



City of Woodburn
Community Development Department
270 Montgomery Street
Woodburn, OR 97071-4730
(503) 982-5246

Transmittal Form: Plat Paper Check

To: Marion County Surveyor; Attn:
Stephanie Watson & James Coakley

From: Colin Cortes, AICP, CNU-A,
Senior Planner Date: December 9,
2020
Cc: Chris Kerr, Community Development
Director; Dago Garcia, P.E., City
Engineer; Morgan Will, Stafford Land
Co.; Gabe Lewman, Baker Surveying
Re: Woodburn Subdivision Final Plat App
FSUB 2020-03 (County SP20-021)
"Smith Creek P.U.D. No. 3" (Ph. 2B)

Summary: City of Woodburn staff received the mailed "paper check" on 12/02/2020 that the County Surveyor's office had received 11/25/2020.

Redlines:

- A. On Sheet 1, bottom left Plat Note 1), have the applicant revise per the below strikethrough-and-underline:

"Tract 'R' and 'T' subject to a **public** pedestrian easement across entire tracts."

- B. On Sheet 1, bottom left Plat Note 5), have the applicant revise such that the common areas are for the use and benefit of all of the Smith Creek Development, not just the No. 3 plat (Phase 2B). The objective is to have private common areas in all 9 phases of Smith Creek Development be for the use and benefits of all lots in the development.

- C. On Sheet 5, Dago Garcia, P.E., City Engineer directs that the applicant remove the City Engineer signature and date blocks.

Notes:

1. PUEs: The applicant may narrow the proposed streetside and alley-side PUEs from 10 feet to 5 feet, the minimum that Woodburn Development Ordinance (WDO) 3.02.01B requires.
2. Mylar: The Community Development Director confirms that the applicant may continue up to production of a plat Mylar for presentation for Director signature while staff holds approval of FSUB 2020-03 in abeyance.
3. Construction: Prior to delivering a Mylar to the City, the developer is to fully construct improvements and through the “engineer of record” contact the City for inspections, providing Planning Division staff in particular at least 3 business days notice, and obtain City acceptance of improvements.
4. Civil engineering plans: Prior to requesting inspections, the applicant is to attend to past Item F1 by submitting to the attention of the Planning Division a copy of the set of civil engineering plans that the Public Works Department approved.
5. Association/HOA: Either prior to delivering a Mylar to the City or at the same time as delivery, the applicant is to submit association documents demonstrating how Condition SUB-2 is met, particularly parts a. & b. (Final Order p. 52). If prior, submit under a cover or transmittal letter with enough information in the letter to establish context.
6. Copies (PDFs for GIS): After Mylar signature and recordation, the applicant is to provide Adobe PDF copies of both the recorded plat and any deed or deeds that convey public tracts to the City so that the City may update its geographic information system (GIS). (See Plat Note 4) for deed reference.)

My contact info is Colin Cortes, AICP, CNU-A, (503) 980-2485, colin.cortes@ci.woodburn.or.us. If e-mailing, cc Chris Kerr, Community Development Director at chris.kerr@ci.woodburn.or.us and Dago Garcia, P.E., City Engineer at dago.garcia@ci.woodburn.or.us.

Attachment(s):

None