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**Police**

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*200 East Scott Avenue*

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**City Administrator  
Clerk-Treasurer  
Mayor**

Office: (360) 225-8281  
Fax: (360-225-7336

**Community Development**

Office: (360) 225-7299

**Public Works**

Office: (360) 225-7999

*230 Davidson Avenue*

2/4/2022

Logan Partners, LLC  
ATTN: Shayne Olsen  
P.O. Box 1940  
Bend, Oregon,  
97709

RE: SPR-22-001, Incomplete Application

Dear Mr. Olsen,

We have reviewed your application and determined it to be incomplete. For this application to be processed, please submit the following items and resubmit a site plan that includes:

- Full Payment of all fees associated with a Site Plan Review, Type II as outlined by the Land Use/Planning fee structure and enforced by WMC 19.10.050(A)(3).
- Submission of an updated project narrative that includes a complete phasing plan for the entire project under review and construction schedule, as required by WMC 19.10.050(A)(2).
- Submission of an accurate existing conditions plan the includes land use/zoning of both the subject site as well as all surrounding parcels as outlined in WMC 19.10.050(A)(4)(d).
- Submission of an updated site plan indicating all planned phases of the project as outlined in WMC 19.10.050(A)(5)(d).
- Submission of a plan that shows the location and dimensions of proposed on-site parking areas, including enclosed areas. This can be either an addition to updated site plan, or as a supplemental attachment, in order to comply with WMC 19.10.050(A)(5)(g).
- Submission of an updated site plan that identifies all proposed on-site public/private roads' centerlines, as required by WMC 19.10.050(A)(5)(j). (Including design for a public road on parcel 50714.)
- Submission of a separate preliminary utility plan, as required by WMC 19.10.050(A)(6).
- Submission of the information necessary to complete a boundary line adjustment or subdivision of parcel 50714 for transfer of property to the neighbor as discussed in the narrative.

- An application packet for a Critical Area Permit including a wetland delineation as recommended in the wetland letter. (Critical area report submittal standards can be found in WMC 15.08.160.)
- A traffic Study for the project. Traffic study parameters should be coordinated with the city's engineering consultant and Public Works Department to ensure it includes pending and approved traffic information and covers the intersections of concern for traffic from this proposal.

Per WMC 19.02.090, you will have 90 days from February 4, 2022 to submit the necessary information to the city. Once receiving the required materials, the City will issue a determination of fully complete or incomplete as required by code.

Please note that the original application material submitted in July of 2021, was submitted during a moratorium which prevented the city from accepting applications for projects that included residential uses in commercial zones. That application was not accepted for processing and no cases were opened. (Your correspondence mistakenly states that fees were paid at that time.)

Also please note that the city has an approved schedule for the code amendment process which is reviewing residential uses in the commercial zones. This plan includes a public hearing before the Planning Commission on February 17<sup>th</sup>, 2022 with the recommendation to go before the City Council in March of 2022 with final approval expected in April of 2022.

The code changes were discussed at a workshop on November 18, 2021 wherein the Commission discussion outlined the code changes staff was to put in to the ordinance to be heard. The workshop can be reviewed here:

<https://woodland.civicweb.net/Portal/MeetingInformation.aspx?Org=Cal&Id=577>

This not-fully complete letter does represent a Type 1 administrative decision that can be appealed to the Hearing Examiner.

In the event you wish to proceed with review before those codes are adopted, and you choose to appeal the not fully complete determination and prevail, staff recommends that the applicant propose SEPA mitigation that meets the stated intent of the code changes as a means to mitigate for the impacts of the development.

If you have any questions about the fully complete review, please contact me at (360) 225-7299 or [lukaczerd@ci.woodland.wa.us](mailto:lukaczerd@ci.woodland.wa.us). If you have questions about the appeal process, please contact Travis Goddard, Community Development Director, at [goddardt@ci.woodland.wa.us](mailto:goddardt@ci.woodland.wa.us) or the phone number above.

Respectfully,

A handwritten signature in blue ink that reads "Travis Goddard". The signature is written in a cursive style with a large initial 'T' and 'G'.

Travis Goddard

Community Development Director