



City of Woodburn
Community Development Dept.

Memorandum

270 Montgomery Street

Woodburn, Oregon 97071

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Date: March 31, 2023
To: Dago Garcia, P.E., City Engineer
Cc: Roy Reyes, Project Engineer
Gerald "Jerry" Horner, Willamette Engineering Inc.
From: Colin Cortes, AICP, CNU-A, Senior Planner *cc*
Subject: **Planning Division review comments on original/1st submittal March 21 of civil engineering plans for Valentina Estates Phase 2**

Summary

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

Revision Items

The applicant needs to address the few remaining items below. Referenced land use conditions of approval are found in the Annexation ANX 2020-02 [final decision document](#) via the [City project webpage](#).

The developer's civil engineering plan (CEP) set is Willamette Engineering Inc. Job No. 2020-38.

- A. Review fee: Per final decision Condition G6 through Attachment 206, Table 206B, p. 2, row G6, the developer owes the Community Development Department Planning Division a civil engineering plan (CEP) review fee of \$250. The department secretary Cassandra is first point of contact for payment, assumed to be in person at City Hall unless as a check to the City mailed to the attention of Community Development Department Administrative Specialist.

Because there is a fee also for each subsequent review of \$341, pay a total of $\$250 + \$341 = \$591$.

- B. ROW: Sheet C4 appears to site improvements based on existing west half-street ROW. Condition SUB-2d requires the developer to dedicate ROW to result in min 36 ft west of centerline to meet or exceed the minimum width necessary to conform to WDO Figure 3.01D. Revise to indicate both existing and required ROW boundaries and accordingly shift curb and other surface improvements west.
- C. Streetside PUE: Sheet C4 notes intended granting of a 10-ft streetside public utility easement (PUE). Conditions SUB-2 & V2a set max width the same as minimum: 5 ft. Revise accordingly.

- D. Sheet C4, Note 8, "This portion of sidewalk to be constructed under house permit", conflicts with Condition G4b:

"Unless a condition specifies otherwise, ROW and easement dedications and recordation(s), construction of frontage/street improvements, and construction of ... other public improvements are due by any of (1) before completion of recordation with the County, specifically no later than a City official signing a plat or re-plat Mylar per WDO 5.01.06C.1 and (2) building permit application, whichever is earlier."

Delete or revise the note accordingly.

(The condition is silent on and does not preclude a developer requesting that the Public Works Department allow bonding. See WDO 4.02.08 about performance guarantees, and know that were Public Works to allow bonding, then per Attachment 206, row V6 the developer would owe the Community Development Department Planning Division a fee for the convenience of bonding: \$4,474.)

- E. Bicycle lane: Revise at least Sheet C4 to show the bicycle lane per Condition V2b. Staff noticed that the north remainder of the existing block isn't striped; if for whatever reason the lack of bicycle lane striping there and within the draft drawings is intentional per Public Works direction to the developer, confirm such.

In any case, revise to have lines and notes indicating location of street centerline and show minimum 27 feet of pavement up to face of curb based on both Figure 3.01D and WDO 3.01.03C.1a. (This goes along with Item B about ROW dedication and siting surface improvements in the correct locations.)

- F. South stub: Revise at least Sheets C1 & C3 for the shared driveway south stub to conform with Condition SUB-3d, last sentence.

- G. Walkway: Revise at least Sheets C1 & C3, and if applicable Sheet C5 Detail C, for a walkway that conforms to Conditions V4a, b, and the last sentence of c.
- H. Landscape strip: Revise at least Sheets C1, C3, & C4 to show landscape strip street trees and other landscaping per Conditions V2c & d and WDO 3.06.03A.2 & 3. For 3.06.03A.3, revise one of the details sheets to add root barrier detail ["Drawing No. 1 Street Tree Planting New Construction"](#).
- I. Electric burial: Sheet C4 and its Note 11 are too little to show conformance with Condition V3a. Revise the drawing and note to provide enough detail to demonstrate conformance.
- J. Fire lane: The Sheet C5 Details A & B about shared driveway fire lane marking lacks indication of conformance also with Building Division Policy WBDAP01 / 2018 about fire lane identification. See attached. Revise accordingly.

Note A: A reminder about Condition G7, "Final plat application: The developer shall, prior to recordation with the County, apply to the City for Subdivision Final Plat Approval per WDO 5.01.06." No [final subdivision application \(FSUB\)](#) is yet received by the Community Development Department Planning Division.

Note B: The preliminary subdivision of adjacent land to the south, Mill Creek Meadows, is approved (PUD 22-01 & SUB 22-01). Development includes full width improvement of Brown Street south to Spring Boulevard. To coordinate public improvements along Brown Street, consider contacting:

Darren Gusdorf, General Manager - Commercial & Residential Division
ICON Construction & Development, LLC
(503) 657-0406 office
darren@iconconstruction.net

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 plans until Planning outstanding items are resolved.

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):

Building Division Policy WBDAP01 / 2018 "Fire lane identification"

CITY OF WOODBURN BUILDING DEPARTMENT
ADMINISTRATIVE POLICY

Title: Fire lane identification.

Policy: Fire lane curbs shall be painted bright red with white letters. Stroke shall be 1 inch with letters 6 inches high to read "No Parking Fire Lane." Spacing of the phrase shall not exceed 100 feet on center. Fire lane identification shall be maintained.

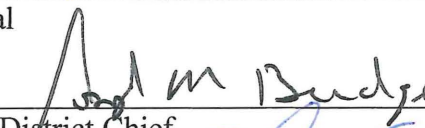
Scope: For all development that requires fire lanes for equipment access.

Purpose: To promote uniformity within the city by providing a standard when reviewing new and re-development of Commercial, Industrial, and Residential improvements for fire access when current code language is silent or non-descriptive.

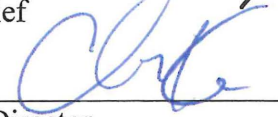
Procedure: When Woodburn Fire District is reviewing development of a Commercial or Industrial property, for fire access, the above standard shall be used to identify areas on the site plan for fire equipment access.

Ted Cuno 
Building Official

Date 4/26/2018

Joe Budge 
Woodburn Fire District Chief

Date 4/27/18

Chris Kerr 
Community Development Director

Date 5-27-18