WOODBURN
O R E G O N
Incorporated 1889

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

[OBJ]

Transmittal Form: Plat Paper Check

To: Marion County Surveyor; Attn: Jeff
Johnson & Stephanie Watson

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

Cc: Chris Kerr, Community Development
Director; Dago Garcia, P.E., City
Engineer; Morgan Will, Stafford Land
Co.; Gabe Lewman, Baker Surveying

Date:

November 4,
2021

Re: Woodburn Subdivision Final Plat App
FSUB 21-02 (County SP21-013)
"Smith Creek P.U.D. No. 5" (Ph. 3B)

Summary: City of Woodburn staff received the mailed "paper check" on
10/22/2021 that the County Surveyor's office had sent 10/20/2021.

The City Engineer confirmed that the one Public Works item (Killian Spring Drive
ext. to W. Haye Street) is addressed enough for plat recordation to proceed up to
producing a Mylar.   City staff has no requested revisions of the plat drawings.

Notes:

1. Mylar: The Community Development Director confirms that as the County
allows, the applicant may continue up to production of a plat Mylar for
presentation for City official signature while staff holds approval of FSUB 21-
02 (SP21-013) in abeyance.

2. 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.

3. Copies (PDFs for City 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).

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):