



January 5, 2024

Max Bondar
David Weekley Homes
1905 NW 169th Place, Suite 102
Beaverton, OR 97006

Re: File # PLA 23-01 Westside Development PLA

Dear Max Bondar,

The City has received your application to adjust the property lines between two parcels (2N4360000600 and 2N331BC05200) within the City of Banks. The application has been **deemed incomplete** at this time. City staff have reviewed the application and request the following information which is needed to complete the proposed application.

Incompleteness Items:

- 1. Application form.** Please submit an updated application form signed by the property owner.
- 2. Narrative.** Please augment the submitted narrative showing that the proposed lots will meet the minimum lot size.
- 3. A Receipt from the County's Assessor's Office.** Please submit a receipt indicating that all taxes for the site are paid in full for the preceding tax year.
- 4. A Current Preliminary Title Report or "Trio" for the Subject Property.** The submitted Master Commitment does not satisfy this requirement.

Once the above information is received, staff will be able to further review the proposed application with the appropriate departments and agencies to determine if the information provided is sufficient.

Please do not hesitate to contact me with any questions regarding these applications. Thank you.

Sincerely,

Katie Vickers
City Planner

Cc: Pacific Community Design, 12564 SW Main St, Tigard, OR 97223
Jolynn Becker, Banks City Manager
Daniel Kearns, Banks City Attorney
Robert Peacock, Banks City Engineer
Randy Johnson, Banks City Traffic Engineer
Lauren Scott, MIG, Inc.