



December 8, 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) Mylar

Dear Mr. Will:

This letter responds to the final plat Mylar received December 4, 2020 (Marion County SP 20-015, "Smith Creek P.U.D. No. 2").

Take the following actions for the City to allow the Community Development Director to sign the Mylar:

- A. From both the letter of August 7 and the developer's memo to staff of September 3 there was Item C, common area improvements maintenance. The letter stated:

"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."

The developer replied:

"This item described above will be met prior to the Director signing the mylar of this final plat."

Submit association documents demonstrating how the item is met and explain how they meet the item.

B. From the same letter and memo there was public improvements Item B3:

“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.”

There was a November 23 “walkthrough” involving both the City Engineering and Community Development Director that served as a first inspection. The Public Works Department provided a same-day punch list to the engineer of record, Roy Hankins of Emerio. The Director emphasizes Item 7 about a street tree missing from Ben Brown Lane and has no additional items as a Planning Division inspection punch list.

In short, construct further and contact the City for re-inspection, providing Planning Division staff in particular at least 3 business days notice, and obtain City acceptance of improvements.

C. Civil engineering plans: The Public Works Department approved civil engineering plans on Sheet 1 has in the conditions block Condition 2, “Prior to final approval of improvements the Applicant shall submit a final/updated street tree plan to Public Works and Planning Division for approval.” Planning staff understands this to mean a plan that reflects minor adjustments, if any, in the field. Submit a final/updated street tree plan.

D. Mylar:

1. City Engineer block: The Director reports that the City Engineer wants the City Engineer title, signature, and date blocks removed from Mylar Sheet 2. Submit a revised Mylar Sheet 2.
2. Misspelling: Correct the Sheet 2 Tract Q dedication from “commom” to “common”. Submit a revised Mylar Sheet 2.

Contact the cc'd Permit Technician to schedule an appointment for a surveyor or surveyor's representative to retrieve the Mylar – see fourth bullet below.

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, Permit Technician and 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
Alyssa Nichols, Permit Technician
Dago Garcia, P.E., City Engineer
Greg Wilson, President, Barker Surveying, 3657 Kashmir Way SE, Salem, OR 97317
Gabe Lewman, Project Manager, Barker Surveying
Roy Hankins, PE, Emerio Design, LLC, 2677 Willakenzie Road, Ste 1A, Eugene, OR 97401