



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

## Memorandum

---

270 Montgomery Street

Woodburn, Oregon 97071

Phone (503) 982-5246

Fax (503) 982-5244

**Date:** August 8, 2022  
**To:** Dago Garcia, P.E., City Engineer  
**Cc:** Chris Kerr, AICP, Community Development Director  
Jamie Van Agtmael, PLS, President  
**From:** Colin Cortes, AICP, CNU-A, Senior Planner *cc*  
**Subject:** **Planning Division review comments on 2<sup>nd</sup> / 1<sup>st</sup> revised submittal June 28 of civil engineering plans for Allison Way Apts. Ph. 2**

---

### Summary

Planning Division staff identifies revisions needed before sign-off on Public Works Department Engineering Division approval and issuance of civil engineering plans for Allison Way Apartments Phase 2 (DR 2019-05) along the east/southeast side of Allison Way south of Hooper Street.

The City Engineer hosted a virtual meeting with Planning Division staff August 8 regarding the original submittal of June 28.

### Revision Items

The applicant needs to address the items below.

B. Condition G6: Because the next submittal will be the 3<sup>rd</sup> submittal / 2<sup>nd</sup> revised submittal, the \$100 fee will be due:

“G6. Public Improvements Civil Plan Review: ... :

...

- 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 shall pay through the Planning Division into City general revenue a fee of \$100.”

F. n/a: Staff acknowledges that the developer indicated that he expects review of each of the following during building permit review (and not CEP):

1. Conditions D6 & V-6-3-2a & b;
2. Condition D7;
3. Condition V4-6b, c, & d; and
4. Condition V6-3-2d(1) & (3); e; and g(1).

G. *Condition EX2b: Relating to the Stacy Allison Way extension, demonstrate conformance regarding:*

- *Part (4): Tree, shrubbery, and lawn grass details. Submit a landscaping plan sheet series.*
- *Part (8): NW side landscaping. Submit a landscaping plan sheet series.*
- *Part (9): Interim signage. Revise Sheet SP-2.*

*Neither the private improvements nor public improvements plan set shows enough street landscaping information.*

*Sheet GN-1 / 2 has a Phase 2 street cross section, but to determine conformance with Parts (4) & (8) necessitates also plan view of landscaping and of more than just the street trees.*

*The public improvements plan set cover sheet (CV-1) has a landscape sheet index, but none of these sheets are in the set.*

The developer’s letter responded that, “Landscape plans shall be submitted and reviewed at the time of building permit review. Part (9) has been met on the civil engineering plan set by adding the requested signage.”

Landscaping within right-of-way is part of public improvements and needs review at the time of CEP. Regarding condition Part (9), which sheet or sheets? It’s not obvious where.

*K. Condition V9-2: Indicate number of apartments, the conditioned parking ratio of 1.9 stalls per dwelling, minimum number of stalls required, and proposed number of stalls. Revise at least Sheets UT-1 / 4 & SP-1 / 25.*

1. The Sheet 26 center bottom table indicates 23 EV stalls; however, Condition V6-3-2e specifically set a Phase 2 minimum of 24. Revise accordingly.
2. Indicate the number of apartments in or near the table.

## **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.

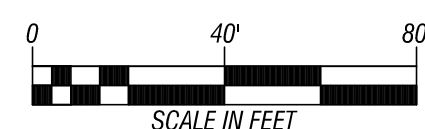
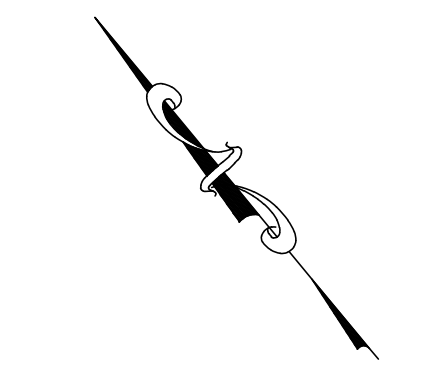
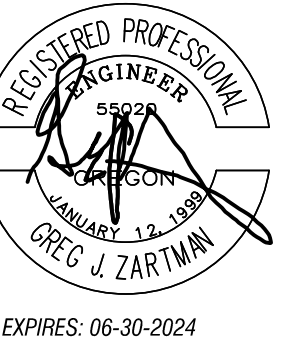
The developer will include a dated cover letter to my attention referencing the civil engineering plans file number (if any), re-submittal date, project name, and phase, citing each revision item by letter/number, and for each item directing staff to the applicable and specific plan sheet or document and page number.

When you receive a 3<sup>rd</sup> submittal / 2<sup>nd</sup> revised submittal from the applicant, please notify me and provide PDF and print copies of the materials and specify a desired due date for Planning review comments. Also, the applicant will owe a \$100 fee per Condition G6d.

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

## **Attachment(s):**

- Civil engineering plan set: (2<sup>nd</sup> submittal, June 28, 2022; excerpted: Sheets SP-1 / 25 & SP-2 / 26)



NO.	DATE	BY	REVISION

**STACY ALLISON WAY APARTMENTS**  
 PREPARED FOR: **WEST COAST HOME SOLUTIONS, LLC**

2564 19TH STREET SE  
 Salem, Oregon 97302  
 (503) 399-3828  
 www.leiengineering.com

**LEI ENGINEERING & SURVEYING OF OREGON**

STRIPING PLAN  
 SCALE: 1" = 40'  
 PROJECT NO: 60-10  
 SHEET: 25 OF 34

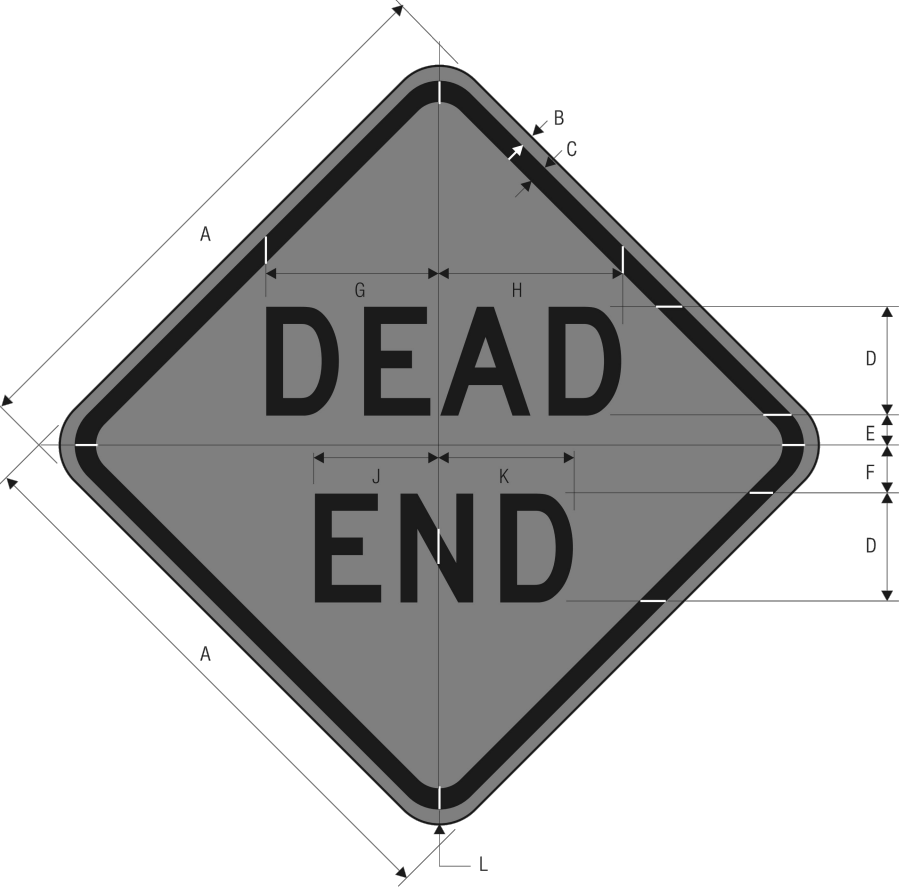


W14-2  
NO OUTLET

A	B	C	D	E	F	G	H	J	K	L
24	.375	.625	5.0	3	.75	4.125	4.5	11.625	12.063	1.5
30	.5	.75	6.0	4	.938	5	5.375	13.938	14.5	1.875
36	.625	.875	7.0	5	1.125	5.875	6.25	16.25	16.938	2.25

COLORS: LEGEND — BLACK  
BACKGROUND — YELLOW (RETROREFLECTIVE)

2-118

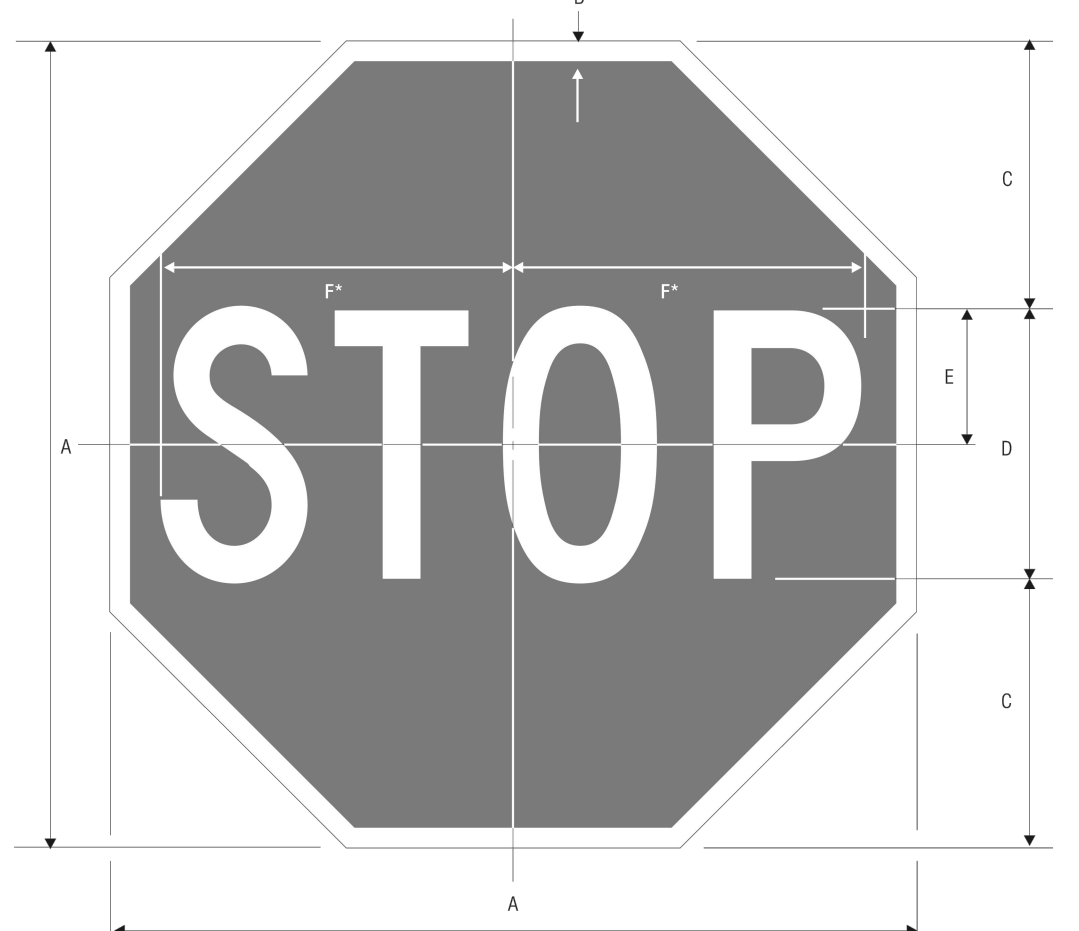
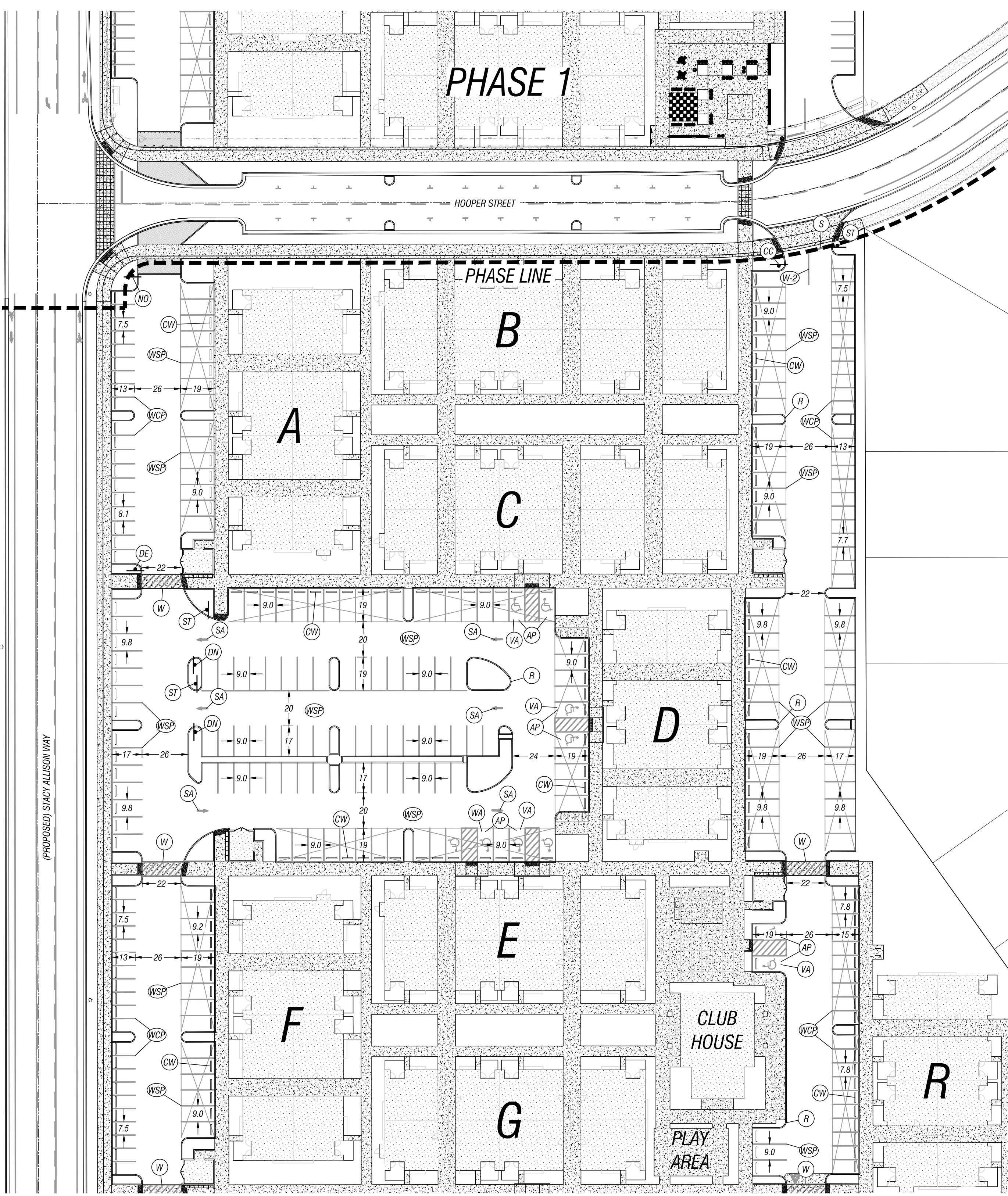


W14-1  
DEAD END

A	B	C	D	E	F	G	H	J	K	L
24	.375	.625	5.0	1	2	8.25	8.563	5.625	6.25	1.5
30	.5	.75	6.0	1.5	2.5	9.75	10.25	6.75	7.5	1.875
36	.625	.875	7.0	2	3	11.375	11.938	7.875	8.75	2.25

COLORS: LEGEND — BLACK  
BACKGROUND — YELLOW (RETROREFLECTIVE)

2-116

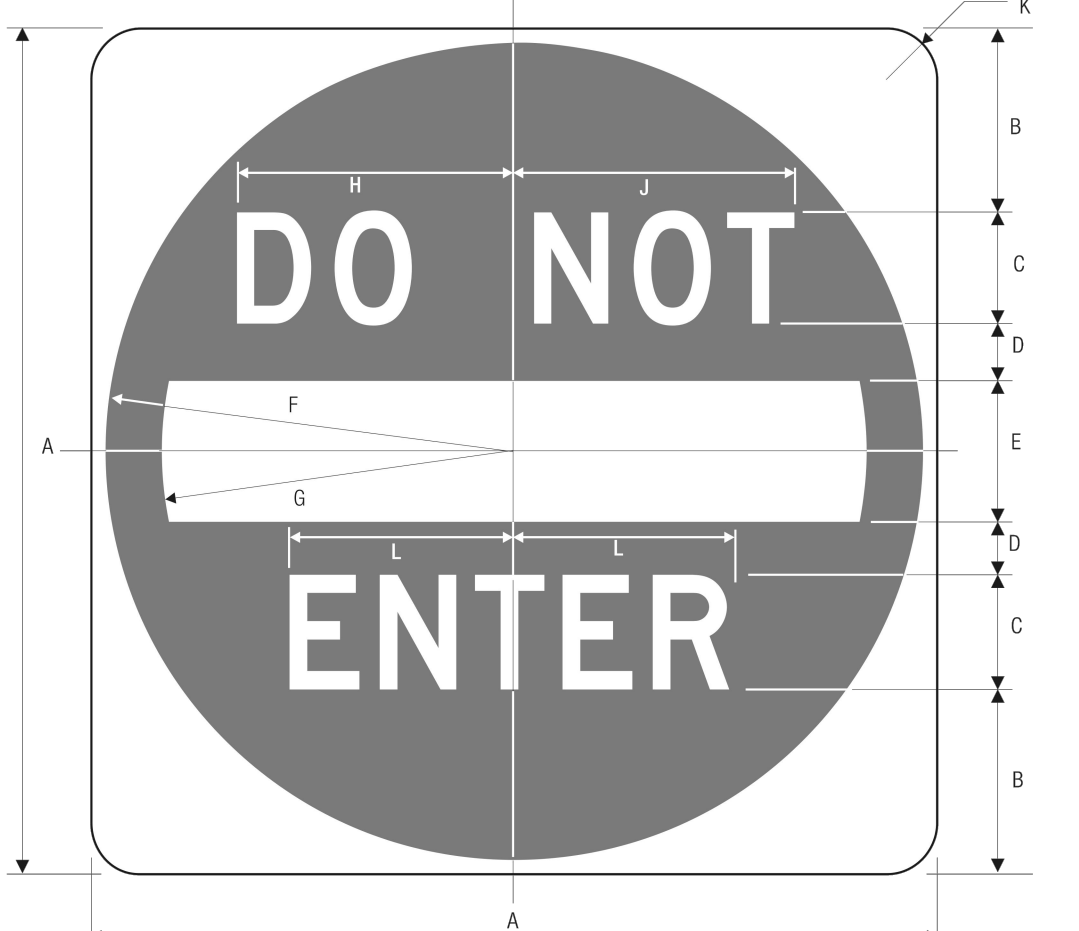


R1-1  
STOP

A	B	C	D	E	F
18	.375	6	6	3	7.75
24	.625	8	8	4	10
30	.75	10	10	5	12.5
36	.875	12	12	6	15
48	1.25	16	16	8	20

COLORS: LEGEND — WHITE (RETROREFLECTIVE)  
BACKGROUND — RED (RETROREFLECTIVE)

1-1



R5-1  
DO NOT ENTER

A	B	C	D	E	F	G	H	J	K	L
30	6.5	4.0	2	5	14.5	12.5	9.75	10	1.875	7.875
36	7.5	5.0	2.5	6	17.5	15	12	12.375	2.25	9.813
48	11	6.0	3	8	23.5	20	14.5	15	3	11.75

COLORS: SYMBOL — RED (RETROREFLECTIVE)  
LEGEND & BACKGROUND — WHITE (RETROREFLECTIVE)

1-73

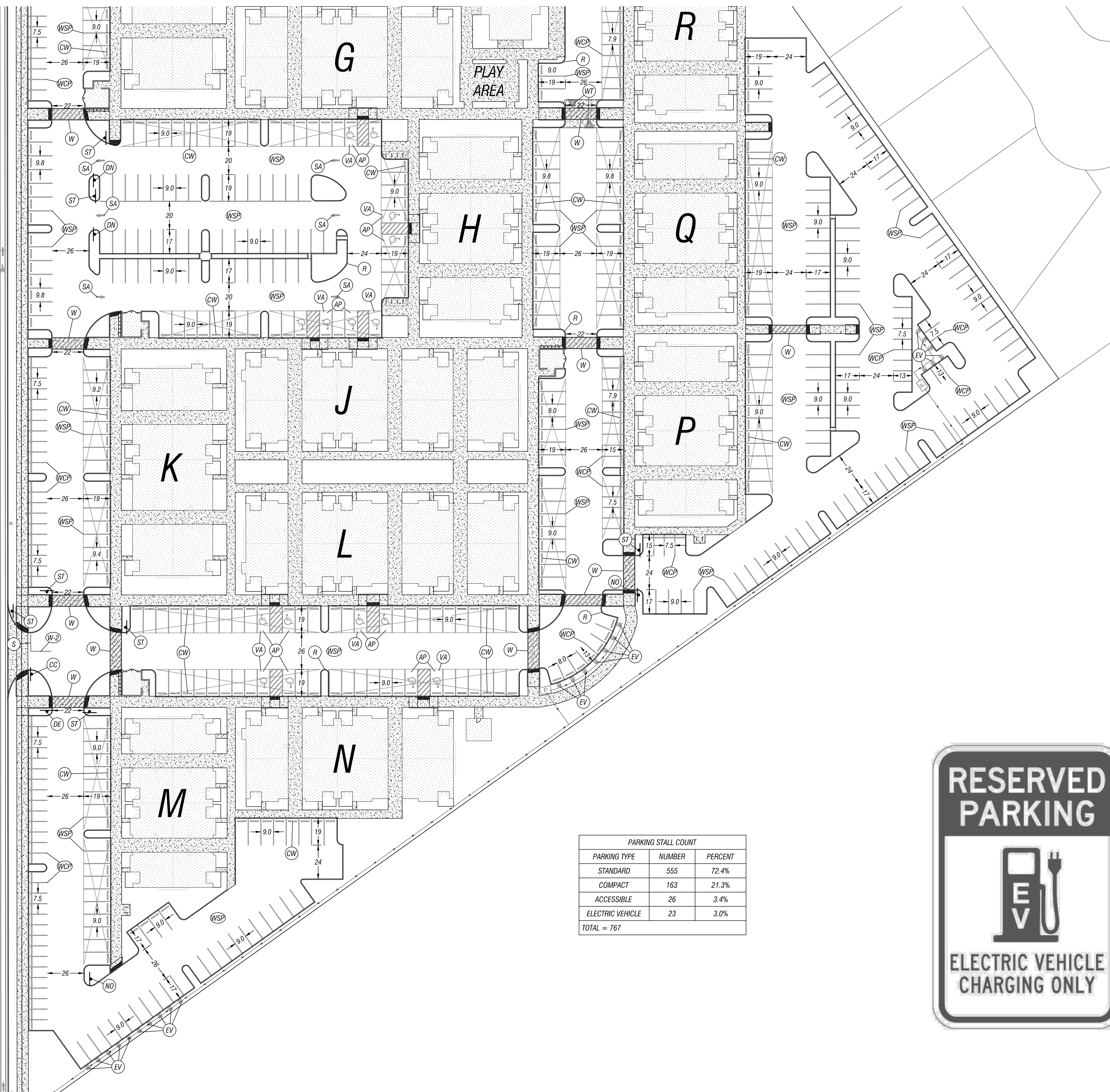
**CONSTRUCTION NOTES:**

- (AP) CONTRACTOR SHALL PAINT ACCESSIBLE PARKING AREA, AS SHOWN, PURSUANT TO ODOT STANDARD DRAWING TM500 SHOWN ON SHEET DT-5.
- (CC) CONTRACTOR SHALL INSTALL A CUSTOM SIGN DESCRIBING THE MARKING OF COMPACT STALLS AT THE ENTRANCE OF THE COMPLEX. THE SIGN SHALL READ, "COMPACT STALLS MARKED WITH 12" WHITE LETTERS, "COMPACT ONLY".
- (CW) CONTRACTOR SHALL INSTALL CONCRETE WHEEL STOPS, AS SHOWN, PURSUANT TO DETAIL ON SHEET DT-4.
- (R) CONTRACTOR SHALL PAINT CURB IN FRONT OF FIRE ACCESS LANE RED, AS SHOWN.
- (S) CONTRACTOR SHALL PAINT 1" STOP BAR, AS SHOWN, PURSUANT TO ODOT STANDARD DRAWING TM503 SHOWN ON SHEET DT-5.
- (ST) CONTRACTOR SHALL INSTALL R1-1 "STOP SIGN", AS SHOWN. REFERENCE DETAIL SHOWN HEREON.
- (VA) CONTRACTOR SHALL ADD VAN-ACCESSIBLE SIGNAGE TO PARKING PLACES PURSUANT TO SINGLE AND DOUBLE ACCESSIBLE PARKING DETAILS SHOWN ON SHEET DT-6.
- (W) CONTRACTOR SHALL PAINT STANDARD CROSSWALK TWO (2) WHITE BARS, AS SHOWN, PURSUANT TO DETAIL ON SHEET DT-5.
- (WCP) COMPACT PARKING STALLS:  
CONTRACTOR SHALL PAINT 4" WHITE LANE STRIPING, AS SHOWN, PURSUANT TO ODOT STANDARD DRAWING TM500 SHOWN ON SHEET DT-5, AND DOUBLE STRIPED PURSUANT TO CITY OF WOODBURN DETAIL, SHOWN ON SHEET DT-5. COMPACT PARKING STALLS SHALL BE PAINTED WITH 12" WHITE LETTERS, "COMPACT ONLY".
- (WSP) STANDARD PARKING STALLS:  
CONTRACTOR SHALL PAINT 4" WHITE LANE STRIPING, AS SHOWN, PURSUANT TO ODOT STANDARD DRAWING TM500 SHOWN ON SHEET DT-4 AND DOUBLE STRIPED PURSUANT TO CITY OF WOODBURN DETAIL, SHOWN ON SHEET DT-5.
- (W-2) CONTRACTOR SHALL PAINT 8" WHITE LANE LINE, AS SHOWN, PURSUANT TO ODOT STANDARD DRAWING TM500 SHOWN ON SHEET DT-5.
- (NO) CONTRACTOR SHALL INSTALL W14-2 "NO OUTLET" SIGN, AS SHOWN. CONTRACTOR SHALL ALSO INSTALL CUSTOM ALUMINUM SIGN THAT READS "FIRE EXIT DO NOT BLOCK", OR EQUIVALENT, TO INDICATE THAT THE FIRE EXIT SHALL NOT BE BLOCKED AT ANY TIME.
- (SA) CONTRACTOR SHALL PAINT STRAIGHT ARROW FOR ONE-WAY DRIVE AISLE, AS SHOWN, PURSUANT TO ODOT STANDARD DRAWING TM501 ON SHEET DT-5.
- (DE) CONTRACTOR SHALL INSTALL W14-1 "DEAD END" SIGN, AS SHOWN. REFERENCE DETAIL SHOWN HEREON.
- (DW) CONTRACTOR SHALL INSTALL R5-1 "DO NOT ENTER" SIGN, AS SHOWN. REFERENCE DETAIL SHOWN HEREON.

**GENERAL NOTES:**

- REFERENCE ARCHITECTURAL AND STRUCTURAL PLANS FOR DETAILS AND SPECIFICATIONS FOR THE CONSTRUCTION OF CARPORTS ON THE PROPERTY.
- PARKING STALLS THAT OVERHANG A PLANTING AREA ARE 2' SHORTER IN LENGTH.
- SIGNS SHALL BE MOUNTED IN THE FOLLOWING MANNER:  
 1: 2" - 12GA SINGLE PERFORATED STEEL SQUARE TUBE AS DESCRIBED AND SPECIFIED ON ODOT STANDARD DETAIL TM681 SHOWN ON SHEET DT-6.  
 2: POST SHALL BE MOUNTED IN ANCHOR FOUNDATION DESCRIBED IN ODOT STANDARD DETAIL TM687 SHOWN ON SHEET DT-6.  
 3: SIGNS SHALL BE MOUNTED TO POST PURSUANT TO ODOT STANDARD DETAIL TM676 SHOWN ON SHEET DT-6.

PREPARED BY: G. ZARTMAN  
 CHECKED BY: J. VAN NUNEN  
 DATE: 03/22/24



PARKING STALL COUNT		
PARKING TYPE	NUMBER	PERCENT
STANDARD	555	72.4%
COMPACT	163	21.3%
ACCESSIBLE	26	3.4%
ELECTRIC VEHICLE	23	3.0%
TOTAL = 767		



REGISTERED PROFESSIONAL ENGINEER  
55229  
CREG J. ZARTMAN  
EXPIRES: 06-30-2024

SCALE IN FEET  
0 40 80

BY: [Signature]  
REVISION  
NO. DATE

- CONSTRUCTION NOTES:**
- (AP) CONTRACTOR SHALL PAINT ACCESSIBLE PARKING AREA, AS SHOWN, PURSUANT TO ODOT STANDARD DRAWING TMS00 SHOWN ON SHEET DT-5.
  - (CC) CONTRACTOR SHALL INSTALL A CUSTOM SIGN DESCRIBING THE MARKING OF COMPACT STALLS AT THE ENTRANCE OF THE COMPLEX. THE SIGN SHALL READ, "COMPACT STALLS MARKED WITH 12" WHITE LETTERS, "COMPACT ONLY".
  - (CW) CONTRACTOR SHALL INSTALL CONCRETE WHEEL STOPS, AS SHOWN, PURSUANT TO DETAIL ON SHEET DT-4.
  - (R) CONTRACTOR SHALL PAINT CURB IN FRONT OF FIRE ACCESS LANE RED, AS SHOWN.
  - (S) CONTRACTOR SHALL PAINT 1" STOP BAR, AS SHOWN, PURSUANT TO ODOT STANDARD DRAWING TMS03 SHOWN ON SHEET DT-5.
  - (ST) CONTRACTOR SHALL INSTALL R1-1 "STOP SIGN", AS SHOWN. REFERENCE DETAIL SHOWN ON SHEET SP-1.
  - (VA) CONTRACTOR SHALL ADD VAN-ACCESSIBLE SIGNAGE TO PARKING PLACES PURSUANT TO SINGLE AND DOUBLE ACCESSIBLE PARKING DETAILS SHOWN ON SHEET DT-6.
  - (W) CONTRACTOR SHALL PAINT STANDARD CROSSWALK TWO (2) WHITE BARS, AS SHOWN, PURSUANT TO DETAIL ON SHEET DT-5.
  - (WCP) COMPACT PARKING STALLS:  
CONTRACTOR SHALL PAINT 4" WHITE LANE STRIPING, AS SHOWN, PURSUANT TO ODOT STANDARD DRAWING TMS00 SHOWN ON SHEET DT-5, AND DOUBLE STRIPED PURSUANT TO CITY OF WOODBURN DETAIL, SHOWN ON SHEET DT-5. COMPACT PARKING STALLS SHALL BE PAINTED WITH 12" WHITE LETTERS, "COMPACT ONLY".
  - (WSP) STANDARD PARKING STALLS:  
CONTRACTOR SHALL PAINT 4" WHITE LANE STRIPING, AS SHOWN, PURSUANT TO ODOT STANDARD DRAWING TMS00 SHOWN ON SHEET DT-5 AND DOUBLE STRIPED PURSUANT TO CITY OF WOODBURN DETAIL, SHOWN ON SHEET DT-5.
  - (W-2) CONTRACTOR SHALL PAINT 8" WHITE LANE LINE, AS SHOWN, PURSUANT TO ODOT STANDARD DRAWING TMS00 SHOWN ON SHEET DT-5.
  - (NO) CONTRACTOR SHALL INSTALL W14-2 "NO OUTLET" SIGN, AS SHOWN. CONTRACTOR SHALL ALSO INSTALL CUSTOM ALUMINUM SIGN THAT READS "FIRE EXIT DO NOT BLOCK", OR EQUIVALENT, TO INDICATE THAT THE FIRE EXIT SHALL NOT BE BLOCKED AT ANY TIME.
  - (SA) CONTRACTOR SHALL PAINT STRAIGHT ARROW FOR ONE-WAY DRIVE AISLE, AS SHOWN, PURSUANT TO ODOT STANDARD DRAWING TMS01 ON SHEET DT-5.
  - (DE) CONTRACTOR SHALL INSTALL W14-1 "DEAD END" SIGN, AS SHOWN. REFERENCE DETAIL SHOWN ON SHEET SP-1.
  - (DN) CONTRACTOR SHALL INSTALL RS-1 "DO NOT ENTER" SIGN, AS SHOWN. REFERENCE DETAIL SHOWN ON SHEET SP-1.
  - (WT) CONTRACTOR SHALL PAINT 38-30 STRIPE SPEED TABLES WITH WARNING TRIANGLES, AS SHOWN, PURSUANT TO MUTCD FIGURE 38-30, OPTION A, SHOWN ON SHEET DT-7.
  - (EV) ELECTRIC VEHICLE READY PARKING:  
ELECTRIC VEHICLE PARKING STALLS SHALL BE PAINTED WITH 12" WHITE LETTERS, "ELECTRIC VEHICLE CHARGING", AND AN EV IMAGE OR LOGO TO MARK THE STALL. EV IMAGE OR LOGO SHALL BE PAINTED PURSUANT TO CITY OF WOODBURN SPECIFICATIONS AND APPROVED BY CITY OF WOODBURN PLANNING PRIOR TO INSTALLATION. A SIGN SHALL BE POSTED WITH DIMENSIONS OF 1 FOOT WIDTH AND 1.5 FOOT HEIGHT, MINIMUM, AND SHALL BE POSTED SUCH THAT THE TOP OF THE SIGN IS BETWEEN 5.5 FEET AND 6.5 FEET ABOVE VEHICULAR GRADE. AN EXAMPLE SIGN IS SHOWN HEREON.

- GENERAL NOTES:**
- REFERENCE ARCHITECTURAL AND STRUCTURAL PLANS FOR DETAILS AND SPECIFICATIONS FOR THE CONSTRUCTION OF CARPORTS ON THE PROPERTY.
- PARKING STALLS THAT OVERHANG A PLANTING AREA ARE 2' SHORTER IN LENGTH.
- SIGNS SHALL BE MOUNTED IN THE FOLLOWING MANNER:  
1: 2" - 12GA SINGLE PERFORATED STEEL SQUARE TUBE AS DESCRIBED AND SPECIFIED ON ODOT STANDARD DETAIL TM681 SHOWN ON SHEET DT-6.  
2: POST SHALL BE MOUNTED IN ANCHOR FOUNDATION DESCRIBED IN ODOT STANDARD DETAIL TM687 SHOWN ON SHEET DT-6.  
3: SIGNS SHALL BE MOUNTED TO POST PURSUANT TO ODOT STANDARD DETAIL TM676 SHOWN ON SHEET DT-6.

**STACY ALLISON WAY APARTMENTS**

PREPARED FOR: **WEST COAST HOME SOLUTIONS, LLC**

2554 19TH STREET SE  
SEASIDE, OREGON 97132  
(503) 399-3828  
www.leiengineering.com

**LEI ENGINEERING & SURVEYING OF OREGON**

STRIPING PLAN

SCALE: 1" = 40'  
PROJECT NO: 60-10  
SHEET: SP-2  
26 OF 34