



City of Woodburn
Community Development Dept.

Memorandum

270 Montgomery Street

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Date: October 26, 2023
To: Dago Garcia, P.E., City Engineer
Cc: Curtis Stultz, Public Works Director
Cole Grube, Project Engineer
Roy Reyes, Project Engineer
Jesse Cuomo, Community Services Director
Roy Hankins, P.E., Emerio Design, LLC
Rick Givens, Planning Consultant
From: Colin Cortes, AICP, CNU-A, Senior Planner *CC*
Subject: **Planning Division review comments on original/1st submittal May 9 of civil engineering plans for Mill Creek Meadows PUD**

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.

Background

For the convenience of consolidated reviews, I reviewed the May 9 original/1st submittal plan set not only for public/street improvements conformance but also with an eye towards conformance of private common area tracts improvements.

The developer intends to submit drawings, separately from civil engineering plan (CEP) review submittal through the Public Works Department Engineering Division, to address Condition PUD-6 (park improvements / improvement of City/public Tracts A & B) and submitted a drawing September 26, 2023 to address Condition T-BP2 (Mill Creek Greenway Trail off-site design work). (Staff are meeting with the developer October 26 to discuss the implementation details of required park improvements.)

Revision Items

The applicant needs to address the few remaining items below. Referenced land use conditions of approval are found in the Planned Unit Development PUD 22-01 [final decision document](#) via the [City project webpage](#).

The developer's civil engineering plan (CEP) review set is Emerio Design project number 0082-008 dated 4/13/2023, the original/1st submittal.

- A. Review fee: Per final decision Condition G6 through Attachment 206, p. 4, the applicant owes the Community Development Department Planning Division a civil engineering plan (CEP) review fee of \$250. See attachment p. 1 for guidance about payment through the Planning Division and pay no later than upon 2nd submittal / 1st revised submittal.

Because there is a fee also for each subsequent review of \$346, pay a total of \$250 + \$346 = \$596.

- B. Tract lettering:

1. Condition SUB-1Bb isn't met. Swap designation of Tracts A & B.
2. As seen most clearly on Sheet 39 Street Signage Striping and Street Tree Plan, a shared driveway proposed in the north block for Lots 105-108 appears to be represented as a tract, but the tract is unlettered, and Sheet 6 preliminary plat shows it would not be a tract but flag lot poles. If indeed to be a tract, revise to label as Tract D and relabel Tract D as Tract E. If not, revise the label from "N Prvt Alley" to "Shared Driveway".

- C. Condition PUD-2b & final decision Attachment 205B, Part G, subsections B & F: Proposed streetside public utility easements (PUEs) where the private alley is involved are too wide. The standard is that lots between a street and the private alley have the two PUEs capped at 5 ft and 8 ft or 8 ft and 5 ft. Both cannot be 8 ft. Revise Sheet 3, Details "E Traverse Road ..." south side & "Tract 'D' ..." and Sheet 4, Detail "Aspen Street ..." relating to Upland Avenue north side.

- D. Condition PUD-3a(1): Revise the civil plans to illustrate the missing required E. Traverse Road median.

- E. Condition PUD-3b(1): The civil plans don't clearly demonstrate conformance regarding Brown Street crossing of the drainageway. Indicate what sheets demonstrate or if not, revise the sheets to demonstrate and direct staff to the specific sheets.

- F. Condition PUD-3b(2)(a): Brown Street electric power lines and poles: Revise Sheet 5 to clearly demonstrate removal and burial along Brown Street north of Spring Boulevard.

- G. Condition PUD-3b(3): Transition curb ramp: Revise the sheets to demonstrate and direct staff to the specific sheets.

- H. Condition PUD-3e: Street trees:
 - 1. Number: The minimum number equal to 1 per 30 ft of block face isn't met. At minimum, revise Sheet 39 Street Signage Striping and Street Tree Plan to correct along the whole of the private alley block (E. Traverse/Aspen/Upland/Brown), all of the remainder of E. Traverse Road, and Brown Street along Tracts A & B.
 - 2. Utilities: Along all frontages, revise Sheet 39 to reproduce utilities: proposed water laterals, sewer laterals, and street lights. Symbolize in dark gray to contrast with street trees represent in black, and revise the legend.
 - 3. Driveways: Revise Sheet 39 to illustrate proposed driveway locations with aprons that conform with final decision Attachment 202, Part B, Table 202B maximum widths.
 - 4. WDO 3.06.03A: To demonstrate conformance with Woodburn Development Ordinance (WDO) 3.06.03A.2 (size at maturity based on street functional class), revise the Sheet L101 plant schedule to indicate for each street tree the (a) species and (b) size category at maturity, looking to Table 3.06B for category descriptions, and (c) state also minimum size at planting to the standard of that table.

- I. Condition PUD-5a: Tree preservation during construction: Revise Sheet 5, call-out 4 & Note 4 and a details sheet or sheets to indicate preservation means including protection fencing around root protection zone per Attachment 204, Part B.

J. Condition PUD-7: Address through a note on Sheet 39 what the relationship of the civil set, if any, to review and approval of park land improvements with an eye towards Condition PUD-11 as well as PUD-7 removal of invasive species from park and private common area tracts.

K. Condition T-A1: Brown/Bridlewood/Comstock traffic safety study: In the CEP resubmittal cover letter final decision Note to the Applicant 18a (p. 15), provide a status update regarding this condition, indicating whether the work is in progress or done, or, if the developer is opting to pay fee in lieu of the work as Attachment 206 p. 3 row T-A1 allows (and if Public Works hasn't objected or doesn't object), submit fee in-lieu payment.

If opting to do the work (and not pay fee in-lieu), attach a copy of the study invoice or receipt that the condition mentions.

L. Condition T-T1: School bus shelter: In the CEP resubmittal cover letter, provide a status update regarding this condition.

M. Tract C stormwater detention pond: fencing: Sheet 39 implies fencing through a line with dots. Revise the sheet to add a note indicating conformance with PUD 22-01 final decision Attachment 202, Part C.1b – max height 3.5 ft and color other than black, charcoal, or gray – and through a Planning Division fence permit to be obtained.

N. Tract retaining walls: To conform with Attachment 202, Part C.2, revise Sheet 8 to either confirm there would be no tract retaining walls or if there would be, how they would conform with WDO 3.06.05C.

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):

n/a