



## Pre-Application Meeting PRE 24-05

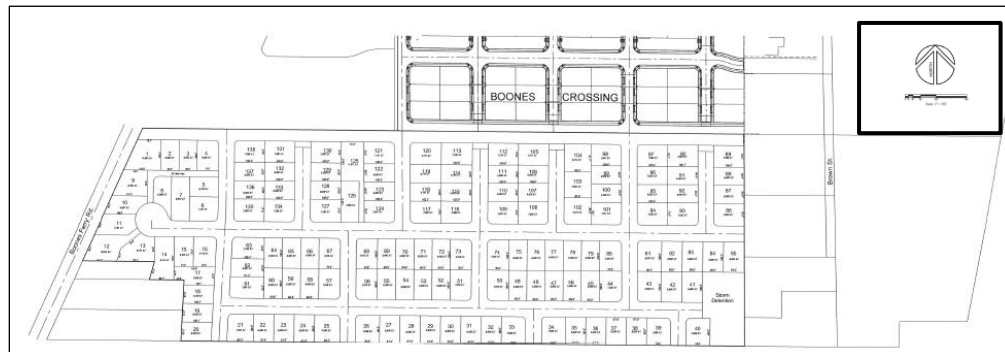
### Follow-up Notes

Thursday, April 25, 2024 at 10 a.m.

Woodburn City Hall, Large Conference Room / Microsoft Teams

Mill Creek Meadows 2 Annexation & Subdivision (Schwenke/Vezey property)

Thank you for joining staff for pre-application meeting PRE 24-05 on April 25 to discuss the proposed annexation and subdivision of Tax Lot 051W19B000600 with no street address. The lot is approximately 30.45 acres and within the urban growth boundary (UGB). It is designated Low Density Residential according to the Comprehensive Plan and would be zoned Single-Family Residential (RS) upon annexation. Section references throughout this agenda are to the Woodburn Development Ordinance (WDO).



*Suggested 138-lot subdivision plan*



*Overview of Site*

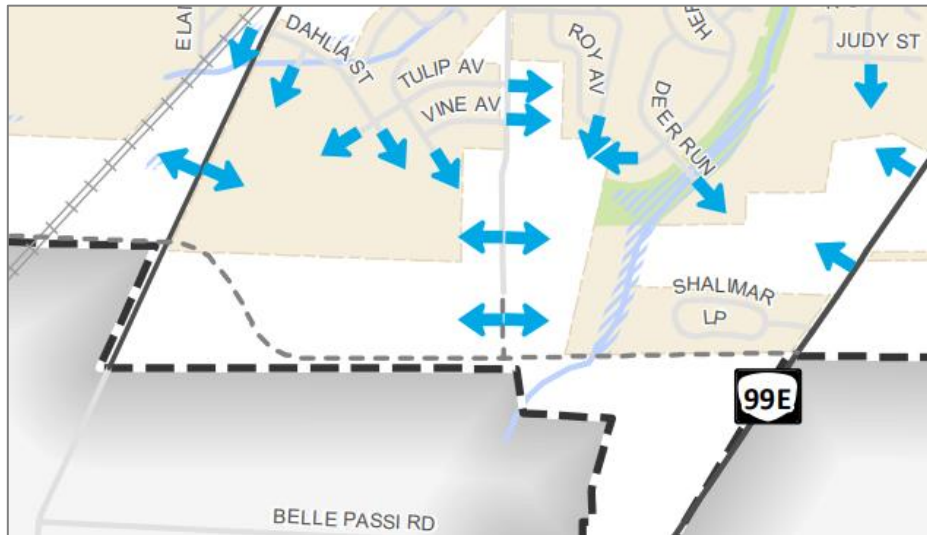
## 1. Streets Improvements (3.01)

[Transportation System Plan \(TSP\)](#) Fig. 2 shows South Arterial / E. Traverse Road through site. Per PUD 22-01 Mill Creek Meadows (1490 Brown St):

- (a) alignment will continue west from Mill Creek Meadows as “E. Traverse Rd”, following north side of site (the south side of Boones Crossing), and
- (b) to be constructed as a “Minor Arterial” road per TSP Project R29 (p. 33) and WDO Figure 3.01C.

The Boones Crossing south side already has the north half-street constructed, except along the last phase of Boones Crossing, Phase VI, which is yet undeveloped.

In *TSP Fig. 6*, a blue arrow indicates a local street connection leading to the site’s east boundary with Brown St. (The street in Mill Creek Meadows closest to the blue arrow is Upland Ave, and in Mill Creek Meadows 2 the first east-west local street closest to the site east boundary is the one closest to Brown St and Upland Ave.)



*TSP Fig. 6 (Local street connectivity)*

### a. South Arterial / E. Traverse Road:

1. ROW: The standard cross section for the South Arterial / E. Traverse Road is WDO Figure 3.01C “Minor Arterial”. (Background: Because of what was negotiated for PUD 22-01 Mill Creek Meadows at 1490 Brown St, [1] alignment will continue west from Mill Creek Meadows as “E. Traverse Rd”, following north side of site [the south side of Boones Crossing], and [2], it is to be constructed as a “Minor Arterial “ road per TSP Project R29 [p. 33] described as “(2 lanes)” and what Mill Creek Meadows is constructing (two-lane road with room for two-way left turn lane.)

Based on Public Works Director direction April 23 during an internal meeting of staff including the City Engineer, and looking to the Mill Creek Meadows E. Traverse Rd median, in Mill Creek Meadows 2 along the South Arterial / E. Traverse Rd have combination of center left turn lane along some blocks and median along others, median placements being near where intersecting local streets have access restricted for emergency fire access only (Sunflower, Daylily, & Foxglove).

2. PUE: Along widened ROW, a streetside public utility easement (PUE) is required per 3.02.01B, minimum 5 ft per 3.02.01B and max 8 ft per 3.02.01F.2.
3. Improvements: Per Figures 3.01A & 3.01C.

**b. S. Boones Ferry Road:**

- ROW: The standard cross section for S. Boones Ferry Rd is WDO Figure 3.01C “Minor Arterial”. The total required right-of-way (ROW) is 74 ft, 37 ft each side of centerline. Marion County Tax Map 051W19B suggests that the west half of ROW is 30 ft, a deficit of 7 ft that a developer must dedicate. The developer’s surveyor would confirm field conditions and the exact minimum dedication.
- PUE: Same as above.
- Improvements: Same as above.

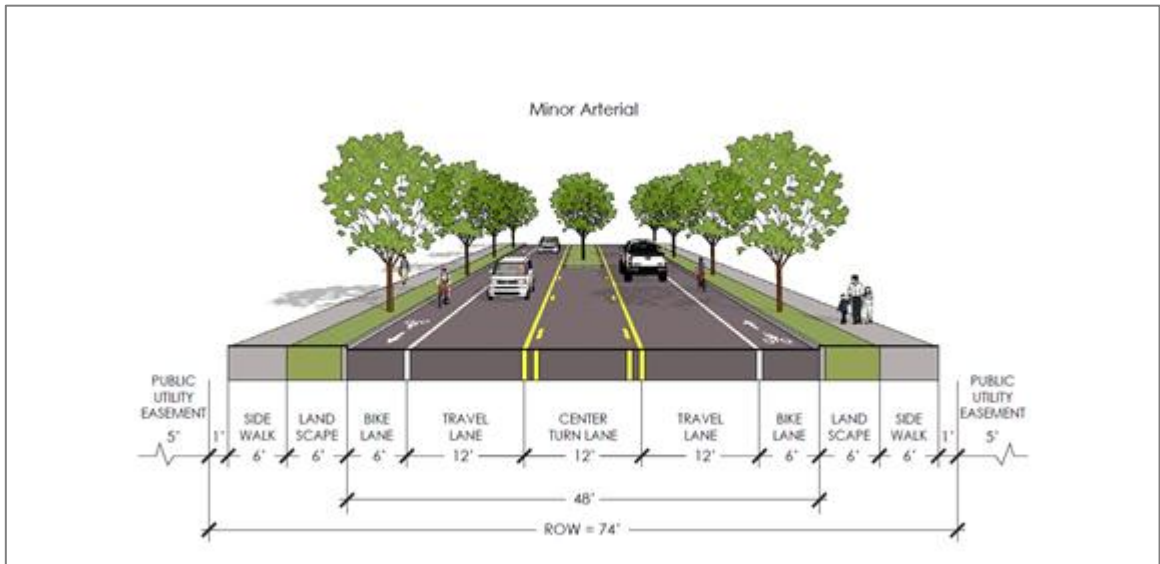


Figure 3.01C – Minor Arterial

**c. Local streets:**

- ROW: Per Figure 3.01G.

- PUE: Same as above.
- Improvements: Per Figures 3.01A & 3.01G.

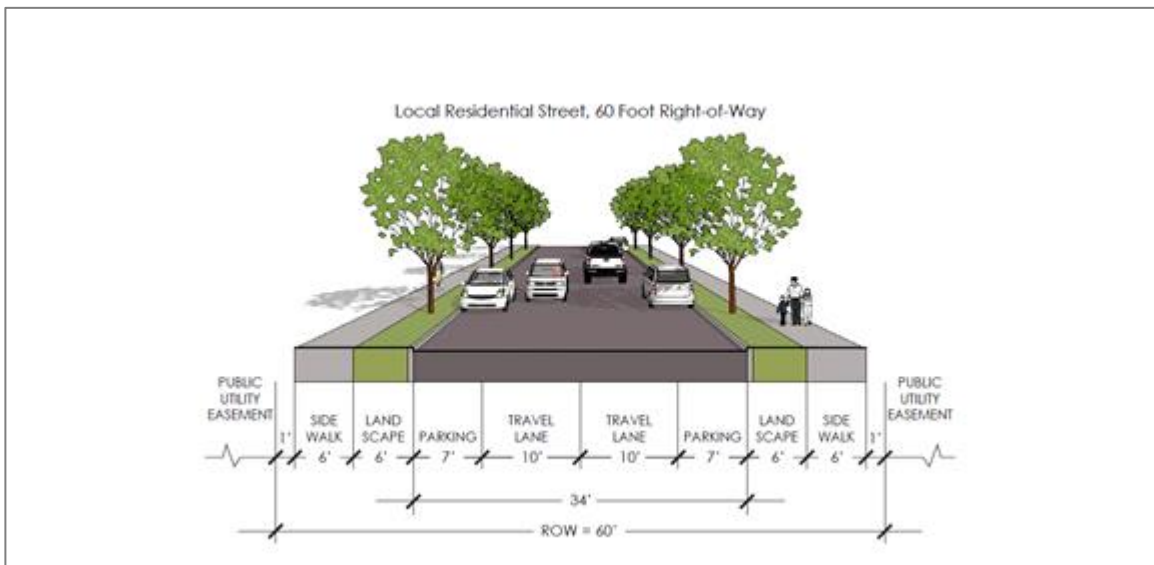


Figure 3.01G – Local Residential Street with Parking Both Sides, 60 Foot Right-of-Way

**d. Off-street bicycle/pedestrian corridors:** Through 3.01.05B.1 & C.4, WDO Table 3.01A row 2 is applicable: Provide an off-street bicycle/pedestrian path:

- Either (1) south from Upland Ave to the southwest outparcels (if no Upland Ave connection with S. Boones Ferry Rd) or (2) west from “C” street at Vail Aven west to the two southwest outparcels; and
- Within the stormwater detention tract to the south property boundary.

The improvement standards that 3.01.07E references are found in the WDO interpretation memo “INT 22-0608 Off-Street Public Bicycle/Pedestrian Facility Class Specifications”.

**e. Other** (applicant’s narrative Question 4)

- Extend Iris, Sunflower, and Dahlia Streets straight through to the south property boundary. (This assumes relocation of the east 3 south street stubs.)
- If a licensed engineer stamps a supporting analysis in terms of traffic safety, extend Upland Ave west to S. Boones Ferry Road to provide alternative route to the intersection of Boones Ferry and the South Arterial / E. Traverse Rd. (If no extension, see item d. above, first bullet about an off-street bicycle/pedestrian corridor.)

- Name the east-west streets to be aligned with those in Mill Creek Meadows as Upland and Vail Avenues.
- Name the west north-south street beginning with “C”.
- Resize the stormwater detention pond at the SE corner to be south of the south east-west street to not preclude a street stub to the east property boundary.

## 2. Tree preservation and removal

At least one on-site tree appears to be a “Significant Tree”. It’s along the north property boundary and east of Dahlia St. Expect to preserve per 3.06.07 unless the exemption of 3.06.07B.2c is applicable. To invoke it, the developer will need to demonstrate the half-street improvements can’t be engineered around the tree and, if there is to be removal, there will be a removal fee of per the [Planning Division fee schedule](#) last page, and the tree will remain until the start of construction of public improvements.



*View to SE from South Arterial / E. Traverse Road & Dahlia St*



*View east along South Arterial / E. Traverse Road from Dahlia St*

## 3. Bus transit (3.01.09)

Based on 3.01.09B, D, & E and Transit Development Plan (TDP) p. 80 Figure 63, which shows the closest bus stop at S. Settlemier Ave & Parr Rd, the City might condition a contribution towards a portion of the estimated cost of a bus shelter. A shelter currently costs \$15,000 based on Transit Development Plan (TDP) p. 94 Figure 68, footnote 6.

Despite TSP Fig. 7 (transit), Cherrriots no longer passes by along Boones Ferry Rd.

#### **4. Electric power lines and poles (3.02.04)**

None exist along the east side of S. Boones Ferry Rd or the south side of the South Arterial / E. Traverse Road. (All utilities are required to be underground.)

#### **5. Access (3.04)**

**Traffic Impact Analysis (TIA):** Address TIA thresholds in 3.04.05B, submit either a TIA or traffic letter or memo. Consult Casey Knecht (pronounced “connect”), P.E., Development Review Coordinator, Oregon Dept. of Transportation (ODOT) Region 2 regarding ODOT thresholds and agency methodological standards, (503) 986-5170, [casey.knecht@odot.state.or.us](mailto:casey.knecht@odot.state.or.us). If a TIA is required, see 3.04.05C-F and upon land use application pay a TIA review fee per the [Planning Division fee schedule](#), p. 2, blue row.

#### **6. Utilities (3.02 & public works standards):**

*Waterline General Notes:*

1. Connect to each existing water main dead end located at Boones Crossing V and VI.
2. Water main size(s) to be determined, pending fire district requirements, EOR analysis and water master plan.
3. Comply with the requirements of the independent Woodburn Fire District for fire flows and other fire protection requirements. The contact is Jim Gibbs, Fire Marshal, (503) 982-2360, [gibbsj@woodburnfire.com](mailto:gibbsj@woodburnfire.com).

*Storm System General Notes:*

1. The applicant is to analyze capacity of existing private stormwater detention ponds located in Boones Crossing Phases IV & V and is responsible for obtaining permits and approval from the owner(s) of the detention ponds. An option is to provide a private detention facility for the entire proposed development in conformance with the [Storm Drainage Master Plan](#) that the Public Works Dept. Engineering Division administers.
2. Bends/deflections are not allowed on main lines.
3. The applicant is to obtain permits from Marion County, Oregon Dept. of State Lands (DSL), U.S. Army Corps of Engineers (USACE) and other agencies for the installation of a private storm pipe located outside of the urban growth boundary (UGB) on private property and with discharge into Mill Creek. The applicant also is to obtain an easement for the installation of the proposed private storm pipe.

*Sanitary Sewer General Notes:*

1. This development requires updates to Brown Street Pump Station components. (The developer has the plans and master plan for the pump station.)
2. Connections to existing sewer main shall be done with straight alignment.
3. Applicant to extend sewer main(s) to the end of each proposed street and S. Boones Ferry Road.

*General Notes Streets:*

1. Align not only the South Arterial / E. Traverse Road but also the proposed local streets with those in Boones Crossing and in Mill Creek Meadow.
2. Iris and Dahlia Street are to continue straight (north-south) along the entire development.
3. Limit street connectivity on the South Arterial / E. Traverse Road between Iris St at the east and S. Boones Ferry Road at the west, specifically, by reducing proposed street intersections from two to one. Comply with stopping sight distance requirements and traffic analysis report.
4. Provide full street improvements along S. Boones Ferry Road, including utilities.
5. S. Boones Ferry Rd and South Arterial / E. Traverse Road intersection design, including a traffic signal, to be analyzed.
6. Coordinate street and utility design with Boones Crossing Phase VI development. Boones Crossing VI civil plans are completed, with approval pending the applicant's payment of permit fees.
7. Comply with Woodburn Fire District administration of Oregon Fire Code (OFC) [Appendix D](#) regarding dead-end streets and minimum access for subdivisions.

**Street lighting:** Adjacent street lighting must comply with City of Woodburn and Portland General Electric (PGE) standards and specifications. The applicant needs to provide documentation to the attention of the Public Works Department Engineering Division indicating that any needed illumination complies with the standards – refer to Illuminating Engineering Society (IES) of North America Recommended Practice 8, Roadway Lighting (RP-8) – and install lighting to meet the standards. Consult Dago Garcia, P.E., City Engineer for details, (503) 982-5248.

**Undergrounding:** Existing and new utilities, including power lines, must be underground per 3.02.04.

**System development charges (SDCs):** See the [SDCs webpage](#), including the summary fee schedules, and contact the City Engineer with any questions. The Engineering Division administers SDCs, and SDC payments are due by building permit issuance.

**7. Traffic:** Per 3.04.05A., a traffic impact analysis (TIA) is required if a development generates 100 peak hour trips or 1,000 daily trips (based on Institute of Transportation Engineers [ITE] *Trip Generation Manual*). The applicant must either submit a traffic letter or memo describing why a TIA is not required for this project, or if one is, submit a TIA. See 3.04.05 at large, and consult with the City Engineer regarding TIA standards and requirements.

**8. Fire Access Plan:** Include a “Fire Access Plan” illustrating the following items: Fire apparatus access and lane routes, lane widths, lane inside and outside turning radii per Oregon Fire Code (OFC), a fire suppression water line, hydrants, an on- or cross-site PUE for the fire suppression water line and hydrants, and any fire department connections (FDCs). Supplement with documentation of water flow measurements for nearby hydrants in order to determine if water supply is adequate. Additionally, provide evidence indicating the proposal has an adequate number of hydrants, whether through existing conditions or the installation of additional hydrants.

Contact Jim Gibbs, Fire Marshal for the Woodburn Fire District, at [james.gibbs@woodburnfire.com](mailto:james.gibbs@woodburnfire.com) or 503-982-2360 to discuss [Oregon Fire Code \(OFC\)](#) requirements.

**9. Site planning:**

- a. Current RS zone site development standards are per Table 2.02B.
  - i. Note the definitions for “lot depth, average” and “lot width” in 1.02. A number of the lots do not appear to meet minimum requirements for one or both of these standards (for example lots 2-4, 11, 37, 66, etc).
  - ii. Setbacks, lot coverage, and building height would be reviewed during building permit review for each house.
- b. Landscaping: Street trees are required per 3.06.03A. Submit a street tree plan that indicates species and size categories for proposed street trees. Preserve existing trees where possible.
- c. Parking: Note the various parking standards and requirements found in 3.05. These would be reviewed during building permit review for each house.
- d. Architectural design: See 3.07.03 for applicable architectural design standards. These would be reviewed during building permit review for each house.



## **10. Recommendations:**

Is the developer willing to:

1. Add additional width to result in an 8-foot wide planter strip (including curb width), with additional width overlapping the property line along the half-streets of South Arterial / E. Traverse Road and S. Boones Ferry Road, with grant of public access easements?
2. Have a 6.5-foot wide planter strip (including curb width) along the west side of Iris Street?
3. Pave along the half-streets of E. Traverse Road, S. Boones Ferry Road, and the west side of Iris Street additional concrete to result in 8-foot wide sidewalks, with additional width overlapping the property line and with grant of a public access easement? (Comprehensive Plan Policies H-1.3 & H-1.4)
4. Have concrete crosswalks (similar to in Mill Creek Meadows) at the west legs of intersections along Iris St and the south legs of intersections along the South Arterial / E. Traverse Road?
5. Provide for a school bus stop shelter similar to as will be done for Mill Creek Meadows (and is constructed at Dove Landing at 3051 N. Boones Ferry Rd, on the west side north of Parkside Ave, except with some transparency or opening on each side unlike the Dove Landing one).
6. Have a back-up plan to the satisfaction of the Public Works Dept. Engineering Division were the owner of adjacent property to the south unwilling to grant an off-street public utility easement (PUE) to convey stormwater off the site to Mill Creek?

## **11. Note:**

1. If the development is to have one or more on-site stormwater management facilities, they are to remain privately owned and maintained.
2. Electrical and plumbing permitting remains through the County instead of the City by agreement between the City and County, even for properties within city limits.

## **12. Questions for Potential Developer**

1. Is a development goal to avoid any deviations requiring land use review, that is, anything that would require a City zoning adjustment or variance?

2. Does the developer want to be able to phase development (through a land use application and phasing plan)?

### 13. Process:

1. Land use review: The land use review would include at minimum an [Annexation](#) (Type IV review per WDO 5.04) and a [Preliminary Subdivision](#) application. Type IV applications go before the Planning Commission and City Council for a public hearing and decision. Land use application fees are outlined in the [Planning Division fee schedule](#).

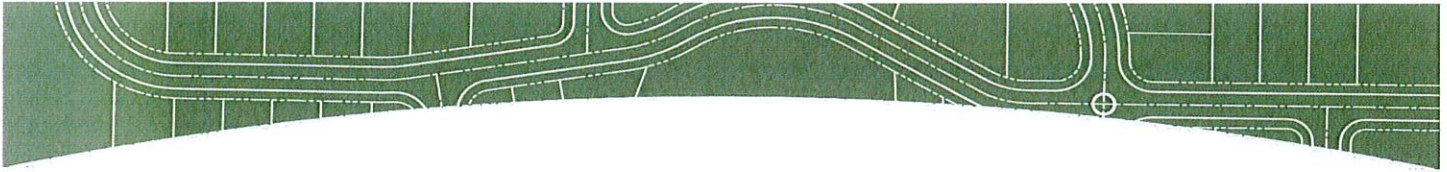
Oregon Revised Statutes (ORS) 227.178(2) establishes that City staff review an application for completeness and respond in writing to the applicant within 30 days. Expect staff to deem the initial submittal incomplete – almost all submittals are – and respond close to or at 30 days. When complete, staff would proceed with a full review. From a completeness determination to public hearing, assume 6-8 weeks.

After obtaining Preliminary Subdivision approval, the applicant would satisfy any relevant conditions of approval and prepare a [Subdivision Final Plat](#) application. The Community Development Director will not sign off on a mylar until the Subdivision Final Plat application has been approved.

2. Public Works permit(s): Any work within City ROW or on City utility lines will require permitting through the Public Works Department. Contact the City Engineer with questions (Dago Garcia, 503-982-5248 or [dago.garcia@ci.woodburn.or.us](mailto:dago.garcia@ci.woodburn.or.us)).
3. Addressing: Addresses must be assigned to the newly created lots in order to submit building permit applications. Submit an [Address Assignment Request Form](#) to begin this process. Note that staff will not issue addresses until the subdivision plat is recorded.
4. Building permits: The City uses the [Oregon ePermitting](#) online permit system for application.

### Attachments:

- PRE 24-05 Application materials (excerpted: site plan sheets and narrative)
- Tax Map



April 4, 2024

Mr. Colin Cortes, Senior Planner  
City of Woodburn Planning Dept.  
270 Montgomery Street  
Woodburn, OR 97071-4730

**Rick Givens**  
**Planning Consultant**  
18680 Sunblaze Dr.  
Oregon City, Oregon 97045

RE: Pre-application conference for annexation and subdivision of Tax Lot 051W19B00600

Dear Colin,

We are submitting the required materials for a pre-application conference with your office. This is in regards to the proposed annexation and subdivision of approximately 32 acres of land immediately south of the Boones Crossing subdivision. My client, Icon Construction & Development LLC, proposes to develop a low density residential development on the property. It is anticipated that it will include a mix of middle housing and single-family detached homes. The project is called Mill Creek Meadows 2.

The attached draft site plan shows the general development concept, but will be refined to clearly designate proposed middle housing units. The plan proposes the development of the South Arterial connection to Boones Ferry Road, consistent with the City's TSP.

Sanitary sewer and water services are readily available in the streets in Boones Crossing. Storm sewer would be developed within the proposed streets in the project and will drain to the storm detention facility illustrated on the draft plan. We are working with the owners of adjacent property to secure an easement to take storm water to Mill Creek to the southeast of the property.

We have the following questions on which we would like staff feedback:

1. How strictly interpreted is the criterion listed in the annexation application that "the territory to be annexed should be contiguous to the City on two or more sides"? At present, the property only is contiguous to the city limits along its northern border.
2. The second criterion listed in the annexation application states that "the territory to be annexed should not increase the inventory of buildable land designated on the Comprehensive Plan as Low or Medium Density Residential within the City to more than a 5-year supply." Where does the current inventory sit relative to this criterion? Has this been a significant concern to the Planning Commission and City Council in recent applications?
3. The third criterion in this section of the annexation application talks about public facilities capacity. Are there any facility capacity constraints for this project that we should be aware of?
4. The fourth criterion relates to transportation systems. As mentioned above, we will be improving the South Arterial through the site per the TSP. We are also providing street stubs to adjoining properties. Does staff have any concerns or suggestions with the proposed street system?

5. The fifth criterion talks about demonstration of a public need that the annexation would address. Are there any public needs for this area that may impact the annexation application?
6. We would appreciate staff input on whether it is best to include applications for rezoning the property and preliminary subdivision approval concurrently with the annexation application.

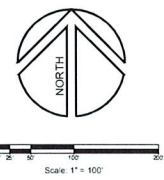
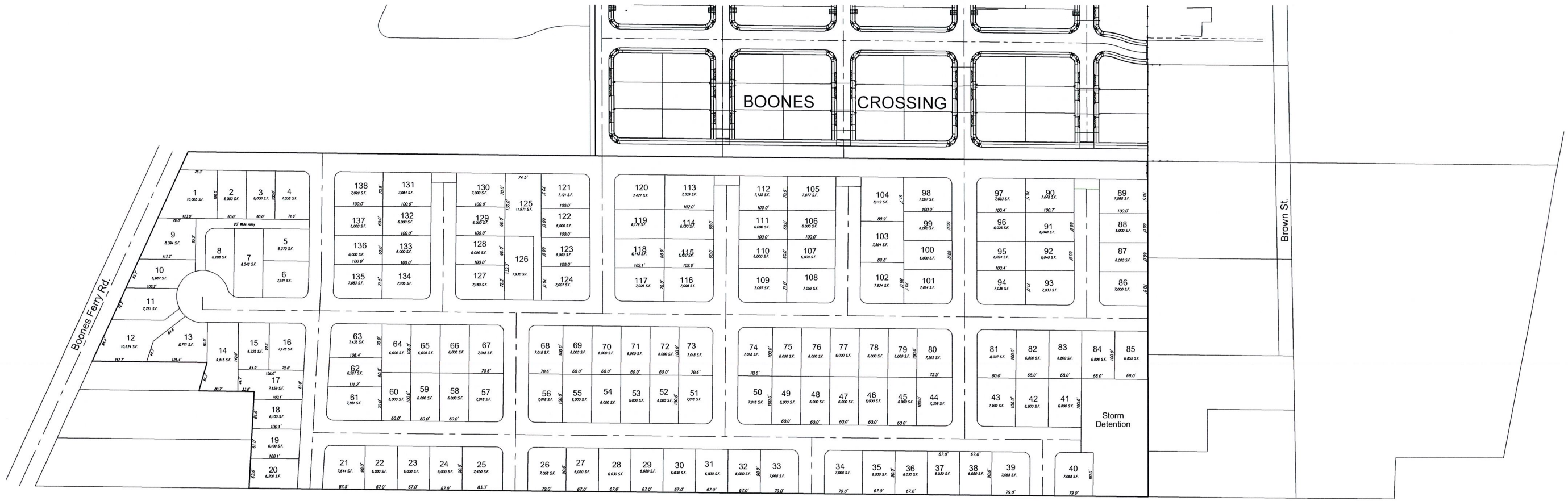
Please let us know the earliest date for scheduling the pre-application conference. If you need any further information at this time, please let me know.

Sincerely yours,

A handwritten signature in cursive script that reads "Richard E. Givens".

Richard Givens

Cc: Harlan Borow

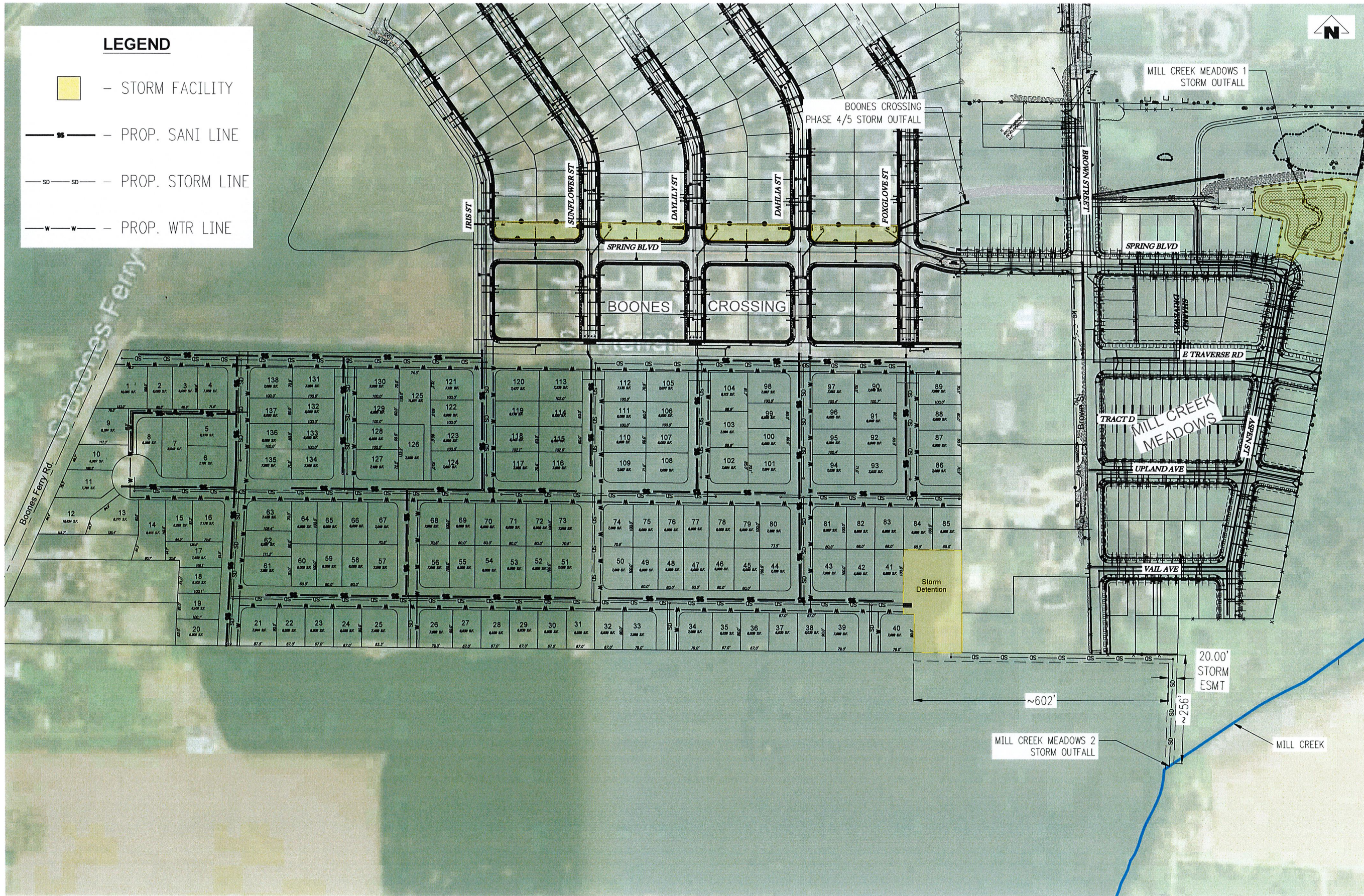


DESIGNED:	REG			
DRAWN:	REG			
SCALE:	1" = 100'			
DATE:	3-5-24			
FILE:	24-ICN-103	DATE	NO.	REVISION

Richard E. Givens, Planning Consultant  
 28615 SW Paris Ave., Unit 110  
 Wilsonville, OR 97070  
 PH: (503) 351-8204

APPLICANT: Woodburn Development, LLC  
 1969 Willamette Falls Dr., Suite 260  
 West Linn, OR 97068  
 PH: (503) 657-0406

## Mill Creek Meadows II Development Concept Plan



**LEGEND**

- STORM FACILITY
- PROP. SANI LINE
- PROP. STORM LINE
- PROP. WTR LINE

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

**MILL CREEK 2  
 STORM EXHIBIT**

REVISIONS

NO.	DATE	DESCRIPTION
10	05/2023	1ST SUBMITTAL
11	12/2023	2ND SUBMITTAL
2	02/2024	3RD SUBMITTAL

**EMERIO**  
 ENGINEERING - SURVEYING - DESIGN  
 6445 SW FALLBROOK PLACE, SUITE 100  
 BEAVERTON, OREGON 97008  
 TEL: (503) 746-8812  
 FAX: (503) 638-6562  
 www.emeriodesign.com

FILE: P:\0082-008 Mill Creek\dwg\plan\Exhibit\Mill Creek 2\MillCreek2\_20240401\_Layout - Mill Creek 2 Layout, Plot Date: 4/8/2024 12:42 PM, by: Zak Hawkins

05 1W 19B

05 1W 19B  
WOODBURN



MARION COUNTY, OREGON  
NW1/4 SEC19 T5S R1W W.M.  
SCALE 1" = 200'

LEGEND

- LINE TYPES**
- Taxlot Boundary
  - Road Right-of-Way
  - Railroad Right-of-Way
  - Private Road ROW
  - Subdivision/Plat Bndry
  - Waterline - Taxlot Bndry
  - Historical Boundary
  - Easement
  - Railroad Centerline
  - Taxcode Line
  - Map Boundary
  - Waterline - Non Bndry

- CORNER TYPES**
- + 1/16TH Section Cor.
  - ⊙ DLC Corner
  - ⊕ 1/4 Section Cor.
  - ⊕ 16, 15 Section Corner
  - ⊕ 21, 22

**NUMBERS**

Tax Code Number  
**00 00 0**

Acreege  
**0.25 AC**

All acres listed are Net Acres, excluding any portions of the taxlot within public ROWs

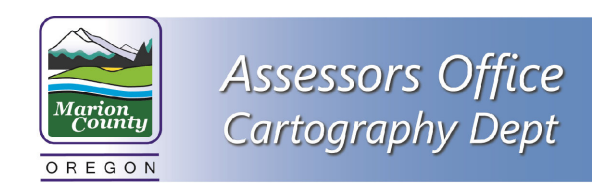
**NOTES**

Tick Marks: A tick mark in the road indicates that the labeled dimension extends into the public ROW

**CANCELLED NUMBERS**

2400			
2500			
3001			

DISCLAIMER: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY



FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT [www.co.marion.or.us](http://www.co.marion.or.us)

PLOT DATE: 10/16/2020

WOODBURN  
05 1W 19B

