



October 25, 2023

Jorge Flores Garcia
525 Prairie St
Woodburn, OR 97071

RE: Status of SA 23-06 "Flores Residence" at 1600 Tomlin Ave (Tax Lot 051W17BD06100)

Dear Mr. Garcia:

Thank you for submitting a Street Adjustment (SA) application package on October 3, 2023 for the subject property. Staff reviewed the degree of completion of the application package and determined it to be incomplete as of October 25, 2023. Staff sends this letter to demonstrate compliance with Oregon Revised Statutes (ORS) [227.178\(2\)](#).

Staff met with you as the applicant on October 17, 2023. This letter is based on discussion and tentative agreement with you about what the Street Adjustment application requests.

Revise the application materials per the below. Section references are to the [Woodburn Development Ordinance \(WDO\)](#).

- A. Revise the narrative to specify that what the Street Adjustment SA 23-06 application requests is applicable only to the Christiansen frontage, and that the applicant intends Tomlin Avenue frontage to conform with the WDO by dedicating right-of-way (ROW), granting a streetside public utility easement (PUE), and constructing the required improvements along the Tomlin Street frontage per 3.01.03C.
- B. Revise the narrative to specify that the applicant proposes not to dedicate ROW along Christiansen Street, which Street Adjustment provision 5.02.04H.1 allows in this case.
- C. Revise the narrative and site plan to indicate granting of a 10-foot streetside PUE along Christiansen.

- D. Revise the narrative to indicate for Tomlin Avenue frontage whether the applicant will build a sidewalk per 3.01.03C.2c. and Figure 3.01G or pay a fee in lieu of sidewalk, and, will plant required street trees per 3.01.03C.2d and 3.06.03A or pay fee in-lieu.

If opting for either or both sidewalk and street tree fees in-lieu, include a construction cost estimate from a licensed professional to help staff determine what the fees should be. (For sidewalk, assume concrete 6 feet wide along the length of the east lot line, and for street trees assume the minimum number per 3.06.03A.)

- E. Revise the narrative to indicate that the applicant will coordinate with the Public Works Department to ensure that the Tomlin Avenue driveway approach / apron / curb cut / ramp meets public works standards per 3.01.03C.2e during the building permit review.
- F. Revise the narrative to cite and address Street Adjustment criterion 8: *A Street Adjustment would provide a customized cross section alternative to the standard or standards and that meets the relevant purposes of Section 3.01, or the City reasonably can condition approval to achieve such.*

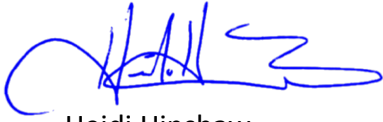
Staff recommends that the applicant copy and paste this response:

“Christiansen Street, an unimproved gravel street, has a current right-of-way (ROW) of 50 feet. The Woodburn Development Ordinance (WDO) allows for a 50-foot ROW in Figure 3.01H “Local Residential Street with Parking Both Sides.” Thus, the applicant asks through the Street Adjustment SA 23-06 for the City to apply this figure as the standard ROW width for Christiansen Street.

The applicant proposes that instead of dedicating 5 feet of ROW and a 5-foot streetside public utility easement (PUE) to grant a 10-foot streetside PUE, to address Street Adjustment criterion 8 and to ease City efforts to improve the Christiansen Street frontage to the standard of Figure 3.01G (60-foot ROW) in the indefinite future were the City decide to do so.”

Please contact me at (503) 980-2494 or <heidi.hinshaw@ci.woodburn.or.us> with questions.

Sincerely,



Heidi Hinshaw
Associate Planner

cc: Chris Kerr, Community Development Director
Curtis Stultz, Public Works Director
Dago Garcia, City Engineer
Jim Gibbs, Woodburn Fire Marshal
Melissa Gitt, Building Official
Dan Handel, Planner
Cassandra Martinez, Administrative Specialist
Cole Grube, Project Engineer
Roy Reyes, Project Engineer

file: SA 23-06