



City of Woodburn
Community Development Dept.

Memorandum

270 Montgomery Street

Woodburn, Oregon 97071

Phone (503) 982-5246

Fax (503) 982-5244

Date: March 13, 2024
To: Dago Garcia, P.E., City Engineer
Cc: Curtis Stultz, Public Works Director
Roy Hankins, P.E., Emerio Design, LLC
Darren Gusdorf, General Manager - Commercial & Residential Division, Icon
Construction & Development, LLC
From: Colin Cortes, AICP, CNU-A, Senior Planner *CC.*
Subject: **Planning Division review comments on 3rd submittal March 6 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 February 2024, the 3rd submittal / 2nd 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 2nd submittal / 1st revised submittal. ...

For the fourth submittal, pay \$346.

To start payment, contact Cassandra Martinez, Administrative Specialist at (503) 982-5246 or cassandra.martinez@ci.woodburn.or.us – and reference number 971-22-000006-PLNG for invoicing.

Note: Per “Next Steps”, remember to submit Adobe PDFs along with the plots.

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.

This is a confirmation instead of a request for revised or additional application materials. In response to the developer's response letter stating, “Revised Street Trees to best meet 1 Tree per 30 ft requirement restrained by conceptual driveways”, for the smaller number of street trees that remain missing from the revised street tree plan (Sheet 40), after civil plan engineering (CEP) plan approval and upon and through dwelling building permit applications, staff will assess the street tree fee in-lieu per land use final decision Attachment 206.

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.

Not done. Sheet 40 “Street Signage Striping and Street Tree Plan” Tree Planting Note 1 directs to a landscape plan, but the civil set had none.

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, "To be handled by applicant". Address, including by providing a status update about the Public Works Engineering Division response to the developer's first proposal e-mailed December 15, 2023 to the City Engineer and Project Engineer.

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 4th submittal / 3rd revised submittal from the applicant, please notify me and provide Adobe 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):

none