

# City of Woodburn

## **Community Development Dept.**

## **Memorandum**

270 Montgomery Street Woodburn, Oregon 97071

Phone (503) 982-5246

Fax (503) 982-5244

Date: February 5, 2024

**To:** Interpretations file

**Through:** Chris Kerr, AICP, Community Development Director

From: Colin Cortes, AICP, CNU-A, Senior Planner

**Subject:** Interpretation: Partition & Subdivision Lot Numbering and Tract Lettering

(INT 24-0205)

#### Background

#### Whereas:

- 1. Neither Oregon Revised Statutes (ORS) <u>Chapter 92</u> at large nor 92.050(4)(b) specifies for land divisions how, "Each lot or parcel is numbered consecutively";
- 2. None of <u>Woodburn Development Ordinance (WDO)</u> Chapter 3.08 or Sections 5.02.05 or 5.03.10 provide guidance about how to administer consecutive numbering;
- It is common practice among local governments for land divisions to have parcels that are not intended as buildable lots but instead for restricted use such as wetland isolation, stormwater detention ponds, or common area open space, and for such parcels to be platted as "tracts";
- 4. It is common practice also to designate tracts with capital letters to distinguish them from numbered lots;
- 5. ORS 92 neither uses the term "tract" nor prohibits it;
- 6. It would be helpful for reference and research for new land divisions when seen in plan view to have predictable and regular geographic starting points of lot and parcel numbers and tract letters;
- 7. There has been no objection by the Marion County Surveyor's office to the lot number and tract letter that is both recent past practice and what this memo outlines;

Therefore, land division lot numbering and tract lettering designations are to be per the below.

#### Designations

- a. If territory is partly divided, the undivided portion left for later division is to be termed and labeled as a parcel.
- b. Whatever is to be neither a lot nor parcel is to be termed and labeled as a tract.
- c. Tracts are to be lettered with capital letters consecutively.
- d. Lot, tract, and parcel designations are generally to start at a northwesterly (top-left) point and continue any of north to south (top to bottom) and west to east (left to right).
- e. For more irregular land division plans, designations may adapt to run clockwise starting from the northwest and may continue to form a spiral.
- f. For more regular and blocky land division plans, designations may be "boustrophedonic", that is, like the numbering of square mile sections within a township and range: alternating in opposite directions as designations continue from row to row or block to block.
- g. For any land division with one or more private alleys, each private alley is to be a tract.
- h. Tracts are to have any of labels with a drawing legend and a list of plat notes that indicate the purpose of each tract and its responsible party, prime examples being private common area open space and stormwater detention tracts and City/public park land tracts.

#### Attached are examples:

- Plat "Dove Landing", found along the west side of N. Boones Ferry Road north of Tukwila Drive, Sheets 1 (overview), 2 (private alley example), and 6 (City/public tract).
- 2. Plat "Smith Creek P.U.D. No. 7" (Phase 3A), found along Killian Spring Dr west of Halter Drive Sheets 1 (overview, City/public tract plat note), 2 (designation order), and 7 (private common area and City/public tracts).

#### Notes

- 1. Consult the Community Development Director or designee for remaining designation details that neither the WDO nor this memo specifies.
- 2. The Director can modify a designation specification upon request by a developer's surveyor.

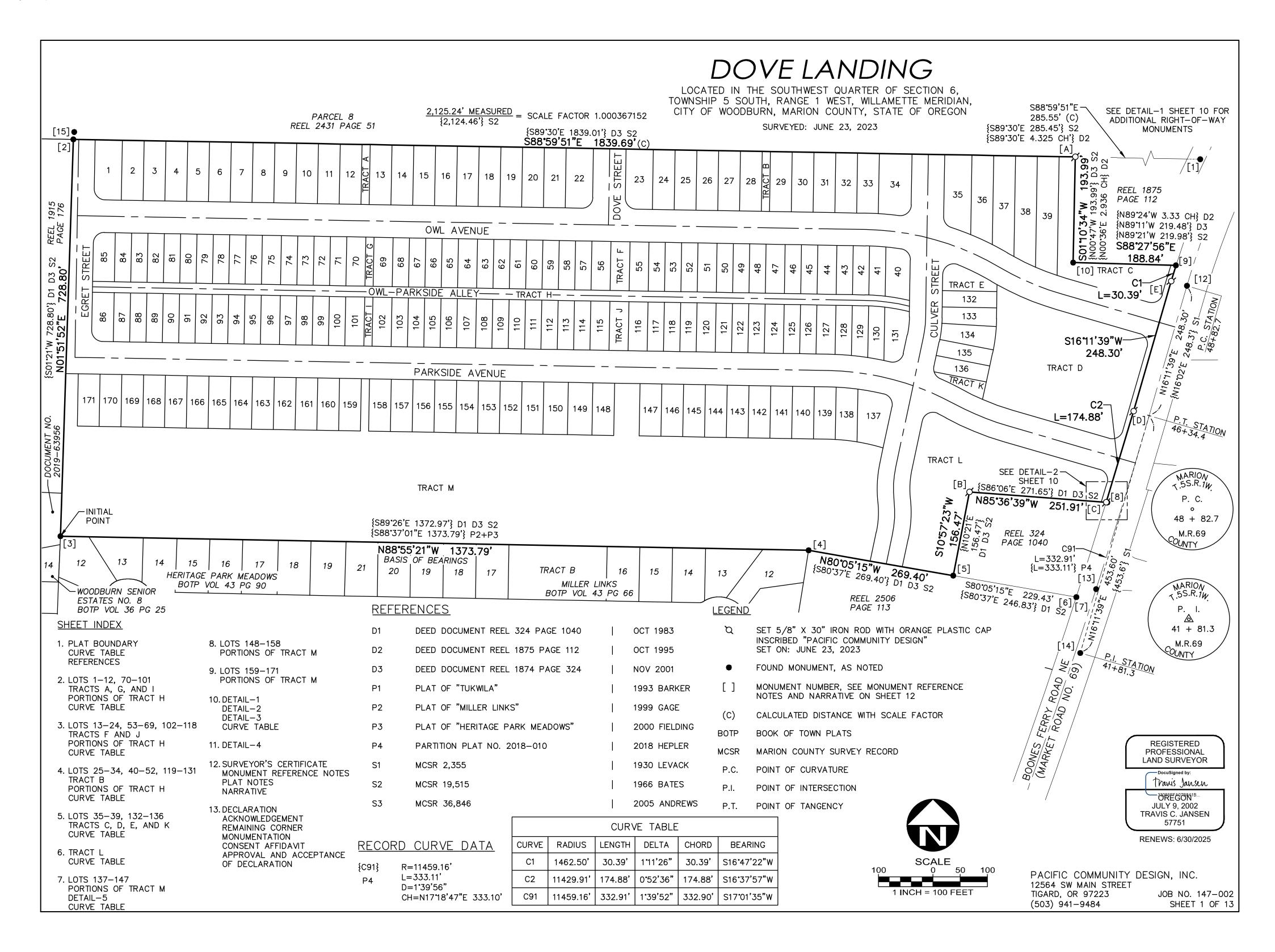
Affirmed,

Chris Kerr, AICP

**Community Development Director** 

### Attachment(s):

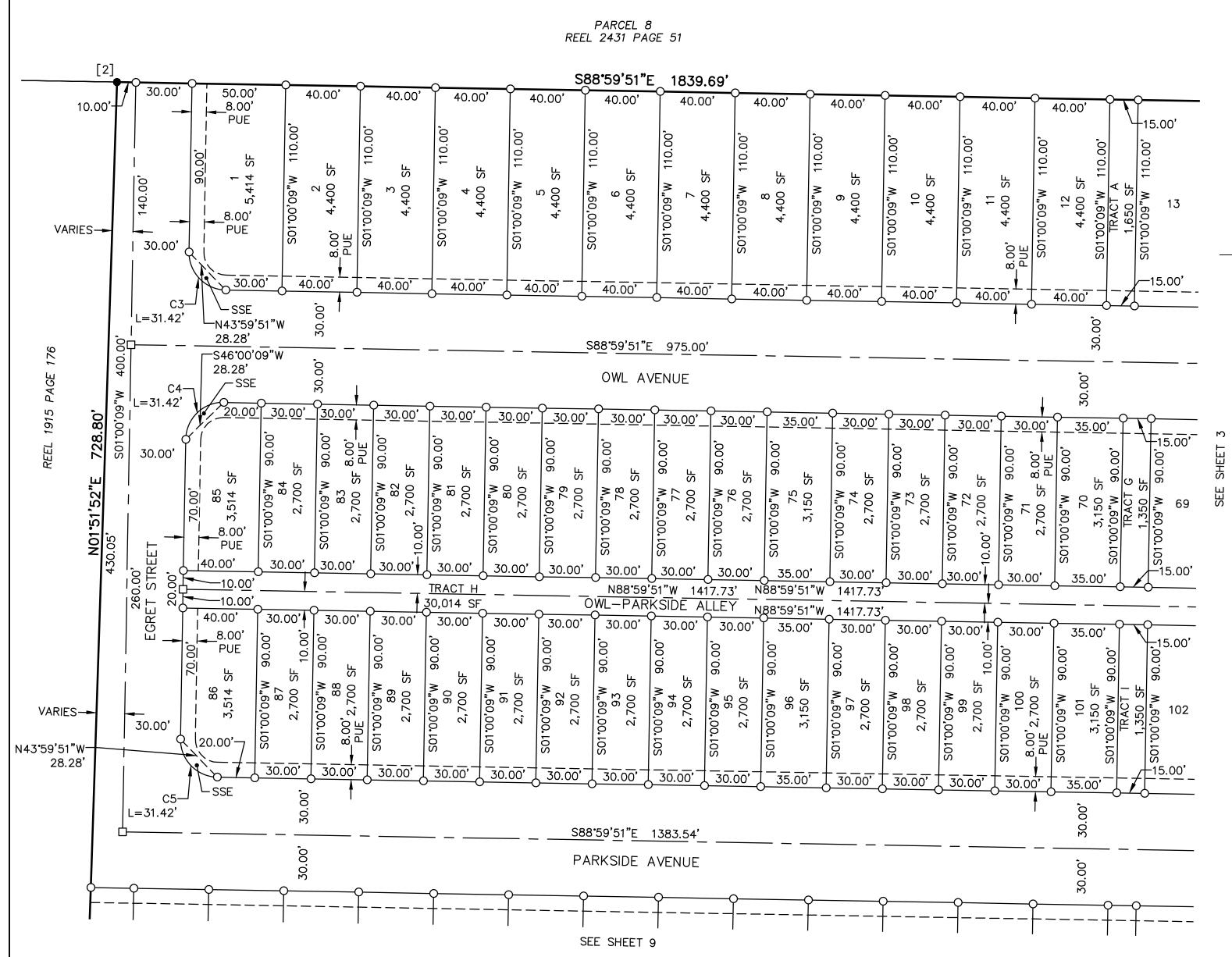
- 1. Plat "Dove Landing" excerpts
- 2. Plat "Smith Creek P.U.D. No. 7" excerpts



# DOVE LANDING

LOCATED IN THE SOUTHWEST QUARTER OF SECTION 6, TOWNSHIP 5 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF WOODBURN, MARION COUNTY, STATE OF OREGON

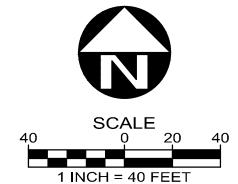
SURVEYED: JUNE 23, 2023



## **LEGEND**

- SET 5/8" X 30" IRON ROD WITH ORANGE PLASTIC CAP FLUSH WITH STREET INSCRIBED "PACIFIC COMMUNITY DESIGN" SET DURING REMAINING MONUMENTATION SET ON: \_\_\_\_\_\_\_\_\_
- FOUND MONUMENT, AS NOTED
- [ ] MONUMENT NUMBER, SEE MONUMENT REFERENCE NOTES ON SHEET 12
- PUE PUBLIC UTILITY EASEMENT
- SF SQUARE FEET
- SE STORM SEWER EASEMENT TO BENEFIT THE CITY OF WOODBURN
- X FENCE LINE

CURVE TABLE					
CURVE	RADIUS	LENGTH	DELTA	CHORD	BEARING
С3	20.00'	31.42'	90°00'00"	28.28'	S43*59'51"E
C4	20.00'	31.42'	90'00'00"	28.28'	S46°00'09"W
C5	20.00'	31.42'	90'00'00"	28.28'	S43°59'51"E



REGISTERED PROFESSIONAL LAND SURVEYOR

Travis Jansen

33055FFA07B841B... OREGON JULY 9, 2002 TRAVIS C. JANSEN 57751

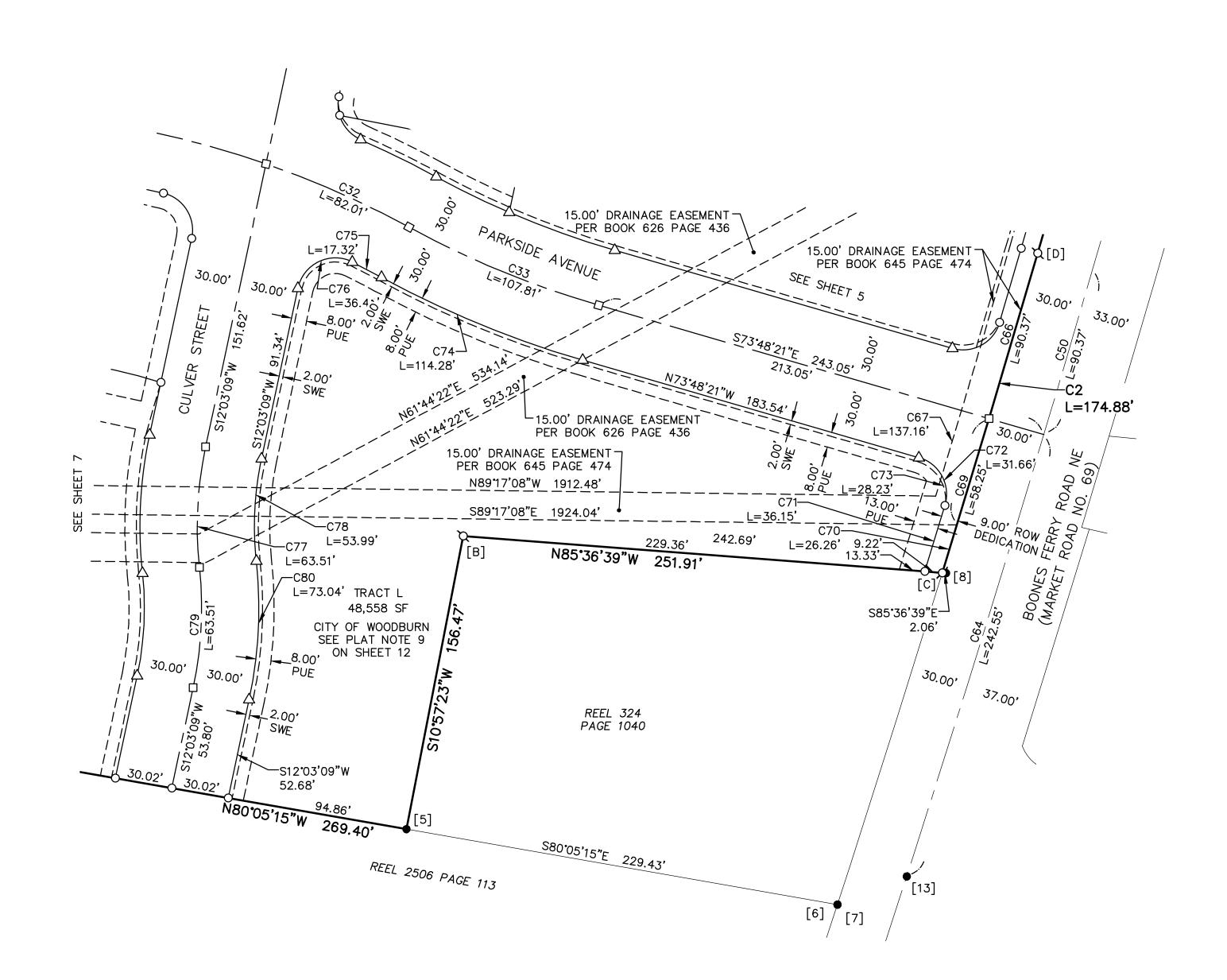
RENEWS: 6/30/2025

PACIFIC COMMUNITY DESIGN, INC. 12564 SW MAIN STREET TIGARD, OR 97223 JOB NO. 147-002 (503) 941-9484 SHEET 2 OF 13

# DOVE LANDING

LOCATED IN THE SOUTHWEST QUARTER OF SECTION 6, TOWNSHIP 5 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF WOODBURN, MARION COUNTY, STATE OF OREGON

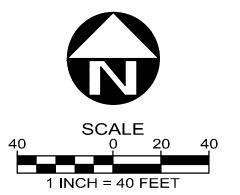
SURVEYED: JUNE 23, 2023



# <u>LEGEND</u>

- O SET 5/8" X 30" IRON ROD WITH ORANGE PLASTIC CAP INSCRIBED "PACIFIC COMMUNITY DESIGN"
- SET 5/8" X 30" IRON ROD WITH ORANGE PLASTIC CAP FLUSH WITH STREET INSCRIBED "PACIFIC COMMUNITY DESIGN" SET ON: \_\_\_\_\_\_\_\_\_\_
- SET 1" DIAMETER BRASS DISK IN CONCRETE INSCRIBED "PACIFIC COMMUNITY DESIGN" SET ON: \_\_\_\_\_\_\_\_
- FOUND MONUMENT, AS NOTED
- [ ] MONUMENT NUMBER, SEE MONUMENT REFERENCE NOTES ON SHEET 12
- PUE PUBLIC UTILITY EASEMENT
- ROW RIGHT-OF-WAY
- SF SQUARE FEET
- SWE PUBLIC SIDEWALK EASEMENT
- X FENCE LINE

	CURVE TABLE					
CURVE	RADIUS	LENGTH	DELTA	CHORD	BEARING	
C2	11429.91	174.88	0*52'36"	174.88'	S16*37'57"W	
C32	500.00'	82.01	9*23'50"	81.91'	S66'09'00"E	
C33	500.00'	107.81	12°21'15"	107.60'	S67'37'43"E	
C50	11459.16	90.37	0°27'07"	90.37	N16°25'12"E	
C64	11866.47	242.55	1°10'16"	242.55	N17"14'31"E	
C66	11429.91	90.37	0°27'11"	90.37	S16*25'15"W	
C67	11414.16	137.16	0'41'19"	137.16'	S16'32'19"W	
C69	11429.91	58.25	017'31"	58.25	S16*47'36"W	
C70	11429.91	26.26'	0°07'54"	26.26	S17*00'18"W	
C71	11420.91	36.15'	01053	36.15'	N16*59'25"E	
C72	20.00'	31.66'	90°42'20"	28.46	N28°27'11"W	
C73	21.00'	28.23'	77'01'21"	26.15'	S35°17'40"E	
C74	530.00'	114.28'	12°21'15"	114.06'	N67'37'43"W	
C75	470.00'	17.32'	2*06'43"	17.32'	N62'30'27"W	
C76	20.00'	36.44'	104 <b>°</b> 23'03"	31.60'	S64°14'40"W	
C77	200.00'	63.51	18 <b>°</b> 11'42"	63.25	S02*57'18"W	
C78	170.00'	53.99'	18"11'42"	53.76	S02'57'18"W	
C79	200.00'	63.51'	18 <b>°</b> 11'42"	63.25	S02*57'18"W	
C80	230.00'	73.04'	18 <b>'</b> 11'42"	72.73'	S02'57'18"W	



REGISTERED PROFESSIONAL LAND SURVEYOR

Docusigned by:
Trawis Jansen

OREGON
JULY 9, 2002
TRAVIS C. JANSEN
57751

RENEWS: 6/30/2025

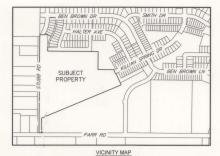
PACIFIC COMMUNITY DESIGN, INC. 12564 SW MAIN STREET TIGARD, OR 97223 JOB NO. 147-002 (503) 941-9484 SHEET 6 OF 13

SHEET 1 OF 8

#### SMITH CREEK P.U.D. NO. 7

BEING A RE-PLAT OF PARCEL 3, PARTITION PLAT NO. 2019-63
AND TRACT "AB". SMITH CREEK P.U.D. NO. 4.
LOCATED IN THE N.E. 14, N. W.14, AND S.W. 14, OF SECTION 13, T. 5 S., R. 2 W., W.M.,
CITY OF WOODBURN. MARION COUNTY, OREGON
NOVEMBER 29, 2022





SHEET INDEX
SHEET 1- VICINITY MAP, SHEET INDEX, NARRATIVE, PLAT NOTES
SHEET 2 - OVERALL BOUNDARY, MONUMENTS LIST, SURVEY REFERENCES, LEGEND
SHEET 3 - NORTHMEST LOTS/TRACTS, LEGEND
SHEET 4 - NORTHEAST LOTS/TRACTS, LEGEND
SHEET 6 - SURTHMEST LOTS/TRACTS, LEGEND
SHEET 6 - DETAILS "A", "B", "C", "D", "E", "F", "G", "H", "T', AND "J, SOUTHWEST LOTS/TRACTS CONTINUATION, LEGEND
SHEET 7 - CURVE TABLE, LIBET TABLE, DETAIL "K"
SHEET 8 - SURVEYOR'S CERTIFICATE, ACKNOWLEDGMENTS, APPROVALS, DECLARATION

NARRATIVE
THE PURPOSE OF THIS SURVEY IS TO SUBDIVIDE PARCEL 3, PARTITION PLAT 2019-63, TOGETHER WITH
TRACT "AB" OF SMITH GREEK P. U.D. NO. 4 AS PLATTED AND RECORDED IN VOLUME HAB, PAGE 94, BOOK OF
TOWN PLATS FOR MARION COUNTY, OREGON, INTO LOTS AND TRACTS, AND TO CREATE THE STREETS AND
EASEMENTS AS SHOWN HEREON. THE BASIS OF BEARINGS USED WAS BETWEEN MONUMENTS FOUND
ALONG THE SOUTHERLY RIGHT OF VWAY OF HERSHBERGER AVENUE, PER THE AFOREMENTIONED SMITH
CREEK P. U.D. NO. 4, AS SHOWN. THE BOUNDARY OF THIS SUBDIVISION WAS DETERMINED HOLDING RECORD
DATA FROM SAID PARTITION PLAT 2019-63 TOGETHER WITH RECORD DATA AND MONUMENTS FOUND IN SAID
SMITH CREEK P. U.D. NO. 4.

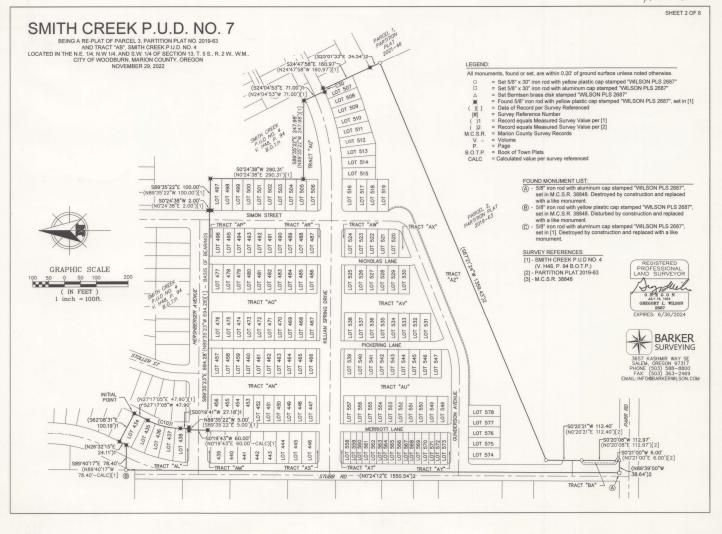
- PLAT NOTES

  1) TRACTS 'AL, "AM", "AN", "AO", 'AP", "AQ", "AR", "AS", "AT", "AU", "AV", "AW, "AX", "AY", AND "BA", KNOWN AS COMMON AREAS, ARE FOR THE USE AND BENEFIT OF ALL LOTS CREATED IN THIS PLAT AND THOSE LOTS IN SMITH CREEK P.U.D. AS OUTLINED IN THE DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS FOR SMITH CREEK P.U.D.
- 2) TRACTS "AN", "AO", "AU, AND "AV" SUBJECT TO A STORM DRAINAGE EASEMENT AND SANITARY SEWER EASEMENT TO THE CITY OF WOODBURN ACROSS ENTIRE TRACTS.
- 3) TRACTS "AQ" AND "AZ" SUBJECT TO A STORM DRAINAGE EASEMENT TO THE CITY OF WOODBURN ACROSS ENTIRE TRACTS.
- 4) PURSUANT TO ORS 92.090(1), A CONSENT AFFIDAVIT BY STAFFORD DEVELOPMENT COMPANY, LLC, AN OREGON LIMITED LIABILITY COMPANY, ALLOWING THE USE OF THE NAME "SMITH OREEK P.U.D. NO. 7" HAS BEEN EXECUTED AND RECORDED IN REEL 4885, PAGE 3, MARION COUNTY DEED RECORDS.
- 5) TRACT "AZ" TO BE CONVEYED TO THE CITY OF WOODBURN BY SEPARATE DOCUMENT.
- 6) PUBLIC PEDESTRIAN ACCESS EASEMENT PER THIS PLAT. SEE SHEETS 3, 4, AND 5.
- 9) PUBLIC PEUES INAIN ACCESS EASEMENT PER THIS PLAT. SEE SHEETS 3, 4, AND 5.

  7) QUIT CLAIM STATEMENT: THAT PORTION OF THE COMMUNICATIONS LINE RIGHT OF WAY EASEMENT RECORDED IN REEL 1768, PAGE 207, REEL 1769, PAGE 208 AND REEL 1769, PAGE 407, MARION COUNTY DEED RECORDS, LYING WITHIN THE RIGHT OF WAY OF STUBB ROAD, HAS BEEN QUIT CLAIMED BY DATAVISION IN THAT DOCUMENT RECORDED IN INSTRUMENT NO. 2023 03 []...[] (MARION COUNTY DEED RECORDS.

  2023 05 [] (10)

BARKER SURVEYING 3657 KASHMIR WAY SE SALEM, OREGON 97317 PHONE (503) 588-8800 FAX (503) 363-2469 AIL: INFO®BARKERWILSON.C



#### SHEET 7 OF 8

## SMITH CREEK P.U.D. NO. 7

BEING A RE-PLAT OF PARCEL 3, PARTITION PLAT NO. 2019-83
AND TRACT "AB". SMITH CREEK P.U.D. NO. 4
LOCATED IN THE N.E. 1/4, N. VI4, AND S. W. 1/4 OF SECTION 13, T. 5 S., R. 2 W., W.M.,
CITY OF WOODBURN, MARION COUNTY, OREGON
NOVEMBER 29, 2022

		CURY	E TABLE	
CURVE #	RADIUS	DELTA	LENGTH	CHORD BEARING & DIST.
C1	510.00'	13'04'20"	116.36'	N19'42'34"E 116.11'
C2	477.00'	21'06'28"	175.73	S15'41'39"W 174.74'
C3	477.00'	5*25'19"	45.14'	S23'32'14"W 45.12'
C4	477.00'	5*33'42"	46.30'	S18'02'44"W 46.28'
C5	477.00°	5'36'40"	46.71	S12'27'33"W 46.69'
C6	477.00	4'30'48"	37.57	S07*23'49"W 37.56'
C7	12.00'	94'43'48"	19.84	N42"13'29"W 17.66'
C8	12.00'	14'19'08"	3.00'	N02*01'09"W 2.99'
C9	12.00'	80'24'40"	16.84	N49'23'03"W 15.49'
(C10)1	225.00	26'57'24"	105.86	S13'48'23"W 104.88'
C11	225.00	6'32'21"	25.68	S24'00'54"W 25.67'
C12	225.00	810'43"	32.12'	S16'39'22"W 32.09'
C13	225.00'	810'43"	32.12	S08'28'39"W 32.09'
C14	225.00'	4'03'36"	15.94'	S02°21'29"W 15.94'
C15	12.00'	90'04'17"	18.86'	N45*22'29"E 16.98'
C16	12.00'	80°24'03"	16.84	N50'12'36"E 15.49'
C17	12.00'	9'40'14"	2.03'	N05'10'28"E 2.02'
C18	12.00'	90'00'00"	18.85	S44'35'23"E 16.97'
C19	12.00'	80"24"20"	16.84'	S49*23'13"E 15.49'
C20	12.00'	9"35'44"	2.01'	S04"23'11"E 2.01'
C21	12.00'	90'00'00"	18.85'	S45*24'38"W 16.97'
C22	12.00'	9*35'39"	2.01'	S05'12'27"W 2.01'
C23	12.00'	80'24'21"	16.84	S50"12'27"W 15.49'
C24	12.00'	90'00'00"	18.85	N44*35'22"W 16.97'
C25	12.00'	9*35'39"	2.01'	N04'23'12"W 2.01'
C26	12.00'	80"24"21"	16.84	N49°23'12"W 15.49'
C27	567.00'	24'31'02"	242.62	S78'09'06"W 240.78'
C28	600.00'	24'30'57"	256.73	S78'09'09"W 254.78'
C29	633.00'	24'30'53"	270.84	N78'09'11"E 268.78'
C30	633.00	0'43'05"	7.93'	N65'32'12"E 7.93'
(C30)[1]	633.00'	0'43'05"	7.93	S65'32'12"W 7.93'
C31	633.00'	2"21'16"	26.01	N67'04'23"E 26.01'
C32	633.00'	2'53'49"	32.00'	N69'41'55"E 32.00'
C33	633.00	2'53'49"	32.01	N72*35'44"E 32.00'
C34	633.00'	2'53'49"	32.01	N75*29'33"E 32.00'
C35	633.00'	2'53'49"	32.01	N78°23'23"E 32.00'
C36	633.00	2'53'50"	32.01	N81"17'12"E 32.00'
C37	633.00'	2'53'50"	32.01	N84"11'02"E 32.00'

	5-1-10-0	CLIRY	Æ TABLE	
CURVE #	RADIUS	DELTA	LENGTH	CHORD BEARING & DIST
C38	633.00'	2'53'50"	32.01'	N87'04'52"E 32.00'
C39	633.00'	1'52'51"	20.78	N89*28'12"E 20.78'
C40	12.00'	90'00'00"	18.85	N45'24'38"E 16.97'
C41	12.00'	90,00,00,	18.85	S44'35'22"E 16.97'
C42	12.00	9'35'39"	2.01	504'23'12"E 2.01'
C43	12.00'	80'24'21"	16.84	S49'23'12"E 15.49'
C44	25.00'	67'54'02"	29.63	\$34*21'39"W 27.92'
C45	25.00'	32'38'06"	14.24	S51'59'36"W 14.05'
C46	25.00'	35"15'56"	15.39	S18'02'35"W 15.15'
C47				N34'21'38"E 55.85'
-	50.00'	67'54'02"	59.25'	N19'43'30"W 8.26'
C48	12.00'	40'16'15"	8.43'	
C49	12.00'	21'59'41"	4.61	N10°35'13"W 4.58'
C50	12.00'	18'16'33"	3.83'	N30'43'20"W 3.81'
C51	45.00'	10810'17"	84.96	N14"13'31"E 72.89'
C52	7.00'	22'05'58"	2.70'	N10'38'22"W 2.68'
C53	20.00'	22'05'58"	7.71'	S10'38'22"E 7.67'
C54	45.00'	22'05'58"	17.36	N10*38'22"W 17.25'
C55	225.00'	18'36'12"	73.06	S81*06'32"W 72.73'
C56	250.00"	22'05'58"	96.43	S79*21'38"W 95.83'
C57	280.00'	22'05'58"	108.00'	N79"21'38"E 107.33'
C58	12.00'	89*55'43"	18.83'	N44'37'31"W 16.96'
C59	12.00'	9'31'31"	1.99'	N04'25'20"W 1.99'
C60	12.00'	80'24'12"	16.84	N49'23'12"W 15.49'
C61	12.00'	90'04'17"	18.86'	N45'22'29"E 16.98'
C62	12.00'	9*39'56"	2.02'	N05*10'18"E 2.02'
C63	12.00'	80"24"21"	16.84	N5012'27"E 15.49'
C64	12.00'	89*55'43"	18.83'	N44'37'31"W 16.96'
C65	12.00'	9'31'22"	1.99'	N04'25'20"W 1.99'
C66	12.00'	80°24'21"	16.84	N49'23'12"W 15.49'
C67	12.00'	90'04'17"	18.86	N45*22'29"E 16.98'
C68	12.00	90,00,00,	18.85	N44*39*39"W 16.97
C69	12.00'	90,00,00,	18.85'	N45'20'21"E 16.97'
C70	12.00'	89"59"21"	18.85'	N44'39'20"W 16.97'
C71	26.00'	22'05'58"	10.03'	N10'38'22"W 9.97'
C72	20.00'	22'05'58"	7.71'	S10'38'22"E 7.67'
C73	26.00'	22'06'01"	10.03'	N10'38'20"W 9.97'
C74	19.00'	22'06'01"	7.33	S10'38'20"E 7.28'

LINE TABLE				
LINE #	LENGTH	BEARING		
L1	7.45	N26"14'45"E		
L2	16.65	N26'41'42"E		
L3	8.64	S21'41'21"E		
L4	0.32'	N21'41'21"W		
L5	2.67'	S21*41'21"E		
L6	13.79'	N21'41'21"W		
L7	10.20'	N10*53'58"W		
L8	10.20'	S11*43'13"W		
L9	1.77'	N89'39'39"W		
L10	1.77'	S89'39'39"E		
L11	1.78'	N89'39'00"W		
L12	7.41'	N21'41'21"W		
L13	7.41	S21'41'21"E		
L14	8.64'	N21'41'21"W		





DETAIL "K" SCALE: 1" = 30'



DETAIL "L" NOT TO SCALE



