



August 7, 2020

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

RE: Smith Creek Phase 2C (Tax Lot 052W13 0000100) final plat app (FSUB 2020-04)

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 2” to “Smith Creek Phase 2C”.

Note: If the applicant understands that the County would reject plat names that include phase designations, consult with City staff about how to name them. Staff wants to continue to track the plat of each phase even if the names would differ.

- B. Common area: On Sheet 2, designate the common area tract, the only one within Phase 2C, as Tract “A” and relabel it from “Open Space” to “Common Area” – consistent with private common area tract designations on the final plat drawings submitted for Phases 1A, 1B, & 2B, and a clearer indication that a homeowners association (HOA) would be responsible for maintenance.
- C. 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 2C 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 2C private common area tracts to the HOA.

D. 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 scanned (submitted July 20, 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 2

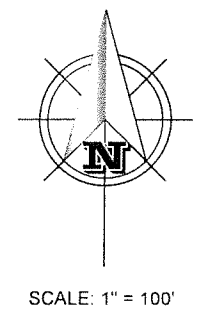
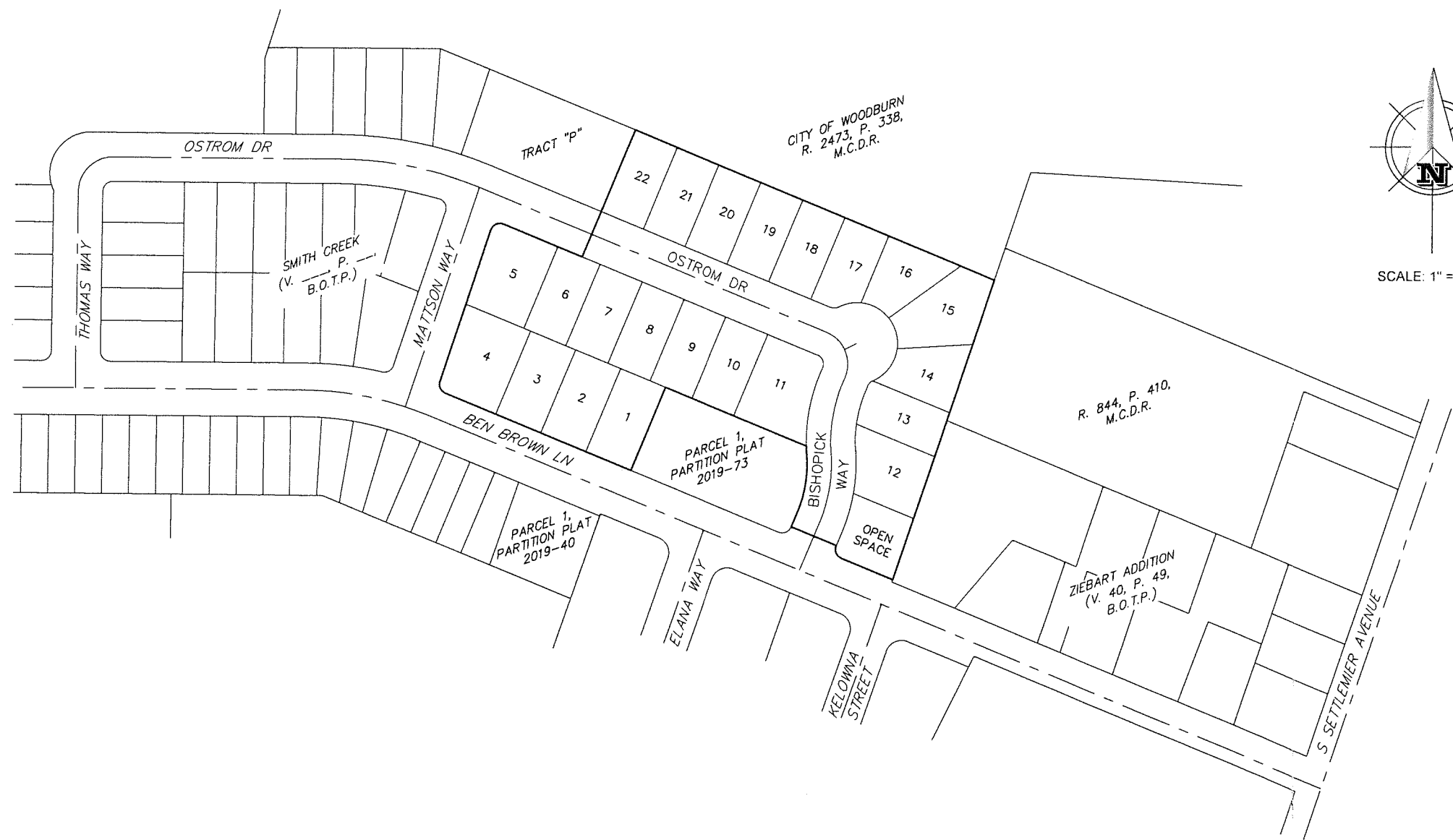
BEING A RE-PLAT OF PARCEL 2, PARTITION PLAT NO. 2019-73
LOCATED IN THE N.E. 1/4 OF SECTION 13, T. 5 S., R. 2 W., W.M.,
AND IN THE N.W. 1/4 OF SECTION 18, T. 5 S., R. 1 W., W.M.,
CITY OF WOODBURN, MARION COUNTY, OREGON
JULY 20, 2020

NARRATIVE

The purpose of this survey is to subdivide that property described in that instrument recorded in Reel 4283, Page 307, Marion County Deed Records (Parcel 2, Partition Plat 2019-73), into lots and an open space, and to create the streets and easements as shown hereon. The basis of bearings used was along the north line of said Parcel 2 of said partition plat. The record boundary of Parcel 2 of said plat was held per said partition plat, based on found monuments based on monuments found and set in said plat.

SHEET INDEX

- SHEET 1 - INDEX, NARRATIVE, PLAT NOTES, VICINITY MAP
- SHEET 2 - BOUNDARY AND LOT DIMENSIONS, LEGEND, SURVEY REFERENCES, FOUND MONUMENT LIST, CURVE TABLE, LINE TABLE, DETAIL "A"
- SHEET 3 - SURVEYOR'S CERTIFICATE, DECLARATION, ACKNOWLEDGEMENTS, APPROVALS



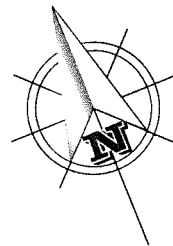
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 3657 KASHMIR WAY SE
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REGISTERED PROFESSIONAL LAND SURVEYOR
 PRELIMINARY
 OREGON
 JULY 19, 1994
 GREGORY L. WILSON
 2887
 EXPIRES: 6/30/2022

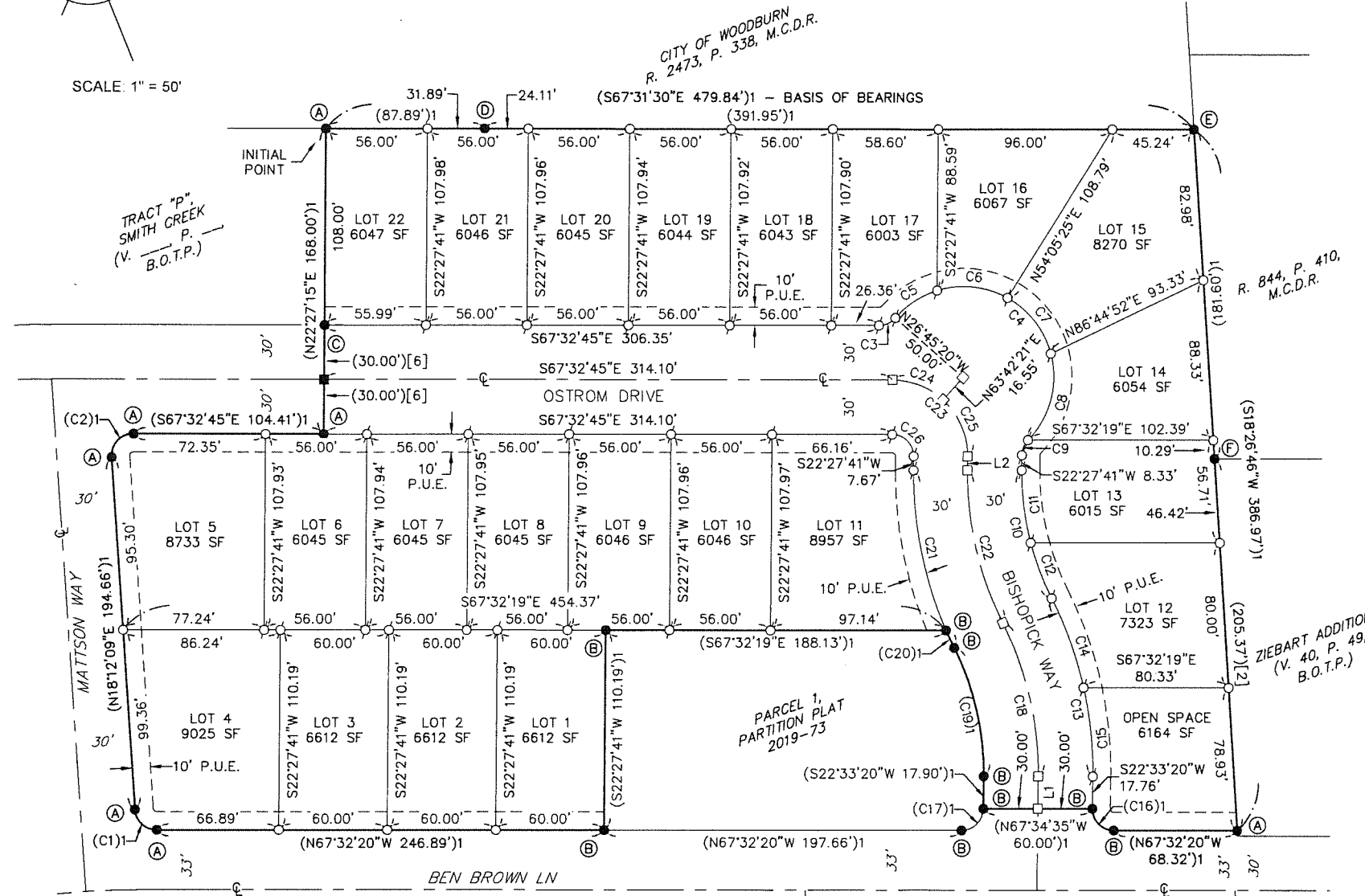
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SMITH CREEK PHASE 2

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 LOCATED IN THE N.E. 1/4 OF SECTION 13, T. 5 S., R. 2 W., W.M.,
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 CITY OF WOODBURN, MARION COUNTY, OREGON
 JULY 20, 2020



SCALE: 1" = 50'



CURVE TABLE				
CURVE #	RADIUS	DELTA	LENGTH	CHORD BEARING & DIST.
(C1)1	12.00'	85°44'29"	17.96'	S24°40'05"E 16.33'
(C2)1	12.00'	94°15'05"	19.74'	S65°19'42"W 17.59'
C3	12.00'	49°12'35"	10.31'	N87°50'57"E 9.99'
C4	50.00'	182°55'49"	159.64'	S25°17'26"E 99.97'
C5	50.00'	32°06'45"	28.02'	N79°18'02"E 27.66'
C6	50.00'	46°06'44"	40.24'	S61°35'13"E 39.16'
C7	50.00'	45°50'12"	40.00'	S15°36'45"E 38.94'
C8	50.00'	58°52'08"	51.37'	S36°44'25"W 49.14'
C9	12.00'	43°42'48"	9.16'	S44°19'05"W 8.93'
C10	155.00'	27°04'03"	73.22'	S08°55'40"W 72.55'
C11	155.00'	14°56'12"	40.41'	S14°59'35"W 40.29'
C12	155.00'	12°07'51"	32.82'	S01°27'33"W 32.76'
C13	215.00'	27°09'41"	101.92'	S08°58'29"W 100.97'
C14	215.00'	14°00'07"	52.54'	S02°23'41"W 52.41'
C15	215.00'	13°09'35"	49.38'	S15°58'32"W 49.27'
(C16)1	12.00'	90°05'39"	18.87'	S22°29'30"E 16.98'
(C17)1	12.00'	89°54'21"	18.83'	N67°30'30"E 16.96'
C18	185.00'	27°09'41"	87.70'	S08°58'29"W 86.88'
(C19)1	155.00'	27°09'41"	73.48'	N08°58'29"E 72.79'
(C20)1	215.00'	2°48'59"	10.57'	S03°11'52"E 10.57'
C21	215.00'	24°15'04"	91.00'	S10°20'09"W 90.32'
C22	185.00'	27°04'03"	87.40'	S08°55'40"W 86.59'
C23	42.00'	90°00'27"	65.98'	S22°32'32"E 59.40'
C24	42.00'	42°19'23"	31.02'	S46°23'04"E 30.32'
C25	42.00'	47°41'04"	34.95'	S01°22'51"E 33.95'
C26	12.00'	90°00'27"	18.85'	S22°32'32"E 16.97'

LINE TABLE		
LINE #	LENGTH	BEARING
L1	17.83'	S22°33'20"W
L2	7.67'	S22°27'41"W

FOUND MONUMENT LIST:

- (A) 5/8" iron rod with yellow plastic cap stamped "WILSON PLS 2687", set in [2].
- (B) 5/8" iron rod with yellow plastic cap stamped "WILSON PLS 2687", set in [1].
- (C) 5/8" iron rod with yellow plastic cap stamped "WILSON PLS 2687", set in [5].
- (D) 5/8" iron rod, set in [3]. On north line of subject property.
- (E) 5/8" iron rod with yellow plastic cap stamped "BARKER PLS 636", set in [3]. Held for northeast corner of subject property.
- (F) 1" iron pipe, set in [4]. On east line of subject property.

SURVEY REFERENCES:

- [1] PARTITION PLAT 2019-73
- [2] PARTITION PLAT 2018-75
- [3] M.C.S.R. 36435
- [4] M.C.S.R. 19117
- [5] SMITH CREEK (V. __, P. __, B.O.T.P.)

LEGEND:

- = Set 5/8" x 30" iron rod with yellow plastic cap stamped "WILSON PLS 2687" within 0.2' of ground surface.
- = Set 5/8" x 30" iron rod with yellow plastic cap stamped "WILSON PLS 2687" (To be post-monumented).
- = Set 5/8" x 30" iron rod with 1" aluminum cap stamped "WILSON PLS 2687" (To be post-monumented).
- = Found monument within 0.2' of ground surface unless noted otherwise (see found monument list)
- = 5/8" x 30" iron rod with 1" aluminum cap stamped "WILSON PLS 2687", set in [5].
- ()1 = Record equals Measured per Partition Plat 2019-073
- () = Record equals Measured per survey noted
- [#] = Survey Reference Number
- R. = Reel
- P. = Page
- V. = Volume
- M.C.S.R. = Marion County Survey Records
- M.C.D.R. = Marion County Deed Records
- B.O.T.P. = Book of Town Plats
- SF = Square Feet
- PUE = Public Utility Easement



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