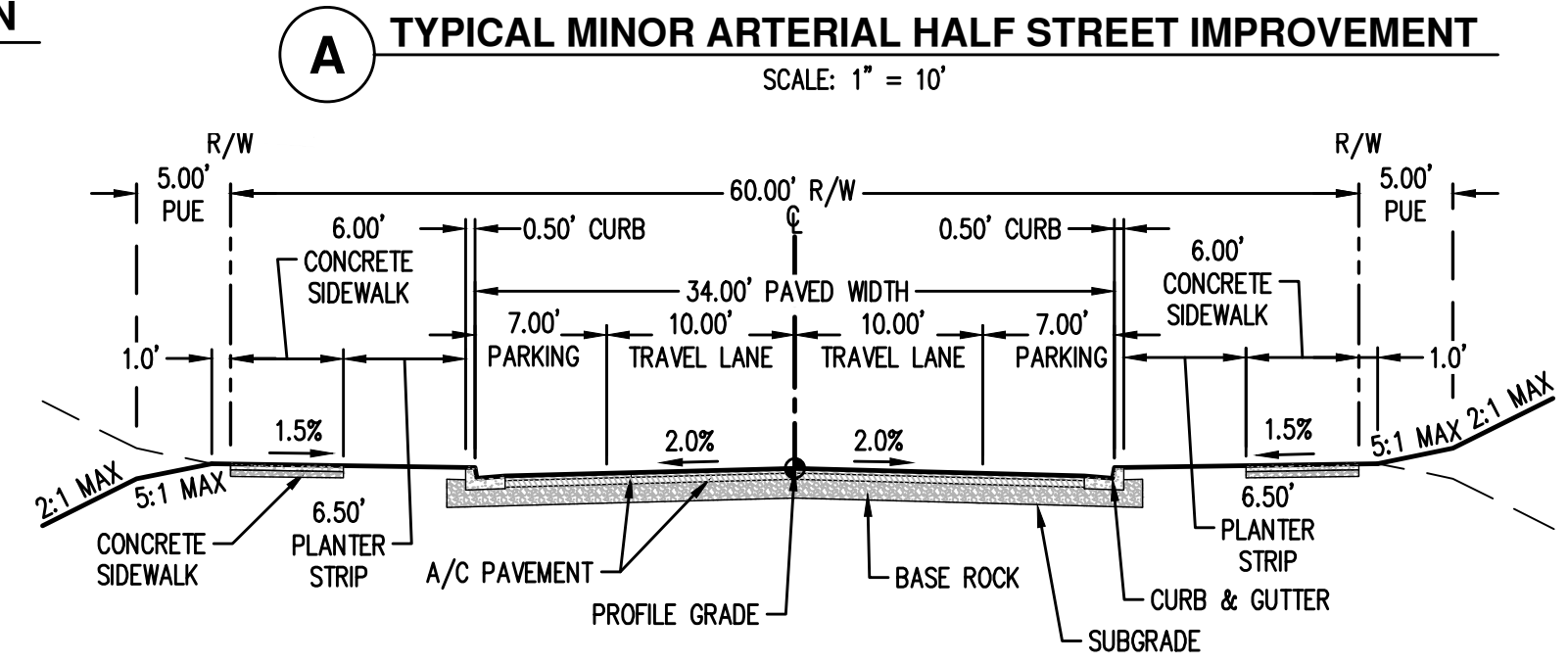
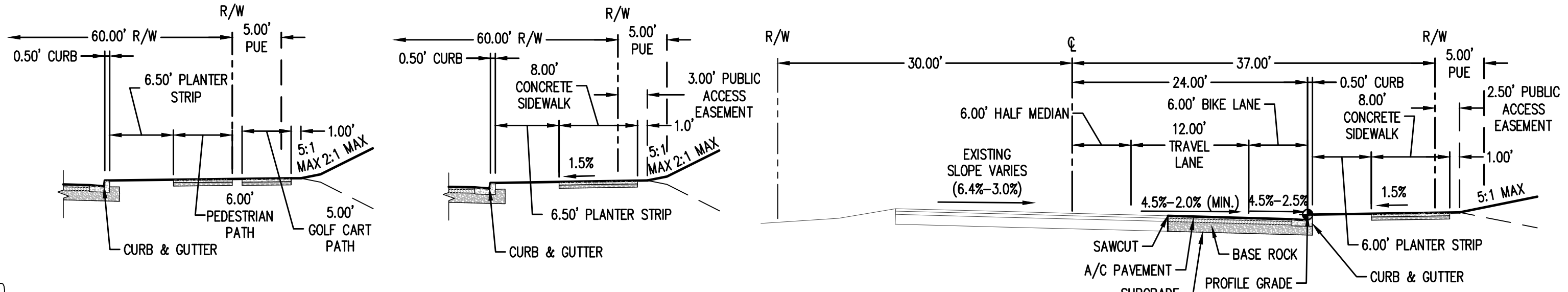
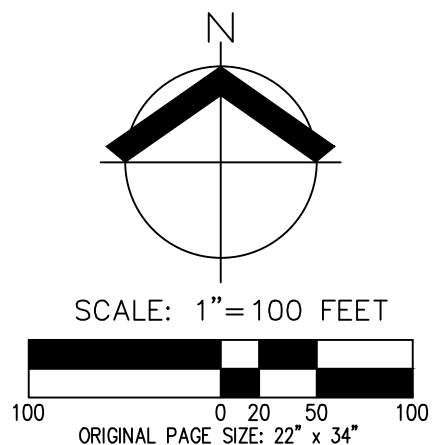
- SIDEWALK AND DRIVEWAY APPROACHES TO BE INSTALLED BY HOMEBUILDER.
- SIDEWALK AND DRIVEWAY APPROACHES TO BE INSTALLED BY DEVELOPER.

# **EASEMENT LEGEND**

- PUBLIC UTILITY EASEMENT
- PUBLIC ACCESS EASEMENT
- SANITARY SEWER EASEMENT
- TEMPORARY CONSTRUCTION EASEMENT
- PUE
- PAE
- SSE
- TCE

# **KEYED NOTES**

- BEGIN STREET IMPROVEMENTS.
- END STREET IMPROVEMENTS.
- BEGIN TAPER
- END TAPER



# **PRELIMINARY STREET PLAN AND CROSS SECTIONS TRILLIUM RESERVE WOODBURN, OREGON**

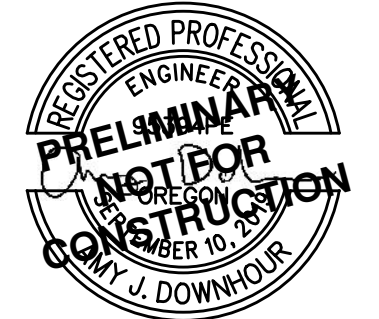
**REGISTERED PROFESSIONAL ENGINEER**  
**PRELIMINARY**  
**NOT FOR CONSTRUCTION**  
J. DOWNHILL  
RENEW: DECEMBER 31, 2021  
JOB NUMBER: 7564  
DATE: 12/04/2020  
DESIGNED BY: AJD  
DRAWN BY: CL  
CHECKED BY: RSW



AKS DRAWING FILE: 7564 AERIAL.DWG | LAYOUT: P-33

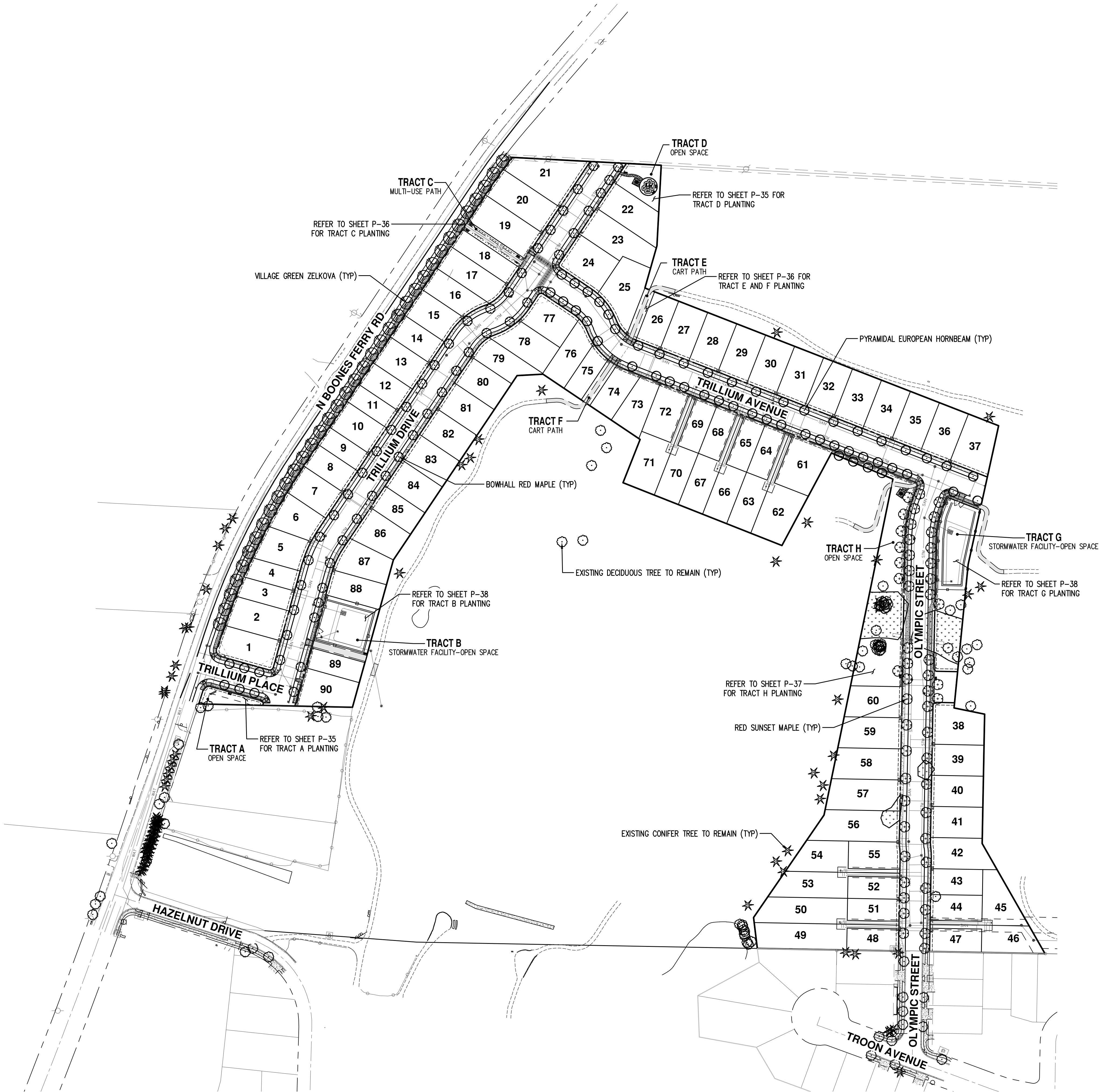


PRELIMINARY AERIAL  
PHOTOGRAPH PLAN  
TRILLIUM RESERVE  
WOODBURN, OREGON



RENEWALS:	DECEMBER 31, 2021
JOB NUMBER:	7564
DATE:	12/04/2020
DESIGNED BY:	AJD
DRAWN BY:	CL
CHECKED BY:	RSW



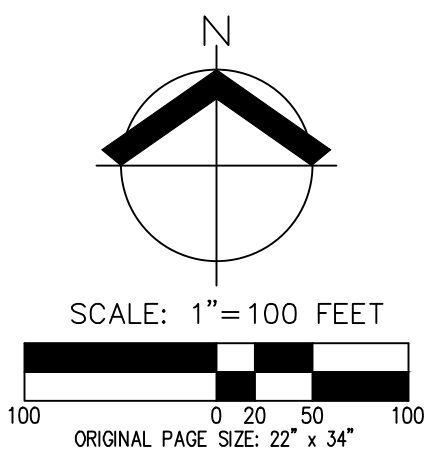


PLANT SCHEDULE - STREET TREES

STREET TREES	BOTANICAL NAME	COMMON NAME	SIZE/CONTAINER	AS SHOWN
	ACER RUBRUM 'BOWHALL'	BOWHALL RED MAPLE	2" CAL. B&B	AS SHOWN
	ACER RUBRUM 'FRANKSRED'	RED SUNSET RED MAPLE	2" CAL. B&B	AS SHOWN
	CARPINUS BETULUS 'FASTIGIATA'	PYRAMIDAL EUROPEAN HORNBEAN	2" CAL. B&B	AS SHOWN
	ZELKOVA SERRATA 'VILLAGE GREEN'	VILLAGE GREEN ZELKOVA	2" CAL. B&B	AS SHOWN

PRELIMINARY LANDSCAPE NOTES

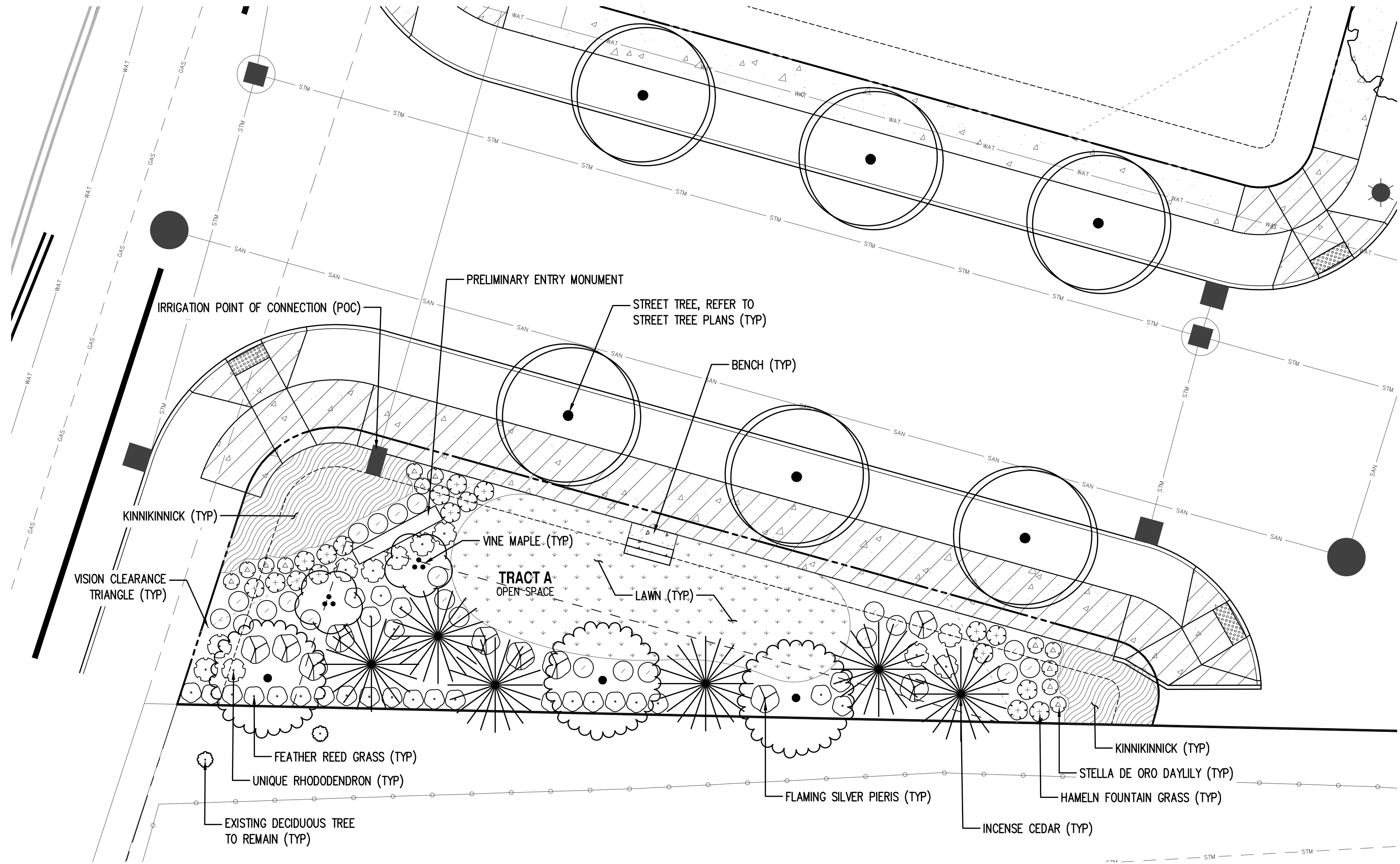
- LANDSCAPE AND SITE FURNISHINGS ARE PRELIMINARY AND SHOWN TO PORTRAY THE CHARACTER OF THE SITE. PLAN REVISIONS INCLUDING CHANGES TO PLANT SPECIES, SIZES, SPACING, QUANTITIES, ETC., DUE TO PLANT AVAILABILITY OR UNFORESEEN SITE CONDITIONS MAY BE MADE PRIOR TO INSTALLATION WHERE ALLOWED BY THE CITY OF WOODBURN DESIGN STANDARDS.
- CONTRACTOR IS RESPONSIBLE FOR VERIFYING PLANT QUANTITIES AND ALL MATERIALS. IF DISCREPANCIES OCCUR, DESIGN INTENT PREVAILS OVER QUANTITIES LISTED.
- REFER TO DETAIL PLANS P-35 THROUGH P-38 FOR PRELIMINARY OPEN SPACE AND STORMWATER FACILITY PLANTING PLANS.
- ALL PLANTS AND INSTALLATION SHALL CONFORM TO THE CITY OF WOODBURN LANDSCAPE DESIGN STANDARDS AND TO AMERICAN NURSERY STANDARDS ANSI Z60.1 IN ALL WAYS. PLANT IN ACCORDANCE WITH BEST PRACTICE STANDARDS ADOPTED BY THE OREGON LANDSCAPE CONTRACTOR'S BOARD (OLCB) AND THE AMERICAN ASSOCIATION OF NURSERYMEN, INC. FIELD ADJUST PLANT LOCATION AS NECESSARY TO AVOID CONFLICTS WITH UTILITIES, TREE CANOPIES, BUILDING OVERHANGS, EXISTING VEGETATION TO REMAIN, ETC.
- TREES TO BE PLANTED SHALL MEET THE REQUIREMENTS OF THE AMERICAN ASSOCIATION OF NURSERYMEN (AAN) STANDARDS FOR NURSERY STOCK (ANSI Z60.1). DOUBLE STAKE ALL TREES UNLESS OTHERWISE SPECIFIED. TREES SHALL BE PLANTED NO CLOSER THAN 3' O.C. FROM SIDEWALKS, CURBING, OR OTHER HARDSCAPING; TREES IN PLANTING ISLANDS SHALL BE CENTERED IN ISLAND.
- A PERMANENT UNDERGROUND IRRIGATION SYSTEM SHALL BE INSTALLED FOR ALL NEW LANDSCAPE AREAS FOR THE ESTABLISHMENT AND LONG-TERM HEALTH OF PLANT MATERIAL. THE IRRIGATION SYSTEM SHALL BE 'DESIGN-BUILD' BY THE LANDSCAPE CONTRACTOR, USING CURRENT WATER-SAVING TECHNOLOGY, AND INCLUDE ALL MATERIALS, COMPONENTS, CITY APPROVED BACKFLOW OR ANTI-SIPHON DEVICES, VALVES, ETC. NECESSARY FOR THE COMPLETE AND EFFICIENT COVERAGE OF LANDSCAPE AREAS SHOWN.
- MULCH: APPLY 3" DEEP WELL-AGED DARK HEMLOCK OR FIR, MEDIUM GRIND, UNDER AND AROUND ALL PLANTS IN PLANTING BEDS.
- ADJUST PLANTING ON SITE AS NECESSARY TO AVOID CONFLICTS WITH DRIVEWAYS, UTILITIES, METERS, STREET LIGHTS, ETC. STREET TREES SHALL NOT BE PLACED IN FRONT OF STOP SIGNS, FIRE HYDRANTS, OR STREET LIGHTS.
- ALL STREET TREES WITHIN A VISION CLEARANCE TRIANGLE SHALL HAVE BRANCHES AND FOLIAGE LIMBED UP 7' ABOVE GRADE.




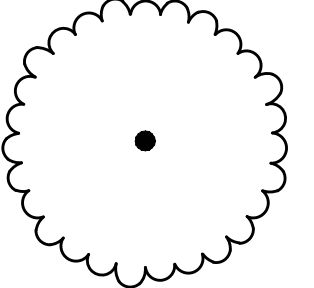
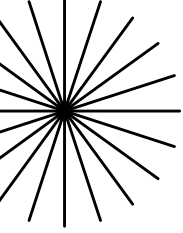






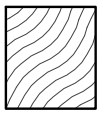
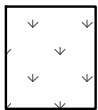
PRELIMINARY OVERALL STREET TREE  
AND LANDSCAPE PLAN  
TRILLIUM RESERVE  
WOODBURN, OREGON

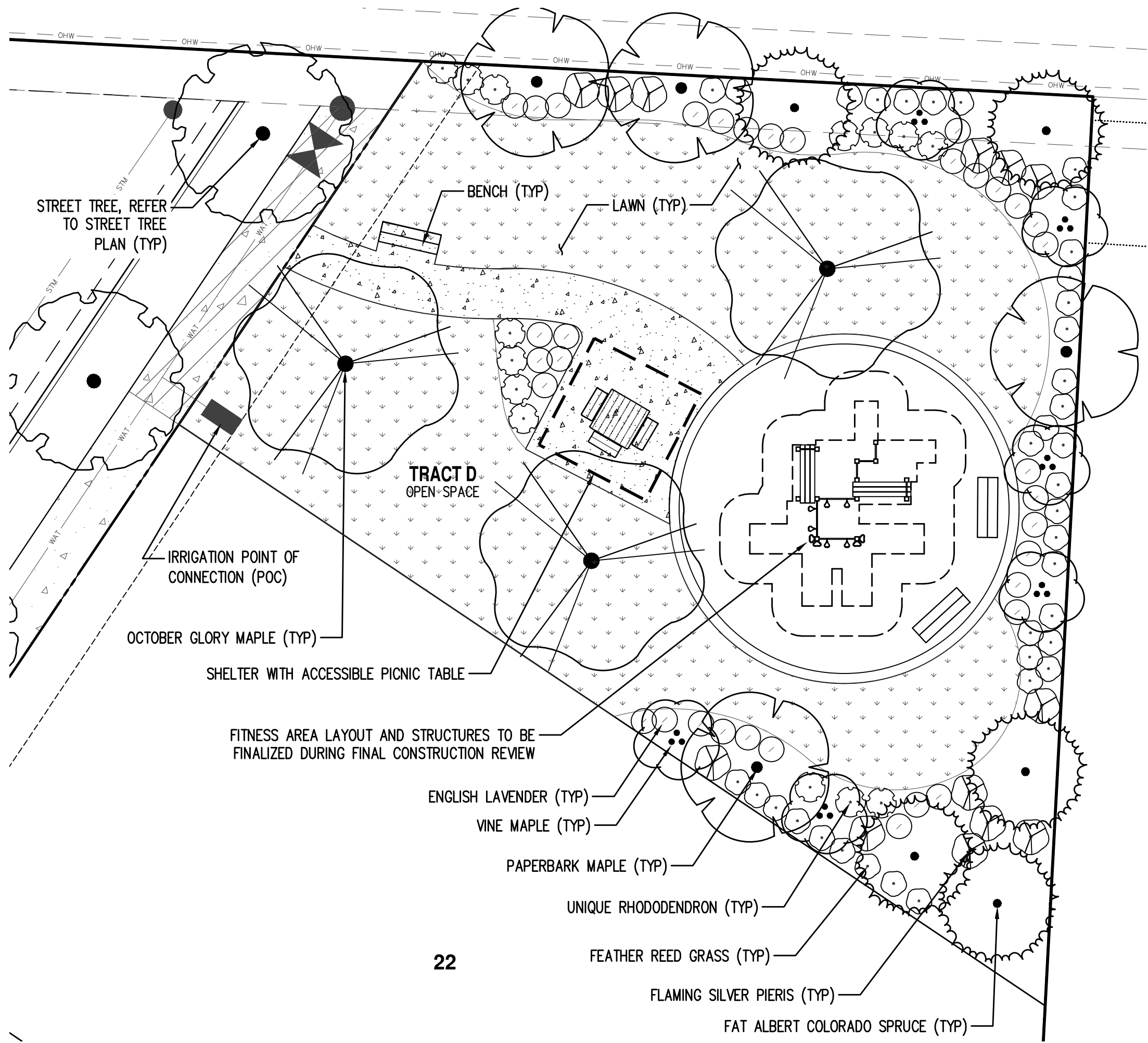
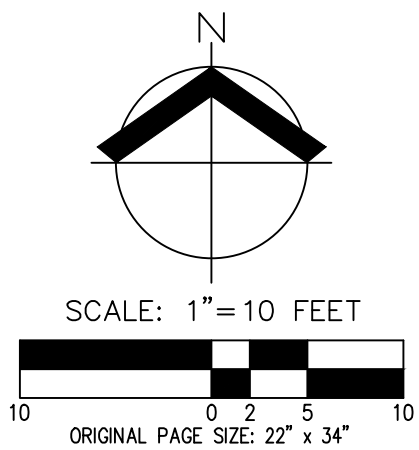


JOB NUMBER:	7564
DATE:	12/04/2020
DESIGNED BY:	TEB
DRAWN BY:	TEB
CHECKED BY:	KAH


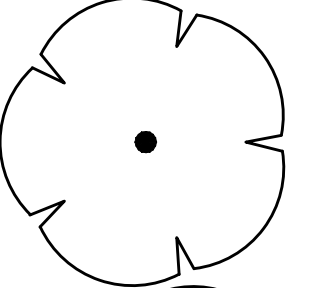
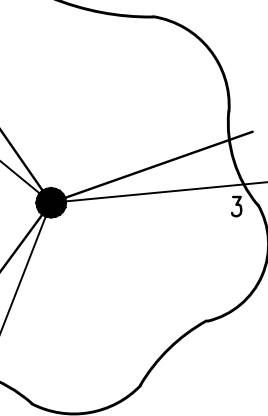
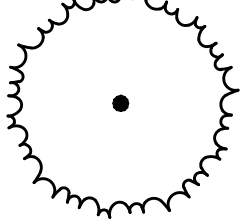




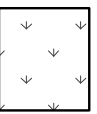


PLANT SCHEDULE - TRACT A

TREES	QTY	BOTANICAL NAME	COMMON NAME	SIZE/CONTAINER	SPACING
	2	ACER CIRCINATUM	VINE MAPLE	6' HT. B&B	AS SHOWN
	3	ACER RUBRUM 'BOWHALL'	BOWHALL RED MAPLE	2" CAL. B&B	AS SHOWN
	6	CALOCEDRUS DECURRENS	INCENSE CEDAR	10' MIN. HT./B&B	AS SHOWN
SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	SIZE/CONTAINER	SPACING
	27	CALAMAGROSIS X ACUTIFLORA 'KARL FOERSTER'	FEATHER REED GRASS	1 GAL CONT.	30" o.c. OR AS SHOWN
	12	HEMEROCALLIS X 'STELLA DE ORO'	STELLA DE ORO DAYLILY	1 GAL CONT.	24" o.c. OR AS SHOWN
	22	LAVANDULA ANGUSTIFOLIA	ENGLISH LAVENDER	1 GAL CONT.	30" o.c. OR AS SHOWN
	18	PENNISETUM ALOPECUROIDES 'HAMELN'	HAMELN FOUNTAIN GRASS	1 GAL CONT.	30" o.c. OR AS SHOWN
	10	PIERIS JAPONICA 'FLAMING SILVER'	FLAMING SILVER PIERIS	3 GAL CONT.	42" o.c. OR AS SHOWN
	11	RHODODENDRON X 'UNIQUE'	UNIQUE RHODODENDRON	3 GAL CONT.	36" o.c. OR AS SHOWN
GROUND COVERS	QTY	BOTANICAL NAME	COMMON NAME	SIZE/CONTAINER	SPACING
	84	ARCTOSTAPHYLOS UVA-URSI	KINNIKINICK	1 GAL CONT.	24" o.c.
	±757 SF	LAWN			



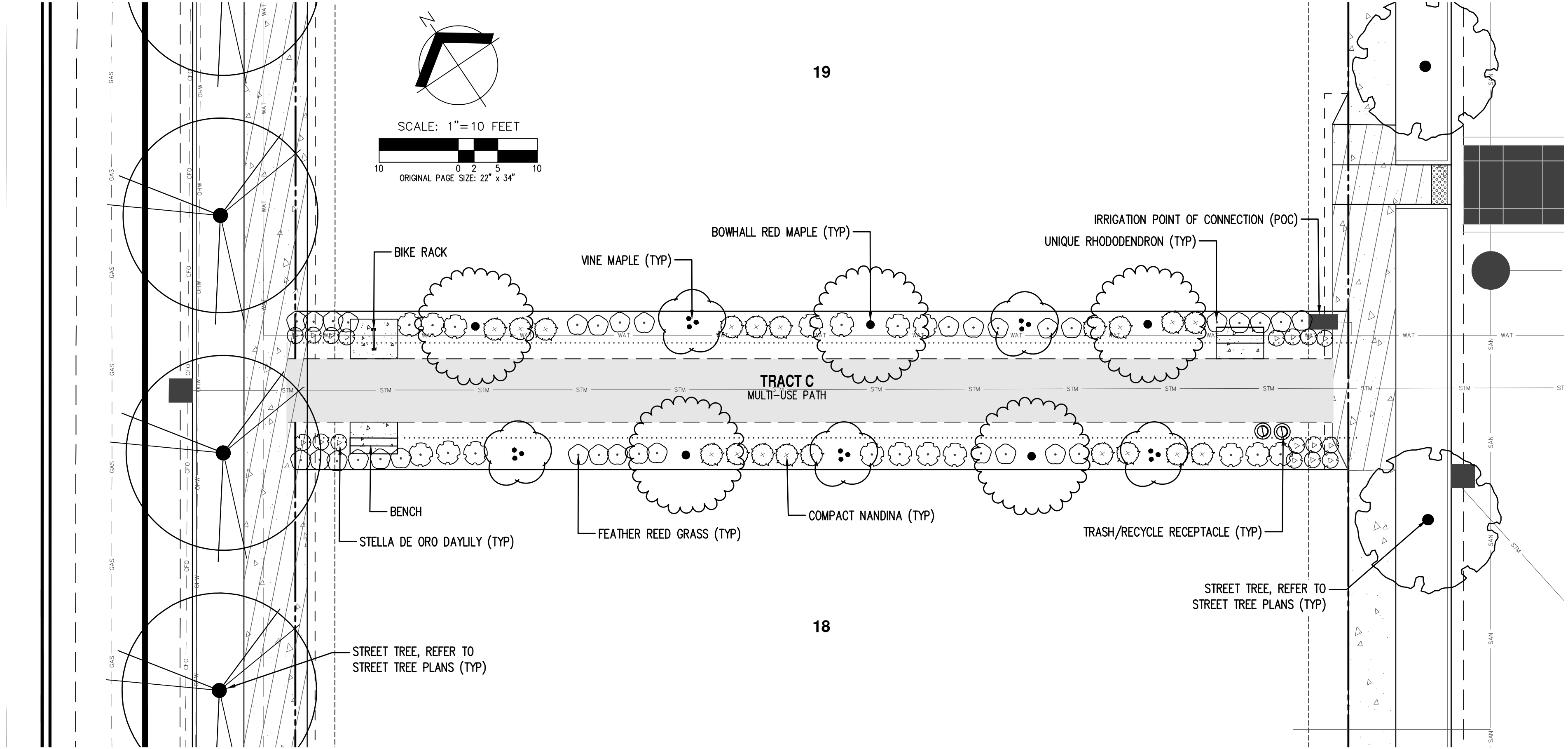
PLANT SCHEDULE - TRACT D

TREES	QTY	BOTANICAL NAME	COMMON NAME	SIZE/CONTAINER	SPACING
	6	ACER CIRCINATUM	VINE MAPLE	6' HT. B&B	AS SHOWN
	4	ACER GRISEUM	PAPERBARK MAPLE	2" CAL. B&B	AS SHOWN
	3	ACER RUBRUM 'OCTOBER GLORY'	OCTOBER GLORY MAPLE	2" CAL. B&B	AS SHOWN
	5	PICEA PUNGENS 'FAT ALBERT'	FAT ALBERT COLORADO SPRUCE	6' HT. B&B	AS SHOWN
SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	SIZE/CONTAINER	SPACING
	37	CALAMAGROSIS X ACUTIFLORA 'KARL FOERSTER'	FEATHER REED GRASS	1 GAL CONT.	30" o.c. OR AS SHOWN
	35	LAVANDULA ANGUSTIFOLIA	ENGLISH LAVENDER	1 GAL CONT.	30" o.c. OR AS SHOWN
	13	PIERIS JAPONICA 'FLAMING SILVER'	FLAMING SILVER PIERIS	3 GAL CONT.	42" o.c. OR AS SHOWN
	14	RHODODENDRON X 'UNIQUE'	UNIQUE RHODODENDRON	3 GAL CONT.	36" o.c. OR AS SHOWN
GROUND COVERS	QTY	DESCRIPTION			
	±2,655 SF	LAWN			

PRELIMINARY TRACT A AND D -  
OPEN SPACE LANDSCAPE PLAN  
TRILLIUM RESERVE  
WOODBURN, OREGON

REGISTERED LANDSCAPE ARCHITECT 7564	NOT FOR CONSTRUCTION 08/06/13
JOB NUMBER:	7564
DATE:	12/04/2020
DESIGNED BY:	TEB
DRAWN BY:	TEB
CHECKED BY:	KAH





PLANT SCHEDULE - TRACT C, E, AND F

TREES	QTY	BOTANICAL NAME	COMMON NAME	SIZE/CONTAINER	SPACING
-------	-----	----------------	-------------	----------------	---------

	13	ACER CIRCINATUM	VINE MAPLE	6' HT. B&B	AS SHOWN
--	----	-----------------	------------	------------	----------

	13	ACER RUBRUM 'BOWHALL'	BOWHALL RED MAPLE	2" CAL. B&B	AS SHOWN
--	----	-----------------------	-------------------	-------------	----------

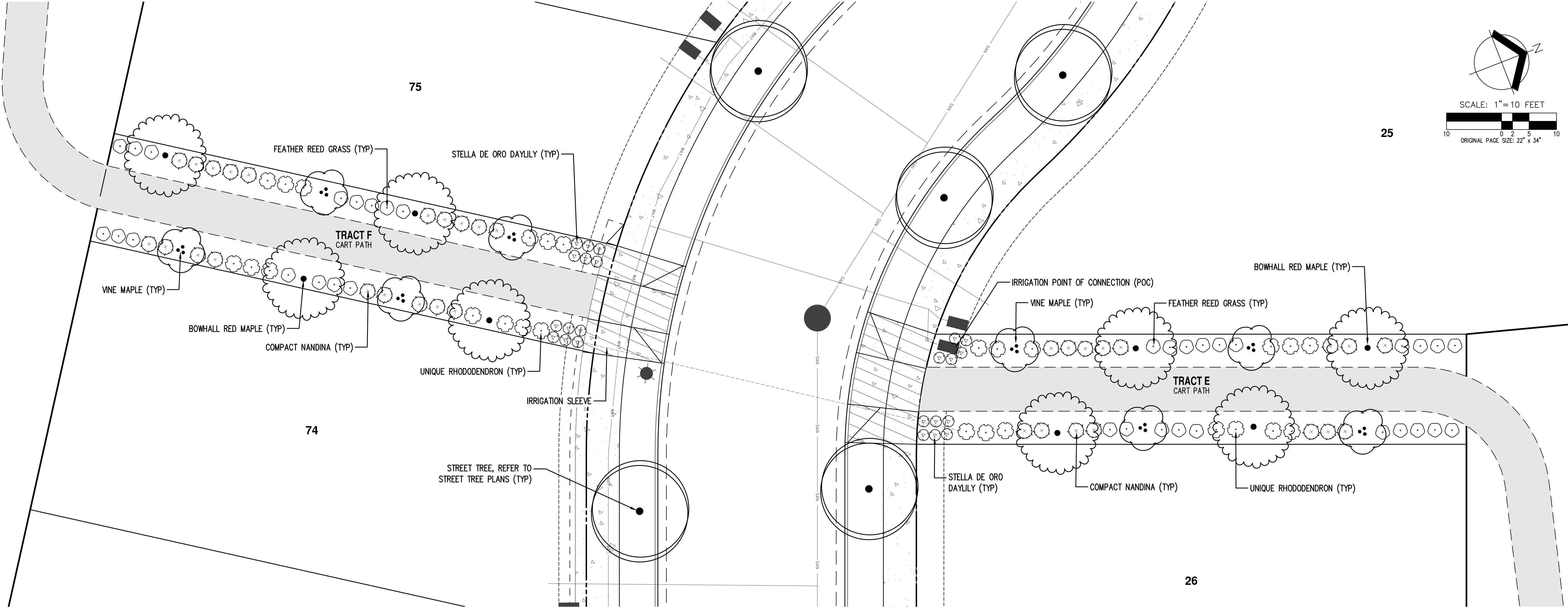
SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	SIZE/CONTAINER	SPACING
--------	-----	----------------	-------------	----------------	---------

	68	CALAMAGROSIS X ACUTIFLORA 'KARL FOERSTER'	FEATHER REED GRASS	1 GAL. CONT.	30" o.c. OR AS SHOWN
--	----	---	--------------------	--------------	----------------------

	40	HEMEROCALLIS X 'STELLA DE ORO'	STELLA DE ORO DAYLILY	1 GAL. CONT.	24" o.c. OR AS SHOWN
--	----	--------------------------------	-----------------------	--------------	----------------------

	53	NANDINA DOMESTICA 'COMPACTA'	COMPACT NANDINA	3 GAL. CONT.	36" o.c. OR AS SHOWN
--	----	------------------------------	-----------------	--------------	----------------------

	43	RHODODENDRON X 'UNIQUE'	UNIQUE RHODODENDRON	3 GAL. CONT.	36" o.c. OR AS SHOWN
--	----	-------------------------	---------------------	--------------	----------------------






PRELIMINARY TRACT C, E, AND F -  
PATHS LANDSCAPE PLAN  
TRILLIUM RESERVE  
WOODBURN, OREGON

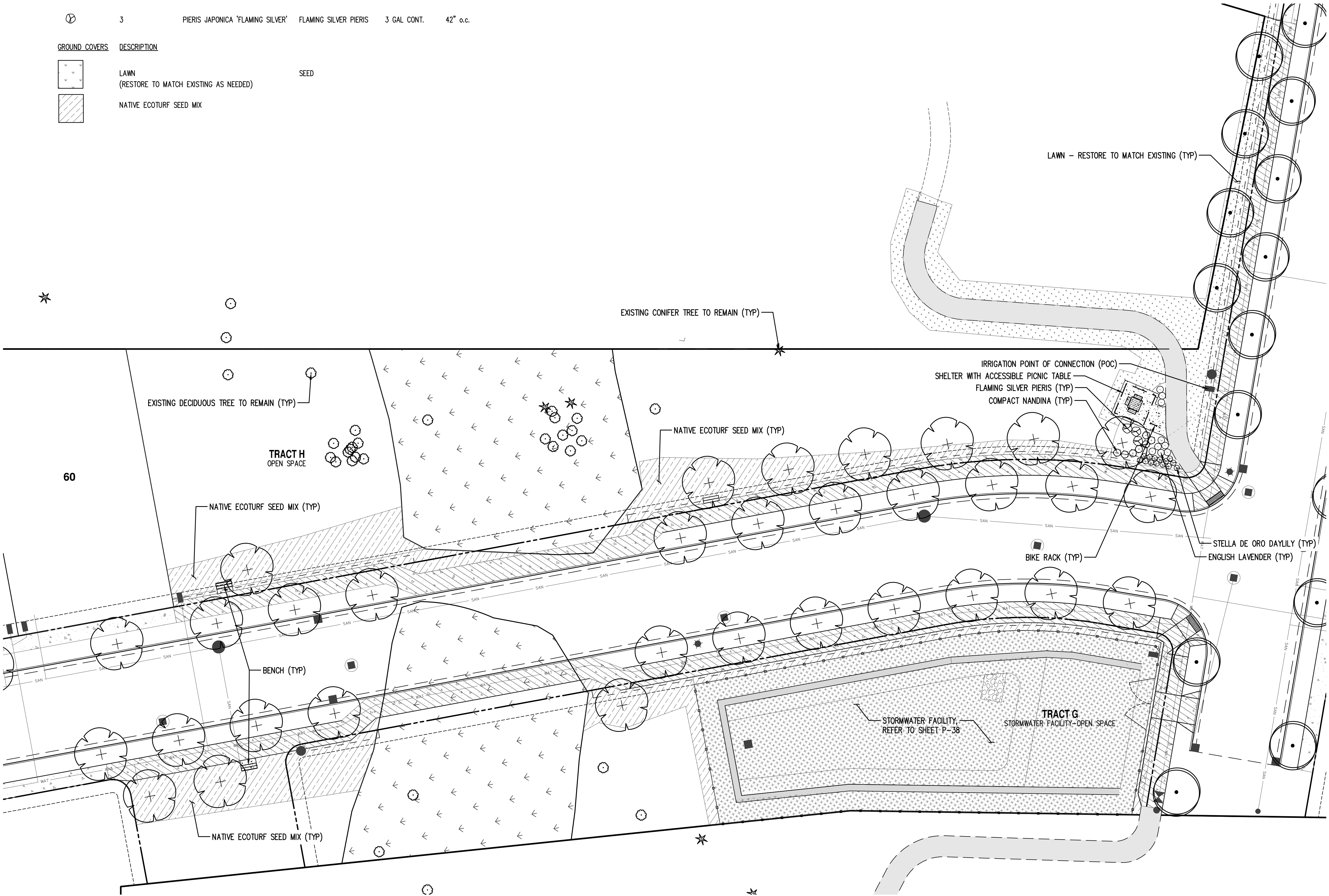


JOB NUMBER:	7564
DATE:	12/04/2020
DESIGNED BY:	TEB
DRAWN BY:	TEB
CHECKED BY:	KAH

PLANT SCHEDULE - TRACT G AND H OPEN SPACE LANDSCAPE

SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	SIZE/CONTAINER	SPACING
	14	HEMEROCALLIS X 'STELLA DE ORO'	STELLA DE ORO DAYLILY	1 GAL CONT.	24" o.c.
	9	LAVANDULA ANGUSTIFOLIA	ENGLISH LAVENDER	1 GAL CONT.	30" o.c.
	7	NANDINA DOMESTICA 'COMPACTA'	COMPACT NANDINA	3 GAL CONT.	36" o.c.
	3	PIERIS JAPONICA 'FLAMING SILVER'	FLAMING SILVER PIERIS	3 GAL CONT.	42" o.c.

GROUND COVERS	DESCRIPTION
	LAWN (RESTORE TO MATCH EXISTING AS NEEDED) SEED
	NATIVE ECOTURF SEED MIX

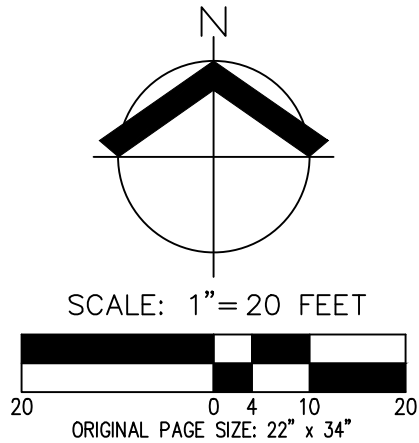
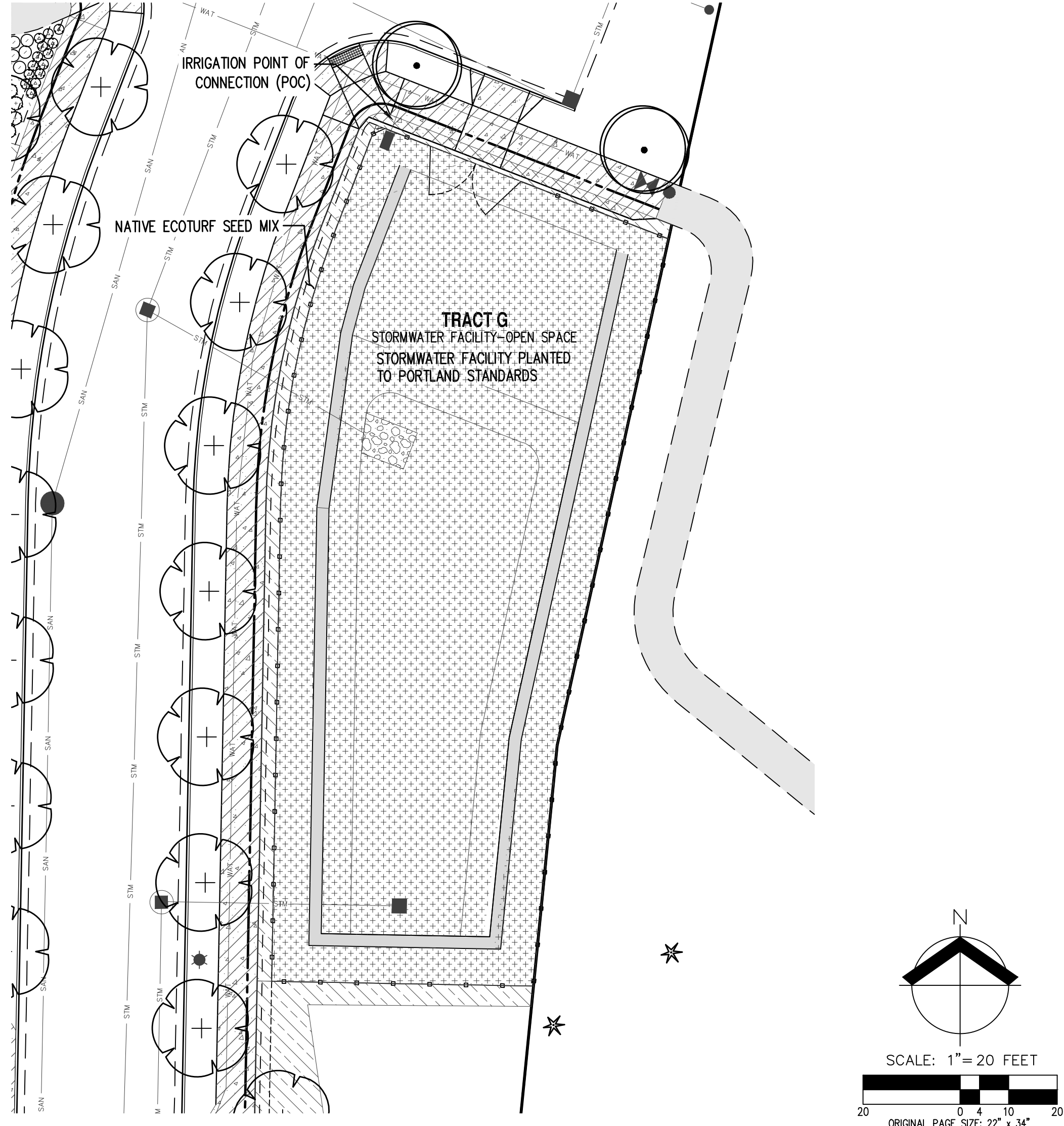
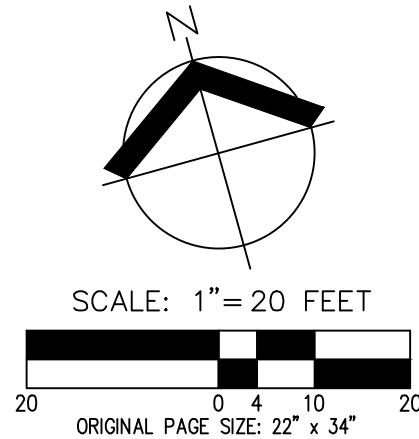
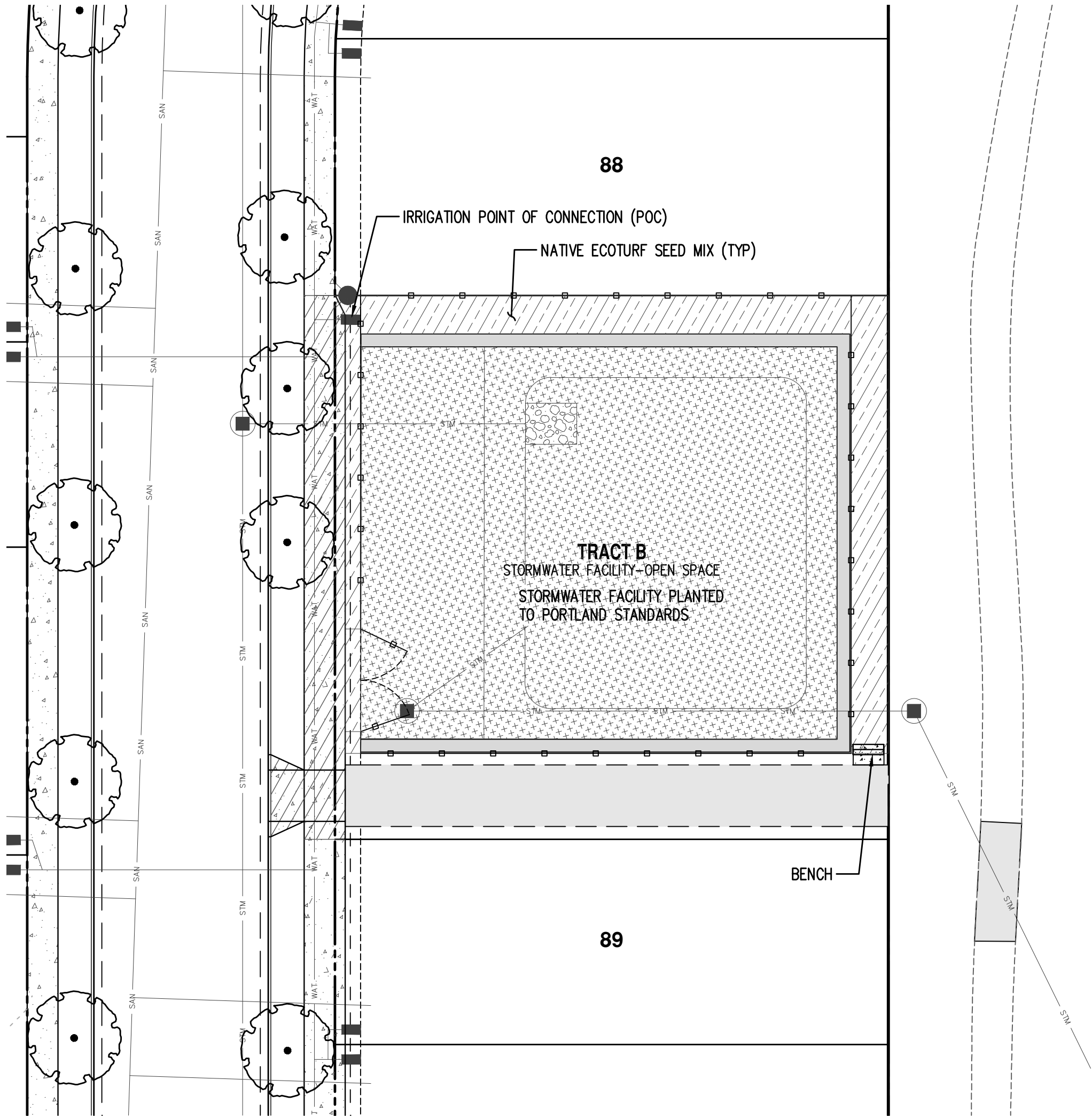


PRELIMINARY TRACT G AND H -  
OPEN SPACE LANDSCAPE PLAN  
TRILLIUM RESERVE  
WOODBURN, OREGON





JOB NUMBER:	7564
DATE:	12/04/2020
DESIGNED BY:	TEB
DRAWN BY:	TEB
CHECKED BY:	KAH





**PLANT SCHEDULE - TRACT B AND G STORMWATER FACILITIES**

GROUND COVERS	DESCRIPTION
	STORMWATER FACILITY - TO BE PLANTED TO CITY OF PORTLAND STANDARDS AS ADOPTED BY CITY OF WOODBURN
	NATIVE ECOTURF SEED MIX

**PRELIMINARY TRACT B AND G - STORMWATER  
FACILITIES LANDSCAPE PLAN  
TRILLIUM RESERVE  
WOODBURN, OREGON**



JOB NUMBER:	7564
DATE:	12/04/2020
DESIGNED BY:	TEB
DRAWN BY:	TEB
CHECKED BY:	KAH

**P-38**

Attachment 103  
Sheet 19 of 19



**PUBLIC WORKS DEPARTMENT**  
**190 GARFIELD STREET**  
**WOODBURN, OR 97071**

September 3, 2020, 2020  
Attn: Chris Goodell, AICP, LEED AP  
AKS Engineering & Forestry, LLC  
12965 SW Herman Road, Suite 100  
Tualatin, OR 97062

Re: Annexation Certification  
Subject Property Address: N/A  
Marion County Tax Map: 051W06D000502

This letter is to certify that the City of Woodburn has no capacity issue with the public wastewater treatment facility or public water treatment facility. However, the subject property is not adjacent to an existing collection system for water, wastewater or a public storm sewer collection system. The requirements for these collection facilities would still need to be determined. The capacity analysis, design and installation would be the responsibility of the applicant/property owner.

If you have any questions, please contact me at 503.982.5248.

Sincerely,

*Dago Garcia*

Dago Garcia, P.E.  
City Engineer  
City of Woodburn

Attachment 103A  
Letter 1 of 3



**Woodburn School District**  
1390 Meridian Drive, Woodburn, OR 97071  
Phone: 503-981-9555  
Fax: 971-983-3611

September 18, 2020

**Glen Southerland, AICP  
AKS Engineering and Forestry, LLC  
12965 SW Herman Road, Suite 100  
Tualatin, OR 97062**

Re: Annexation for 90-lot subdivision located at 2850 North Boones Ferry Road

Mr. Southerland:

In response to your request, Woodburn School District has determined that your planned annexation located at 2850 North Boones Ferry Road will impact our schools in our district however we believe we will be able to accommodate the growth.

Thank you,

Casey Woolley

Director of Safety and Operations  
Woodburn School District

Attachment 103A  
Letter 2 of 3

Page 1 | 1

## Glen Southerland

---

**From:** James Gibbs <gibbsj@woodburnfire.com>  
**Sent:** Thursday, September 24, 2020 1:41 PM  
**To:** Glen Southerland; Joe Budge; Scott Heesacker  
**Subject:** RE: City of Woodburn Annexation SPL Request

**EXTERNAL EMAIL:** This email originated from outside of AKS Engineering & Forestry. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Glen,

Per our conversation this afternoon, this email is our response to the housing development in the northern City of Woodburn area and our capability/capacity to support/respond. This additional housing development is within our district and we have the capabilities to support this new addition.

James Gibbs  
Fire Marshal  
Woodburn Fire District  
1776 Newberg Hwy  
Woodburn, OR 97071  
(503) 982-2360  
[gibbsj@woodburnfire.com](mailto:gibbsj@woodburnfire.com)



---

**From:** Glen Southerland [mailto:southerlandg@aks-eng.com]  
**Sent:** Thursday, September 17, 2020 4:19 PM  
**To:** Joe Budge; James Gibbs  
**Subject:** RE: City of Woodburn Annexation SPL Request

\*\*\*\* This email is from an EXTERNAL sender. Exercise caution when opening attachments or click links from unknown senders or unexpected email. \*\*\*\*

Hello Chief and Fire Marshal,

I hope you're both doing well!

I realize that you are probably incredibly busy at the moment, so I was just hoping you could tell me whether the WFD has capacity to serve the additional 90 dwellings on N Boones Ferry Road.

Please let me know if you have any questions or need any more information.

Best Regards,

Attachment 103A  
Letter 3 of 3



**Glen Southerland, AICP**

**AKS ENGINEERING & FORESTRY, LLC**

P: 503.563.6151 Ext. 166 | [www.aks-eng.com](http://www.aks-eng.com) | [southerlandg@aks-eng.com](mailto:southerlandg@aks-eng.com)

---

**From:** Glen Southerland

**Sent:** Monday, August 31, 2020 3:03 PM

**To:** James Gibbs ([gibbsj@woodburnfire.com](mailto:gibbsj@woodburnfire.com)) <[gibbsj@woodburnfire.com](mailto:gibbsj@woodburnfire.com)>

**Subject:** City of Woodburn Annexation SPL Request

Hello James,

I was hoping to get your input and request a Service Provider Letter for an annexation of territory/new 90-unit subdivision at the northern extent of the city limits. I'm not sure if you've been apprised yet what is being proposed or not.

I've attached preliminary site plans for your review. Water mains and hydrants will be installed by the developer. At the pre-app, the City specified 12" lines to the city limits and 8" within the development.

Please let me know if there is anything else you need or questions I can answer. I look forward to your comments!

Thank you!

**Glen Southerland, AICP**



**AKS ENGINEERING & FORESTRY, LLC**

12965 SW Herman Road, Suite 100 | Tualatin, OR 97062

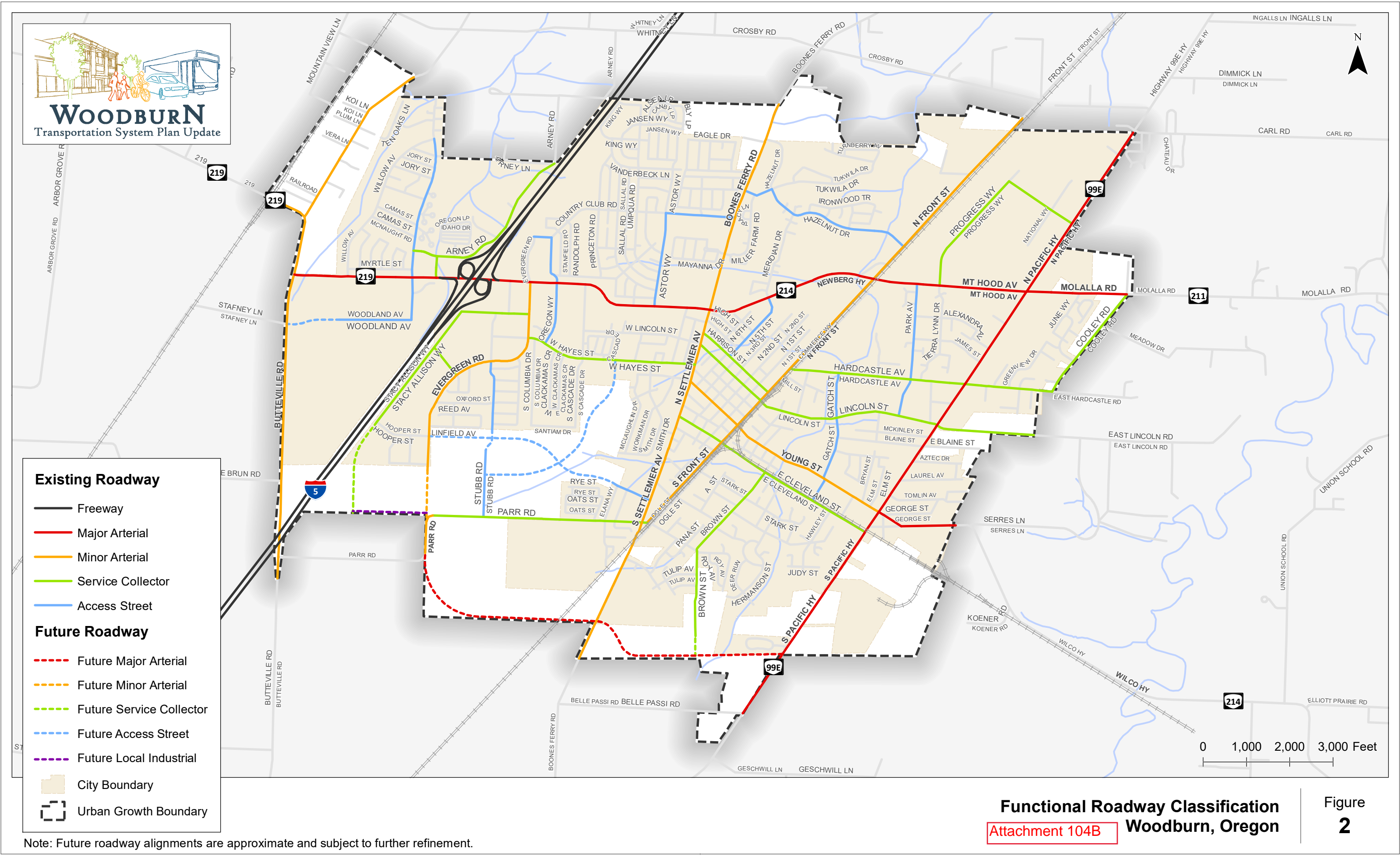
P: 503.563.6151 Ext. 166 | [www.aks-eng.com](http://www.aks-eng.com) | [southerlandg@aks-eng.com](mailto:southerlandg@aks-eng.com)

Offices in: Bend, OR | Keizer, OR | Tualatin, OR | Vancouver, WA

*NOTICE: This communication may contain privileged or other confidential information. If you have received it in error, please advise the sender by reply e-mail and immediately delete the message and any attachments without copying or disclosing the contents. AKS Engineering and Forestry shall not be liable for any changes made to the electronic data transferred. Distribution of electronic data to others is prohibited without the express written consent of AKS Engineering and Forestry.*

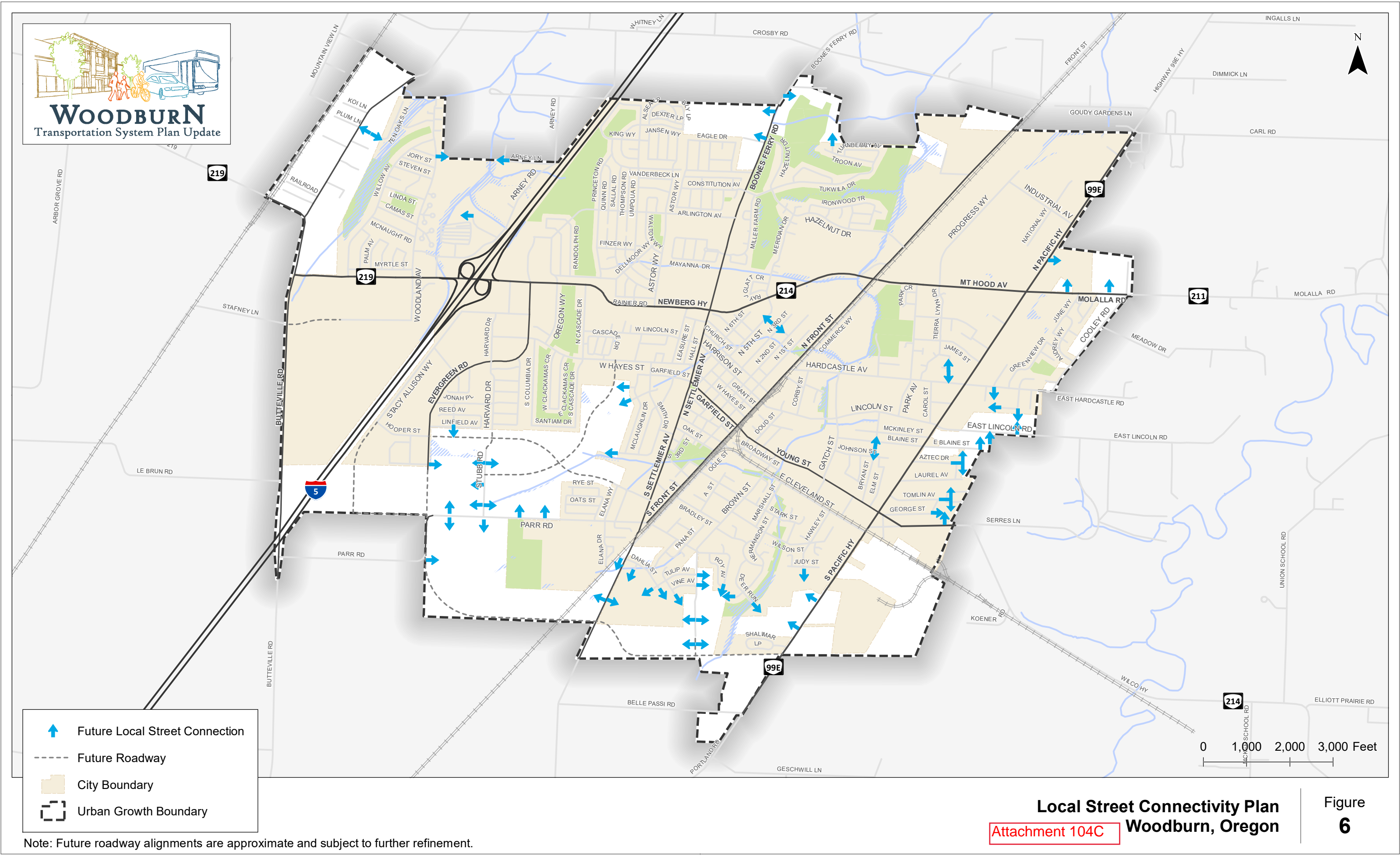
Project Number	Location	Responsible Jurisdiction	Type	Description	Priority	Cost Estimate <sup>2</sup>
R7	Brown Street from Comstock Avenue to end of roadway	City	Street design	Upgrade to Service Collector urban standards including bicycle and pedestrian enhancements	Low	\$0 <sup>1</sup> (Project includes P20)
R8	OR 214/I-5 Southbound Ramp Intersection	State	Traffic signal timing	Investigate corridor signal timing and coordination adjustments in coordination with ODOT	Medium	\$15,000
R9	OR 214/I-5 Northbound Ramp Intersection	State	Traffic signal timing	Investigate corridor signal timing and coordination adjustments in coordination with ODOT	Medium	\$15,000
R10	OR 214/Evergreen Road Intersection	State	Traffic signal timing	Investigate corridor signal timing and coordination adjustments in coordination with ODOT	Medium	\$15,000
R11	OR 214/Oregon Way/Country Club Road Intersection	State	Traffic signal timing	Investigate corridor signal timing and coordination adjustments in coordination with ODOT	Medium	\$15,000
R12	OR 214/Front Street Ramp Intersection	State	Traffic control	Install intersection capacity improvement such as traffic signal (if warranted), turn lanes, or roundabout in coordination with ODOT	Medium	\$1,000,000
R13	OR 214/Park Street Intersection	State	Traffic control	Install intersection capacity improvement such as traffic signal (if warranted), turn lanes, or roundabout in coordination with ODOT	Medium	\$1,000,000
R14	OR 214/OR 211/OR 99E Intersection	State	Intersection - geometric considerations	Install a second left-turn lane on the southbound approach, install a second receiving lane on the east leg, and update signal timing in coordination with ODOT	Medium	\$900,000
R15	Parr Road/Settlemer Avenue Intersection	City	Traffic control	Install intersection capacity improvement such as traffic signal (if warranted), turn lanes, or roundabout	Low	\$500,000
R16	OR 99E/Hardcastle Avenue Intersection	State	Intersection - geometric considerations	Reconfigure the westbound approach to incorporate one left-turn lane and one thru-right turn lane in coordination with ODOT	Medium	\$50,000
R17	OR 99E/Lincoln Street Intersection	State	Intersection - geometric considerations	Install a shared through-right turn lane on the eastbound approach and reconfigure the existing approach lane as a separate left-turn lane in coordination with ODOT	Medium	\$500,000
R18	OR 99E/Young Street Intersection	State	Intersection - geometric considerations	As identified in the Highway 99E Corridor Plan, install a third westbound lane to provide separate left, thru, and right turn lanes in coordination with ODOT. Implement protected-permissive left-turn phasing on the eastbound and westbound approaches.	Medium	\$550,000

Project Number	Location	Responsible Jurisdiction	Type	Description	Priority	Cost Estimate <sup>3</sup>
P25	Gatch Street from Hardcastle Road to Cleveland Street	City	Sidewalks - Fill in gaps	Fill in the gaps. This project improves safe routes to school for Washington Elementary School	High	\$350,000
P26	Park Avenue from Hardcastle Avenue to Lincoln Street	City	New sidewalks	Install new sidewalks on one side. This project improves safe routes to school for Washington Elementary School	High	\$65,000
Local Streets						
P27	Willow Avenue from McNaught Road to OR 219	City	New sidewalks	Install new sidewalks on both sides	Medium	\$350,000
P28	Cascade Drive from OR 214 to Hayes Street	City	New sidewalks	Install new sidewalks. This project improves safe routes to school for Nellie Muir Elementary School	High	\$400,000
P29	Ben Brown Lane from end of roadway to Boones Ferry Road	City	Sidewalks - Fill in gaps	Fill in the gaps	Medium	\$200,000
P30	Oak Street from Boones Ferry Road to Front Street	City	New sidewalks	Install new sidewalks on one side	Medium	\$150,000
P31	Ogle Street from Cleveland Street to Boones Ferry Road	City	New sidewalks	Install new sidewalks on one side	Medium	\$900,000
Pedestrian Crossing Enhancements						
P32	Front Street/Young Street	City	Enhanced crossing	Construct ADA-compliant ramps and sidewalks on the east leg of the intersection	Medium	\$15,000
P33	Front Street/Lincoln Street	City	Enhanced crossing	Construct ADA-compliant ramps and sidewalks on the east leg of the intersection. This project improves safe routes to school for St Luke's School	High	\$15,000
P34	Cascade Drive/Hayes Street	City	Enhanced crossing	Install an enhanced pedestrian crossing. This project improves safe routes to school for Nellie Muir Elementary School	High	\$65,000
P35	Park Avenue/Legion Park Driveway	City	Enhanced crossing	Install an enhanced pedestrian crossing. This project improves access to Legion Park	Medium	\$65,000
<b>P36</b>	Hazelnut Drive/Broadmoor Place Accessway	City	Enhanced crossing	Install an enhanced pedestrian crossing. This project improves safe routes to school for Woodburn High School	High	\$65,000



H:\12\1071 - Woodburn TSP Update\GIS\TSP02 Functional Roadway Classification.mxd - nmccormick - 5:25 PM 9/16/2019





H:\2121071 - Woodburn TSP Update\GIS\TSP06 Local Street Connectivity Plan.mxd - mmccormick - 5:46 PM 9/16/2019



Note: Future roadway alignments are approximate and subject to further refinement.

**Pedestrian Plan Elements**  
**Woodburn, Oregon**

Attachment 104D

Figure  
**8**

## ANX 2020-01 Trillium Reserve PUD:

### Attachment 201: Dictionary & Glossary

This document defines and explains abbreviations, acronyms, phrases, and words particularly in the context of conditions of approval.

- “ADA” refers to the federal Americans with Disabilities Act of 1990.
- “BFR” refers to N. Boones Ferry Road.
- “CC&Rs” refers to covenants, conditions, and restrictions in the context of private contract among an association of owners and/or tenants within a PUD or a conventional subdivision with common area improvements.
- “CEP” refers to civil engineering plan review, which is a review process independent of land use review led by the Community Development Department Planning Division and that is led by the Public Works Department Engineering Division through any application forms, fees, and review criteria as the Division might establish. A staff expectation is that CEP follows land use review and approval, that is, a final decision, and precedes building permit application.
- “County” refers to Marion County.
- “Director” refers to the Community Development Director.
- “exc.” means excluding.
- “ft” refers to feet.
- “Hazelnut” refers to Hazelnut Drive.
- “max” means maximum.
- “min” means minimum.
- “Modal share” means the percentage of travelers using a particular type of transportation or number of trips using a type, as examples walking, cycling, riding transit, and driving.
- “Modal shift” means a change in modal share.
- “MUTCD” refers to *Manual on Uniform Traffic Control Devices* of the U.S. Department of Transportation (U.S. DOT) Federal Highway Administration (FHWA).
- “NE” means northeast.
- “NW” means northwest.
- “OAR” refers to Oregon Administrative Rules.
- “o.c.” refers to on-center spacing, such as of trees or shrubs.
- “ODOT” refers to the Oregon Department of Transportation.
- “OGA” refers to the Oregon Golf Association.
- “Olympic” refers to the proposed north extension of Olympic Street.
- “ORS” refers to Oregon Revised Statutes.



- “PBPE” refers to a public bicycle/pedestrian easement that grants pedestrian and cyclist access along sidewalk that overlaps private property or along an off-street bicycle/pedestrian path on private property. It substitutes for a PUBPE. “PLA” refers to property line adjustment.
- “PU” refers to plant unit as WDO Table 3.06B describes.
- “PUBPE” refers to a PUE adapted to grant pedestrian and cyclist access along sidewalk that overlaps private property (“roadside” or “streetside” PUBPE) or along an off-street bicycle/pedestrian path on private property (“off-street” PUBPE). A PBPE may substitute.
- “PUD” refers to planned unit development.
- “PUE” refers to public utility easement, whether along and abutting public ROW (“roadside” or “streetside” PUE) or extending into or across the interior of private property (“off-street” PUE). In the context of property line adjustment, partition, or subdivision, the developer records through the plat with drawings and notes on the face of the plat. Absent this context, recordation is separate from land use review pursuant to a document template or templates established by PW. PW is the project manager for receiving, reviewing, accepting, obtaining City Council approval for, and recording public easement materials that a developer submits.
- “PW” refers to Public Works (the department) or on rare occasion public works (civil infrastructure) depending on context.
- “RCWOD”, pronounced by City staff as “R quad”, refers to the Riparian Corridor and Wetlands Overlay District that WDO 2.05.05 describes.
- “Root barrier” refers to that illustrated by PW SS&Ds, [Drawing No. 1 “Street Tree Planting New Construction”](#).
- “ROW” refers to right-of-way.
- “RPZ” refers to root protection zone in the context of tree preservation.
- “SDCs” refers to system development charges, also known as impact fees.
- “SE” means southeast.
- “SDA” refers to site development area, the entire territory that is the subject of the land use application package.
- “sq ft” refers to square feet.
- “SS&Ds” refers to PW [standard specifications and drawings](#).
- “Street trees” refer to trees that conform to the WDO, including 3.06.03A and Tables 3.06B & C, and that have root barriers where applicable per PW [Drawing No. 1 “Street Tree Planting New Construction”](#).
- “Substantial construction” means that all grading necessary to accommodate full construction of both public improvements and common area improvements is complete, the developer constructed and dedicated all required public improvements, and the developer improved and dedicated all required common area tracts.
- “SW” means southwest.
- “Tot.” means total.



- “TPU” means the Transit Plan Update Approved Final Report dated November 8, 2010.
- “TDM” refers to transportation demand management, which means according to the TSP (p. 82), “a policy tool as well as a general term used to describe any action that removes single occupant vehicle trips from the roadway during peak travel demand periods”, and according to Wikipedia as of October 13, 2020, “the application of strategies and policies to reduce travel demand, or to redistribute this demand in space or in time.”
- “TSP” means the [Woodburn Transportation System Plan \(TSP\)](#).
- “UGB” means urban growth boundary.
- “Walkway” refers to what would otherwise be called sidewalk except the paved walking surface is on private property outside of any of ROW or an easement granting public access.
- “WDO” refers to the [Woodburn Development Ordinance](#).
- “WFD” refers to the Woodburn Fire District.
- “WTS” refers to the Woodburn Transit System.
- “w/i” means within.
- “w/o” means without.
- “VCA” refers to vision clearance area as WDO 1.02 and 3.03.06 establish or as a specific condition establishes.

## ANX 2020-01 Trillium Reserve PUD:

### Attachment 202: Lot & Tract Development Standards

#### Introduction

This attachment establishes PUD lot and tract development standards and could serve as a standalone document for both homebuilders and Planning Division review of building permits assuming the developer will have constructed or paid fees in-lieu for all public improvements, obtained final plat approval by the City, have had the Director sign the Mylar, and recorded the plat.

“WDO” refers to the Woodburn Development Ordinance, last amended via Ordinance No. 2579 adopted April 13, 2020. Refer to Attachment 201 for a dictionary/glossary, including other acronyms and abbreviations.

For improvements that the City requires of tracts, see Attachment 203.

#### Part A. Lot Development Standards Table

<b>Table 202A. PUD 2020-01 Trillium Reserve PUD Lot Development Standards</b>			
Lot Area, Minimum (square feet)	Interior, flag or cul-de-sac lot		3,700 <sup>1</sup>
	Corner lot	Single-family dwelling	6,200 <sup>1</sup>
		Child care facility or group home <sup>2</sup>	Per WDO
		Middle housing: duplex, triplex, quadplex, townhouse, or cottage cluster	Same as required for single-family dwelling
		Any other use	Per WDO
Lot Width, Minimum (feet)	Interior, flag or cul-de-sac lot		40
	Corner lot		50
Lot Depth, Average (feet)	Interior, flag or cul-de-sac lot		Per WDO
	Corner lot		Per WDO
Street Frontage Minimum (feet)	Interior or cul-de-sac lot		Per WDO
	Corner lot	Single-family dwelling	Per WDO
		Middle housing: duplex, triplex, quadplex, townhouse, or cottage cluster	Same as required for single-family dwelling

Table 202A cont.

		Any other use	Per WDO
	Flag lot		Per each pole if poles of
Residential Density, Minimum (units per net acre)			7.1
Front Setback and Setback Abutting a Street, Minimum (feet) – excluding garage and carport	Other than corner lot		15 <sup>3</sup>
	Corner lot		15 <sup>3</sup> with second frontage 10
Setback Abutting an Alley, Minimum (feet) – excluding garage and carport			Either zero or where there is a required alleyside PUE then 5
Side Setback, Minimum (feet)	Primary structure		Per WDO
	Accessory structure		Per WDO
Rear Setback, Average (feet)	Primary structure	Other than flag lot	15 <sup>7, 11</sup>
		Flag lot	12 <sup>7, 11</sup>
	Accessory structure		Per WDO
Garage and carport setback, Minimum (feet)	Other than flag lot		20 from street
	Flag lot		If accessed from a shared driveway along the pole: 1
Setback to a streetside porch or roofed patio, Minimum (feet)			Either 5 or where there is a required streetside PUE then equal to PUE
Setback to a Private Access Easement, Minimum (feet)			1
Lot Coverage, Maximum (percent)			51.1
Building Height, Maximum (feet)	Primary structure		Per WDO
	Features not used for habitation		Per WDO
	Accessory structure		Per WDO

1. Per WDO Table 2.02B Footnote 1
2. Per WDO Table 2.02B Footnote 2
3. If streetside PUE is wider than WDO 3.02.01B 5 ft min, min street setback increases to 18.
5. A front setback applies to only to the pole. A flag is considered to have three sides and a rear.
7. Per WDO Table 2.02B Footnote 7
11. Encroachments and projections into setback minimums remain permissible per WDO 3.03.03, 04, & 05.

**Part B. Related Development Standards Table**

<b>Table 202B. PUD 2020-01 Trillium Reserve PUD Related Development Standards</b>			
Driveways	Approach / apron / curb cut	Width Min.	8
	Throat / portion outside ROW	See Parking spaces/stalls, Parking pad standards.	
	Access	Lots 44, 47, 48, 51, 52, 55, 61, 64, 65, 68, 69, & 72 are prohibited from having their own driveways along the street and shall take access from the shared driveway along an adjacent flag lot pole. To facilitate such, these lots are exempted from the parking pad standard, and garages and carports facing a flag lot pole shared driveway are subject to a lesser garage and carport minimum setback per Table 202A. The lots shall conform to WDO 3.04.03B.3 (access easements).	
Parking spaces/stalls	Ratio	Per WDO Table 3.05A	
	Parking pad (WDO 3.05.03F.1b)	Number, Minimum	1, except none required for a flag lot if garage/carport accessed from a shared driveway along the pole.
		Dimensions, Minimum	8 by 18, except 8 by 16 along an alley.
	Stalls within a garage and/or carport	Number, Minimum	2, either both garaged or as both a carport and garage on the same lot.
		Dimensions, Minimum	8 by 18, exc. fixed encroachments such as door swings and water heaters
	The 5-ft parking setback of WDO 3.05.02E does not apply.		

### **Part C. Tract Development Standards**

1. Driveway approaches / aprons / curb cuts: max 10 ft wide.
2. Fencing: Stormwater facilities: If any fencing proposed for such facilities, max 3½ ft high and w/ the coating (required for fencing per WDO 2.06.02D.2) any of blue, bronze, brown, green, teal, metal, or rust color. By PUD modification of 2.06.02D.2, slats aren't required.
3. Tracts: Any retaining walls shall conform to 3.06.05C as a standard.
4. Golf cart path: If PW during CEP allows a golf cart path in lieu of direct access to and from Trillium Avenue and possibly additional streets, the path shall be:
  - a. Min 1 ft away from the southerly edge of the Trillium Avenue sidewalk as a buffer.
  - b. The resulting buffer area shall be planted with mostly groundcover and some lawn grass.
  - c. Groundcover shall each be min number equal to average spacing of 1 plant per 3 ft of buffer length.
  - d. The design details resulting from a golf cart path deflecting northerly to street corners and its crossing of Olympic or any street, if any, is deferred to CEP and remains up to PW to decide whether to allow and, if it were to allow, to regulate.
5. Tract B is limited to one driveway apron serving both the bicycle/pedestrian path and a stormwater facility.

### **Part D. VCA**

WDO 3.03.06 is hereby modified such that:

1. The alley part of Fig 3.03A shall apply to alleys except that VCA triangles shall measure min 5 by 5 ft.
2. Regarding the street corner part of Fig. 3.03A, VCA triangles shall measure min 15 by 15 ft.

### **Part E. Lighting:**

- a. Applicability:
  - (1) Permanent exterior lighting outside of ROW.
  - (2) Lots: For fixtures located facing any of ROW, streets, alleys, flag lot pole shared driveways, and common area tracts, whether on buildings or structures or in yards.
  - (3) Tracts: For fixtures located facing any of ROW, streets, alleys, flag lot pole shared driveways, and common area tracts, whether on buildings or structures or in yards, and including floodlights and lighting of permanent signage. Sports field lighting must be full cut-off from emitting light both above a horizontal plane parallel with

- the ground and beyond vertical planes flush with the field boundaries. The City may require separate review and approval of sports field lighting.
- b. Standards: If proposed, exterior light fixtures shall be full cut-off or fully shielded and shall not be visible beyond a line 3½ ft above the applicable lot line or tract boundary. They shall be limited in height – as measured to the underside of a fixture – as follows:
    - (1) Wall: Exterior wall-mounted fixtures shall be 8 ft max above finished grade. (This height limit is not applicable to emergency egress lighting and permanent wall signs allowed through WDO 3.10 were they to have interior illumination.)
    - (2) Parking pole: On tracts, exterior pole-mounted fixtures within 4 ft of or in parking, loading, and vehicular circulation areas shall be 14½ ft high max above vehicular finished grade.
    - (3) Other pole: On lots and tracts, other exterior pole-mounted fixtures, if any, shall be 8 ft high max above grade.
  - c. Conformance: Demonstrate through building permit review. The Planning Division may require inspection to be scheduled evening or night.

## ANX 2020-01 Trillium Reserve PUD:

### Attachment 203: Common Area Improvements & Public Easements

#### Introduction

This attachment establishes PUD common area tract improvements and types and placements of public easements.

Refer to Attachment 201 for a dictionary/glossary, including other acronyms and abbreviations.

For lot and tract development standards, see Attachment 202.

#### Part A. Common area improvements: Amenities / appurtenances / street furniture / support facilities

The mins of the improvement types in the table below are no more than those illustrated on land use review revised Sheets P-35 through P-38 dated December 4, 2020 and submitted January 19, 2021. The table outlines what the sheets illustrate:

<i>Table 203A. Common Area Improvements</i>			
<i>Improvement Type</i>	<i>Number</i>	<i>Placements</i>	<i>Details</i>
Benches	7	Tract A: 1, w/i 8 ft of ROW	Place along paths and sidewalks, set back 2 ft min, and on at least 6 by 4 ft of asphalt, brick, concrete pavers, or poured concrete. If brick or pavers, pour concrete for bench post footings. 6 ft width min; 75% min of them having backs.
		Tract B: 1	
		Tract C: 2, one each end (path side and w/i 12 ft of ROW)	
		Tract D: 1, w/i 8 ft of ROW	
		Tract H: 1	
		Trillium Way: 1, except that were a condition to require improvement of this ROW stub, then the bench may relocate to either a Trillium Way planter strip or a tract.	The recommended model (with back) is <a href="#">Dumor Bench 88-60PL</a> in "cedar" color and with support posts in black; for Tract C and Trillium Way ROW, this model is the standard.
Picnic bench	2	Tract D: 1	



*Table 203A. Common Area Improvements*

<i>Improvement Type</i>	<i>Number</i>	<i>Placements</i>	<i>Details</i>
		Tract H: 1	<p>1 under a shelter (as proposed). Min 1 shall be ADA-accessible from a sidewalk or path other than a golf cart path.</p> <p>The recommended model is Tree Top Products <a href="#">46" SuperSaver Commercial Square Picnic Table</a> in black (SKU 1WG5685-KB), and the recommended <a href="#">ADA model</a> is SKU #1WG5686-BK.</p>
Bicycle parking	4 (2 U-racks)	Tract C: 2 (path side and w/i 12 ft of ROW)	<p>Each facility with at least 6 by 2 ft per stall paved with asphalt, bricks, concrete pavers, or poured concrete pad. If bricks or pavers, pour concrete for the rack footings. Place all along paths and sidewalks. If along sidewalk, set back the stalls 2 ft and pave a 4-ft wide walkway between sidewalk and edge of stalls.</p> <p>The recommended model for at least Tracts A, E, &amp; G is Oregon Corrections Enterprises [OCE] "single bike rack" powder coated black, either model #718-013-006 or #718-012-006 depending on mounting. See OCE parks and recreation catalog <a href="#">p. 15</a>. For Tract C, this model is the standard.</p>
		Tract H: 2	
Shelter	1	A tract	<p>A gazebo, pavilion, or shelter min 12 by 12 ft and with min 10 ft height clearance.</p> <p>If a shelter floor level is at grade, place an ADA-compliant picnic bench. Provide a walkway min 4 ft wide between each shelter and any of a sidewalk or path other than a golf cart path. Walkway may be flush with a golf cart path if distinguished with any of (i) concrete or (ii) hatch pattern</p>

<i>Table 203A. Common Area Improvements</i>			
<i>Improvement Type</i>	<i>Number</i>	<i>Placements</i>	<i>Details</i>
			thermoplastic striping of walkway asphalt.
Trash receptacles	2	Tract C: 2	The recommended model for the trash receptacle is <a href="#">Dumor 41</a> -40PL-RC 40-gallon in “cedar” color and with support post in black; for Tract C, this model is the standard.

Administrative minor adjustment by the Director to common area improvement location or placement is permissible.

### **Part B. Common area landscaping:**

1. Bark dust: 5.0% max of landscaped area may be bark dust or wood chip.
2. Evergreen: 7 min of trees new to the site and outside of ROW. The 7 shall be 1 min of the following coniferous or evergreen species:

Cedar, Western Red	Madrone, Pacific
Douglas-Fir	Oak, Oregon White
Fir, Grand	Pine, Ponderosa; and
Hemlock, Western	Yew, Pacific

3. Screening: Evergreen hedge or shrubbery shall be screen at-grade electrical and mechanical equipment along their sides, excepting the side intended for technician access.
4. Tract C: Along each side of the bicycle/pedestrian path, min 5 trees. 4 min shall be one or more species other than maple.

### **Part C. Paths**

Bicycle/pedestrian paths: As proposed, Tracts B & C shall each have an off-street bicycle/pedestrian path or multi-use path follows:

<i>Table 203C. Paths</i>						
<i>Tract</i>	<i>Path</i>					
	<i>Min Width (ft)</i>	<i>Placement</i>	<i>Pavement</i>	<i>Construction</i>	<i>Shoulders &amp; Furniture Zones</i>	<i>Reference</i>
B	10	As proposed: south yard.	Asphalt, concrete, or both	Where concrete, subject to the same public works construction standards as for sidewalk. Where asphalt, min 4 inches of hot mix asphalt (Level 3) atop min 8 inches of 1-inch minus crushed aggregate base course. ADA-compliant.	Shoulders 2 ft min. Furniture zones 6 ft min, inclusive of shoulders. Gravel, if any, within shoulders shall be placed so that the finished grade of the gravel shall be shallow sloped such that, at the path, the gravel is min. 1 inch below the path finished grade and, at 2 ft from path edge, it's min 2 inches below path finished grade.	"Path B"
C	8	As proposed: centered.	Asphalt, concrete, or both			"Path C"
H	8	As already exists in the field as a golf cart path segment within the RCWOD.	As already exists in the field paved 8 ft wide within the RCWOD.	n/a. If segments of the remnant golf cart path segment are disrupted due to adjacent Olympic construction, replace them with asphalt, concrete, or both to the same construction standards as the other paved paths.	n/a	"Path H1"
	3	Just south of RCWOD south	Bark dust or wood chip	n/a	n/a	"Path H2"

<i>Table 203C. Paths</i>						
<i>Tract</i>	<i>Path</i>					
	<i>Min Width (ft)</i>	<i>Placement</i>	<i>Pavement</i>	<i>Construction</i>	<i>Shoulders &amp; Furniture Zones</i>	<i>Reference</i>
		boundary, meandering along the boundary.				

## Part D. Public Easements

In addition to standard streetside PUEs per WDO 3.02.01B, based on WDO 3.02.01C the developer shall dedicate public easements as follows:

<i>Table 203D. Public Easements</i>		
<i>Locations</i>	<i>Types</i>	<i>Details</i>
Wherever sidewalk overlaps area where streetside PUE would be	Either a streetside PBPE or streetside PUBPE	- Note: See Attachment 201 for dictionary/glossary including acronyms.
Tract A: Westerly boundary	Either an easement allowing installation of a public bus shelter and pad to extend beyond ROW, or some other easement type such as a PUBPE adapted to serve this function.	Absent direction by PW, default to a PUE total min 20 ft wide along both tract westerly and northerly boundaries.
Tract B	Off-street PUBPE	Min 16 ft wide along south tract boundary
Tract C	Off-street PUBPE	Whole tract
Tract D	Off-street PUE	Min 16 ft wide along tract north boundary
Tract E	Off-street PUE	Min 16 ft wide
Tract F	Off-street PUE	Min 16 ft wide
Tract G	Either two easements, a watercourse easement and a PUBPE, or a consolidated easement serving the functions of both and covering the larger area.	For watercourse: Per WDO 3.02.02A, or, if the min. width/area is unclear, default to the same area as the RCWOD. For PUBPE: Same area as the RCWOD.
Tract H	Either two easements, a watercourse easement and an off-street PUBPE,	One the same area as the RCWOD. (Surveyor may substitute with adapted watercourse easement.)

<i>Table 203D. Public Easements</i>		
<i>Locations</i>	<i>Types</i>	<i>Details</i>
	<p>or a consolidated easement serving the functions of both and covering the larger required area.</p> <p>Also, provide an additional, separate off-street PUBPE.</p>	<p>A second one min 16 ft wide along south tract boundary.</p> <p>The additional, separate PUBPE is min 16 ft wide along the south tract boundary.</p>
Golf course: Along the piped tributary of Mill Creek, west of the east golf cart path	Off-street PUE	Min 16 ft wide centered along the pipe.
Golf course: Along the open channel tributary of Mill Creek, east of the east golf cart path	Watercourse easement	Per WDO 3.02.02A, or, if the min width/area is unclear, default to the same area as the RCWOD.

## **Part E. Association / HOA**

To meet WDO 3.09.09, there shall be an association of owners and/or tenants as follows:

1. Prior to conveying land ownership of any tract, the developer shall establish an association, such as homeowners association (HOA), pursuant to ORS 94 and other applicable statutes.
2. The association shall assume maintenance of improvements on common area tracts, inc. stormwater facilities; repair, replace, and restore improvements; identify and make clear to owners association duties; and levy assessments to owners in a fair, transparent, and written way. (If the association ceases to exist resulting in a tract or tracts no longer having an existing owner for a year or more based on the Oregon Secretary of State Corporation Division business registry, and where this provision does not conflict with ORS or OAR, the City shall have right of first refusal to acquire the property in coordination with the Marion County Assessor's Office.)
3. Golf carts on public streets: Association documents applying to the Trillium Reserve PUD shall make owners or occupants eligible for membership in or the use of one or more golf courses within the development by virtue of ownership or occupancy of a

residential dwelling unit in the development. (This facilitates City regulation of golf cart access to public streets per ORS 810.070.)

4. Documents: The developer shall provide copies of articles of incorporation, bylaws, and CC&Rs for the association to the Assistant City Attorney and Director for review upon final plat application to the City or earlier if ORS 94.565(2) requires. Bylaws and/or CC&Rs shall describe the responsibilities of the association to maintain common area improvements, and bylaws and CC&Rs shall reiterate that because of ORS 94.626, any dissolution would not also dissolve obligations. To this end, the corporation shall comply with applicable statutes and the administrative rules of the Oregon Secretary of State Corporation Division. Documents shall also conform to Oregon House Bill (HB) 2001 (2019), Section 13 (p. 10), regarding “middle housing”.

The above would continue to apply were the developer to either (1) establish multiple associations or (2) make use of an existing association related to adjacent existing development. The developer shall provide copies of articles of incorporation, bylaws, and CC&Rs for the multiple associations or these documents amended to conform to conditions of approval.

## ANX 2020-01 Trillium Reserve PUD:

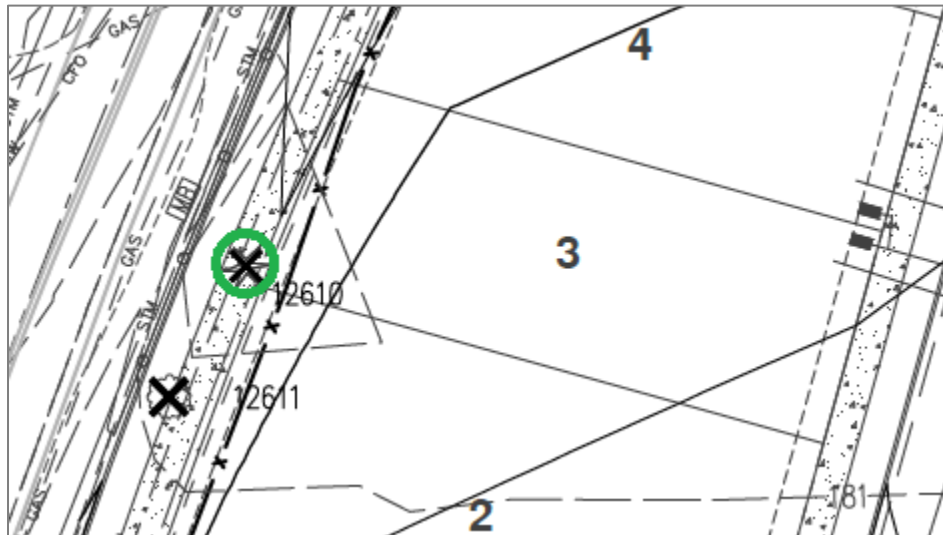
### Attachment 205: Tree Preservation & Protection and Environmental Remediation

#### Part A. Tree preservation

1. ROW:

(a) Street improvements, inc. both frontage and off-site improvements, shall preserve:

- (1) Tree 12610, which is a 64 DBH Doug-fir located where BFR sidewalk would be near Lots 2 & 3 (Sheet P-19), inc. through meandering sidewalk and tapering it to as narrow as 6 ft wide where it passes through the RPZ.



*Exhibit 205A1(a)(1) (Tree 12610 circled in green)*

- (2) Also min 18 trees among the 30 Trees 11613 through 11643 that constitute a loose row along the east side of BFR north of Hazelnut, inc. through meandering sidewalk and tapering it to as narrow as 6 ft wide where it passes through RPZs.
- (3) Exception: The developer may be able to except one or more trees, max 15, from preservation if (a) providing for arborist examination during construction, (b) the arborist documents why and how preservation is not physically feasible, (c) the developer submits such documentation to the Director and, for ROW trees, simultaneously to PW, and (d) the Director approves such documentation prior to removal.
2. On-site: Development shall preserve Tree 13296 along the Lot 88 rear lot line, contingent per both Sheet P-19 and the December 4, 2020 arborist letter having mentioned preservation is situational and premised on arborist examination during construction. Were the arborist at that time to recommend removal, the developer or homebuilder may remove the tree.
3. Protection during construction: The developer shall follow Attachment 205, Part B.

## Part B. Tree preservation During Construction

Tree preservation: Protection during construction:

The applicant shall protect the preserved trees pursuant similar to City of Portland Title [11.60.030](#), specifically either the subsections set of C.1.a.(1), (3) and C.1.b., e., & f. (clear and objective) and D.; or, the subsections set of C.2.a., b., & d.-f. (arborist's discretion) and D. as modified below and shall do so between Design Review approval and issuance of certificate of occupancy (C of O):

C. Protection methods. The Tree Plan shall show that the contractor adequately protects trees to be preserved during construction using one of the methods described below:

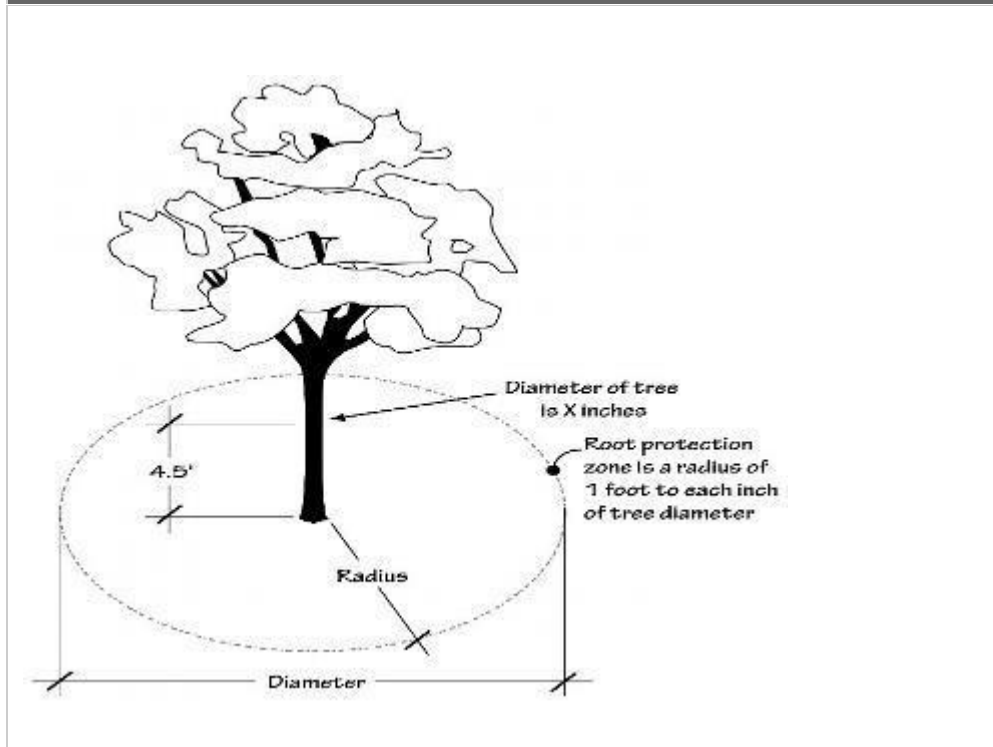
1. Clear & Objective Path.

a. A root protection zone is established as follows:

(1) For trees on the development site - a minimum of 1 foot radius (measured horizontally away from the face of the tree trunk) for each inch of tree diameter (see Figure 80-2)

**Figure 80-2**

**Root Protection Zone**





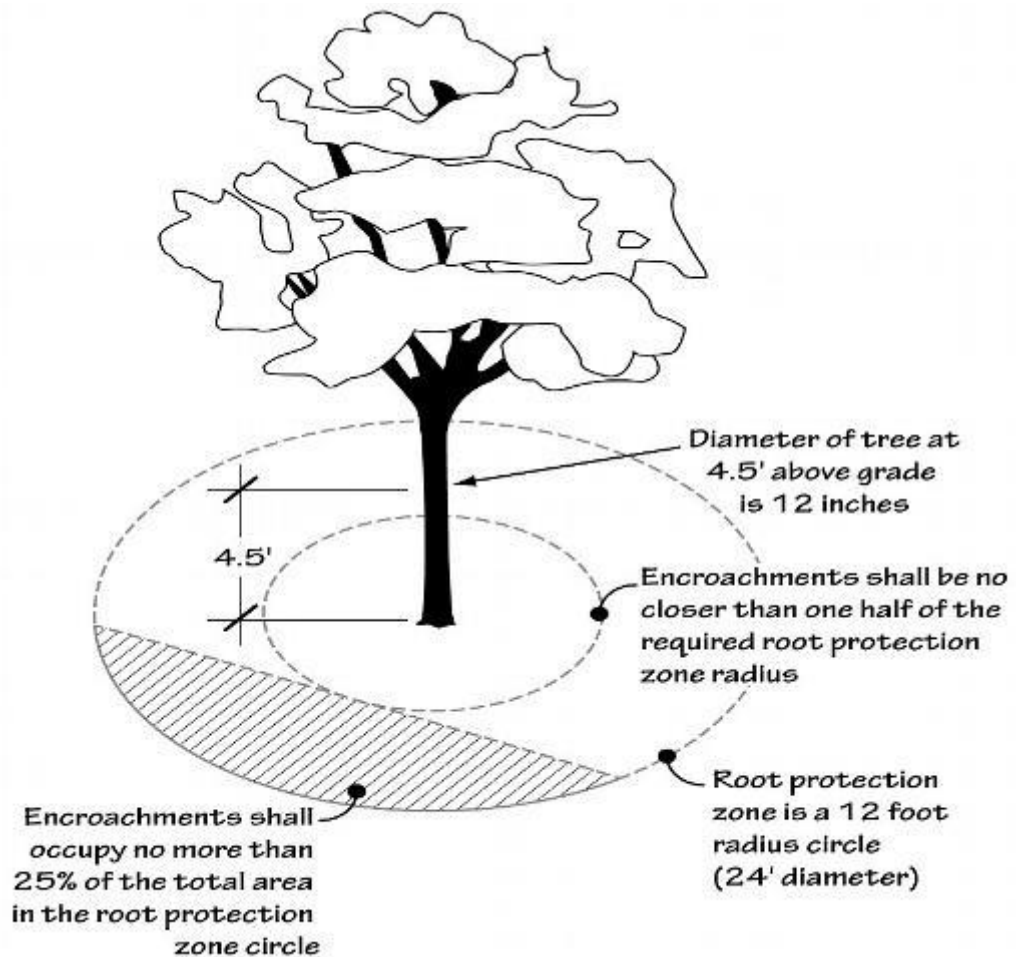
(3) Existing encroachments into the root protection zone, including structures, paved surfaces and utilities, may remain. New encroachments into the root protection zone are allowed provided:

(a) the area of all new encroachments is less than 25 percent of the remaining root protection zone area when existing encroachments are subtracted; and

(b) no new encroachment is closer than 1/2 the required radius distance (see Figure 60-1);

Figure 60-1

Permissible RPZ Encroachments



b. Protection fencing

(1) Protection fencing consisting of a minimum 6-foot high metal chain link construction fence, secured with 2-foot metal posts shall be established at the edge of the root protection zone and permissible encroachment area on the development site. Existing structures and/or existing secured fencing at least 3½ feet tall can serve as the required protective fencing.



(2) When a root protection zone extends beyond the development site, protection fencing is not required to extend beyond the development site. Existing structures and/or existing secured fencing at least 3½ feet tall can serve as the required protective fencing.

e. The following is prohibited within the root protection zone of each tree or outside the limits of the development impact area: ground disturbance or construction activity including vehicle or equipment access (but excluding access on existing streets or driveways), storage of equipment or materials including soil, temporary or permanent stockpiling, proposed buildings, impervious surfaces, underground utilities, excavation or fill, trenching or other work activities; and

f. The fence shall be installed before any ground disturbing activities including clearing and grading, or construction starts; and shall remain in place until final inspection by Planning Division staff.

2. Arborist's Discretion. When the prescriptive path is not practicable, the applicant may propose alternative measures to modify the clear and objective root protection zone (RPZ), provided the following standards are met:

a. The alternative RPZ is prepared by an arborist who has visited the site and examined the specific tree's size, location, and extent of root cover, evaluated the tree's tolerance to construction impact based on its species and health, identified any past impacts that have occurred within the root zone, and forwarded a report through the developer to Planning Division staff;

b. The arborist has prepared a plan providing the rationale used to demonstrate that the alternate method provides an adequate level of protection based on the findings from the site visit described above;

- d. If the alternative methods require the arborist be on site during construction activity, the applicant shall submit a copy of the contract for those services prior to permit issuance and a final report from the arborist documenting the inspections and verifying the viability of the tree(s) prior to final inspection by the Planning Division;
- e. If the alternative tree protection method involves alternative construction techniques, an explanation of the techniques and materials used shall be submitted;
- f. The arborist shall sign the tree preservation and protection plan and include contact information.

D. Changes to tree protection. Changes to the tree protection measures during the course of the development may be approved as a revision to a permit provided that the change is not the result of an unauthorized encroachment into a root protection zone (RPZ), and the applicant demonstrates that the tree protection standards of this Section continue to be met. When an unauthorized encroachment has occurred, the City may pursue an enforcement action or other remedy.

### Part C. Environmental Remediation

1. Invasive plant removal: This applies to all tracts and where the RCWOD overlaps the golf course lot. The developer shall eradicate invasive creepers, groundcover, shrubbery, vines, and weeds that might exist, at min. any of the following species:
  - (a) Himalaya blackberry (*Rubus armeniacus*)
  - (b) English ivy (*Hedera helix*)
  - (c) Common reed (*Phragmites australis*)
  - (d) Giant hogweed (*Heracleum mantegazzianum*)
  - (e) Gorse (*Ulex europaeus*)
  - (f) Kudzu (*Pueraria lobata*)
  - (g) Old man's beard (*Clematis vitalba*)
  - (h) Ribbongrass (*Phalaris arundinacea* var. *Picta*)
  - (i) Water primrose (*Ludwigia hexapetala*, *peploides*)
  - (j) Yellow flag or yellow water iris (*Iris pseudacorus*)
2. Grass: Within the RCWOD, where removal of invasive plants or the unintended effect of nearby construction results in bare ground, plant lawn grass, wild grass, or a combination.
3. Other plants: Within the RCWOD, plant min 20 PUs of any of the following four Trillium species: *albidum* 'J.D.Freeman', *chloropetalum* (giant trillium), *ovatum* 'Pursh' (common name wake robin), *kurabayashii* 'J.D.Freeman' (large purple wake robin), and *petiolatum* 'Pursh'. Also plant 80 PUs of any min 3 non-invasive species of shrubbery most likely to attract honeybees, having identified such species on a landscape plan.

4. Trees:

- (a) Number: Within the RCWOD area where it overlaps Tracts G & H, plant a min number of trees that, combined with existing trees, is a number equal to 1 per 15 ft of Mill Creek tributary centerline distance.
- (b) Placement: These RCWOD trees shall be placed within a 5-ft band inside of each of the northerly and southerly RCWOD boundaries, and have distribution approximate average o.c. spacing of 1 tree every 30 ft across the four bands (The RCWOD north and south bands on Tracts G & H each).
- (c) Species: This applies to all tracts. Have 10.0% min. of existing and additional trees combined be coniferous/evergreen. WDO Table 3.06C is hereby modified by PUD to allow anywhere within the SDA (outside of ROW) any tree species that isn't invasive. A number of street trees may be coniferous/evergreen if and where PW allows during CEP, and were this to happen, such trees may count towards the min percentage.

## ANX 2020-01 Trillium Reserve PUD:

### Attachment 206: Conditioned Fees

All of the following conditioned fees are due as applicable, whether or not mentioned directly by a condition of approval.

Refer to Condition G3 for a dictionary/glossary, including acronyms and shorthand text.

#### **Part A. Fee Provisions**

1. Any and all conditioned fees are in addition to, and not in place or as discounts of, any existing charge or fee however termed ordinarily assessed based on any existing ordinance, resolution, or administrative policy, inc. adopted fee schedules. If and when the City amends any ordinance, resolution, or administrative policy, inc. a fee schedule, to increase a charge or fee that is both (1) the same kind of charge or fee that is conditioned, (2) the amended charge or fee amount would exceed the amount conditioned, and (3) the increase takes effect before the conditioned fee is due, then the developer shall pay the greater amount.
2. Payments of conditioned fees shall reference a final decision case file number and the condition of approval letter/number designation, be it in a check memo field or through a cover or transmittal letter. For administrative and logistical details of such fee payments, the developer is to contact an administrative assistant or similar position in either PW or the Community Development Dept. as applicable.

For all administrative and logistical questions about fee payment, the developer is to contact the permit/planning technician at (503) 982-5246 and refer to this attachment within the ANX 2020-01 Trillium Reserve final decision.

For payment method policy details, the developer is to contact the Finance Department at (503) 982-5222, option zero, for payment method policy details.

## Part B. Fee Table

<i>Table 206. Fee Table</i>						
<i>Condition Reference</i>	<i>Fee Type</i>		<i>Amount</i>	<i>Context</i>	<i>Timing</i>	<i>Staff Tracking:</i>
T-A1	Transportation: Automotive:	TSP signal timing study or studies	\$15,840	Proportionate share of the TSP Projects R8, R9, & R11 (p. 32+).	Final plat approval by the City	
T-BP2	Wayfinding signage fee in-lieu		\$1,500 per location	Regardless of number of sign faces that would've been at the location	Final plat approval by the City	
T-T2	Bus stop bicycle parking fee in-lieu		\$510.20 per location	See condition.	Final plat approval by the City	
T-T3	Bus shelter fee in-lieu		\$12,000 per shelter	See condition.	Final plat approval by the City	
G6 through this Attachment 206	Bond / bonding / performance guarantee: construction		\$250 per request	Covers submittal of written request and draft materials. Applies also to deferred/piecemeal submittals.	Were the developer to request and if City is willing to consider a request	

March 3, 2021



Chris Kerr  
Community Development Director  
270 Montgomery St.  
Woodburn, OR 97071  
(503) 980-2445  
Chris.Kerr@ci.woodburn.or.us

**RE: Trillium Reserve PUD – Tree #12610 - Arborist Letter (AKS Job #7564)**

Dear Mr. Kerr,

The purpose of this letter is to address concerns regarding Tree #12610 located within the Right of Way along N. Boones Ferry Road. It is my understanding that a request was made to evaluate potentially meandering the proposed sidewalk in this area to preserve this tree (current plans show the sidewalk in direct conflict with this tree). The following summarizes my observations and recommendations:

A site visit was conducted on November 30, 2020 to evaluate the health and condition of this tree. The subject tree is a 64-inch DBH (Diameter at Breast Height) Douglas-fir that is generally in fair condition. As shown on the attached Preliminary Tree Preservation and Removal Plan (dated 12/4/2020), Tree #12610 is located within the existing Public Right of Way of N. Boones Ferry Road. Based on the location of the required street widening and curb associated with the required N. Boones Ferry Road frontage improvements, the curb must be installed approximately 3.5 feet away from the trunk of the tree. The base of the tree is also approximately 2.5 feet higher in elevation than the required elevation of the curb, and as a result, the street widening and curb will be in a cut/excavation section. Assumed root loss/damage due to street improvements will result in significant negative impacts to the health and structural stability of this tree regardless of the sidewalk being meandered around the tree or if the sidewalk was eliminated in this area all together.

Please let me know if you have any questions.

Sincerely,

**AKS ENGINEERING & FORESTRY, LLC**

A handwritten signature in black ink that reads 'David Steinke'.

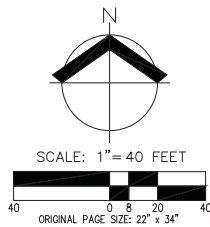
David Steinke  
ISA Certified Arborist #PN-8112A  
ISA Qualified Tree Risk Assessor  
(503) 563-6151 | SteinkeD@aks-eng.com



**DAVID J. STEINKE**  
CERTIFICATE NUMBER: PN-8112A  
EXPIRATION DATE: 12/31/21

**Attachment 2**





SITUATIONAL TREE: FURTHER EVALUATION IS NECESSARY TO DETERMINE IF A SITUATIONAL TREE CAN BE PRESERVED. THIS DETERMINATION WILL BE MADE BASED UPON THE ARBORIST'S RECOMMENDATION DURING CONSTRUCTION.

**LEGEND**

EXISTING GROUND CONTOUR (1 FT)	----- 149 -----
EXISTING GROUND CONTOUR (5 FT)	----- 150 -----
FINISHED GRADE CONTOUR (1 FT)	----- 149 -----
FINISHED GRADE CONTOUR (5 FT)	----- 150 -----
EXISTING CONIFEROUS TREE	✱
EXISTING DECIDUOUS TREE	○
TREE REMOVAL	✱ ✱
TREE PROTECTION/ CONSTRUCTION/SEDIMENT FENCE	— x — x —

PRELIMINARY DETAILED TREE  
PRESERVATION AND REMOVAL PLAN  
TRILLIUM RESERVE  
WOODBURN, OREGON



RENEWALS:	DECEMBER 31, 2021
JOB NUMBER:	7564
DATE:	12/04/2020
DESIGNED BY:	AJD
DRAWN BY:	CL
CHECKED BY:	RSW

April 1, 2021



Chris Kerr  
Community Development Director  
270 Montgomery St.  
Woodburn, OR 97071  
(503) 980-2445  
Chris.Kerr@ci.woodburn.or.us

**RE: Trillium Reserve PUD – Trees within ROW of N. Boones Ferry Road - Arborist Letter (AKS Job #7564)**

Dear Mr. Kerr,

The purpose of this letter is to address concerns regarding several trees located near the intersection of N. Boones Ferry Road and Hazelnut Drive. It is my understanding that a request was made to evaluate potentially meandering the required sidewalk to preserve the trees in this area (see attached exhibit). The following summarizes my observations and recommendations:

A site visit was conducted on March 25, 2021 to evaluate the health and condition of the subject trees (40 trees total). The majority of these trees are Douglas-fir (*Pseudotsuga menziesii*) that range between 6" and 18" in diameter at breast height (DBH) and most of them are generally in fair to good condition; However, 13 of the trees are dead/dying/declining and are in poor condition. As shown on the attached exhibit, all the subject trees are located within the existing Right of Way of N. Boones Ferry Road and or partially on the adjoining property. Based on the location of the required street widening, curb, and sidewalk associated with the required N. Boones Ferry Road frontage improvements, assumed root loss/damage due to street improvements will result in significant negative impacts to the health and structural stability of the subject trees. Assumed root loss/damage due to street widening and curb installation will result in significant negative impacts to the health and structural stability of the majority of these regardless of the sidewalk being meandered in the Right of Way or if the sidewalk was eliminated in this area all together; However, given that the sidewalk is required in addition to the street widening and curb, the existing Right of Way area remaining to construct the sidewalk does not provide sufficient area to meander the sidewalk within the Right of Way enough to adequately preserve any of these trees.

Please let me know if you have any questions.

Sincerely,

**AKS ENGINEERING & FORESTRY, LLC**

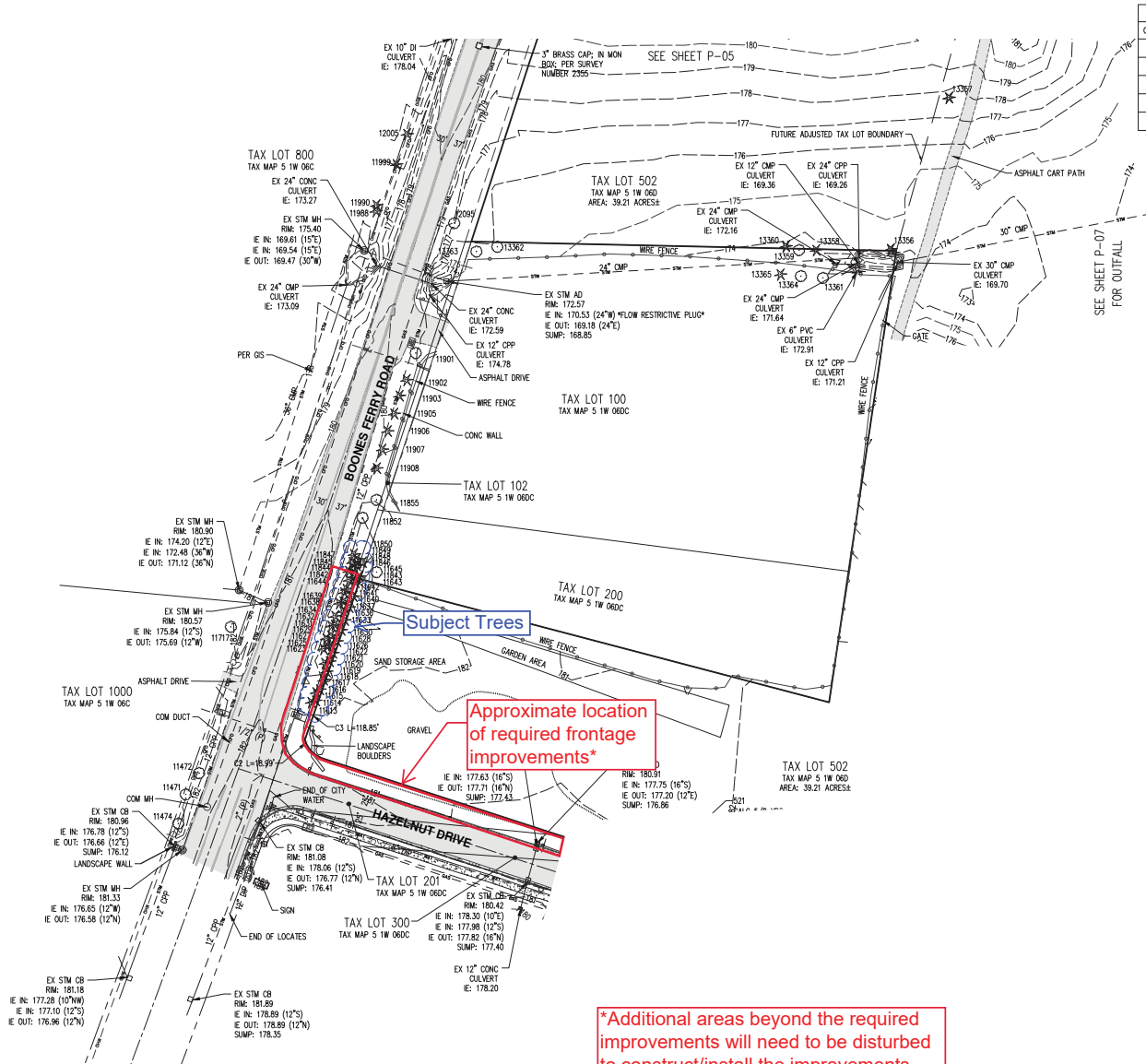
A handwritten signature in black ink that reads 'David Steinke'.

David Steinke  
ISA Certified Arborist #PN-8112A  
ISA Qualified Tree Risk Assessor  
(503) 563-6151 | SteinkeD@aks-eng.com

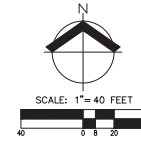


**DAVID J. STEINKE**  
CERTIFICATE NUMBER: PN-8112A  
EXPIRATION DATE: 12/31/21

**Attachment 3**



CURVE TABLE				
CURVE	RADIUS	DELTA	LENGTH	CHORD
C1	200.00'	65°4'05"	24.09'	N68°33'02"W 24.08'
C2	20.00'	54°24'12"	18.99'	S44°47'58"E 18.28'
C3	11496.16'	0°35'32"	118.85'	N19°00'18"E 118.85'
C4	1395.40'	15°49'50"	385.58'	S25°57'05"W 384.36'
C5	1108.92'	3°49'50"	74.14'	S35°46'58"W 74.12'



#### NOTES:

- UTILITIES SHOWN ARE BASED ON UNDERGROUND UTILITY LOCATE MARKINGS AS PROVIDED BY OTHERS, PROVIDED PER UTILITY LOCATE TICKET NUMBERS 20176644, 20176652, AND 20176656. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND LOCATES REPRESENT THE ONLY UTILITIES IN THE AREA. CONTRACTORS ARE RESPONSIBLE FOR VERIFYING ALL EXISTING CONDITIONS PRIOR TO BEGINNING CONSTRUCTION.
- FIELD WORK WAS PERFORMED JANUARY AND JULY, 2020.
- VERTICAL DATUM: ELEVATIONS ARE BASED ON NGS BENCHMARK RD1523, LOCATED AT THE SOUTHEASTLY CORNER OF THE INTERSECTION OF STATE HIGHWAY 99E AND INDUSTRIAL AVENUE ACCESS BEING A PAVED ROAD LEADING EAST TO MACLAREN YOUTH CORRECTIONAL FACILITY. ELEVATION = 182.27 FEET (NAVD 88)
- HORIZONTAL DATUM: A LOCAL DATUM PLANE SCALED FROM OREGON STATE PLANE NORTH 3601 NAD83(2011) EPOCH 2010.0000 BY HOLDING A PROJECT MEAN GROUND COMMON SCALE FACTOR OF 1.000105030 AT A CALCULATED CENTRAL PROJECT POINT WITH GRID VALUES OF (NORTH 553997.748, EAST 7595761.288). THE MERIDIAN CONVERGENCE ANGLE AT THE CALCULATED CENTRAL POINT IS -14°03". THE STATE PLANE COORDINATES WERE DERIVED FROM THE TRIMBLE VRS NOW NETWORK.
- BOUNDARIES ARE PER FOUND MONUMENTS AND RECORD DATA PER PARTITION PLAT NUMBER 2015-010. THIS IS NOT A BOUNDARY SURVEY TO BE RECORDED WITH THE COUNTY SURVEYOR.
- WETLAND BOUNDARIES SHOWN WERE DELINEATED BY AKS ENGINEERING & FORESTRY, LLC ON DECEMBER 30, 2019 AND WERE PROFESSIONALLY SURVEYED BY AKS ON JANUARY 2, 2020.
- CONTOUR INTERVAL IS 1 FOOT.
- NOT ALL TREES WERE TIED DURING THIS SURVEY. TREES MEASURED WERE 4" OR GREATER DIAMETER AT BREAST HEIGHT. TREE DIAMETERS WERE MEASURED UTILIZING A DIAMETER TAPE AT BREAST HEIGHT. TREE INFORMATION IS SUBJECT TO CHANGE UPON ARBORIST INSPECTION. SEE SHEETS P-17 - P-22.

**PRELIMINARY EXISTING  
CONDITIONS PLAN  
TRILLIUM RESERVE  
WOODBURN, OREGON**

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR  
**PRELIMINARY**  
NOT FOR  
CONSTRUCTION  
COMPILED 11/2020  
PROJECT ID: 461766  
6012453  
REVISIONS: 12/31/20

JOB NUMBER: 7564  
DATE: 12/04/2020  
DESIGNED BY: AJD  
DRAWN BY: MAD  
CHECKED BY: RSW

**P-04**

March 30, 2021

Colin Cortes, Senior Planner  
Community Development Dept.  
City of Woodburn  
270 Montgomery St.  
Woodburn, OR 97071

RE: New Trillium Reserve Addition

Dear Mr. Cortes,

I currently reside at Tukwila and my home is at the end of Troon Ave at Olympic Street. The purposed Trillium Reserve development expansion begins on Olympic Street behind my home.

I have reviewed the schematic of the development and have some concerns of egress, etc to/from not only Boones Ferry but Olympic Street as well.

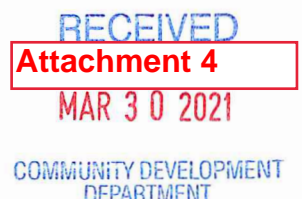
1. The purposed entry to the addition off Boones Ferry occurs at a slight turn in the road as it approaches Crosby Road to the north. The speed is 55 mph at that point and most vehicles exceed the limit. If the additional development across from the Trillium Reserve, as shown on the city website, is also built, it will increase traffic entry into this high speed portion of Boones Ferry complicating anyone entering Boones Ferry.

Recommendations:

a. Move the addition's entry point of the addition either to where the existing fire road enters Boones Ferry or mid-point along Boones Ferry to distance the entry off the curve in the road. This greatly improves visibility and safety.

b. Maintain the 35 mph speed limit currently in place on Boones Ferry along the golf course, north until the Crosby Road intersection. This would increase reaction time of drivers entering Boones Ferry from either side of the road and increase safety/visability.

2. Regarding Olympic Street being opened as the south entry to the new addition, some form of speed hump should be place north of the homes as the road enters





the wetland portion of Olympic. The topography of the land creates road slope and easily increase speed. This form of low impact speed reduction would deter speeders, as we have in Tukwila now, and provide more safety to our walkers and bike riders.

I built originally with Renaissance Homes in 2007 and have found the area and the Woodburn community to be a safe and pleasant place to live. I welcome expansion but done with a clear sense of ensuring public safety. I appreciate you reading my recommendations.

Sincerely,

Dave Fischer  
641 Troon Ave  
503-718-8757  
Majordave53@yahoo.com

RECEIVED

MAR 30 2021

COMMUNITY DEVELOPMENT  
DEPARTMENT

Woodburn City Council, Mayor

March 2021

I am a resident of the neighboring area to the proposed development of Trillium Reserve, in fact my house looks directly down Olympic. My husband and I have always known something, someday would be developed there and we are not opposed to what is under approval, just certain aspects.

We have three main objections and I have included what I think could possibly be ways to mitigate them. Please excuse my rough drawn diagrams, but I think they will give you insight into what I hope will be solutions, compromises.

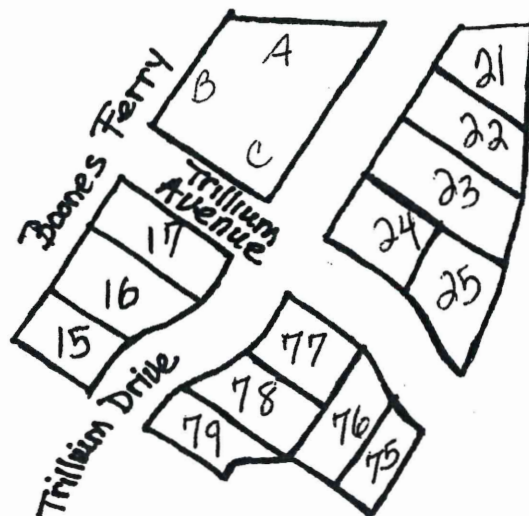
#### TRAFFIC

Having only one access onto Boones Ferry will create an unnecessary bottleneck on Trillium Drive on weekdays, either that or they will hustle the longer way through Renaissance Reserve to get out of the neighborhood. 90 lots has the potential for 180 cars all trying within a short time frame to get kids to school and bodies to work. Making a left on Boones Ferry can be difficult now. What happens when this and the development across the street are completed? By extending Trillium Avenue through to Boones Ferry half the residents will use that and not continue down to the end of Trillium Drive, and hopefully not decide to drive through our neighborhood.

#### PUBLIC SPACE

My husband has covered much of this in his letter, but I'd like to add a possible solution and a better way to utilize this area. As you can see from my drawing I've used three proposed lots backing up to Boones Ferry for the neighborhood shared area. This area would be the best for what I am proposing as it would have the least impact on neighbors.

Instead of fitness equipment that would be under utilized (most adults have gym memberships, or equipment at home they can use out of the weather), I suggest a fenced in dog run (B), a covered play area that includes some sort of water feature that children can play in or run through (C) and just a mowed field (A) that can be used for an assortment of things or developed later into what the homeowners want, and can pay for (pool, basketball court, etc.). I have also turned the applicants proposed open space into another lot.



RECEIVED

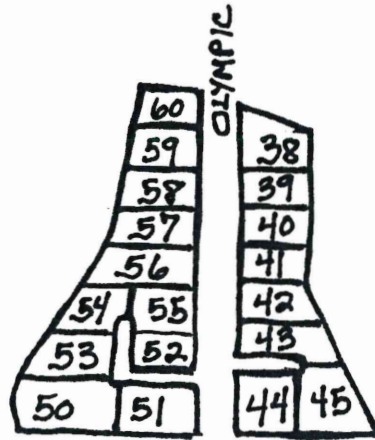
APR 1 2021

COMMUNITY DEVELOPMENT  
DEPARTMENT

Attachment 5

## THE TRANSITION BETWEEN THE TWO NEIGHBORHOODS

As proposed now the transition is incompatible. The street lots directly next to ours are substantially smaller. Homes here are ranging in price but I doubt any are valued less than \$450,000. I know of quite a few at this end that are much higher. Can you build a home in that price range on a lot that is less than 5000 square feet? What I suggest is to remove just four lots, two on each side, and do one access driveway for all the off street homes. This would slightly enlarge the remaining lots but have a huge impact on the flow between the two neighborhoods.



All in all what I suggest will only bring the number of homes down by 8. 82 homes is still a substantial amount with a high potential for profit.

I encourage you to deny the approval as it stands, incorporate all or some of what myself and others suggest and only then give approval.

Sincerely, Julie Nicolarsen

620 Troon Ave.

*Julie A. Nicolarsen*  
503-980-9180

RECEIVED

APR 1 2021

COMMUNITY DEVELOPMENT  
DEPARTMENT

I hereby agree and support the objections and changes Mrs. Nicolarsen refers to in her letter.

NAME

STREET ADDRESS

Betty McRobb 566 Troon Ave

B. [unclear] 590 TROON AVE

Lisa Goudell 2878 Olympic St

Steve Goudell 2878 Olympic St

Melony Hardran 2863 Olympic St

Troy Arambur 2863 Olympic St

Ch. V. [unclear] 530 TROON AVE

Jim Nicolarsen 620 Troon Ave

RECEIVED

APR 1 2021

COMMUNITY DEVELOPMENT  
DEPARTMENT



# **City Council Goals**

## **COUNCIL PRIORITIES**

1. Create an inclusive environment where residents and civic organizations participate and are engaged in the community that is vibrant, safe, and active.
2. Promote an environment that encourages sustainable economic health maximizing our geographic, workforce, cultural, and community assets.

## **GOALS**

### **Crisis Impacts, Recovery and Preparation**

- A. Restore General Fund services, such as public safety, parks and recreational programs, and community/business economic recovery in a sustainable manner as described in the City Council's Financial Policy.
- B. Examine the City's successes, challenges, communications, learnings and opportunities through these crises to inform the City's future emergency preparedness measures.
- C. Examine how these crises affected our diverse community and explore a model that provides a neighborhood structure for engaging and communicating with our citizens, particularly during future emergencies.
- D. Work towards building and strengthening relationships with non-profit, medical and governmental organizations to increase service available to the Woodburn community and be better prepared for future emergencies.

## **COUNCIL PROJECTS**

1. Establish a grant/loan match program for replacing and repairing sidewalks within the Urban Renewal District and elsewhere as resources are available.
2. Create a City Tree Planting program with the goal of planting 110 trees in 24 months in public rights-of-way, parks, and on private property.
3. Establish a common understanding of DEI concepts, how an equity lens approach can be applied to our City services, programs, and communications through training and the experience of other organizations in our community.

April 12, 2021

To: Honorable Mayor and City Council through City Administrator

From: Chris Kerr, Community Development Director *CK*

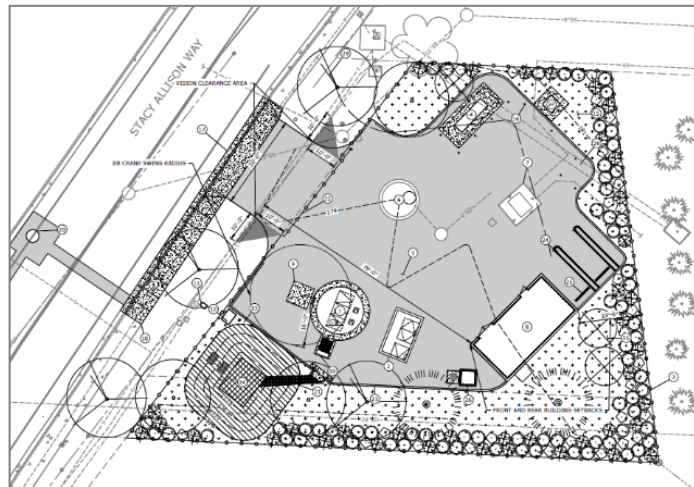
Subject: **Call-Up Briefing: Planning Division staff approval of a Design Review and Exception to Street Right-of-Way and Improvement Requirements ("Street Exception") application package for the I-5 Pump Station at 598 Stacy Allison Way (DR 21-01 & EXCP 21-01)**

## **RECOMMENDATION:**

Staff recommends no action and briefs the Council on this item pursuant to Woodburn Development Ordinance (WDO) Section [4.02.02](#). The Council may call up this item for review if desired and, by majority vote, initiate a review of this decision.

## **BACKGROUND:**

The subject property is within the Commercial General (CG) zoning district and Interchange Management Area (IMA) Overlay District. The proposal included a Design Review to construct improvements to the I-5 pump station in order to accommodate anticipated development throughout the I-5 Sewer Basin. The Street Exception application was included to request to maintain Stacy Allison Way improvements as they exist today.



Site Plan

---

Agenda Item Review: City Administrator \_\_\_x\_\_\_ City Attorney \_\_\_x\_\_\_

April 12, 2021

To: Honorable Mayor and City Council through City Administrator

From: Chris Kerr, Community Development Director *CK*

Subject: **Call-Up Briefing: Planning Division staff approval of a Zoning Adjustment application for 622 Bishopick Way (ZA 21-01)**

## **RECOMMENDATION:**

Staff recommends no action and briefs the Council on this item pursuant to Woodburn Development Ordinance (WDO) Section [4.02.02](#). The Council may call up this item for review if desired and, by majority vote, initiate a review of this decision.

## **BACKGROUND:**

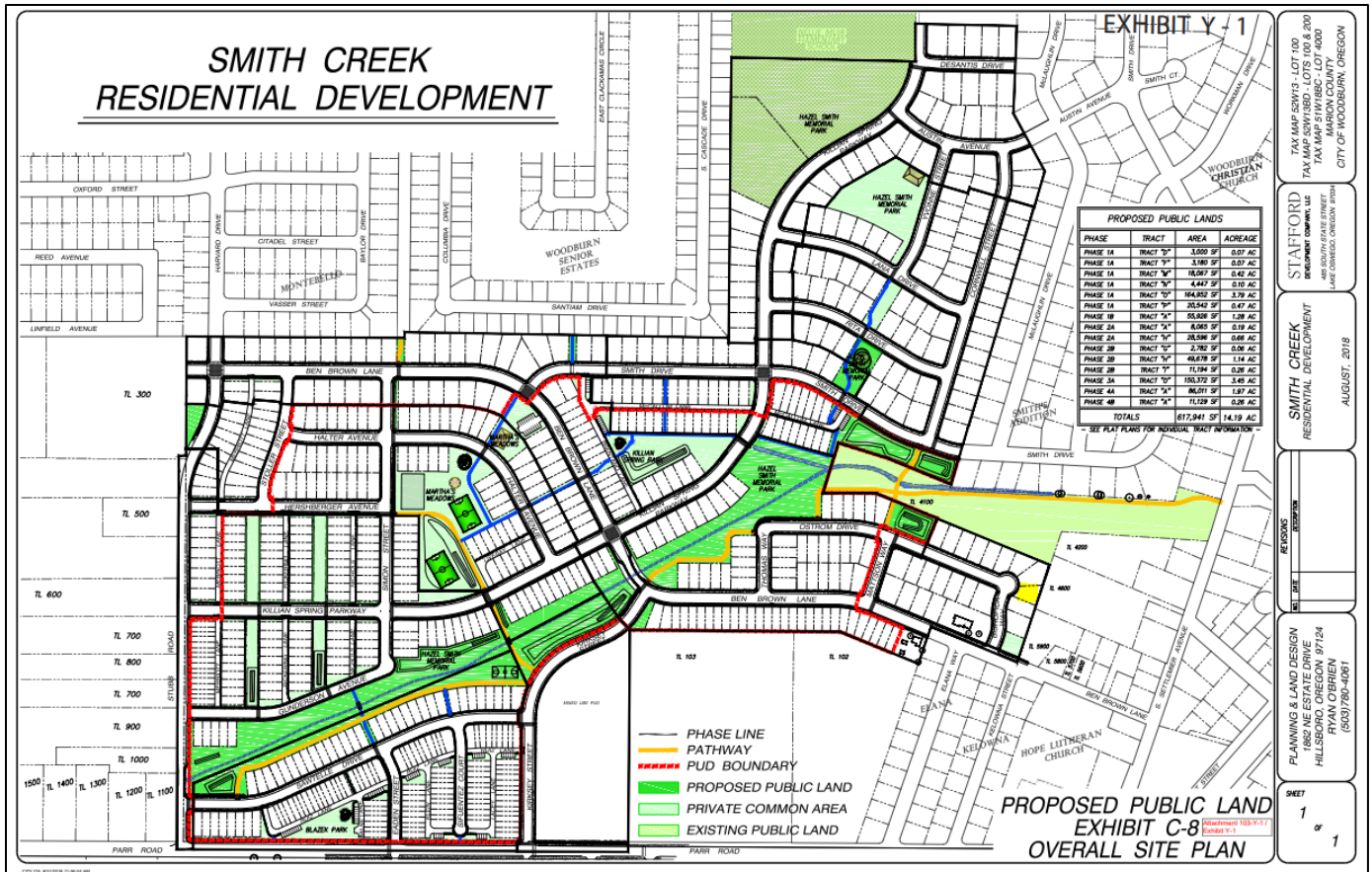
The subject property is within Phase 2C of the Smith Creek Development project, which was approved via Final Order issued by the City Council on November 14, 2018. Phase 2C is within the Single-Family Residential (RS) zoning district.

The applicant applied for Zoning Adjustment ZA 21-01, requesting a 4.67-foot reduction to the rear yard setback requirement for the primary structure. Pursuant to Woodburn Development Ordinance (WDO) Table 2.02B, the minimum rear yard setback for a single-story building in the RS zone is 24 feet.

Staff approved the request, granting a 4.8-foot reduction to the rear yard setback for this lot only. Impacts to neighboring properties would be minimal and limited to the abutting properties. Due to the bulb in the street as it turns from Bishopick Way to Ostrom Drive, the subject lot has an abnormal shape and a slight reduction to the rear yard setback is unlikely to be noticed by the adjacent lots to the north and south. The proposed house would back up against a tributary to Mill Creek that runs through the back yard of the adjacent property to the east.

---

Agenda Item Review: City Administrator \_\_\_x\_\_\_ City Attorney \_\_\_x\_\_\_



Smith Creek Development Overall Site Plan (subject lot highlighted yellow)



Phase 2C lots (subject lot highlighted yellow)



April 12, 2021

To: Honorable Mayor and City Council through City Administrator

From: Chris Kerr, Community Development Director *CK*

Subject: **Call-Up Briefing: Planning Division staff approval of a Zoning Adjustment application for 575 Ostrom Drive (ZA 21-02)**

## **RECOMMENDATION:**

Staff recommends no action and briefs the Council on this item pursuant to Woodburn Development Ordinance (WDO) Section [4.02.02](#). The Council may call up this item for review if desired and, by majority vote, initiate a review of this decision.

## **BACKGROUND:**

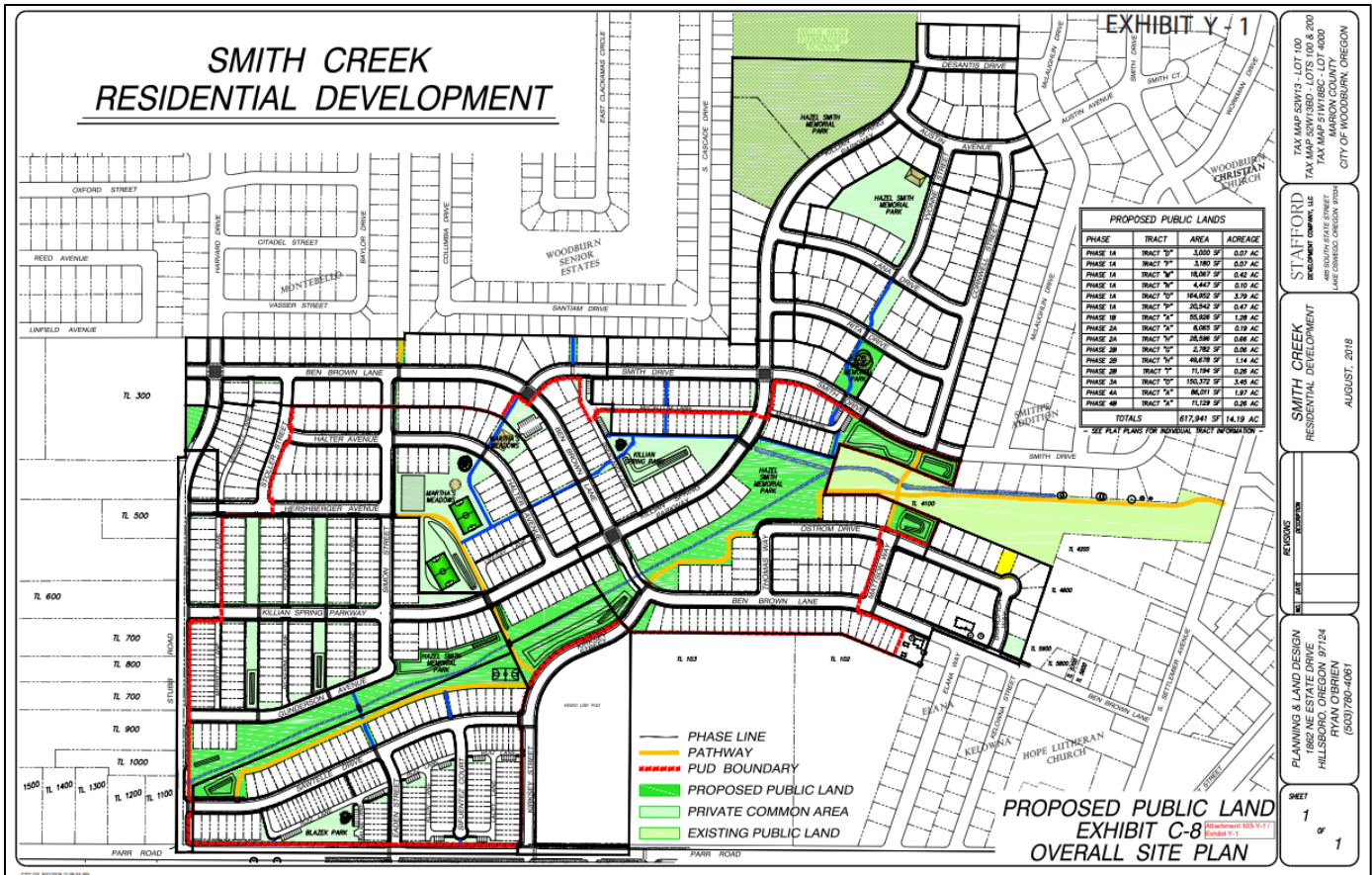
The subject property is within Phase 2C of the Smith Creek Development project, which was approved via Final Order issued by the City Council on November 14, 2018. Phase 2C is within the Single-Family Residential (RS) zoning district.

The applicant applied for Zoning Adjustment ZA 21-02, requesting a 2-foot reduction to the rear yard setback requirement for the primary structure. Pursuant to Woodburn Development Ordinance (WDO) Table 2.02B, the minimum rear yard setback for a single-story building in the RS zone is 24 feet.

Staff approved the request, granting a 2-foot reduction to the rear yard setback for this lot only. Impacts to neighboring properties would be minimal and limited to the abutting properties. Due to the bulb in the street as it turns from Bishopick Way to Ostrom Drive, the subject lot has an abnormal shape and a slight reduction to the rear yard setback is unlikely to be noticed by the adjacent lots to the east and west. The proposed house would back up against a City-owned property developed with a stormwater detention pond and multi-use trail.

---

Agenda Item Review: City Administrator \_\_\_x\_\_\_ City Attorney \_\_\_x\_\_\_



Smith Creek Development Overall Site Plan (subject lot highlighted yellow)



Phase 2C lots (subject lot highlighted yellow)