



May 8, 2024

Alejandra Garcia  
5975 SE 20<sup>th</sup> Court  
Gresham, OR 97080

RE: Status of SA 24-02 "Garcia Duplex" at 1703 Laurel Ave (Tax Lot 051W17BD00104)

Dear Ms. Garcia:

Staff reviewed the degree of completion of the Street Adjustment (SA) application for the subject property with materials submitted February 13 & 16, and revised and additional materials submitted March 21, and April 15, 2024, and determined it complete as of May 8, 2024. Staff sends this letter to demonstrate compliance with Oregon Revised Statutes (ORS) [227.178\(2\)](#).

Staff will decide on the application administratively within six weeks; the application will not go to a public hearing before the Planning Commission or the City Council.

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

Sincerely,

Heidi Hinshaw  
Associate Planner

cc: Keir Vondruska, Architect, 2002 224th PI NE, Sammamish, WA 98074-4018  
Chris Kerr, Community Development Director  
Colin Cortes, AICP, CNU-A, Senior Planner  
Dan Handel, Planner  
Cassandra Martinez, Administrative Specialist  
Curtis Stultz, Public Works Director  
Dago Garcia, P.E., City Engineer

Enclosures (2):

1. Narrative (submitted March 21, 2024)
2. Site plan (dated August 21, 2023; submitted February 16, 2024)

file(s): SA 24-02 "Garcia Duplex" at 1703 Laurel Ave (Tax Lot 051W17BD00104); Accela record nos. 971-24-000016-PLNG & 971-23-000645-DWL