



August 6, 2020

Morgan Will
Development Manager, Acquisitions & Development
Stafford Development Co., LLC
8840 SW Holly Lane
Wilsonville, OR 97070-9800

RE: Smith Creek Phase 1A (Tax Lot 052W13 00108) final plat app (FSUB 2020-01)

Dear Mr. Will:

This is an update to the third incompleteness letter of July 28.

Under separate cover today, staff cleared Marion County to continue recordation.

In the interim, regarding the few outstanding items:

Ba. n/a (resolved)
E. n/a (resolved)
G2 n/a (dropped)

J. Public improvements: Construction and City inspection(s) and acceptance(s) remain outstanding. (The term is broad, including street, off-street, and off-site improvements and both surface and subsurface/underground improvements.) Construct and contact for City inspections, providing Planning Division staff in particular at least three (3) business days notice. ...

This remains – for the City to approve FSUB 2020-01 and for the Community Development Director to sign a Mylar.

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.)
- Do not piecemeal submittal of materials.
- Letter: Include a dated cover or transmittal letter referencing the project parent case file number, name, and phase designation, citing each incompleteness item code, and for each item directing staff to the applicable and specific plan sheet or document and page number.
- Delivery: As of this writing, because of coronavirus Woodburn City Hall remains closed to the public indefinitely. The department accepts mailed materials. Any visitor must schedule an appointment prior to arrival, including couriers who would deliver paper submittals to the Community Development Department. Contact Alyssa Nichols, department receptionist, at (503) 982-5246 or alyssa.nichols@ci.woodburn.or.us.

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

Sincerely,

A handwritten signature in blue ink that reads "Colin Cortes". The signature is written in a cursive, flowing style.

Colin Cortes, AICP, CNU-A
Senior Planner

cc: McKenzie Granum, Assistant City Attorney
Chris Kerr, AICP, Community Development Director
Eric Liljequist, Public Works Project & Engineering Director
Dago Garcia, P.E., City Engineer
Gabe Lewman, Project Manager, Barker Surveying, 3657 Kashmir Way SE, Salem, OR 97317