



August 21, 2023

John Raugust, PE, Civil Designer
AKS Engineering & Forestry LLC
12965 SW Herman Rd, Suite 100
Tualatin, OR 97062-7052

RE: Status of Street Trees and/or Tract Landscaping Bond or Performance Guarantee Request for ANX 22-02 "Macadam at Tukwila" PUD along the east side of Boones Ferry Rd NE

Dear Mr. Raugust:

Staff reviewed the degree of completion of the street trees and tract landscaping bond or performance guarantee request for the subject property submitted July 7, 2023 and determined it incomplete as of August 21, 2023.

The materials consisted of a transmittal cover sheet about a "tree bond" mistakenly addressed to the City Engineer covering the embossed original of a two-page "Subdivision Improvements Performance Bond" as Capitol Indemnity Corporation bond number CIC1928142 for \$16,150.

Because of staff e-mail exchanges with Alex Bertorelli, Land Development Manager with LGI Homes March 13 through April 3 about street tree and tract landscaping bonding, staff took the arrival of the transmittal sheet and bond company paperwork as an attempt to submit a street tree and tract landscaping bonding bond request to the Planning Division as staff outlined in the March 22 e-mail to Mr. Bertorelli. An e-mail word search revealed a similar, separate e-mail conversation between staff and you May 11-18.

The additional information needed is listed below.

Completed request paperwork:

- A. Complete and submit to the Planning Division the [Street Trees and/or Tract Landscaping Bond or Performance Guarantee Request Form](#).
- B. Include the form checklist submittal items. Guiding notes are below:
 - Checklist item 3: Regarding street trees, also count and list the total number on the drawing(s) as well as through the submittal checklist items 2 & 4 exhibit(s).
 - Checklist item 4: About the amount to be bonded or guaranteed, per [ANX 22-02](#) Condition of Approval PUD-3 and the final decision Attachment 205 fee table row PUD-3 (final decision Adobe PDF p. 156), the minimum amount to bond for each street tree is \$950 per tree. This figure was set with the Woodburn Development Ordinance (WDO) 4.02.08A bond percentage minimum of 150% (or more) to account for public labor cost. Regarding the tract landscaping, go by checklist item 4 and 150% per [WDO](#) 4.02.08A.
- C. Fee payment: Pay the request fee per submittal checklist item 1, 1A being the applicable fee: \$250 per ANX 2020-03 final decision Attachment 206, Table 206B.
Note: There's a bond or performance guarantee release or status letter fee of \$50 per the [Planning Division fee schedule](#), p. 2. The requestor may choose to pay this sooner and with the bond request form for a total of \$300 rather than as a later, separate payment.

In closing, please provide to my attention all revised and new materials both in print (2 copies of site plans plotted at ledger size and 1 copy of other documents) and in Adobe PDF files. Acceptable print sizes are letter, legal, and ledger. Include a cover letter quoting and addressing each incompleteness item, referencing the plan set and sheet(s) or other document(s) and page number(s) that address each item.

You may email the PDF files if the total attachments remain under 10MB in size. Either a USB thumb drive or use of a file sharing website are also acceptable means to convey electronic files, and staff prefers a file sharing service.

Please contact me at (503) 980-2485 or colin.cortes@ci.woodburn.or.us with questions.

Sincerely,

A handwritten signature in blue ink that reads "Colin Cortes". The signature is written in a cursive, flowing style.

Colin Cortes, AICP, CNU-A
Senior Planner

cc: Alex Bertorelli, Land Development Manager, LGI Homes
Cassandra Martinez, Administrative Specialist, Community Development Dept.
Curtis Stultz, Public Works Director
Dago Garcia, P.E., City Engineer
Roy Reyes, Project Engineer

file(s): n/a; [Accela](#) record no. to be determined (TBD) upon fee payment unless administrative uses the paper invoice method; AKS Engineering & Forestry LLC Job No. 7564 and ID 00316