



City of Woodburn
Community Development Dept.

Memorandum

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Date: May 12, 2022
Through: Chris Kerr, AICP, Community Development Director
From: Colin Cortes, AICP, CNU-A, Senior Planner *cc.*
Subject: **How to Comment / How to Testify about Land Use & Zoning**

If wanting to comment or “testify” on a land use application package, besides the option of speaking at a public hearing, one can submit written testimony as follows:

1. In business letter format include your full name and mailing address (so City staff can formally notify you of whatever decision the City makes) and in the subject line reference the case file number and title of the thing in question.
2. Address to either the Planning Commission or City Council (whichever will be holding the hearing), c/o Planning Division, City of Woodburn, 270 Montgomery Street, Woodburn, OR 97071-4320. E-mail is acceptable. If e-mailing send to Cassandra Martinez, Administrative Specialist at cassandra.martinez@ci.woodburn.or.us.
3. Preferably, in the body of the letter be specific with any questions, objections to, or suggested revisions to the thing in question.
4. Mail, deliver, or convert or scan to Adobe PDF the original document (and any copies – nine is preferable) to arrive to City staff no later than:
 - a. Preferably by 7 days prior to the hearing date by 9:30 a.m. or
 - b. Absolute latest the evening of the hearing before either the Commission or Council closes the hearing and as a printed original with nine copies.