



CITY OF WOODBURN
COMMUNITY DEVELOPMENT

MEMORANDUM

270 Montgomery Street

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Date: March 10, 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 original submittal Feb. 8 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 virtual meetings with Planning Division staff March 2 & 10 regarding the original submittal of February 8.

Revision Items

The applicant needs to address the items below.

- A. Condition G5: Did the developer record lot consolidation PLA 2019-04? If so, submit a paper and Adobe PDF copy of the recorded document and update the parcel label on Sheet EX-1 / 3.

Condition PLA-1 requires that the developer record the lot consolidation before requesting address assignment, which in turn is necessary before building permit application.

- B. Condition G6: Not met. Meet.

“G6. 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 shall pay through the Planning Division into City general revenue a fee of \$100.”

- C. Condition D1: Demonstrate conformance.

- D. Condition D2c(1)(a): Correct to add an arrow at each of three aisle ends that are missing them. Revise Sheets SP-1 / 25 & SP-2 / 26.

- E. No outlet: Revise Sheet SP-2 / 26 to add a W14-2 no outlet sign at the drive aisle south of Building P.

- F. Scope: Does the developer expect review of each of the following during CEP or building permit review?
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.

- H. Off-site improvements tied to Phase 2: Demonstrate conformance.

T-BP3: Clarify what, if any, trees are being moved. For example, on Sheet PR T-BP3 / 14, the second tree from the south appears all but necessarily eliminated by the sidewalk alignment, but there's no call-out indicating either removal or preservation. The situation is less acute but similar for the next two trees northward. Even having looked at Sheet EX T-BP3 / 13 ("demolition"), its Note PT makes sense, but doesn't appear believable based on Sheet 14. Please clarify the sheets, and include basic info about the existing three south trees: species and either caliper or diameter at breast height (DBH).

T-BP4: No comment other than to confirm that the plan set excludes it because the developer proposed to improve this earlier along with Condition T-BP2 (Evergreen sidewalk west) as part of Phase 1 civil engineering plans.

T-BP5: There is no crosswalk striping. Confirm if the City Engineer directed that the crossing not be striped as a crosswalk.

T-BP6: No comment.

T-BP7: No comment.

- I. Condition V3-5a: Illustrate and note the speed table missing from the walkway crossing Allison Way Apts. Ph. 2 civil engineering plans (original/1st submittal Feb. 8, 2022) 3/10/2022

nearest and between the clubhouse, play area, and Building R. The condition refers to specs in Condition G3:

“Speed table’ means a walkway crossing of a drive aisle that: is concrete; with a tabletop that is raised at least four (4) inches above drive aisle grade, at least six (6) ft wide, flat, and stamped or otherwise treated to have a pattern; and, with the vehicular ramps striped in compliance with MUTCD Figure 3B-30, Option A, and with minimum and maximum slope ratios of 1:25 and 1:10 respectively.”

Revise Sheet GR-8 / 18, add a detail to a details sheet, and add a Sheet GR-8 / 18 reference to the detail.

- J. Condition V6-3-2c(2). The access way 8-ft width extends south to near the BBQ area. Extend to the clubhouse southwest doors / play area by widening the three narrow walkway segments. Revise Sheets GR-7 / 17 & GR-8 / 18.
- 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.

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.

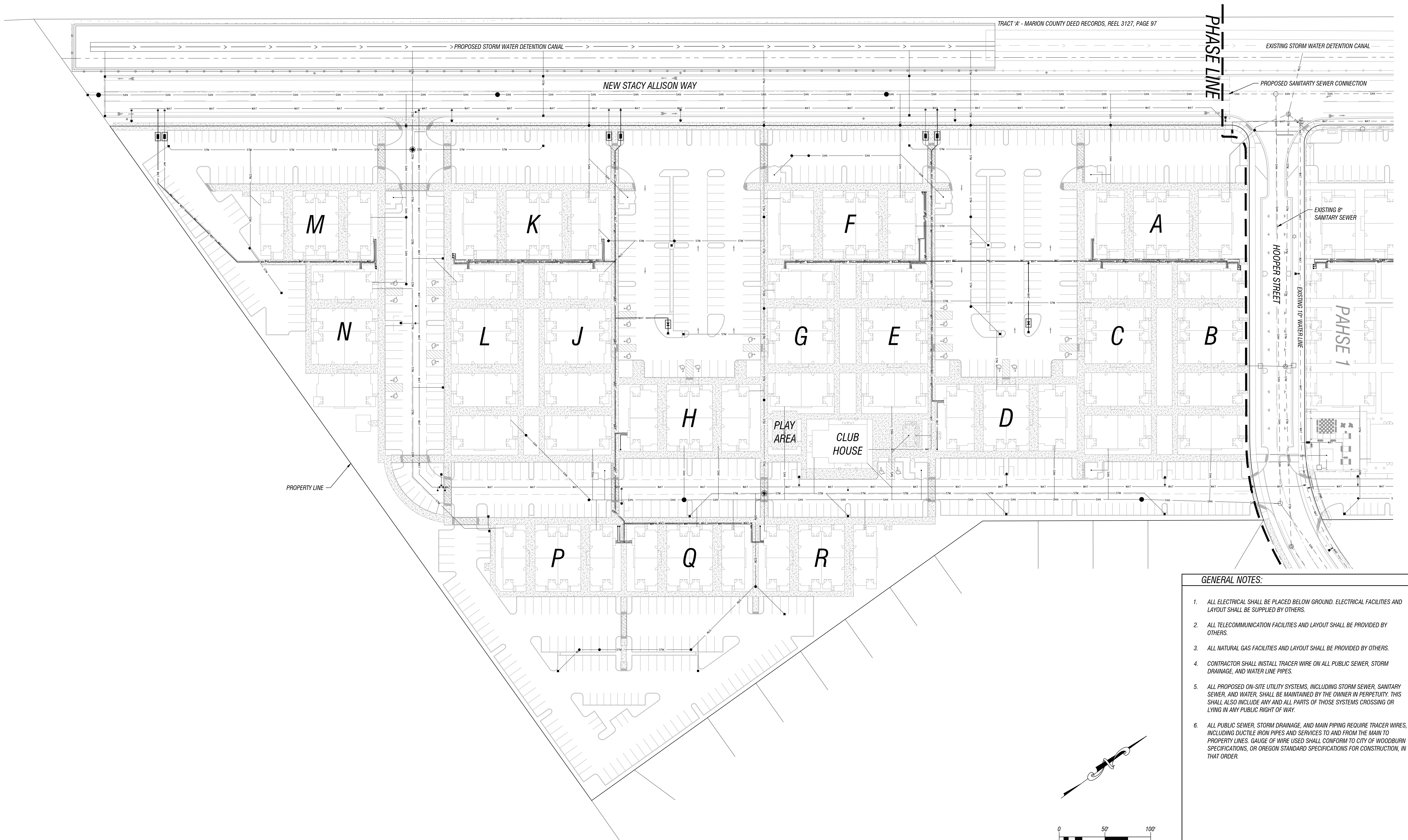
When you receive a 2nd submittal / 1st revised submittal from the applicant, please notify me and provide PDF and print copies of the materials and specify a desired due date for Planning review comments.

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

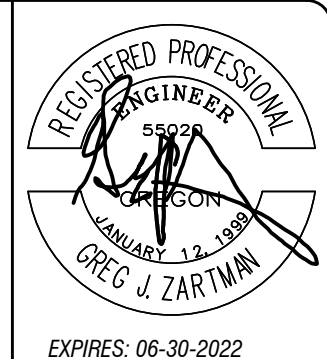
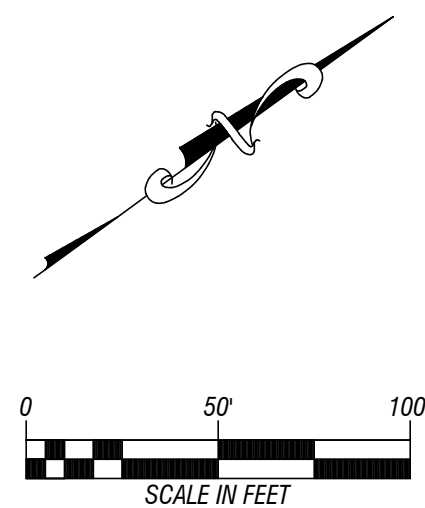
Attachment(s):

- Civil engineering plan set: (1st submittal, February 8, 2022; excerpted: Sheets UT-1 / 4, SP-1 / 25, & SP-2 / 26)

G. ZARTMAN, P.E. REGISTERED PROFESSIONAL ENGINEER, LICENSE NO. 12223, EXPIRES 06-30-2022
 G. ZARTMAN, P.E. REGISTERED PROFESSIONAL ENGINEER, LICENSE NO. 12223, EXPIRES 06-30-2022
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- GENERAL NOTES:**
1. ALL ELECTRICAL SHALL BE PLACED BELOW GROUND. ELECTRICAL FACILITIES AND LAYOUT SHALL BE SUPPLIED BY OTHERS.
 2. ALL TELECOMMUNICATION FACILITIES AND LAYOUT SHALL BE PROVIDED BY OTHERS.
 3. ALL NATURAL GAS FACILITIES AND LAYOUT SHALL BE PROVIDED BY OTHERS.
 4. CONTRACTOR SHALL INSTALL TRACER WIRE ON ALL PUBLIC SEWER, STORM DRAINAGE, AND WATER LINE PIPES.
 5. ALL PROPOSED ON-SITE UTILITY SYSTEMS, INCLUDING STORM SEWER, SANITARY SEWER, AND WATER, SHALL BE MAINTAINED BY THE OWNER IN PERPETUITY. THIS SHALL ALSO INCLUDE ANY AND ALL PARTS OF THOSE SYSTEMS CROSSING OR LYING IN ANY PUBLIC RIGHT OF WAY.
 6. ALL PUBLIC SEWER, STORM DRAINAGE, AND MAIN PIPING REQUIRE TRACER WIRES, INCLUDING DUCTILE IRON PIPES AND SERVICES TO AND FROM THE MAIN TO PROPERTY LINES. GAUGE OF WIRE USED SHALL CONFORM TO CITY OF WOODBURN SPECIFICATIONS, OR OREGON STANDARD SPECIFICATIONS FOR CONSTRUCTION, IN THAT ORDER.



NO.	DATE	BY	REVISION

STACY ALLISON WAY APARTMENTS
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LEI ENGINEERING & SURVEYING
 OF OREGON

COMPOSITE UTILITY LAYOUT
 SCALE: 1" = 50'
 PROJECT NO: 60-10
 SHEET: 04 OF 34
 UT-1

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