



February 14, 2024

Bryan AnDyke, Land Development Project Manager  
Lennar Northwest, LLC  
11807 NE 99<sup>th</sup> St, Suite 1170  
Vancouver, WA 98682-2350

RE: Status of Street Trees and/or Tract Landscaping Bond or Performance Guarantee Request for  
FSUB 22-01 Smith Creek Phase 4A / no. 8 plat at the NE corner of Parr & Stubb Roads

Dear Mr. AnDyke:

Staff reviewed the degree of completion of the street trees and tract landscaping bond or performance guarantee request for the subject property submitted February 13, 2024 and determined it incomplete as of February 14, 2024.

The additional information needed is listed below.

Completed request paperwork:

- A. Private playground bond request: Checklist item 2 is missing, the letter or narrative describing degree, extent, and nature of requested items to bond. (As an aside, the amount to bond of the cost estimate of \$135,268.34 at 150% = \$202,902.51 would be correct.)
- B. Street trees bond request:
  - 1. Checklist item 2 is missing, the letter or narrative describing degree, extent, and nature of requested items to bond.
  - 2. Cost estimate doesn't address permanent irrigation, which Woodburn Development Ordinance (WDO) 3.01.04B last paragraph requires.

Note: There's a bond or performance guarantee release or status letter fee of \$50 per the [Planning Division fee schedule](#), p. 2. The requestor may choose to pay this sooner and with the bond request form rather than as a later, separate payment.

In closing, please provide to my attention all revised and new materials both in print (2 copies of site plans plotted at ledger size and 1 copy of other documents) and in Adobe PDF files. Acceptable print sizes are letter, legal, and ledger. Include a cover letter quoting and addressing each incompleteness item, referencing the plan set and sheet(s) or other document(s) and page number(s) that address each item.

You may email the PDF files if the total attachments remain under 10MB in size. Either a USB thumb drive or use of a file sharing website are also acceptable means to convey electronic files, and staff prefers a file sharing service.

Please contact me at (503) 980-2485 or [colin.cortes@ci.woodburn.or.us](mailto:colin.cortes@ci.woodburn.or.us) with questions.

Sincerely,



Colin Cortes, AICP, CNU-A  
Senior Planner

cc: Chris Kerr, Community Development Director  
Cassandra Martinez, Administrative Specialist, Community Development Dept.  
Curtis Stultz, Public Works Director  
Dago Garcia, P.E., City Engineer  
Cole Grube, P.E., Project Engineer

file(s): FSUB 22-01