



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 Heuschkel, Survey Tech II; cc
Jeff Johnson

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

Date:
April 28, 2022

Cc: Chris Kerr, Community Development
Director; Dago Garcia, P.E., City
Engineer; James Hepler, PLS,
Azimuth Surveying

Re: Woodburn Partition Final Plat App
PLA 2020-02 (County PP22-011)
"Templeton Apartments" (County
"Partition for Jimmy & Gwendolyn
Templeton Trust"; related to City
master/parent land use case file no.
CU 2020-01

Summary: City of Woodburn staff received the second / 1st revised mailed "paper check" on 4/25/2022 that the County Surveyor's office had sent 4/21/2022.

The applicant needs to resolve the items below.

Referring to the transmittal of March 31, item A and part of item B remain unresolved:

A. *Conditions D4c, d, & e: Revise to meet the cross access easement (CAE) condition through clear delineation, labeling, and easement purpose and description text showing conformance with the conditions quoted below:*

“a. Extend a drive aisle stub 20 ft width min between faces of curb to the property line along Tax Lots (1) 051W18DA01400 (1444 Cleveland), (2) 051W18DA01101 (225 S. Pacific Hwy) at Schwenke Lane, and (3) ...

c. To meet WDO 3.04.03B.1 & 3, establish one or more CAEs (and if the developer opts, a private maintenance agreement) to the satisfaction of the Director and revocable only with written request to the Director and written concurrence by the Director.

d. The CAE(s) shall be 20 ft wide min, centered on driveway and drive aisle centerlines, and span between ROW and each drive aisle stub.

e. The CAE shall grant public access to and from Cleveland via the driveway and drive aisles to the benefit of the two properties that a(1) & (2) describe.”

About c., wherever the easement text is to be per the County Surveyor’s office, make explicit that the cross access (ingress and egress) easement is revocable only with the written concurrence of the City of Woodburn Community Development Director.

Specifically:

1. The proposed CAE to the benefit of 051W18DA01400 (1444 Cleveland) is labeled “private”. Revise to “public”.
2. A (public) CAE to the benefit of Tax Lot 051W18DA01101 (225 S. Pacific Hwy) is missing from the plat drawings.
3. The language of each CAE, whatever the legal instrument(s) the developer will record to grant them, needs include a statement that, “Per Woodburn Development Ordinance (WDO) 3.04.03B.3, the public shared access (ingress and egress) right of this easement is revocable only with the written concurrence of the Community Development Director.” If the County Surveyor directs that this be documentation separate from the plat drawings and recorded simultaneously with the drawings, then developer’s surveyor would prepare such documentation.

Submit to City staff the draft document or documents demonstrating conformance with the condition of approval and that are prepared such that the County Surveyor’s office will accept them for recordation. (No one on the developer’s team wants to have to correct and re-record documents.)

B. Public Works: See the attached redlines and revise accordingly. Questions? Contact Dago Garcia, P.E., City Engineer, (503) 982-5248, dago.garcia@ci.woodburn.or.us.

The City Engineer identified a remaining redline. See attached.

Notes to the Applicant:

The following notes are for the applicant (and not County staff):

1. G4: Staff reminds the applicant of Condition G4:

G4. Due dates / public improvements: Building permit:

“a. By application: Unless a condition specifies otherwise, conditions including those relating to any of subdivision, partition, or property line adjustment or lot consolidation recordation are due by building permit application. Prior to both building permit application and any recordation of any final subdivision, final partition, or property line adjustment or lot consolidation, the developer shall submit to the CDD and obtain approval of an Address Assignment Request. For proposed easements that PW [Public Works] directs or the County Surveyor would direct to be dedicated by separate documentation instead of on the face of a recorded drawing or drawings such as plat or re-plat drawings, draft documentation is due for City staff review by building permit application.

b. By issuance: Unless a condition specifies otherwise, ROW and easement dedications and recordation(s), construction of frontage/street improvements, construction of off-site, park, and other public improvements, and fees in-lieu are due by building permit issuance.”

The land use final decision document with the conditions of approval remains on the [City project webpage](#). City project webpages can be found via the gateway webpage at <www.woodburn-or.gov/projects>.

2. Construction: Prior to delivering a Mylar to the City, the developer is to fully construct public 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).

Notes for the County:

- This transmittal is offered as direction for the developer and the County for what's needed to be in order for recordation. City staff leaves it to the developer to meet City conditions of approval and administrative direction as well as follow whatever process the County establishes. If the County needs some other specific action by the City, let City staff know.
- Please address future mailed paper checks for any project to the attention of Cassandra Martinez, Administrative Specialist, at the same address as at present.

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

Attachment(s):

City Engineer redlines (April 27, 2022)

PP22-011

Partition Plat No. _____
FOR

RSS ARCHITECTURE

in the SOUTHEAST 1/4 of SECTION 18, TOWNSHIP 5 SOUTH, RANGE 1 WEST,
WILLAMETTE MERIDIAN
CITY OF WOODBURN, MARION COUNTY, OREGON
JANUARY 24, 2022

REGISTERED
PROFESSIONAL
LAND SURVEYOR

James S. Hepler

OREGON
JULY 25, 1990
JAMES S. HEPLER
2451

EXPIRES: 6-30-23

LEGEND

- = Found Monument as noted, flush with ground surface and in good condition unless otherwise noted
- = Set 5/8"X30" Iron Rod with Yellow Plastic Cap Marked "AZIMUTH SURVEYING", set flush, unless otherwise noted
- = Found 5/8"X30" Iron Rod with Yellow Plastic Cap Marked "AZIMUTH SURVEYING", Flush and in good condition unless otherwise noted. [Hepler, MCSR 39172]
- () = Data of Record
- { } = Data Computed from one or more Record Sources as noted
- [] = Surveyor, File Number for survey in which monument probably originated
- I.P. = Iron Pipe
- I.R. = Iron Rod
- I.B. = Iron Bar
- Y.P.C. = Yellow Plastic Cap
- R.P.C. = Red Plastic Cap
- P.P. = Partition Plat
- x-x- = Fence

SCALE : 1" = 40'

HERE FOR COMPLIANCE WITH MARION COUNTY SURVEYOR'S MAP STANDARDS ONLY

- ° = Degrees
- ' = Feet or minutes, except where context indicates otherwise
- " = Inches or seconds depending on context
- + = More or Less
- N = In the context of bearings, North
- E = In the context of bearings, East
- S = In the context of bearings, South
- W = In the context of bearings, West
- MCSR 39172 = MCSR MCSR 39172 or MCSR XXXXX
- 38314 = MCSR 38314 or MCSR XXXXX
- 20674 = MCSR 20674 or MCSR XXXXX
- M.R. = MARKET ROAD
- No. = Number
- = Lines of properties surveyed or described as a result of this survey
- = Centerline
- = Lines not of properties surveyed or described as a result of this survey
- = Lines for ties, reference, previous lines, easements or other as context indicates
- = Lines for ties, reference, previous lines, easements or other as context indicates
- = Lines for ties, reference, previous lines, easements or other as context indicates
- = Dimension lines or indicator lines
- = Dimension lines often referred to as "crows feet"

PUBLIC WATER LINE EASEMENT LINE TABLE

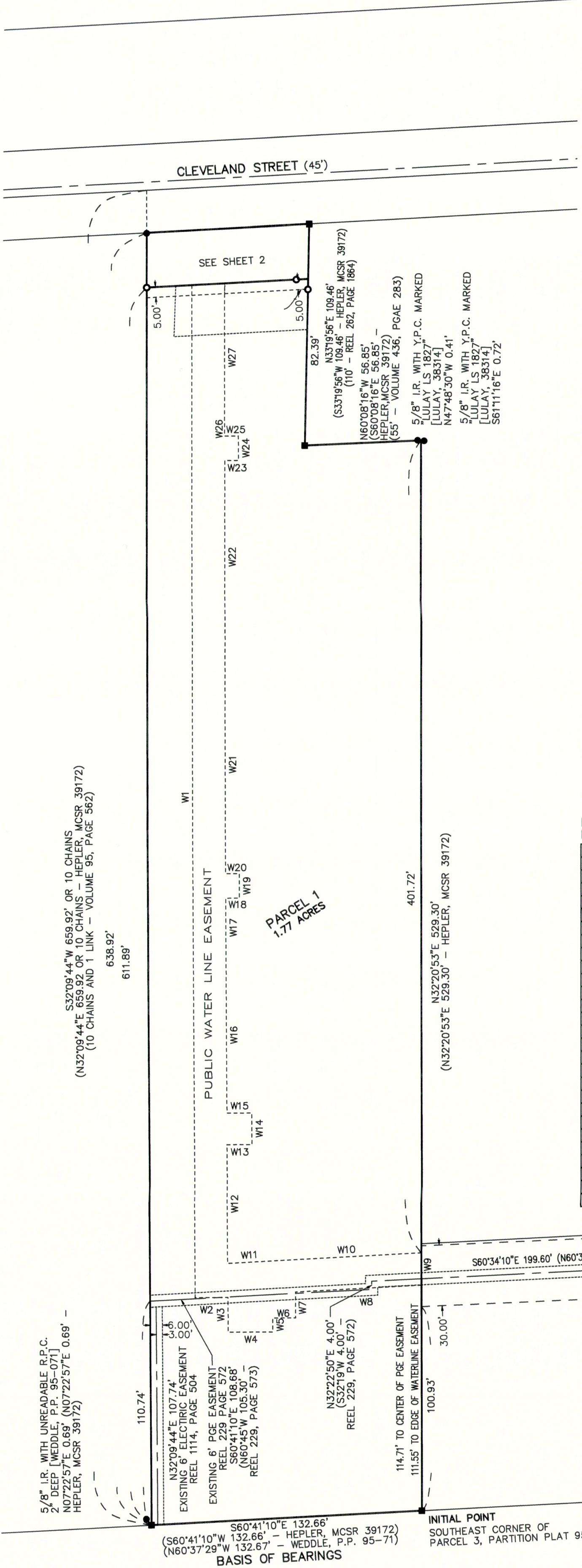
| LINE | BEARING | DISTANCE |
|------|-------------|----------|
| W1 | S32°09'44"W | 495.61' |
| W2 | S57°54'28"E | 16.13' |
| W3 | S32°09'03"W | 17.13' |
| W4 | S57°50'15"E | 21.88' |
| W5 | N32°09'44"E | 6.92' |
| W6 | S57°50'16"E | 11.25' |
| W7 | N32°09'44"E | 12.74' |
| W8 | S60°47'59"E | 61.67' |
| W9 | N32°20'53"E | 16.02' |
| W10 | N60°47'59"W | 73.15' |
| W11 | N60°47'59"W | 21.87' |
| W12 | N32°09'44"E | 58.68' |
| W13 | S57°50'16"E | 12.22' |
| W14 | N32°09'51"E | 15.70' |
| W15 | N57°50'16"W | 12.13' |
| W16 | N32°09'44"E | 76.85' |
| W17 | N32°09'44"E | 29.26' |
| W18 | S57°50'16"E | 6.71' |
| W19 | N32°09'44"E | 12.16' |
| W20 | N57°50'16"W | 6.71' |
| W21 | N32°09'44"E | 108.89' |
| W22 | N32°14'08"E | 95.52' |
| W23 | S57°50'16"E | 6.71' |
| W24 | N31°35'03"E | 12.12' |
| W25 | N57°50'16"W | 6.71' |
| W26 | N32°09'44"E | 6.91' |
| W27 | N32°09'44"E | 63.50' |

NOTE:

1) SEE SURVEYOR'S CERTIFICATE ON SHEET 2

NARRATIVE

The purpose of this survey is to monument a property line adjustment in the form of a replat as approved by City of Woodburn Property Line Adjustment Case No. 2020-02. This approval consolidates existing lots into one Parcel and vacate certain easements. This Replat is based on and uses my existing boundary from my previous survey (MCSR 39172).



the easement is not a public utility easement. Either convert the easement to a public utility easement or provide an easement for the public water main.

REVISED

RECEIVED
APR 20 2022

MARION COUNTY SURVEYOR

Tracking # PP22-011
Case: PLA 2020-02
Case: CU 2020-01
Case: DR 2020-02
Case: EXCP 2020-04
Case: VAR 2020-02

RECEIVED

APR 25 2022

COMMUNITY DEVELOPMENT
DEPARTMENT