



March 16, 2023

George Snegirev, P.E.  
Avalon Engineering  
200 Sweden Circle  
Silverton, OR 97381-1885

RE: Status of ANX 23-02, SUB 23-01, & Z[M]C 23-02 "E. Lincoln Road" along the north side of E. Lincoln Rd east of 1651 E. Lincoln Rd (Tax Lot 051W17AB00602; Partition Plat 1995-067 Lot 3)

Dear Mr. Snegirev:

Staff reviewed the degree of completion of the Annexation (ANX), Preliminary Subdivision (SUB), and Zone Map Change (Z[M]C) consolidated application package for the subject property submitted February 14, 2023 and determined it incomplete as of March 16, 2023.

This letter is divided into two parts:

- Part I: Missing items required to make the application package complete; and
- Part II: Recommendations and initial site plan revision directions that are optional for a completeness response by the applicant and, if the applicant defers, would be resolved by the time of conditioning.

Section references are to the [Woodburn Development Ordinance \(WDO\)](#).

**Part I.**

**A. Annexation: legal exhibits:**

1. Revise applicable descriptions and maps to propose to annex all adjacent E. Lincoln Rd ROW – to the south ROW boundary. (This is consistent with past practice for annexations.)
2. Revise the sheet number to label as an exhibit: If the description and map remain one sheet, then Exhibit A; if the description and map become separate, then A & B. If two descriptions, one for property and one for ROW, then A1 & A2. (This facilitates direct attachment to annexation and zone change ordinances.)

**B. Annexation:** Though the applicant marked the box on the annexation required submittals checklist, there’s no certification of registered voters. Submit.

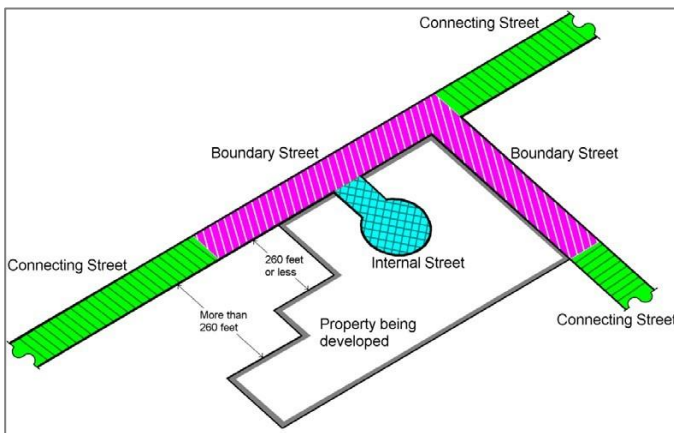
**C. Annexation: SPLs:** Among the 3 required service provider letters (SPLs), 2 are missing: the Public Works Department and the Woodburn School District. Submit.

**D. Subdivision: Fire access plan:** There’s no fire access plan sheet. See the subdivision required submittals checklist, fifth box. Submit.

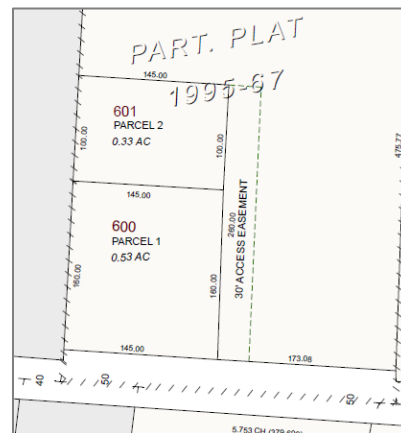
The independent Woodburn Fire District is volunteer-run, and this sheet goes a long way towards getting the district to review a development plan and identify problems and solutions before the civil engineering plan (CEP) review and building permit stages. City staff recommends that the developer draft a sheet before contacting the Fire Marshal.

The City Engineer stressed to Planning staff desire to have developers ask for Woodburn Fire District comments on site plans – earlier than notices of public hearing – regarding access to developments. Contact Jim Gibbs, Fire Marshal, (503) 982-2360, [gibbsj@woodburnfire.com](mailto:gibbsj@woodburnfire.com).

**E. Street improvements:** Per WDO Figure 3.01A, “Boundary Street”, Lincoln frontage improvements are required also along 1651 E. Lincoln Rd. The site plans and Tax Map 051W17AB indicate that the depth of that property is exactly 260 ft.



WDO Figure 3.01A



Tax Map 051W17AB excerpt

Revise to extend west E. Lincoln Road half-street improvements, and revise the subdivision narrative p. 7 where it addresses WDO 3.01.03D. Staff knows at this time that the half-street ROW fronting Tax Lot 051W17AB00600 is 30 ft – 6 ft short of 36 ft per WDO Figure 3.01D “Service Collector”. Address also how the applicant/developer would dedicate 6 ft of ROW.

F. Street names: Please rename:

<i>Draft Street Name</i>	<i>Revised Street Name</i>
Continental	Jacqueline Avenue
Zephyr	Any of: Dunn Street Juarez Street Onassis Street Ovchinnikov Street Solano Street Todd Street

G. Subdivision: Lot numbering: Re-number all lots from the north clockwise – Lot 26 as 1, ... Lot 12 as 15, .... and Lot 1 as 26.

H. Public Works: See enclosed Public Works Department comments.

## Part II

Part II anticipates developer actions and revisions, whether before or after public hearing and ideally before staff finalizes conditions of approval. Read in whole first, taking notes, before asking staff to clarify or revising app materials. I'd be happy to set up a virtual meeting between staff and the applicant or applicant's team to help understand the items and continue discussion from there. A phone call to me would also suffice, (503) 980-2485.

### AA. Landscape strips and sidewalks:

1. Lincoln Rd: Please revise at least Sheet P2.2:
  - (a) Landscape strip: Widen from 6 ft (including curb width) to 6½ ft (including curb width).
  - (b) Sidewalk: Widen from 6 ft to 8 ft. (As done through other developments, a streetside public utility easement [PUE] can accommodate sidewalk overlap from ROW.)
2. Local streets: Widen sidewalks from 5 ft to 6 ft.

BB. Driveways: Dimension the conceptual driveways. Specifically, dimension one of the townhouse driveways as a typical example, and dimension the two driveways proposed for the homestead at 1651 E. Lincoln Road. (WDO Table 3.04A addresses maximum driveway width in a house context: 16 ft.)

CC. Association articles: As the time approaches to draft either homeowner association (HOA) or maintenance association articles of incorporation per Oregon Revised Statute (ORS) [94](#), know that staff prefers a maintenance association. If as anticipated the developer opts for an HOA:

1. In the codes covenants, and restrictions (CC&Rs), don't prohibit "middle housing". In other words, cite and comply with enrolled [Oregon House Bill \(HB\) 2001](#) (2019), Sect. 13 (p. 10).
2. Include a provision that the start of any attempt to dissolve the HOA must include written notice delivered or mailed to the City c/o Assistant City Administrator. (This is to alert the City that the HOA is abandoning its stormwater facility and open space maintenance responsibilities.) Include also a provision that would result, were the Oregon Secretary of State Corporation Division to issue written warning of pending administrative dissolution, in the Corporation Division sending notice to the City as well as the HOA.

In closing, please provide to my attention all revised and new materials both in print (3 copies of site plans plotted at site plan size and 2 copies of other documents) and in Adobe PDF files. Acceptable print sizes are letter, ledger, and 24" x 36" plan size. 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](mailto:colin.cortes@ci.woodburn.or.us) with questions.

Sincerely,



Colin Cortes, AICP, CNU-A  
Senior Planner

cc: Sylvester Erofeef, Grace Point Contracting, 375 N. 1<sup>st</sup> St, Woodburn, OR 97071-4623  
Chris Kerr, Community Development Director  
Cassandra Martinez, Administrative Specialist, Community Development Dept.  
Curtis Stultz, Public Works Director  
Dago Garcia, P.E., City Engineer

Enclosures (2):

1. Public Works comments (March 15, 2023; 2 pages)
2. Site plan (Sheet P2.1)

file(s): ANX 23-02, SUB 23-01, & Z[M]C 23-02 "E. Lincoln Road" along the north side of E. Lincoln Rd east of 1651 E. Lincoln Rd (Tax Lot 051W17AB00602; Partition Plat 1995-067 Lot 3); [Accela](#) record no. 971-23-000021-PLNG; Avalon Engineering project number GPC001



**1625 E Lincoln Street 26 Townhouse lots Subdivision**  
**[Tax Lot 051W17AB00602](#)**  
**ANX 23-02**  
**Public Works Comments**  
**(For Civil Plans Dated 02-02-23)**  
**March 15, 2023**

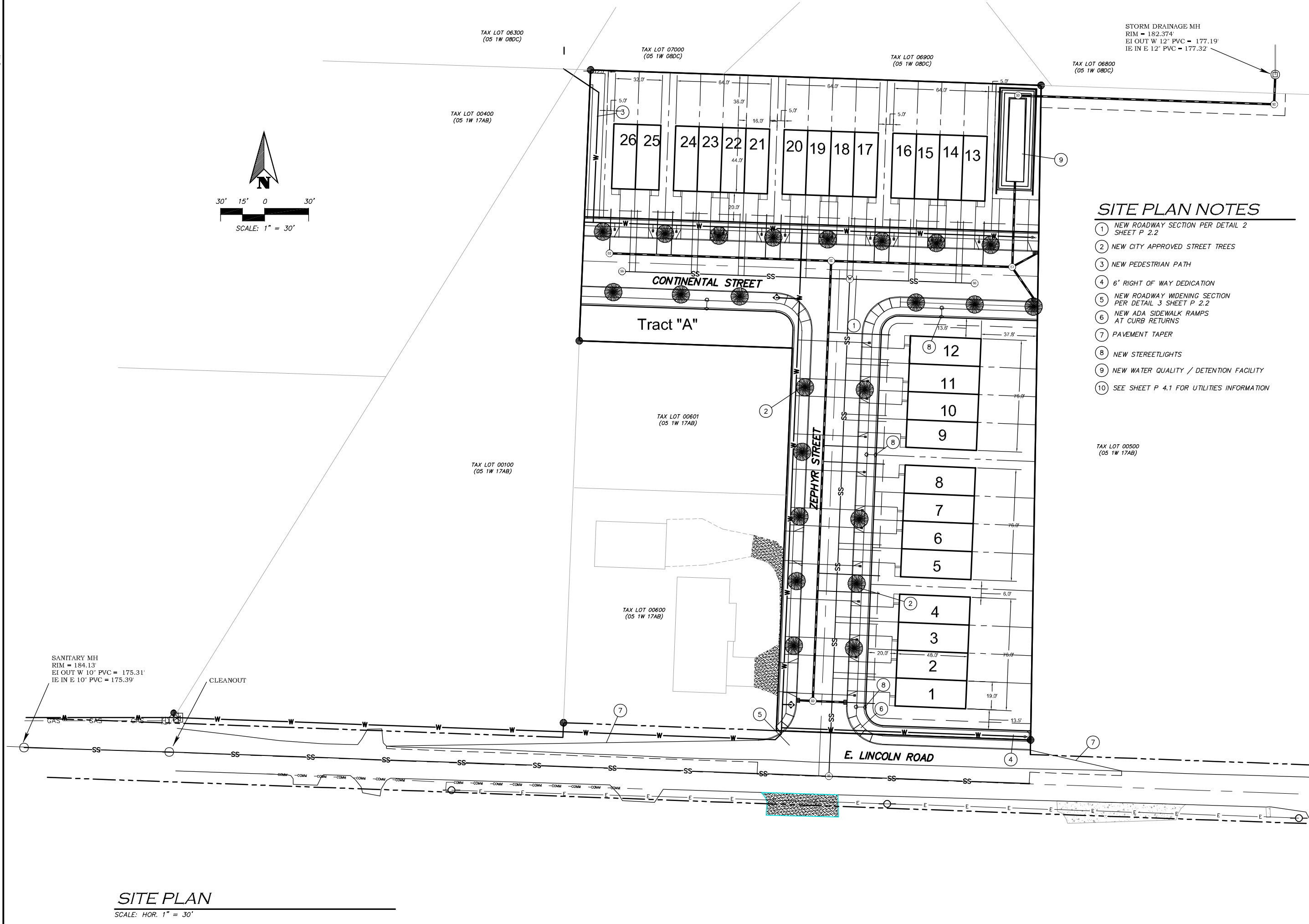
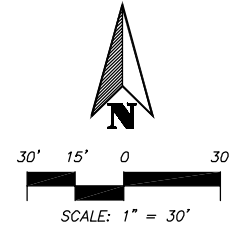
Items to be completed prior to deem application complete:

1. Provide preliminary storm drainage system for Lincoln Street.
2. Indicated on the plans that the proposed storm drainage detention facility and storm lines from the detention facility to proposed or existing public storm mains are private systems maintained in perpetuity by the Developer/owner or homeowner's association. A private easement is required for the private line between the detention facility and existing public line located in the Kalugin's Subdivision, a copy of the recorded private easement shall be provided to the City prior to the civil plan's approval.
3. Provide preliminary street lighting plan for E Lincoln Street. For information street lighting is required for all existing streets and proposed streets. Applicant to provide street lighting in accordance with street lighting plan approved by the City and Marion County and conforming to Portland General Electric installation and plan under option B.
4. Show easement lines for future water main located on private property, water main on adjacent westerly property (1625 E Lincoln Street). All City-maintained facilities located on private property shall require a minimum of 16-foot-wide utility easement conveyed to the City by the property owner. This is the applicant's responsibility to provide, not the City's. Utilities of unusual depth, size or location may require a larger width.
5. Clearly show a watermain loop system for this development. Provide a preliminary design for the future water main connection in the northwest corner of this development to existing water main located in adjacent property. The preliminary design shall include the existing water main, new water main alignment with public utility easements, hot tap connection, etc.
6. Extend the proposed sewer main in Continental Street to the easterly property limits of proposed Street.
7. All proposed driveways by street intersections shall meet requirements for sight distances as per national and state guidelines. Driveway location shall be

designed to meet sight distance and stopping sight distance requirements as per state and national guidelines.

8. Applicant to comply with Woodburn Development Ordinance and Fire District requirements for dead end street.
9. Fire hydrants locations and fire protection requirements shall be as per the Woodburn Fire Districts and City of Woodburn requirements.
10. For information fire hydrants are used for all dead-end water mains instead of blowoffs. Actual fire hydrant locations and in-line valving locations shall not be determined until the construction final plan review.
11. For information all public sanitary sewer and stormwater lines dead end with manholes.

XREF LIST  
 Ltscale: 1  
 Palscale: 1  
 Resolved  
 GPC001CX01  
 GPC001XX15  
 GPC001XX50  
 Unresolved



STORM DRAINAGE MH  
 RIM = 182.374'  
 EI OUT W 12" PVC = 177.19'  
 IE IN E 12" PVC = 177.32'

**SITE PLAN NOTES**

- 1 NEW ROADWAY SECTION PER DETAIL 2 SHEET P 2.2
- 2 NEW CITY APPROVED STREET TREES
- 3 NEW PEDESTRIAN PATH
- 4 6' RIGHT OF WAY DEDICATION
- 5 NEW ROADWAY WIDENING SECTION PER DETAIL 3 SHEET P 2.2
- 6 NEW ADA SIDEWALK RAMPS AT CURB RETURNS
- 7 PAVEMENT TAPER
- 8 NEW STREETLIGHTS
- 9 NEW WATER QUALITY / DETENTION FACILITY
- 10 SEE SHEET P 4.1 FOR UTILITIES INFORMATION

**AVALON ENGINEERING**

200 SWEDEN CIRCLE  
 SILVERTON, OR 97381  
 (503) 807-5048  
 avalonengineering123@gmail.com



**E. LINCOLN ROAD TOWNHOMES  
 CITY OF WOODBURN, OREGON  
 PRELIMINARY SITE PLAN**

REV.	DATE	BY

PROJECT NUMBER  
**GPC001**  
 DATE: 02/02/23  
 SCALE: AS SHOWN  
 DRAWN BY: GS  
 DESIGNED BY: GS  
 CHECKED BY: GS  
 FILE: GPC001P21.dwg

SHEET NUMBER  
**P2.1**  
 CITY OF WOODBURN FILE X

**SITE PLAN**  
 SCALE: HOR. 1" = 30'

NAME: P:\Avalon\GPC001\Planning\GPC001P21.dwg DATE: FEB 02, 2023 TIME: 6:09 AM