

February 8, 2025

City of Woodburn
270 Montgomery Street
Woodburn, OR 97071

ATTN: Colin Cortes

RE: 1219 W. Lincoln Street – PAR 24-03

Dear Mr. Cortes:

With this letter, including the responses to the incompleteness items as noted in your letter of December 17, 2024, below, and the other items included with this additional submittal, we are requesting approval of the partition application for the 1219 Lincoln Street site.

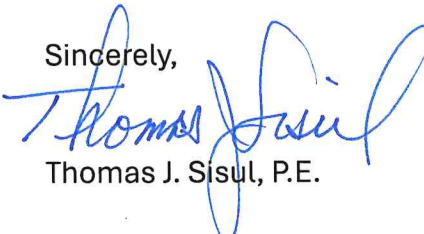
Specifically, this resubmittal includes the following:

- Responses to the specific comments of the incompleteness letter of 12-17-24 as noted below. (2 copies paper copies provided).
- 3 copies of the plan set on 24"x36" size sheets
- PDF copies of the same materials.

We also wish to emphasize that Marion County Housing Authority wishes to be prudent with its funds and is willing to provide the City with Performance Bonds as may be necessary to ensure that the frontage improvements will be constructed eventually. The MCHA though does not wish to be forced to construct improvements simply to get the partition recorded. Knowing the redevelopment of the parcels will cause any existing frontage improvements to be damaged and required reconstruction, wasting their limited funds. The partition is needed ahead of the development as the funding sources for Phase 1 and Phase 2 will be separate and cannot be comingled.

If there are any additional questions or needs, please let me know.

Sincerely,



Thomas J. Sisul, P.E.

A. Frontage/street improvements: Partition triggers street improvements because of 3.01.01D.

Revise and add drawings demonstrating:

- conforming right-of-way (ROW) dedication, if and where applicable per Figure 3.01G;
- conforming streetside public utility easement (PUE), if and where any existing is non-conforming – see item B.2 below; and
- half-street improvements conforming with 3.01.03C.1, Figure 3.01G, and (for street trees) 3.06.03A.

Per Figure 3.01G the required right-of-way width for a local street is 60 feet. A 60 foot right-of-way currently exists along the frontage of the site, therefore the first bullet point is met. There is no known public utility easement that currently exists along the frontage. In accordance with City standard 3.02.01(B) and (F) a minimum 8 foot PUE is required along the street side frontage, as best we can tell. An 8 foot PUE will be granted, along the site's frontage as part of the Partition Plat to create two separate parcels.

Half street improvements, in terms of the curb to curb improvements, we do not feel are applicable as Lincoln Street is already fully developed along its frontage,. The landscape strip and sidewalk widths along the site's frontage will be improved to match with the standards of Figure 3.01G as shown on the updated preliminary partition plans.

Regarding deviation, see 3.01.02D. (If pursuing a Street Adjustment, contact the Senior Planner for guidance before supplementing the PAR application with a SA application and materials.)

No deviations from the standards are requested other than the Marion County Housing Authority, in trying to be prudent with its limit funds, is proposing to provide the City with a performance bond(s) for the required landscape strip and widen sidewalk in accordance with the City standards, until such time as each parcel created under this partition process is redeveloped.

For the City's information it is hoped that redevelopment construction on the westerly parcel (Parcel 1) would start in December of 2025. For redevelopment of the easterly parcel (Parcel 2) it is hoped that the reconstruction of that parcel would start in December of 2027.

Simultaneous redevelopment on both parcels cannot be done because of funding issues and also to preserve some of the low income housing during construction of the first phase of development (Parcel 1). Once redevelopment on Parcel 1 is given occupancy, the occupants in Parcel 2 could be relocated to Parcel 1 and the redevelopment of Parcel 2 could then be started.

See also 3.01.02E.

As permitted in Section 3.01.02(E), Section 5.01.06(B) and Section 4.02.08 the owner and development of the property, the Marion County Housing Authority, is requesting to defer the reconstruction of the frontage improvements, sidewalk and street trees primarily, to

allow such improvements to be constructed concurrently with the planned redevelopment of both parcels. We understand that separate bonds are needed to Planning, for street trees, and to Engineering, for sidewalk improvements. If necessary, the MCHA is willing to provide 4 separate bonds, one planning bond for each phase and one engineering bond for each phase if that is what the City feels is most appropriate.

We wish to make clear the reason for the request of the deferral of the frontage improvements and the proposal to provide performance bonds. The redevelopment of the site starting within a year for Parcel 1 and perhaps 3 years for Parcel 2, will impact and likely destroy any frontage improvements constructed ahead of the onsite improvements. We also know that in the case of the redevelopment of Parcel 1, that the driveway location will need to be relocated and new utility extension would impact the frontage of the site. As noted previously, MCHA is trying to be prudent with its funds and if the City were to force reconstruction of the frontages prior to the redevelopment of onsite improvements, causing newly improved right-of-way improvements to be reconstructed, that will be looked poorly upon by the general public, in terms of a waste public funds.

B. Partition:

1. Submit at least two drawings per the PAR application packet checklist, third box, items a. & c., that better distinguish between existing conditions and what's proposed. One of the sheets should show only abstract items (primarily lot and easement boundaries) and no physical features.

We have created a separate drawing of the showing only the existing and proposed lot lines, and existing and proposed easements.

2. Per the checklist fourth box, address provision of a conforming streetside public utility easement (PUE).

One of the proposed easements is the 8 foot wide PUE along the frontage.

C. Administrative: Site plans at site plan size (24 by 36 inches plots) are missing.

We have included paper copies of the application maps on 24"x36" size sheets.

- D. See the Public Works comments (Enclosure 1). The contact is Dago Garcia, P.E., City Engineer, (503) 982-5248, dago.garcia@ci.woodburn.or.us. Regarding item A4, which relates to partition criterion 3 under 5.02.05B, the applicant should consult then statewide uniform building and plumbing codes regarding private utility lines crossing other private property to reach a public right-of-way. Alyssa Nichols, Permit Technician is available for guidance, (503) 980-2432.

See our response under Comment A4, below.

A. CONDITIONS/RECOMENDATIONS PRIOR TO APPROVAL:

1. Applicant to comply with all public works improvements required by the Woodburn Development Ordinance for the partition. All required improvements shall be completed prior to recording the partition.

The Applicant will comply with the public works improvements as required, although as noted above the applicant wishes to provide performance bonds for the installation of street trees and sidewalk improvements that would otherwise be required prior to the Partition Plat recording so as those improvements can be constructed in accordance with the redevelopment envision on both parcels. The applicant is willing to consider some time limit on getting the improvements installed, if say the redevelopment of Parcel 2 is delayed for an extended period.

2. Applicant to provide share access agreement(s) to Planning Division and Fire District for their review and approval.

The applicant has no issues with a shared access agreement between the two parcels to allow for traffic and emergency access between the proposed parcels, in a manner similar to what exists today. The applicant will provide a shared access agreement for Planning and Fire District review and approval.

3. Applicant to comply with building division regulations for utility lines serving each proposed parcel.

The applicant will comply with building division regulation for serving each parcel. To the best of our knowledge the buildings on the west side of the site (within the future Parcel 1 area are served by separate water and sewer facilities from those serving the future Parcel 2 area, with the possible exception of the community room building, near the eastern edge of the proposed Parcel 1.

4. Public Works recommends that the applicant provide private utility easements for each utility service line that crosses the other parcel to serve the parcel in question.

The applicant does not have issues with private utility easements that may cross the other parcel, although we note that because the intent would be that the buildings on Parcel 1 would be demolished by the end of the year, and utility configurations will be changed that the utility easements would likely be covered by a more general easement that allows for relocation, than a specific location easement.

5. Public Works recommends that the applicant provides a storm system agreement for having one storm system serving both proposed parcels, if this is the case.

We understand the recommendations of Public Works, but to the best of our knowledge there are two separate storm drain connections to the public system currently, their basin boundaries approximating the proposed parcels. Because of the configuration of the

parcels, it would seem to be cleaner in the future to maintain separate water quality facility and storm facilities on each parcel, rather having a joint facility.

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.

We believe we have met with the additional information provided by this supplemental submittal, the request of the above paragraph.