



**City of Woodburn**  
**Community Development Dept.**

## Memorandum

---

270 Montgomery Street      Woodburn, Oregon 97071      Phone (503) 982-5246      Fax (503) 982-5244

**Date:** January 26, 2024  
**To:** Cole Grube, Project Engineer  
**Cc:** Roy Hankins, P.E., Emerio Design, LLC  
**From:** Colin Cortes, AICP, CNU-A, Senior Planner *CC*  
**Subject:** **Planning Division review comments on 2<sup>nd</sup> submittal January 3 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.

### 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 December 2023, the 2<sup>nd</sup> submittal / 1<sup>st</sup> revised 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 2<sup>nd</sup> submittal / 1<sup>st</sup> revised submittal. ...*

There's no record of payment.

Because there is a fee also for each subsequent review of \$346, pay a total of \$250 + \$346 second submittal + \$346 third submittal = \$942.

To start payment, contact Cassandra Martinez, Administrative Specialist at (503) 982-5246 or [cassandra.martinez@ci.woodburn.or.us](mailto:cassandra.martinez@ci.woodburn.or.us). Reference number 971-22-000006-PLNG for invoicing.

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

The applicant's response memo states, "E Traverse Road median not required per City Engineer". There's a misunderstanding. Land use condition PUD-3a, found on final decision pages 5 & 6, requires a median. Both the Public Works Director and City Engineer were aware of and agreed to the condition in draft and final versions August 9 & 11, 2022 prior to Planning Commission approval November 10, 2022. Woodburn Development Ordinance (WDO) doesn't provide for these positions to waive this land use condition. Neither had consulted Planning staff of wanting to advise or having advised the developer to disregard the condition.

Revise to have a median. (If it appears that intervention of the Community Development Director is necessary, the applicant is to call me before re-submittal.)

*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.*

Address if Attachment 205B, Part J, page 7 Item H.4 (railing) is applicable and if so, what sheets demonstrate conformance. That item reads:

"Fence/railings: Where (1) a street segment is a bridge or culvert crossing, and (2) the public works construction code requires any pedestrian guardrail, handrail, fall protection railing, or safety railing, then it shall be decorative or ornamental (as examples, having an artistic pattern or resembling wrought iron), and a color other than black or charcoal. Any required fence at each end of railings shall be the same color(s)."

*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.*

See Item H.4 below.

*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.*

The applicant's response memo states, "Driveway final location will be determined with home construction. Proposed driveways will conform to width standards."

Deferral would complicate addressing item H.4 below because driveways are a major constraint on street tree placements.

For this item, illustrate scaled placements of driveway aprons for each lot and tract that are at least conceptual.

*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.*

Sheet 40, Tree Planting Note 1 indicates, "... See landscaping plan for spacing and plant list of street trees", but there is no such sheet. The applicant's response letter states, "To be taken care of by landscape architect".

There's no other review stage to defer a street tree plan. The civil engineering plan review purpose is to establish the details of the public improvements that the developer is to construct or install and how as well as identify the plan set that is the basis for staff inspections. Demonstrate conformance.

Per the final decision fee schedule (Attachment 203, Table 203B), row "Street improvements: Street tree fee in-lieu", the developer can buy out of a number of street trees. When submitting a street tree plan per this Item H.4, indicate what block faces have what deficits, if any, tabulate and total the deficits, and expect to pay a total street tree fee in-lieu (through the Planning Division) prior to final plat approval.

*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.*

The Sheet 5 Note 4 is too general. Indicate metal protective fencing minimum 6-foot high secured with 2-foot metal posts as Attachment 204, Part B, page 4 item b(1) indicates and of which the page 5 image is an example. (Were this not specified, a contractor would install orange high-density polyethylene [HDPE] or other rolled or soft plastic construction fencing.)

*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.*

The applicant's response letter states, "Applicant to provide". Provide a status update.

*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.*

The applicant's response memo states, "Revised note on sheet 09 to include detail callout and number, detail added to sheet 46." The note, Note 5, reads, "Install chain link fence and gate per C.W.S. Dwg 792", which staff recognizes as referring to the Washington County area Clean Water Services agency. The Sheet 46 detail is a reproduction of the drawing. The drawing indicates a fence height range starting at 4 ft, which contradicts the conditioned maximum height.

1. Revise Sheet 9 Note 5 as needed to conform, for example, revising it to read, "Install chain link fence and gate per C.W.S. Dwg 792 on Sheet 46 except with maximum height 3.5 ft, coated, and with coating a color other than black, charcoal or gray"; and
2. Either remove the Sheet detail or modify it to conform.

## **Next Steps**

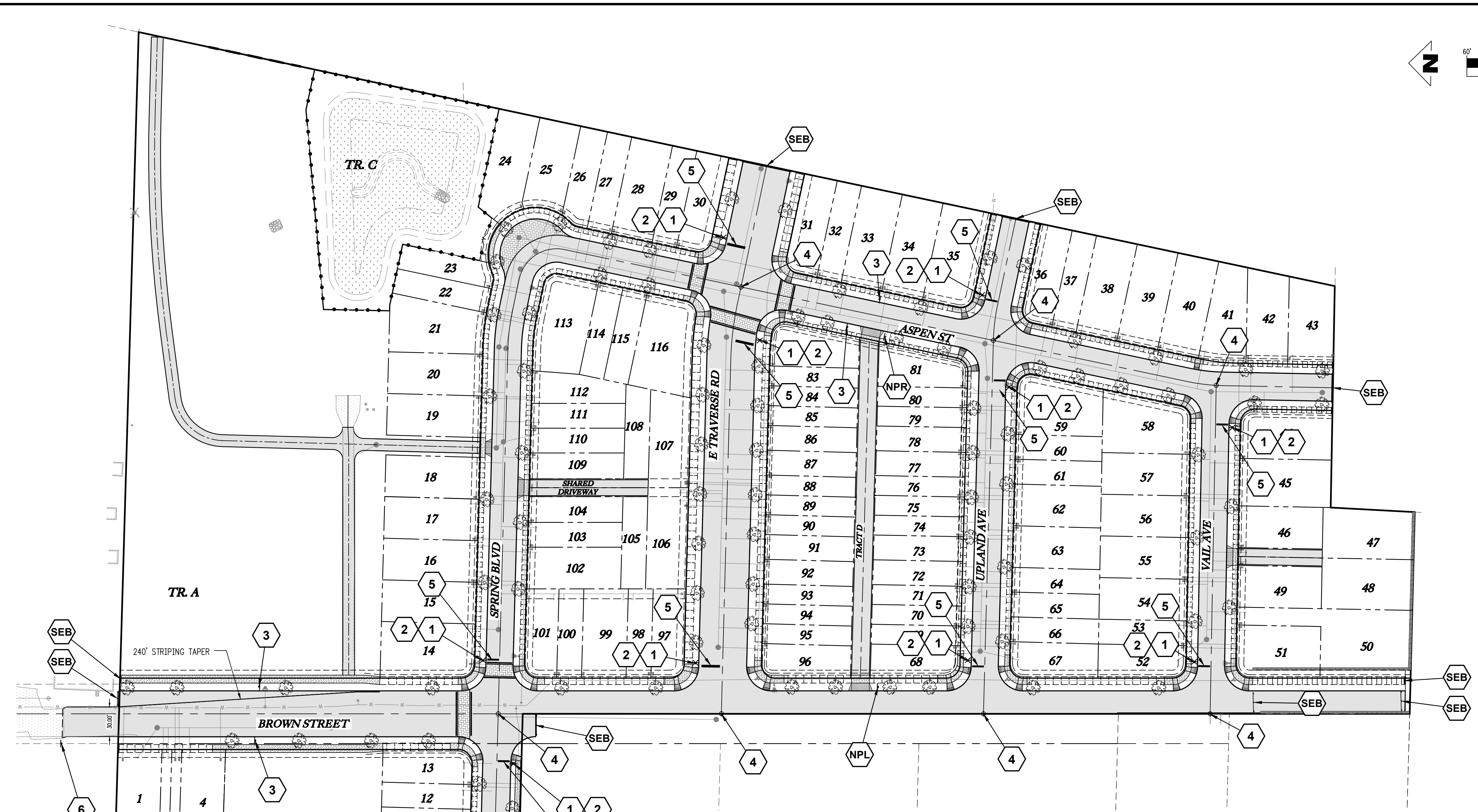
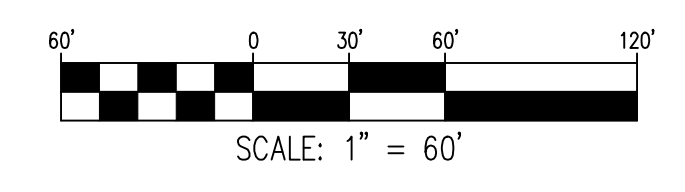
Planning Division requests revisions and re-submittal by the applicant and affirms that the Public Works Department Engineering Division is not to approve civil engineering plans until Planning outstanding items are resolved.

When you receive a 3<sup>rd</sup> submittal / 2<sup>nd</sup> 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):**

Sheet 40 "Street Signage Striping and Street Tree Plan" (December 2023)



### STREET SIGNAGE STRIPING AND STREET TREE PLAN

SCALE: 1"=60'

#### SIGNAGE LEGEND

 R1-1 30" X 30" 1 REQUIRED  10 - PROPOSED (1)	CENTERLINE SURVEY MONUMENT  7 - PROPOSED (4)	STREET OR SIDEWALK BARRICADE PER ODOT STANDARDS  ATTACH SIGN TO BARRICADE STATING "THIS STREET IS PLANNED FOR FUTURE EXTENSION"  7 - PROPOSED (SEB)	 1 - PROPOSED (NPL)
MUTCD D3-1 "NO BORDER WITH ROUNDED CORNERS" {30"} "STREET NAME" {8"} 2 SIDED 10 - PROPOSED (2)	INSTALL NEW THERMOPLASTIC STOP BAR  10 - PROPOSED (5)	 36" X 36" 1 - PROPOSED (6)	 1 - PROPOSED (NPR)
 MUTCD R2-1 30" X 36" 5 - PROPOSED (3)	<b>GENERAL NOTES:</b> A. SEE LIGHTING AND POWER PLAN, ANY POLE SHOWN IS FOR REFERENCE ONLY. B. CITY OF WOODBURN, CONTRACTOR AND ENGINEER OF RECORD TO REVIEW ALL ON-SITE SIGNAGE, STRIPING, AND STREET TREE LOCATIONS PRIOR TO INSTALLATION.		

#### SIGNAGE NOTES

- ANTI-GRAFFITI FILM (3M 1160) SHALL BE INSTALLED ON BOTH SIDES OF ALL PROPOSED SIGNS

#### STRIPING NOTES

- ADD CURB PAINTING 30 FT FROM CURB RETURN

#### TREE PLANTING NOTES:

- TREE LOCATION SHOWN FOR REFERENCE ONLY. SEE LANDSCAPING PLAN FOR SPACING AND PLANT LIST OF STREET TREES.

MILL CREEK MEADOWS  
TAX MAPS 5S 1W 18C & 5S 1W 19B  
TAX LOTS 600, 800 & 200  
CITY OF WOODBURN, OREGON

### STREET SIGNAGE STRIPING AND STREET TREE PLAN

REVISIONS	
NO.	DATE
0	05/2023
1	12/2023
1	12/2023
1	12/2023

**EMERIO**  
ENGINEERING • SURVEYING • DESIGN  
6446 SW FALLBROOK BLVD, SUITE 100  
BEAVERTON, OREGON 97008  
TEL: (503) 748-8812  
FAX: (503) 639-8592  
www.emeriodesign.com

REGISTERED PROFESSIONAL  
ENGINEER  
84283  
JULY 13, 2010  
ROY W. HANKINS  
EXPIRES: 6/30/2025

FILE: P:\0082-008 Mill Creek\dwg\civ\0082-008-40sgn01.dwg, Layout: 40 STREET SIGNAGE STRIPING AND STREET TREE PLAN, Plot Date: 12/19/2023 10:48 AM, by: Zak Hawkins