



November 19, 2021

Bryan AnDyke, Land Development Project Manager  
Lennar Northwest, Inc.  
11807 NE 99th Street, Suite 1170  
Vancouver, WA 98682-2350

RE: Smith Creek Phase 4B (Tax Lot 052W130000109) Subdivision Final Plat application to City (FSUB 21-03; original/1<sup>st</sup> submittal)

Dear Mr. AnDyke:

Staff reviewed the application materials for FSUB 21-03 Smith Creek Phase 4B received through October 18, 2021. Revisions are needed:

- A. Form: The application form is signed by the applicant but not also the landowner. (Landowner certification attached in lieu of form signature is acceptable.)
- B. Tract 'AI': Sheet 3 indicates Tract 'AI' as "C.O.W.", but the legend omits that this means City of Woodburn, which staff knows for sure only because of past practice established for earlier plats for Smith Creek. Resolve either by adding to the legend or doing whatever the County Surveyor would direct that accomplishes the equivalent.
- C. Lot 375 minimum area: Lot 375 (on Sheet 3 along Rita Drive south side) is 5,998 square feet and so smaller than the minimum of 6,000 sq ft. Because it's outside the planned unit development (PUD) boundary, which doesn't include Phase 4B, the minimum per Woodburn Development Ordinance (WDO) Table 2.02B, interior lot, remains applicable. (Don't shrink Tract 'AI' that adjoins on the west.)
- D. Shelter: Relating to common area improvements, the developer needs to [apply for a building permit](#) for the Tract 'AK' shelter and obtain issuance, which by prior agreement with Stafford Land Co. is to be in lieu of a Phase 4B clubhouse and for which you got [Phase 4B common area improvements "Final Plan" approval](#) on November 15, 2021. This is because the minimum size (the same as what would've been the clubhouse footprint) is large enough to require a building permit.

Staff acknowledges it seems backwards because the plat isn't yet recorded, and so Tract 'AK' doesn't yet exist, yet improvements are to be done prior to plat recordation. However, the department and Stafford Land Co. handled a similar situation for Phase 1A through an Accela / Oregon ePermitting temporary address assignment to preclude building permit applications for houses while allowing them for common area buildings.

Assume a Tract 'AK' temporary address of 351 Yvonne St for Accela / Oregon ePermitting. To get this temporary address set up to be able to apply for a shelter building permit, contact Alyssa Nichols, Permit Technician at (503) 982-5246 or <alyssa.nichols@ci.woodburn.or.us>.

Public and common area improvements are to be constructed, inspected, and accepted prior to City approval of final plat, at the latest by the time the developer's surveyor delivers a Mylar for Director signature per WDO 5.01.06C.1.

Regarding inspections, please note that the Smith Creek Development land use "final order" approval, Note the Applicant 12 (p. 71), specifies to "Contact Planning Division staff at least three City business days prior to a desired date of planning/zoning inspection of site improvements". Additionally, because coronavirus and remote work came to be after the final order, and I would be the one to do the Planning inspection (ePermitting inspection type code 1996), know that I work from Woodburn City Hall Tuesdays and Thursdays and am open to scheduling inspections then.

The City Engineer met with me on November 18, 2021 and confirmed that the Public Works Department Engineering Division had no requests for revisions or comments on the final plat draft drawings.

Enclosed is a copy of Sheets 1-3. Staff also uploaded an Adobe PDF of this letter to the [City project webpage](#).

In closing:

- Materials: Provide to my attention all revised and additional materials as an Adobe PDF file or files through a file sharing service as well as through three (3) plan size paper copies of the final plat drawings and a smaller size or sizes for other documents. (The applicant may e-mail PDF files if the attachments remain under 10MB in total size. A fileshare hyperlink is preferable.)
- Don't piecemeal submittal of materials.
- Letter: Include a dated cover or transmittal letter referencing case file number FSUB 21-03, Smith Creek Phase 4B, and Smith Creek P.U.D. No. 6, citing each revision item code/letter, and for each item directing staff to the applicable and specific plan sheet or document and page number.
- Delivery: Regarding visits by couriers or others who would deliver paper submittals to the Community Development Department, open hours are on the Planning Division homepage bottom left. Know also that staff might not be available during lunch (noon to 1:00).

Please contact me at (503) 980-2485 or <colin.cortes@ci.woodburn.or.us> with questions.

Sincerely,



Colin Cortes, AICP, CNU-A  
Senior Planner

Enclosure

cc: Chris Kerr, AICP, Community Development Director  
Dago Garcia, P.E., City Engineer

# SMITH CREEK P.U.D. NO. 6

BEING A RE-PLAT OF PARCEL 2, PARTITION PLAT NO. 2019-69  
 LOCATED IN THE N.E. 1/4 OF SECTION 13, T. 5 S., R.2 W.M.,  
 AND THE N.W. 1/4 OF SECTION 18, T. 5 S. R. 1 W.M.,  
 CITY OF WOODBURN, MARION COUNTY, OREGON  
 SEPTEMBER 7, 2021

**SHEET INDEX**

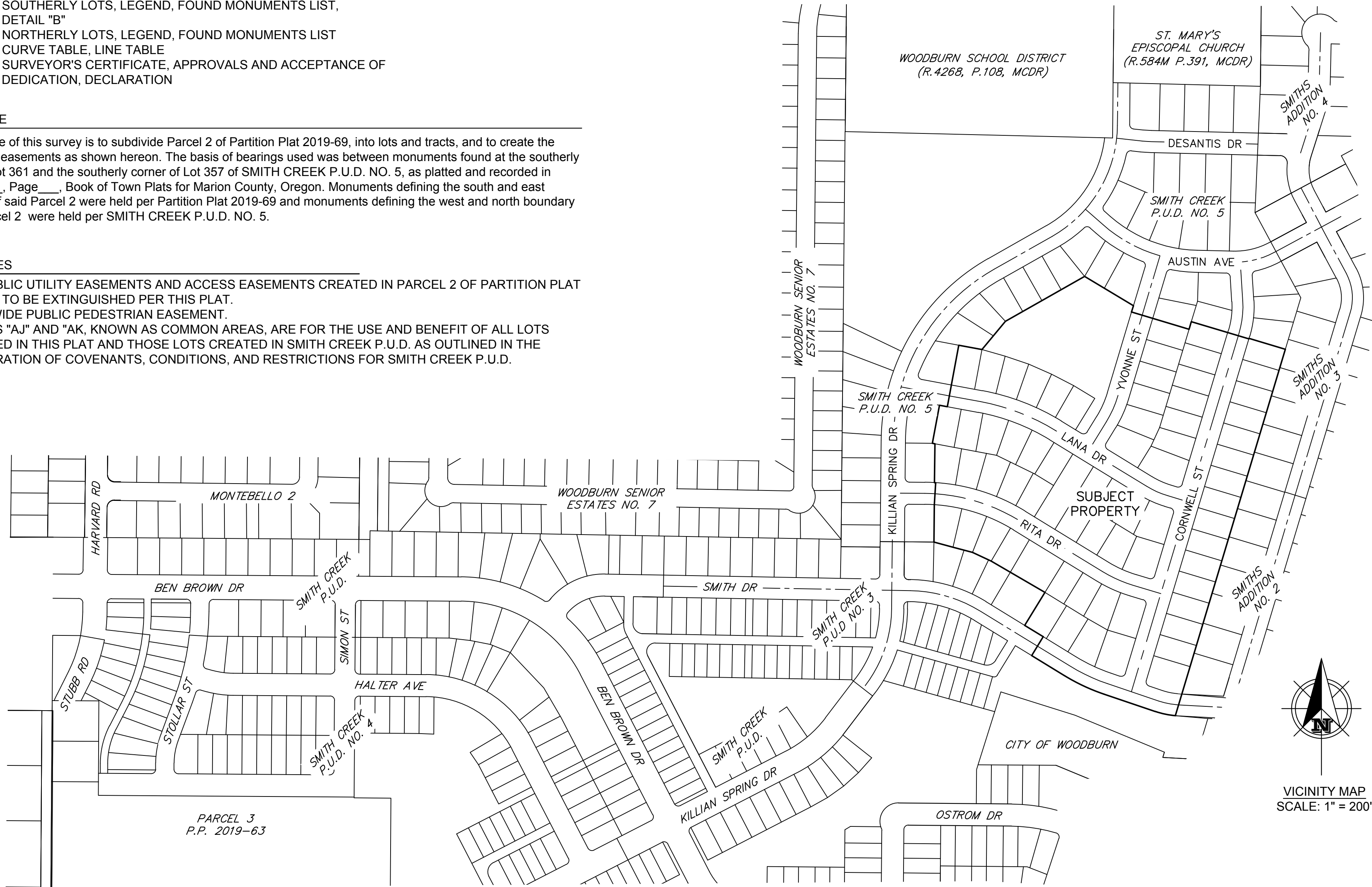
- SHEET 1 - VICINITY MAP, NARATIVE, PLAT NOTES
- SHEET 2 - OVERALL BOUNDARY, LEGEND, FOUND MONUMENTS LIST, SURVEY REFERENCES, CURVE TABLE, DETAIL "A"
- SHEET 3 - SOUTHERLY LOTS, LEGEND, FOUND MONUMENTS LIST, DETAIL "B"
- SHEET 4 - NORTHERLY LOTS, LEGEND, FOUND MONUMENTS LIST
- SHEET 5 - CURVE TABLE, LINE TABLE
- SHEET 6 - SURVEYOR'S CERTIFICATE, APPROVALS AND ACCEPTANCE OF DEDICATION, DECLARATION

**NARRATIVE**

The purpose of this survey is to subdivide Parcel 2 of Partition Plat 2019-69, into lots and tracts, and to create the streets and easements as shown hereon. The basis of bearings used was between monuments found at the southerly corner of Lot 361 and the southerly corner of Lot 357 of SMITH CREEK P.U.D. NO. 5, as platted and recorded in Volume \_\_\_, Page \_\_\_, Book of Town Plats for Marion County, Oregon. Monuments defining the south and east boundary of said Parcel 2 were held per Partition Plat 2019-69 and monuments defining the west and north boundary of said Parcel 2 were held per SMITH CREEK P.U.D. NO. 5.

**PLAT NOTES**

- 1) ALL PUBLIC UTILITY EASEMENTS AND ACCESS EASEMENTS CREATED IN PARCEL 2 OF PARTITION PLAT 2019-69 TO BE EXTINGUISHED PER THIS PLAT.
- 2) 12.00' WIDE PUBLIC PEDESTRIAN EASEMENT.
- 3) TRACTS "AJ" AND "AK, KNOWN AS COMMON AREAS, ARE FOR THE USE AND BENEFIT OF ALL LOTS CREATED IN THIS PLAT AND THOSE LOTS CREATED IN SMITH CREEK P.U.D. AS OUTLINED IN THE DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS FOR SMITH CREEK P.U.D.



REGISTERED  
 PROFESSIONAL  
 LAND SURVEYOR

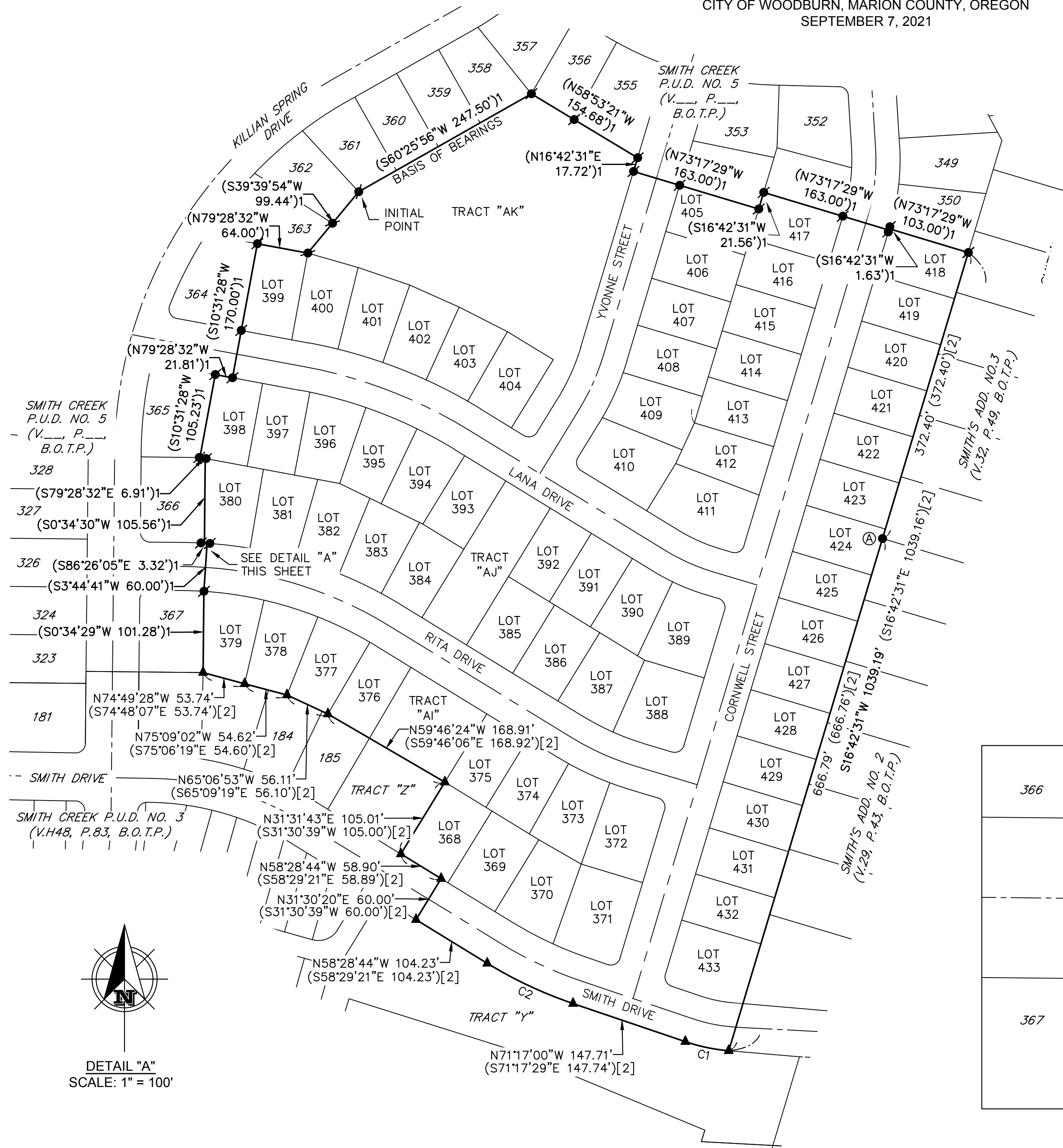
OREGON  
 JULY 19, 1994  
 GREGORY L. WILSON  
 2687  
 EXPIRES: 6/30/2022



3657 KASHMIR WAY SE  
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BEING A RE-PLAT OF PARCEL 2, PARTITION PLAT NO. 2019-69  
 LOCATED IN THE N.E. 1/4 OF SECTION 13, T. 5 S., R.2 W.M.,  
 AND THE N.W. 1/4 OF SECTION 18, T. 5 S. R. 1 W.M.,  
 CITY OF WOODBURN, MARION COUNTY, OREGON  
 SEPTEMBER 7, 2021



**LEGEND:**

- All monuments, found or set, are within 0.20' of ground surface unless otherwise noted
- = Found monument (see found monument list)
  - = Found 5/8" iron rod with yellow plastic cap stamped "WILSON PLS 2687". Set in [1].
  - ▲ = Found 5/8" iron rod with yellow plastic cap stamped "WILSON PLS 2687". Set in [2].
  - ( ) [ ] = Data of record per survey noted
  - ( ) 1 = Data of record and measured per [1]
  - [ ] = Survey Reference
  - V. = Volume
  - P.P. = Partition Plat
  - M.C.S.R. = Marion County Survey Records
  - R. = Reel
  - B.O.T.P. = Book of Town Plats
  - P. = Page
  - R.B. = Radial Bearing

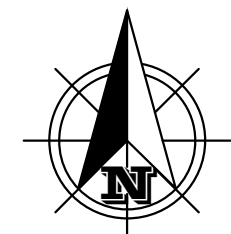
**FOUND MONUMENTS LIST**

- Ⓐ - 1-1/4" iron pipe. Set in [4]. Down 0.5'.

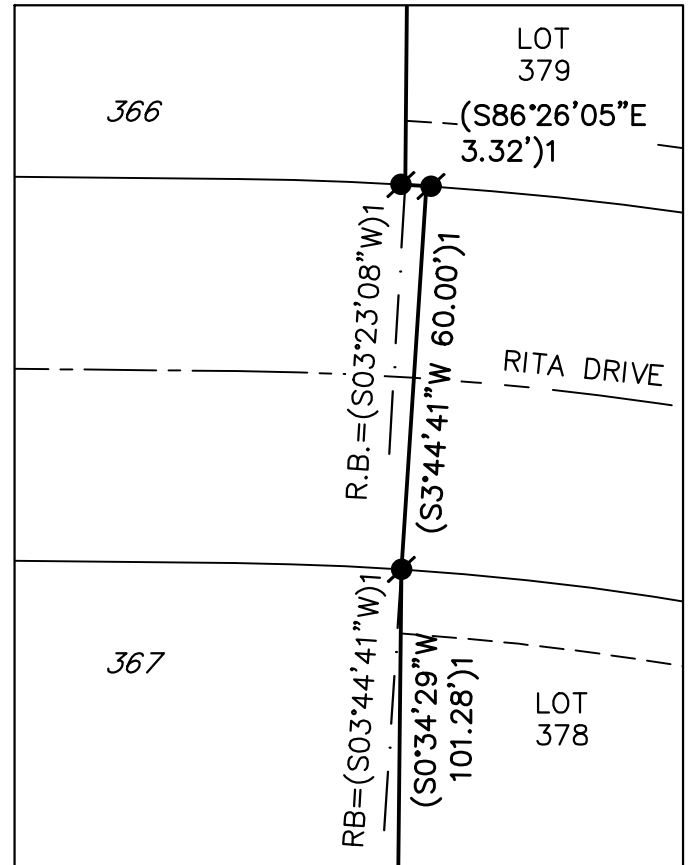
**SURVEY REFERENCES**

- [1] - SMITH CREEK P.U.D. NO. 5 (V. \_\_, P. \_\_, B.O.T.P.)
- [2] - PARTITION PLAT NO. 2019-069
- [3] - SMITH CREEK P.U.D. NO. 3 (V. H48, P. 83, B.O.T.P.)
- [4] - SMITH'S ADDITION NO. 2 (V.29, P.43, B.O.T.P.)

Curve Table				
Curve #	Radius	Delta	Length	Chord Bearing & Distance
C1	230.00'	13°49'18"	55.48'	N78°11'39"W 55.35'
(C1)[2]	230.00'	13°48'47"	55.45'	S78°11'52"E 55.31'
C2	530.00'	12°48'16"	118.44'	N64°52'52"W 118.20'
(C2)[2]	530.00'	12°48'08"	118.42'	S64°53'25"E 118.18'



DETAIL "A"  
SCALE: 1" = 100'



DETAIL "A"  
SCALE: 1" = 30'

REGISTERED PROFESSIONAL LAND SURVEYOR

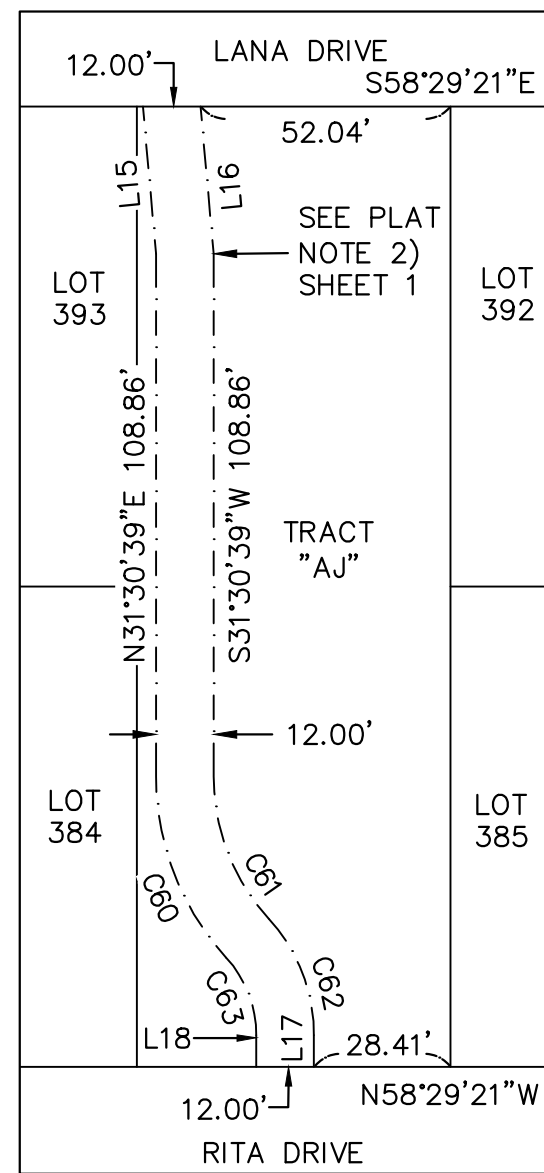
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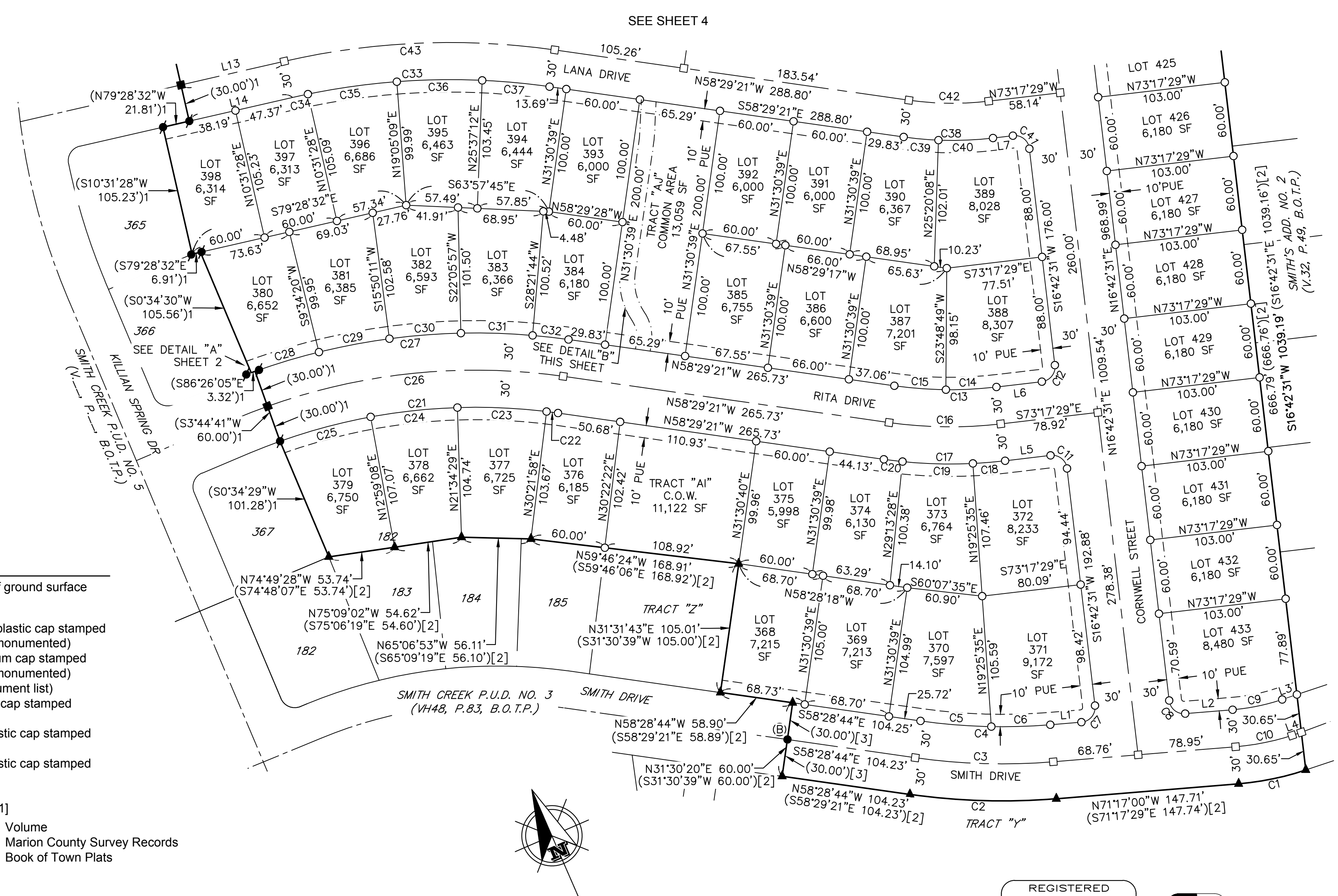
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DETAIL "B"  
 SCALE: 1" = 40'



**LEGEND:**

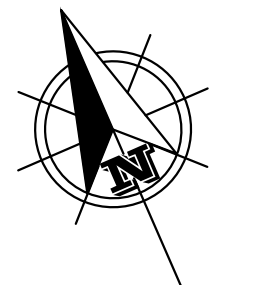
All monuments, found or set, are within 0.20' of ground surface unless otherwise noted

- = Set 5/8" x 30" iron rod with yellow plastic cap stamped "WILSON PLS 2687" (To be post-monumented)
- = Set 5/8" x 30" iron rod with aluminum cap stamped "WILSON PLS 2687" (To be post-monumented)
- = Found monument (see found monument list)
- = Found 5/8" iron rod with aluminum cap stamped "WILSON PLS 2687". Set in [1].
- = Found 5/8" iron rod with yellow plastic cap stamped "WILSON PLS 2687". Set in [1].
- ▲ = Found 5/8" iron rod with yellow plastic cap stamped "WILSON PLS 2687". Set in [2].

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**FOUND MONUMENTS LIST**

- Ⓟ - 5/8" iron rod with aluminum cap stamped "WILSON PLS 2687". Set in [3].



SCALE: 1" = 60'

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