



City of Woodburn
Community Development Dept.

Memorandum

270 Montgomery Street Woodburn, Oregon 97071 Phone (503) 982-5246 Fax (503) 982-5244

Date: January 14, 2022
To: Dago Garcia, P.E., City Engineer
Cc: Chris Kerr, AICP, Community Development Director
Roy Hankins, PE, Emerio Design
From: Colin Cortes, AICP, CNU-A, Senior Planner *CC*
Subject: **Planning Division review comments on civil engineering plans original submittal 2021 for Smith Creek Phase 3A (Tax Lot 052W130000105)**

Summary

Planning Division staff identifies revisions needed before sign-off on Public Works Department Engineering Division approval and issuance of civil engineering plans for Smith Creek Development Phase 3A, which is south of Phase 2A, along the east side of Stubb Rd NE, and north of the tributary of Mill Creek.

The City Engineer hosted a virtual meeting with Planning Division staff January 13, 2022 regarding the original submittal of 2021.

Revision Items

The applicant needs to address the items below.

Part I

These are required items.

- A. Landscaping: street trees, greenway, and common areas: Landscaping is required for both the greenway and private common areas. Additionally, the land use “final order” document with the conditions of approval has Condition G5 that required a “Final Plan” submittal (intended through the Planning Division) to finalize the details of public and private areas. The final order remains available at the bottom of the [City project webpage](#) or [directly](#) (180MB), and Condition G5 is on p. 50.

The Stafford Land Co. handled this from Phase 1A onward except that homebuilder Lennar handled it for Phase 4B. As of January 14, no one has submitted for Phase 3A, and though Sheet 48 “Street Signage Striping and Tree Plan” suggests street locations, because the City Engineer confirmed to Planning staff that utility locations along streets remain in flux, the indicated street trees are too preliminary in number and location to review.

1. Regarding how to landscape, see Conditions G6 (pp. 50 & 51), PUD-9c1(ii), c2, & c4 (p. 58) as well as Note to the Applicant 5 (p. 70). As a request, as a means of meeting minimum landscaping, plant trees at a number equal to and approximate spacing of 1 per 30 ft in these tracts:
 - a. Along the two paths in each of C, D, J, & K;
 - b. Along the sidewalk in J, K, & M; and
 - c. Along the sidewalk in O (greenway tract).
2. The developer needs to resolve revisions in response to City direction regarding the civil improvements with where landscaping would be, particularly regarding street trees in relation to improvements such as driveways, street lights, fire hydrants, and utility boxes, pedestals, and vaults. (Regarding irrigation of public landscaping, establish with the Public Works Department Engineering Division sooner than later measures for temporary irrigation during construction and the details of transferring irrigation and remaining maintenance responsibilities upon dedication of tracts to the City.)
3. A developer’s representative needs to submit Condition G5 Final Plan materials to the Planning Division no later than upon the engineer of record submitting revised civil engineering plans to the Engineering Division. Regarding landscaping, especially trees in or near streets, the two sets of drawings should not conflict.

B. Platting: Sheet 6:

1. Correct tract lettering on the plan and in the table as well as the lot numbering. The County Surveyor required the designations to continue sequentially from Phase 1A (“Smith Creek P.U.D.” plat) onward.

2. Also make sure the numbering and lettering is consistent with what is proposed through Phase 3A final plat app FSUB 21-04 submitted to the City.

Note: The applicant hasn't yet submitted drawings to complete the final plat application to the City, including public (access) easements along bike/ped paths per Condition PUD-4a & c (pp. 54 & 56).

3. Correct Note 1 from ending in, "... permit" to ending in, "application, City case file no. Final Subdivision FSUB 21-04, Marion County plat name Smith Creek P.U.D. No. 7".

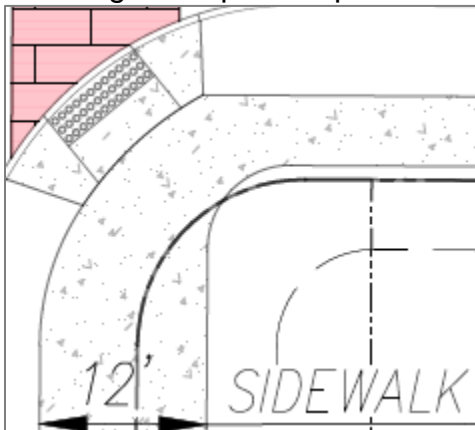
C. Gunderson Ave 8-ft south sidewalk: Condition PUD-9b isn't met:

"Phase 3A: Gunderson Avenue: The south/southeast sidewalk shall be at least 8 ft wide between the southernmost lot along the east side of Simon Street (Lot 86) and the easternmost lot along the south side of Gunderson Avenue (Lot 141)."

Revise sheets where it appears, at least Sheets 8 "Grading", 30 "Curb Return Details", Details 16 & 18, and 48. As part of revision, incorporate also the tapering requirement of Condition PUD-4d (p. 56).

See also Part II, Item AA.

- D. Stubb/Sawtelle SE corner sidewalk taper: Revise Sheets 8, 31 "Curb Return Details", Detail 20, and 48 to fill in the unpaved triangular area next to sidewalk where the sidewalk transitions between 12 ft and 5 ft wide, resulting in something similar to the following concept excerpted from final order Exhibit C-11B Sheet 2 of 2 middle detail:



Substantial conformance (and not exact conformance) with Condition PUD-4d (p. 56) regarding taper is permissible.

- E. Mill Creek greenway trail: Stubb/Sawtelle NE corner sidewalk taper: Per Condition PUD-4a & b1 (p. 54) and final order Exhibits C-8D-12 & Y-1, provide more pavement so that the sidewalk stub at the Phase 4A boundary is 12 ft wide.

See also Part II, Item BB.

- F. Footbridge: As background, final order Exhibits C-8C-10 and Y-1 illustrated near the Phase 3A/4A boundary what the final order termed a “footbridge” where the bike/ped path near Nichols Lane crosses the tributary of Mill Creek and joins the Mill Creek greenway trail. Condition G2 and part G2e together (p. 49) require the path up to the tributary as part of 3A improvements and allow the footbridge to be part of Phase 4A improvements.
1. Sheets 8, 12, and especially 48 imply a tributary crossing, but there are no close-up plan, elevation, and cross-section details. Provide such to show such, whether the “footbridge” is either a bridge or a paved path atop graded soil with a culvert and related improvements beneath.
 2. Demonstrate conformance with Condition PUD-4e (p. 56).
 3. If (a) the developer proposes or the Engineering Division requires hand or safety railings, and (b) if there is no City public works standard and (c) the Engineering Division directs defaulting to an Oregon Dept. of Transportation (ODOT) standard, then Planning staff would request for aesthetic reason that the developer install per either [BR246](#) “Pedestrian Rail” or [DET3243](#) “Ornamental Protective Screening Misc Fence Details” and to refrain from RD770 “Metal Handrail”.
- G. East mews east path: The east path in the east mews, that is, in each of the presently labeled common area Tracts D & K, is to be minimum 6 ft wide per Condition PUD-4c2 (p. 56):
- “Phase 3A: The east path of both the north and south segments of the east, Nichols-Pickering mews between Hershberger and Gunderson Avenues shall be at least 6 ft wide.”
- See also Part II, Item CC.
- H. Street cross sections: Sheet 3: “Gunderson Avenue and Simon Street” typical section: Revise for these two streets the right-hand part by narrowing the indicated width between centerline and back of curb from 19.5 ft to 17.5 ft, matching the left-hand side, and by re-allocating the 1.5 ft to widen the curbtight sidewalk (Gunderson north side, Simon west side) from 5 to 6.5 ft.
- I. Cover letter: A cover letter addressing the lettered items of this review memo and citing the specific sheet number(s) of the revisions for each item.

Part II. Requests

These are optional items.

- AA. Gunderson Ave south landscape strip: As part of addressing above Item C, please revise the south curbtight sidewalk to a “property line” one with landscape strip 6.5 ft wide inc. curb width, extending between (1) the south side of the stormwater detention pond near Lot 86 and (2) Lot 141. (Because Sheet 8 indicates widening spans a band of land with about a 2-ft downward slope, if necessary to avoid retaining wall and railings, Plan B would be a landscape strip width of 5.5 ft inc. curb width. Platting will handle a public easement granting access to sidewalk overlapping outside ROW per Condition PUD-4a & PUD-4b4 (p. 54 & 56).)
- BB. Mill Creek greenway trail on-street segment: Similar to as was done for Phase 1A along Ostrom Dr, please have the Item E sidewalk stub placed to start a landscape strip 7 ft wide inc. curb width that per Exhibit C8D-12 would continue in Phase 4A. (Platting will handle a public easement granting access to sidewalk overlapping outside ROW per Condition PUD-4a & PUD-4b4 (p. 54 & 56).)
- CC. West mews east paths: As part of addressing Item G, please have the east path in the west mews, that is, in each of the presently labeled common area Tracts C & J, be minimum 6 ft wide. (Platting will handle a public easement granting access to the paths per Condition PUD-4a & PUD-4b4 (p. 54 & 56).)
- DD. Gunderson Ave north landscape strip: Please revise the Gunderson Ave north curbtight sidewalk to a “property line” one with landscape strip 6.5 ft wide inc. curb width, extending between Simon St and Stubb Rd, and narrowing where necessary to have sidewalk minimum 1 ft from lots 98, 115, & 140. (Platting will handle a public easement granting access to sidewalk overlapping outside ROW per Condition PUD-4a & PUD-4b4 (p. 54 & 56).)

Next Steps

Planning Division requests revisions and re-submittal by the applicant and affirms that the Public Works Department Engineering Division is not to approve civil engineering plan until Planning outstanding items are resolved.

When you receive a 2nd submittal / 1st revised submittal from the applicant, please notify me and provide both PDF and two print copies of the revised plans and specify a desired due date for Planning review comments.

Feel free to contact me at (503) 980-2485 or <colin.cortes@ci.woodburn.or.us>.

Attachment(s):

none