



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

## Memorandum

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**Date:** December 8, 2023  
**To:** Dago Garcia, P.E., City Engineer  
**Cc:** Cole Grube, Project Engineer  
George Kuznetsov, Engineering Technician III  
Jesse Cuomo, Community Services Director  
Alyssa Nichols, Permit Technician  
Alex Bertorelli, Land Development Manager, LGI Homes  
Vanessa Lewis, Land Development Manager, LGI Homes  
**From:** Colin Cortes, AICP, CNU-A, Senior Planner  
**Subject:** **Dove Landing PUD Dec. 7 “walkthrough” results (FSUB 23-02)**

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### *Introduction*

Several City staff including George and you walked through Dove Landing yesterday with members of the development team as a “walkthrough” of subdivision improvements.

Below is a summary of outstanding items that Planning staff observed.

### *List*

Missing items and unresolved issues include:

#### A. Street trees

1. Several block faces are missing street trees. Among these, one of particular concern is Culver Street west side between Owl and Parkside Avenues, where it appears all of the mail gangboxes for the development are located within the landscape strip as the photo below shows:



See the land use [final decision](#) Condition PUD-3e and its Exhibit PUD-3e (PDF p. 5) that calls for some block faces including this one to have a number of trees equal to a ratio of 1 tree per 30 ft of block face (1:30).

*Fee in-lieu:*

If after substantial conformance, there remain some required trees that can't fit, raising the necessity of street tree fee in-lieu, the developer should make that known to staff in writing with block face subtotals, total, and request to pay fee in-lieu. Absent a Public Works fee, based on [Planning Division fee schedule](#) p. 2 it would be \$250 per omitted tree.

*Bonding of remaining required street trees:*

Also, for those trees that can fit, if the developer wants to defer to individual house final inspections, i.e. bond, as we've talked about before, the Community Development Director allows street tree bonding through the Planning Division starting with the [street trees bond request form](#). The request fee is \$250 per final decision Attachment 206 p. 2 (PDF last page), and there is a bond release or status letter fee of \$50 per [Planning Division fee schedule](#) p. 2.

2. Have the developer confirm that the area within planter strips remaining after tree plantings are either planted with or seeded for lawn grass.

- B. Sidewalks: Several block faces are missing sidewalk. If it's the case, please confirm if lot segments of these are deferred to individual house final inspections to avoid the sidewalk damage that house construction could cause.

*Tract segment:*

There's a missing segment that is along a tract, not a future house lot, so it remains due at the subdivision stage. It's along the northeast tract, Tract C, along N. Boones Ferry Road as seen in the photo below:



- C. Park improvements: Ensure that either Jim Row, Assistant City Administrator or Jesse Cuomo, Community Services Director (i.e. parks director) has inspected and found the park land improvements consistent with the plans they approved.

I noticed that at least two items are missing: each of the two open-air shelters (one each east and west tracts) that those plans require aren't constructed above post bases. The developer can reach Jesse at (503) 982-5266 and [jesse.cuomo@ci.woodburn.or.us](mailto:jesse.cuomo@ci.woodburn.or.us). (Because the shelters relate to building permits 971-23-000750-STR & 772-STR, parks staff passing final inspections are needed.)

- D. Wayfinding signage. The developer needs to address Condition T-BP1c: Would it be the installations or fee in-lieu payment of \$1,500 per location per final decision Attachment 206 p. 2 (PDF last page)?



- E. Off-site improvements: There's no enhanced crossing at the intersection of N. Boones Ferry Road and Constitution Avenue / Tukwila Drive per Condition T-BP1a (PDF p. 9): "Construct [TSP project P45](#)". The developer needs to address.

If there is a desire for fee in lieu of construction (equal to what [TSP p. 64](#) lists: \$65,000), the developer should make that known to staff in writing and proceed to pay the fee. I recommend payment by check in order to make use of the memo field for easier Finance Department tracking: "ANX 2020-03 Dove Landing PUD Condition T-BP1a TSP Project P45".

### *Conclusions*

Feel free to ask for any clarifications or details, 980-2485.

### *Attachment(s):*

n/a

files: ANX 2020-03  
FSUB 23-02