



May 1, 2024

Bryan Cavaness, General Counsel
Stafford Homes & Land, LLC
8840 SW Holly Lane, Suite 200
Wilsonville, OR 97070-9800

RE: Status of ANX 24-01 & ZC 24-01 "Brown Street Annexation" of 1025 Brown St (Tax Lot 051W18C001200)

Dear Mr. Cavaness:

Staff reviewed the degree of completion of the Annexation (ANX) and Zone Map Change (ZC) consolidated application package for the subject property submitted April 17, 2024 with revised materials received May 1, 2024 and determined it complete as of May 1, 2024.

The application package is tentatively scheduled for a public hearing before the [Planning Commission](#) on Thursday, June 13, 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, June 3.

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 June 6 for June 13.

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 has not only returned to in-person meetings but also continues to video conference, 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](http://www.woodburn-or.gov/calendar), which is available at <www.woodburn-or.gov/calendar>. The [Meetings webpage](http://www.woodburn-or.gov/meetings) 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](http://www.woodburn-or.gov/projects). The gateway webpage for land development projects is the [Projects webpage](http://www.woodburn-or.gov/projects), 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 (2):

- Sign posting instructions with certification form
- Sign posting template

cc: Max Root, Development Assistant
Chris Kerr, Community Development Director
Dan Handel, Planner
Cassandra Martinez, Administrative Specialist, Community Development Dept.

file(s): ANX 24-01 & ZC 24-01 "Brown Street Annexation" of 1025 Brown St (Tax Lot 051W18C001200);
Accela record no. 971-24-000033-PLNG



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 _____, 2024, I posted the notice of public hearing sign for the “Brown Street Annexation” at 1025 Brown Street on Tax Lot 051W18C001200, file numbers *ANX 24-01 & ZC 24-01* (“Brown Street Annexation”), 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.

_____, 2024
Signature Date

Print Name (and title and company, if applicable)