



PUBLIC WORKS - ENGINEERING

P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132 • 503.537.1240

Date: June 21, 2019

RE: SURVEY FOR ELLIOTT ROAD IMPROVEMENT PROJECT

Dear Property Owners/Residents,

The City of Newberg has recently retained Kittelson & Associates (KAI), and their sub-consultants CES|NW and Morgan Holen & Associates, to perform engineering, surveying, and tree study tasks for the Elliott Road Improvement Project. KAI will be collecting data to complete a design base map showing the existing topography, property lines, soils, trees, and utilities, and also creating design alternatives to improve Elliott Road between Highway 99W and Newberg High School. Most of the field work will occur within the right of way of existing streets but some tasks may require access onto your property. This letter is to notify you of this fact in accordance with the Oregon Revised Statutes (ORS) 672.047. Please refer to <https://www.oregonlaws.org/ors/672.047> for ORS detail.

During the course of this survey, KAI and their sub-consultants may locate underground utilities with temporary paint marks and may place temporary and/or permanent survey monuments or markers on your property. This work will be between 7 a.m. and 6 p.m., Monday through Friday. At no point in time will they request access inside your home. When the field crews need access to your property, they will:

- Carry proper identification and drive marked company vehicles.
- Make an effort to notify occupants in buildings or on property in advance, and leave a written notice when occupants are unavailable.
- Respect the rights of property owners.
- Keep closed gates closed and leave open gates open.
- Conduct all survey operations in a safe and professional manner.

Once the base mapping is complete, the City and the consultant will host a community open house and invite you to review the survey work, learn more about the proposed project and design alternatives, and also for the City team to listen to your comments and suggestions. Please refer to the City's project website at <https://www.newbergoregon.gov/projects> for detailed information and future open house announcements.

This project will be phased over several fiscal years and you will receive progress updates throughout various phases of this project. Should you have any questions or concerns, please do not hesitate to contact me at 503.554.1751 or via email at paul.chiu@newbergoregon.gov.

Respectfully,

Paul Chiu, PE, Senior Engineer/Project Manager

cc: Tony Roos, PE, Kittelson & Associates
Paul Kohn, PLS, CES|NW
Morgan Holen, Arborist