



City of Woodburn
Community Development Department
270 Montgomery Street
Woodburn, OR 97071-4730
(503) 982-5246

Transmittal Form: Plat Paper Check

To: Marion County Surveyor; Attn: Kent Inman

From: Colin Cortes, AICP, CNU-A, Senior Planner Date: January 17, 2024
Cc: Chris Kerr, Community Development Director; Curtis Stultz, Public Works Director; Dago Garcia, P.E., City Engineer; Roy Reyes, Project Engineer; [Peyton James](#), Assistant Planner, Pacific Community Design (PCD); [Noah Anderson](#), Land Acquisitions Analyst, LGI Homes; [Alex Bertorelli](#), Land Development Manager, LGI Homes; Vanessa Lewis, Land Development Manager, LGI Homes; [Craig Larson](#), Project Engineer, PCD; [Travis C. Jansen](#), PE, PLS, Survey Manager, PCD ("Paper check" no. 3)
Re: Woodburn Subdivision Final Plat App FSUB 23-02 (County SP23-007) Dove Landing PUD / (County "Dove Landing"; related to City master/parent land use case file no. ANX 2020-03

Summary: City of Woodburn staff received the mailed third "paper check" on 12/14/2023 that the County Surveyor's office had sent.

First, no further plat drawing revisions are needed and so the developer's surveyor may proceed with recordation up to production of a Mylar, and second, below are a list of items for the developer know and resolve between now and whenever would be delivery to the City of Woodburn Community Development Director of a plat Mylar for his signature.

- (a) The City Attorney confirms that she will release the park land tract conveyance documents for recordation upon the Director signing the plat Mylar so that the developer's surveyor may retrieve all at once and record simultaneously.
- (b) Regarding Item B3d from the last [transmittal memo \(November 3, 2023\)](#) – temporary construct easements (TCEs) for the Tracts A-C path dead-ends – the developer had indicated separate conveyance. Provide draft documents with the delivery of the Mylar.

Note (b): Expect after recordation to provide an Adobe PDF copy of this among the plat and other recorded documents (per WDO 2.01.05) no later than before sign-off of the first of any building permits.

- (c) Regarding Item B3f from the last transmittal memo – temporary construct easement (TCE) for a Tracts C driveway – the developer had indicated separate conveyance. Provide a draft document with the delivery of the Mylar.

Note: Same as Note (b) above.

- (d) Regarding Item C from the last transmittal memo – a geotech(nical) report – the developer had indicated providing, “re-grading of the site is complete”. Because Condition SUB-2a requires it be due, "prior to final plat approval by the City", provide the document with the delivery of the Mylar.

- (e) On the homeowners association (HOA) signature pages, remember to change the date fields from 2023 to 2024.

- (f) Civil engineering plans / inspection: Regarding Item A from the [public improvements “walkthrough” memo \(December 8, 2023\)](#) – missing street trees, particularly from Culver Street west side between Owl and Parkside Avenues – demonstrate street tree plantings and/or having obtained a bond (for street trees and if applicable private common area tract landscaping) no later than upon delivery of the Mylar.

Staff comments on the street tree bond request revised materials submitted January 3, 2024 will follow under separate cover.

- (g) Civil engineering plans / inspection: Regarding Item B from the public improvements “walkthrough” memo – the N. Boones Ferry Road sidewalk missing from Tract C – demonstrate correction no later than upon delivery of the Mylar.
- (h) Civil engineering plans / inspection: Regarding Item C from the public improvements “walkthrough” memo – see the attached January 17, 2024 memo from the Community Services Director with park inspection concerns. The memo has two embedded videos

that work only in the original Word document, which is available on the [City project webpage](#) or [directly as “ANX 2020-03 Park inspection comments \(January 17, 2024\)”](#).

1. Contact Jesse Cuomo, Community Services Director with questions:
(503) 982-5266, jesse.cuomo@ci.woodburn.or.us.
2. Prepare and submit a written response to each item and submit to Mr. Cuomo through the Planning Division.
3. Resolve the issues by the time of delivery of the Mylar.

Notes:

These notes are for the developer, not the County:

1. The land use final decision document with the conditions of approval remains on the [City project webpage](#). City project webpages can be found via the gateway webpage at www.woodburn-or.gov/projects.
2. Construction: Prior to delivering a Mylar to the City, the developer is to fully construct public improvements and through the “engineer of record” contact the City for inspections, providing Planning Division staff in particular at least 3 business days notice, and obtain City acceptance of improvements.
3. Copies (PDFs for City GIS): After Mylar signature and recordation and as Woodburn Development Ordinance (WDO) 2.01.05 requires, before building permit application the developer is to forward electronic copies of any and all recorded documents – plat(s), easement(s) if separate from plat(s), and any supplemental conveyance/dedication documents – to the City so that the City may update its geographic information system (GIS). Submit to the attention of both the Public Works Department Engineering Division and Community Development Department Planning Division.)
4. Street addresses: A reminder that the time approaches to submit an [Address Assignment Request](#). It can take up to two weeks for staff to review and issue. I recommend submittal at the same time that the developer gets to production of a plat Mylar, because by the time that the Director would be ready to sign a Mylar, it would be ideal for staff to be ready to issue assigned street addresses.

Assigned street addresses are critical because without them Accela / Oregon ePermitting could not accept building permit applications. Contact Heidi Hinshaw, Associate Planner, (503) 980-2494 with any street address process questions.

My contact info is Colin Cortes, AICP, CNU-A, (503) 980-2485, colin.cortes@ci.woodburn.or.us.

Attachment(s):

ANX 2020-03 / FSUB 23-02 Park inspection comments (January 17, 2024; 7 pages)

Memo

To: Chris Kerr – City of Woodburn Development Director

From: Jesse Cuomo – City of Woodburn Community Services Director

cc: Jeff Crabtree – City of Woodburn Parks and Facility Maintenance Manager
CPSI Certified

Date: 1/17/24

Re: Dove Landing Playground Safety Audit and Park Amenity Walk

Inspection:

City of Woodburn Certified Playground Safety Inspector (CPSI) Jeff Crabtree conducted the playground safety audit of the play structures and surfacing at Dove Landing on **1/11/24**.

Findings:

Here are the noted aspects that we believe are non-compliant with ASTM standards for Public Playgrounds.

- **3 head entrapment hazards were identified. (view video links below)**
 - The top and bottom opening built into the Tic Tac Toe activity wall has gaps in it that allow the torso probe to pass but not the head probe.
 - A barrier wall opposite the activity wall also has a gap between the bottom of the barrier wall and the play platform. Again, the torso probe fits through, but the head probe does not. If the torso fits, then the head probe must fit as well.

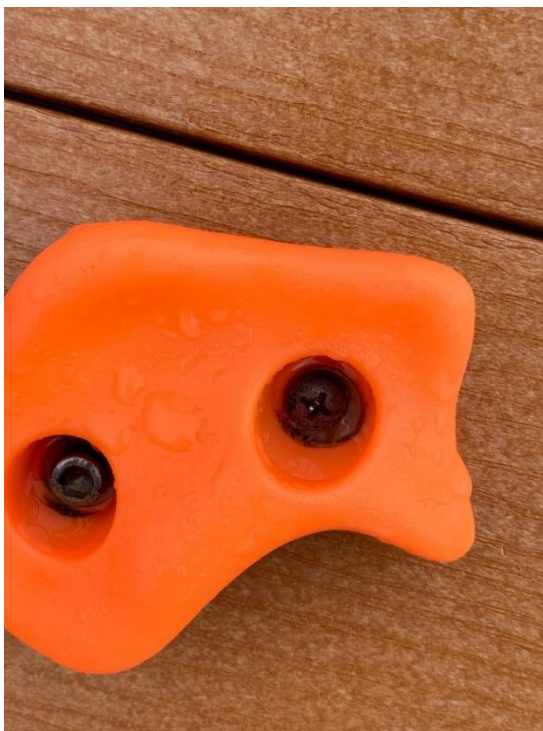
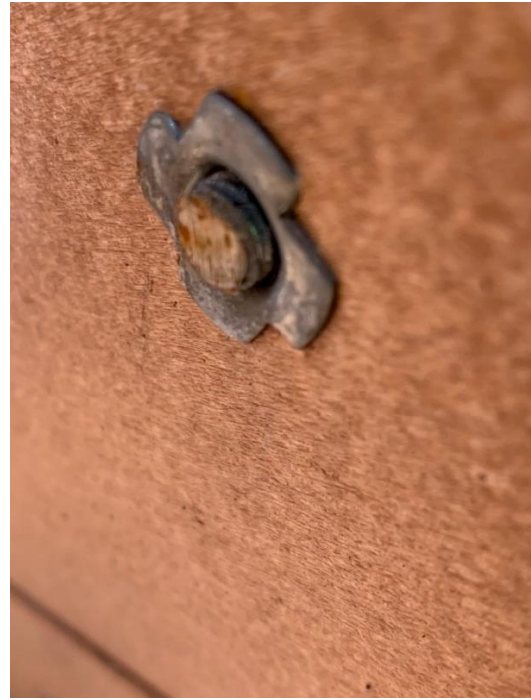


Dove Landing Head Entrapment 1.MOV



Dove Landing Head Entrapment 2 & 3.M

- **The rock-climbing wall is attached to the composite play structure. (photos below)**
 - o Mismatched bolts that have all been cut shorter with a cut off wheel. These cuts were left with sharp edges or burrs. These bolts are also already rusting. The fact that they are mismatched and had to be cut shorter indicates that the bolts that came with the structure may not have been used.



- **The slide oriented from West to East has a slight wobble, even before it has been played on. (see photos below)**
 - o The slide appears to have been designed to have a second support leg. I assume that is because the slide has a slight curve, and that second leg would be underneath the slide where it curves slightly.



- **The steering wheel built into the composite structure is loose and wobbles significantly. (see photos and video below)**
 - o It is loose enough that my 1/8-inch gauge can fit between the post and the steering wheel. This could feasibly crush the finger on a small child. I do not know if a part is missing; or the wheel is just not tightened enough to remove the gap that is left.



Dove Landing
Wobbly Wheel Crus

- **Engineered Wood Fiber and Safety Surfacing (see photos below)**

- Overall, the average depth of the engineered wood fiber appears to be **7 inches of uncompressed material**.
 - CPSI Requirement - 6 inches of uncompressed engineered wood fiber have a critical fall height protection of 6 feet (72 inches).
 - CPSI Requirement - 9 inches of uncompressed engineered wood fiber would have critical fall height protection of 7 feet (84 inches).
 - CPSI Requirement - 12 inches of uncompressed engineered wood fiber would have critical fall height protection of greater than 12 feet (144 inches).
- **Safety Surfacing Deficiencies**
 - The larger arch rock-climbing structure has a critical fall height of 72 inches.
 - The tallest swings have a critical fall height of 96 inches.
 - The climbing feature on the Southside of the composite climbing structure has a critical fall height of 118 inches.
 - The climbing feature actually gives a child access to the roof structure, so the height would actually be even higher than that. To meet critical fall height protection engineered wood fiber needs to be added to the play area.



- **Play structure has open holes on the underside of the slides and roof. (see photos below)**
 - o These may serve a purpose for air movement and drainage, but they are also perfect holes for wasps and/or yellow jackets to make a nest. As well as kids sticking fingers and debris in these holes. I do not know if the ATSM standards address this issue but seems worthy of noting.



- **Park Amenity Findings**

- Benches and bike racks through the park space that have been mounted in asphalt still wobble following developer tightening them.
- The bollard at the western end of the park is missing. The two bollards closest to the bathrooms are locked up in one of the bathrooms. (see photo below)

