



August 3, 2020

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

RE: Smith Creek Phase 2B (Tax Lot 052W13 0000107) final plat app (FSUB 2020-03)

Dear Mr. Will:

This incompleteness letter outlines items needing resolution regarding the application materials received July 24, 2020.

Section references are to the [Woodburn Development Ordinance \(WDO\)](#).

- A. Phase title: Correct the top center title across all sheets from “Smith Creek Phase 3” to “Smith Creek Phase 2B”.
- B. Path easement: On Sheet 2, dedicate within Tract A a public 12-foot wide pedestrian access easement centered on and encompassing the path and its shoulders as located per the approved set of civil engineering plans. (Tract A is mid-block and connects Smith Drive and the McCallum Lane public alley. Tract C may remain as proposed.)
- C. Legend: On Sheet 4, add to the legend “C.O.W. = City of Woodburn” to provide context for the Tract I dedication to “C.O.W.”
- D. Tract G: On Sheet 4, revise the Tract G dedication from “park” to “C.O.W.”
- E. Common area improvements maintenance: Regarding Condition SUB-2 (Final Order p. 52), subsections a. and b. in particular, staff believes that when the developer as a means of obtaining final plat approval for Phase 1A establishes a conforming, master homeowners association (HOA) that maintains private common areas across all Smith Creek Development phases that this item would be met not only for Phase 1A but also for 2B and the remaining seven phases.

In short, finish establishing a conforming HOA prior to both City approval of the final plat app and developer dedication of Phase 2B private common area tracts to the HOA.

F. Public improvements:

1. Civil engineering plans: Provide to the attention of the Planning Division a copy of the set of civil engineering plans that the Public Works Department approved. Planning staff too would look to these as a basis of comparison when inspecting improvements.
2. Bond / performance guarantee: If considering a bond or performance guarantee of Phase 2B public improvements to delay construction, submit a letter to the City Administrator through the Public Works Department Engineering Division requesting granting of a waiver pursuant to 4.02.08 and as management directs.
3. Inspection and acceptance: 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.

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,



Colin Cortes, AICP, CNU-A
Senior Planner

Enclosure:

- Sheets 1, 2, & 4 scanned (submitted July 24, 2020)

cc: McKenzie Granum, Assistant City Attorney
Chris Kerr, AICP, Community Development Director
Dago Garcia, P.E., City Engineer
Greg Wilson, President, Barker Surveying, 3657 Kashmir Way SE, Salem, OR 97317
Gabe Lewman, Project Manager, Barker Surveying

SMITH CREEK PHASE 3

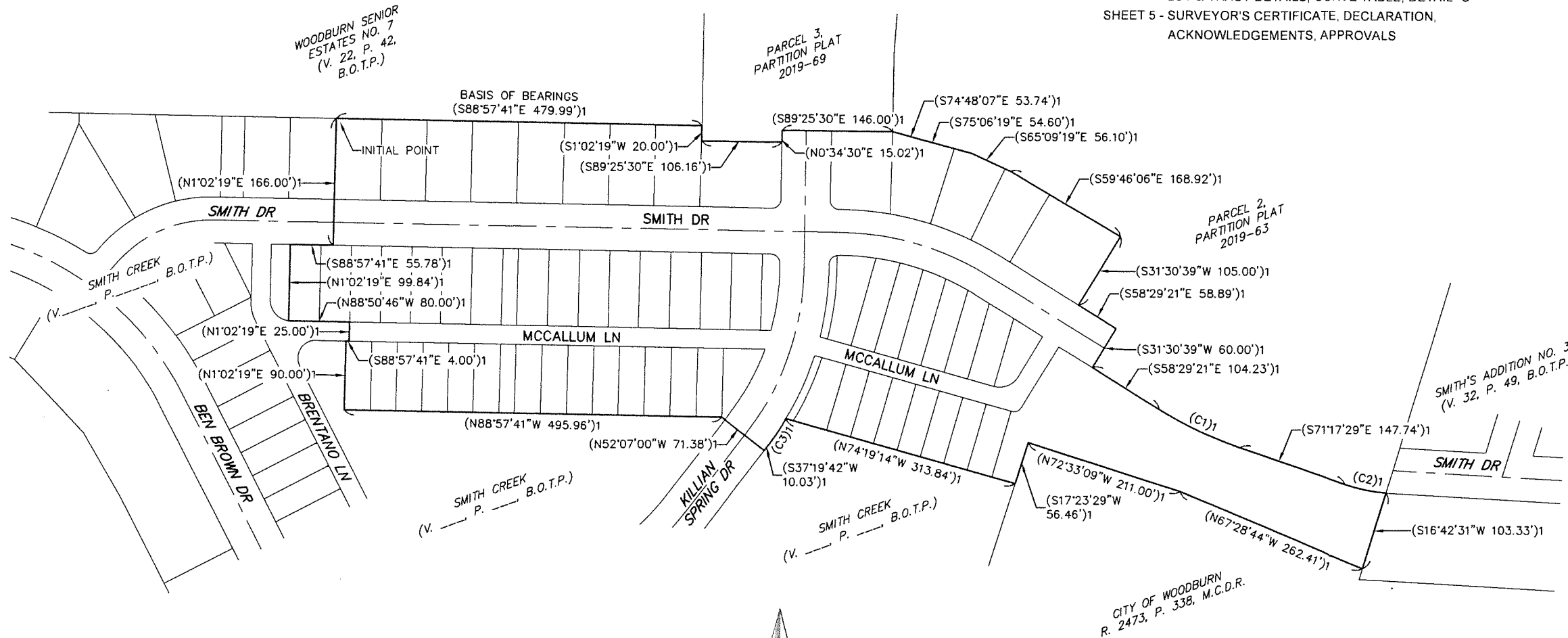
BEING A RE-PLAT OF PARCEL 1, PARTITION PLAT NO. 2019-69
 LOCATED IN THE N.E. 1/4 OF SECTION 13, T. 5 S., R. 2 W., W.M.,
 AND IN THE N.W. 1/4 OF SECTION 18, T. 5 S., R. 1 W., W.M.,
 CITY OF WOODBURN, MARION COUNTY, OREGON
 JULY 22, 2020

NARRATIVE

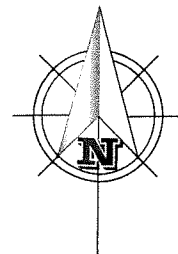
The purpose of this survey is to subdivide Parcel 1, Partition Plat 2019-69, into lots and tracts, and to create the streets and easements as shown hereon. The basis of bearings used was along the north line of Parcel 1 of said plat per MCSR 38848. The record boundary of Parcel 1 of said plat was held per said plat, based on found monuments from Partition Plat 2018-75, Partition Plat 2019-65, Partition Plat 2019-40 and MCSR 38848.

SHEET INDEX

- SHEET 1 - INDEX, LEGEND, NARRATIVE, PLAT NOTES, CURVE TABLE
- SHEET 2 - OVERALL BOUNDARY, LEGEND, SURVEY REFERENCES, FOUND MONUMENT LIST, DETAIL "A"
- SHEET 3 - OVERALL BOUNDARY, LEGEND, FOUND MONUMENT LIST, LOT & TRACT DETAILS, CURVE TABLE, DETAIL "B"
- SHEET 4 - OVERALL BOUNDARY, LEGEND, FOUND MONUMENT LIST, LOT & TRACT DETAILS, CURVE TABLE, DETAIL "C"
- SHEET 5 - SURVEYOR'S CERTIFICATE, DECLARATION, ACKNOWLEDGEMENTS, APPROVALS



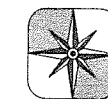
Curve Table				
Curve #	Radius	Delta	Length	Chord Bearing & Distance
(C1)1	530.00'	12°48'08"	118.42'	S64°53'25"E 118.18'
(C2)1	230.00'	13°48'47"	55.45'	S78°11'52"E 55.31'
(C3)1	383.00'	6°09'53"	41.21'	N34°14'46"E 41.19'



SCALE: 1" = 100'

LEGEND:

()1 = Record equals Measured per Partition Plat 2019-069



BARKER SURVEYING

3657 KASHMIR WAY SE
 SALEM, OREGON 97317
 PHONE (503) 588-8800
 FAX (503) 363-2469
 EMAIL: INFO@BARKERWILSON.COM

REGISTERED PROFESSIONAL LAND SURVEYOR

PRELIMINARY

OREGON
 JULY 19, 1994
 GREGORY L. WILSON
 2887
 EXPIRES: 6/30/2022

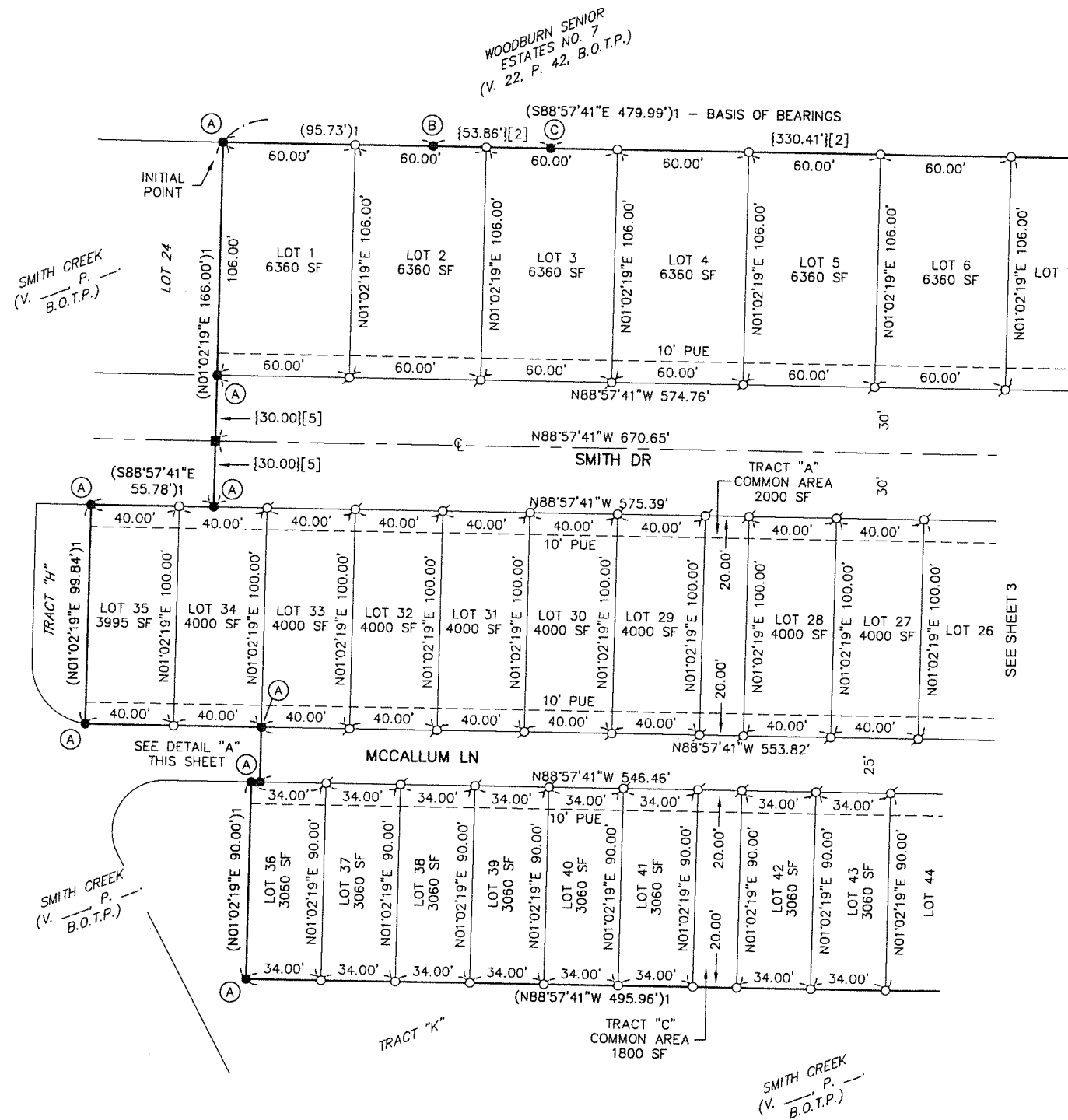
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COMMUNITY DEVELOPMENT DEPARTMENT

SMITH CREEK PHASE 3

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SURVEY REFERENCES:

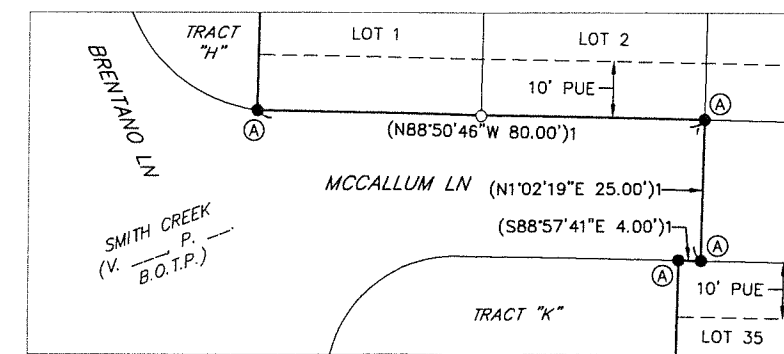
- [1] - PARTITION PLAT 2019-69
- [2] - M.C.S.R. 38848
- [3] - M.C.S.R. 36435
- [4] - WOODBURN SENIOR ESTATES (V. 22, P. 42, B.O.T.P.)
- [5] - SMITH CREEK (V. ___, P. ___, B.O.T.P.)

FOUND MONUMENT LIST:

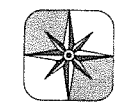
- Ⓐ 5/8" iron rod with yellow plastic cap stamped "WILSON PLS 2687", set in [1].
- Ⓑ 1/2" iron pipe. Found 0.06' North of boundary line, set in [4].
- Ⓒ 1" iron pipe, set in [4]. On North boundary line.

LEGEND:

- = Set 5/8" x 30" iron rod with yellow plastic cap stamped "WILSON PLS 2687" within 0.2' of ground surface unless noted otherwise
- ⊗ = Set 5/8" x 30" iron rod with yellow plastic cap stamped "WILSON PLS 2687" within 0.2' of ground surface. (To be post-monument)
- = Set 5/8" x 30" iron rod with aluminum cap stamped "WILSON PLS 2687" in monument box. (To be post-monument)
- = Found monument within 0.2' of ground surface unless noted otherwise (see found monument list)
- = Found 5/8" x 30" iron rod with aluminum cap stamped "WILSON PLS 2687" in monument box, set in [5]
- () 1 = Record equals Measured per Partition Plat 2019-069
- { } = Record equals Measured per survey noted
- [#] = Survey Reference Number
- V = Volume
- P = Page
- M.C.S.R. = Marion County Survey Records
- B.O.T.P. = Book of Town Plats
- SF = Square Feet
- PUE = Public Utility Easement



DETAIL "A"
SCALE: 1"=20'



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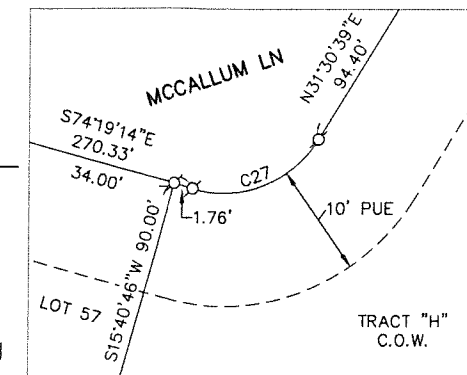
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(C1)1	530.00'	12'48"08"	118.42'	S64°53'25"E 118.18'
(C2)1	230.00'	13'48"47"	55.45'	S78°11'52"E 55.31'
C13	405.00'	30'28"20"	215.40'	N73°43'31"W 212.87'
C15	405.00'	7'43"55"	54.65'	N76°25'46"W 54.61'
C16	405.00'	8'05"41"	57.22'	N68°30'58"W 57.17'
C17	405.00'	5'58"46"	42.27'	N61°28'44"W 42.25'
C18	375.00'	30'28"20"	199.44'	N73°43'31"W 197.10'
C19	345.00'	30'28"20"	183.49'	N73°43'31"W 181.33'
C22	345.00'	5'19"00"	32.01'	N73°37'58"W 32.00'
C23	345.00'	5'20"45"	32.19'	N68°18'06"W 32.18'
C24	345.00'	5'25"24"	32.66'	N62°55'01"W 32.64'
C25	345.00'	1'42"58"	10.33'	N59°20'50"W 10.33'
C26	28.00'	74'10"07"	36.25'	N68°35'42"E 33.77'
C27	10.00'	74'10"07"	12.94'	N68°35'42"E 12.06'



FOUND MONUMENT LIST:

- (A) 5/8" iron rod with yellow plastic cap stamped "WILSON PLS 2687", set in [1].
- (E) 5/8" iron rod with yellow plastic cap stamped "BARKER PLS 636", down 1.6', set in [3]. Found N54°03'01"W 0.22' from calculated corner.
- (F) 5/8" iron rod, set in [3]. Held.
- (G) 5/8" iron rod with yellow plastic cap stamped "WILSON PLS 2687", set in [2].

SURVEY REFERENCES:

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