



November 2, 2023

Chris Peck, Project Manager
Triumph Specialty Construction, Inc.
1001 E. Fork Dr, Flint, MI 48503

RE: Status of MOC 23-03 to CU 22-02 "Townsend Farms expansion" at 960 Young St (Tax Lot 051W18AD08300)

Dear Mr. Hall:

Staff reviewed the degree of completion of the Modification of Conditions (MOC) application related to Conditional Use CU 22-02 Townsend Farms for the subject property submitted August 9, 2023 with revised and additional materials submitted October 16 and determined it complete as of November 2, 2023. (The MOC application includes a request to *not* construct Young Street half-street improvements for which the developer has already bonded.)

The application package is tentatively scheduled for a public hearing before the [Planning Commission](#) on Thursday, January 11, 2024 in the Council Chambers at City Hall, 270 Montgomery Street. The Commission will not only meet in person but also continue to video conference.

Sign Posting(s)

The date is tentative partly because the applicant needs to complete sign postings. (The City handles mailed notices.) Enclosed with this letter are the sign posting requirements with a certification form. It's the applicant's responsibility to meet these requirements on time, i.e. no later than 10 days prior to the hearing, which would equal Monday, January 1.

Meeting Details

A meeting would start at 7 p.m., and the scheduled start time of the application package and its order on an agenda is yet unknown. Staff would publish a staff report with a recommendation to the Commission a week prior to a hearing – for example, on January 4 for January 11.

Please feel free to contact staff as the publication date approaches. The availability of commissioners and ability to attain quorum influences staff confirmation of scheduled meeting dates.

Because the Commission not only meets in person but also does video conferencing, individuals who want to observe or participate remotely can use a Microsoft Teams hyperlink via the calendar entry for the meeting when the entry with access appears on the [City calendar](#), which is available at <www.woodburn-or.gov/calendar>. The [Meetings webpage](#) also displays Commission and Council meetings at <www.woodburn-or.gov/meetings>. For administrative questions about the Commission, contact the Administrative Specialist at (503) 982-5246.

Projects webpage

Note that there's a [City project webpage](#). The gateway webpage for land development projects is the Projects webpage, which is <www.woodburn-or.gov/projects>.

You may contact me at (503) 980-2485 or <colin.cortes@ci.woodburn.or.us> with project questions.

Sincerely,



Colin Cortes, AICP, CNU-A
Senior Planner

Enclosures:

- Sign posting instructions with certification form
- Sign posting template

cc: Joe Kurth, Civil Engineer, Crow Engineering, Inc., 9925 SW Nimbus Ave, Suite 110, Beaverton, OR 97008-7592

Kirk Hall, Drafter/Design III, Crow Engineering, Inc.

Curtis Stultz, Public Works Director

Dago Garcia, P.E., City Engineer

Cole Grube, Project Engineer

Roy Reyes, Project Engineer

Chris Kerr, Community Development Director

Dan Handel, Associate Planner

Cassandra Martinez, Administrative Specialist

file(s): MOC 23-03 to CU 22-02, DR 22-11, & VAR 22-09 "Townsend Farms expansion" at 960 Young St (Tax Lot 051W18AD08300; Accela record no. 971-23-000102-PLNG; Crow Engineering project 21441



Land Use Notice Sign Posting Instructions

The applicant is responsible for posting sign(s) regarding land use application public hearing on the property per [WDO 4.01.14B](#).

1. **Timing:** Post at least 10 days prior to the public hearing date.
2. **Size:** Print the notice at full size (18 inches by 24 inches). Printing at a smaller size will not give the required letter height.
3. **Weatherize:** Protect the notice from weather. Laminating, enclosing within clear plastic sleeve, or printing on plastic fiberboard is sufficient. Staff recommends mounting the sign on a building face or a post such that the top of the sign is 5 feet above sidewalk or ground.
4. **Number:** Post a notice on each frontage of the property. (If the property's frontage exceeds 600 feet, one copy of the notice must be posted for each 600 feet or fraction thereof.) Place sign(s) within 10 feet of the street so as to be visible to pedestrians and motorists. Once posted, you need not maintain a posted notice.
5. **Proof of Posting:** Upon posting, submit a photo of the sign and a complete certification form that the property has been properly posted. The form is the next sheet. Submit it to the Planning Division, attention of permit/planning technician or the project planner.
6. **Removal:** Remove all signs within 10 days following the hearing announced in the notice.

Staff offers a Microsoft PowerPoint sign template for applicants or their sign contractors to use for sign production.



Planning Division

Certificate of Sign Posting – Notice of Public Hearing (Planning Commission)

I hereby certify that on _____, 202__, I posted the notice of public hearing sign for Modification of Conditions MOC 23-03 to CU 22-02 “Townsend Farms addition/expansion” at 960 Young St on Tax Lot 051W18AD08300, file numbers *MOC 23-03 & CU 22-02*, on the subject property.

Attached is one or more photos of the posted sign(s).

The posting was accomplished in accordance with the requirements of WDO 4.01.14B.

_____, 202__
Signature Date

Print Name (and title and company, if applicable)