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From: Tillamook County Planning & Zoning Commission <planning.tillamookcountyor.gov@usa.com>
Sent: Sunday, January 25, 2026 10:07 PM
To: [REDACTED]
Subject: ***Spam*** Application Review and Approval For – Conditional Use and Replat
(Preliminary Plat) Applications, Saheli South

Tillamook County Planning & Zoning Commission
1510-B Third Street, Tillamook, OR 97141

Dear [REDACTED]

I hope this email finds you well.

This email serves as formal notification regarding the outstanding **application review and approval fee** associated with the pending **concurrent Conditional Use and Replat (Preliminary Plat) applications** submitted by **Kristen Taylor/TBG**, on behalf of **Saheli South LLC**, for the **Saheli South Planned Development Master Plan**. The subject properties are located within the unincorporated community of **Sakowin** and are identified by **Map Numbers 5S-11W-24AB-1400, 1500, 1600, 1700, 1800, 1900, 4600, 4700, 4800, 4801, 1300, 1301, and 5900**. The applicant's mailing address on file is **PO Box 10248, Eugene, Oregon 97440**.

As described in the submitted materials, the application package includes **concurrent Conditional Use and Replat (Preliminary Plat) requests** associated with the existing Planned Development Master Plan for Saheli South. These applications require coordinated review by County staff and the Planning Commission to ensure compliance with adopted land use regulations, subdivision standards, infrastructure requirements, and long-range planning policies. Given the number of parcels involved and the scope of the requested approvals, the proposal is subject to a detailed, multi-disciplinary review process.

The Planning and Zoning Department has completed its initial intake and administrative completeness review of the submitted application materials. As formally recommended by the Planning and Zoning Department, the application **cannot advance into detailed staff analysis, interdepartmental coordination, technical evaluation, public hearing scheduling, or Planning Commission consideration** until the attached invoice for the required **application review and approval fee** has been paid in full. Confirmation of payment is a mandatory prerequisite for continued processing and for inclusion of the application on the Planning Commission agenda.

The application review and approval fee is a critical component of both County and State land use administration. This fee ensures that Conditional Use and Replat applications are reviewed in a thorough, transparent, and legally defensible manner. The importance of this fee includes, but is not limited to, the following:

- Administrative intake, processing, tracking, and permanent recordkeeping of Conditional Use and subdivision applications.
- Comprehensive review of the Planned Development Master Plan and proposed replat for compliance with zoning and subdivision standards.
- Evaluation of lot configuration, access, infrastructure capacity, and service availability.
- Coordination among Planning and Zoning staff, engineering, transportation, utilities, environmental services, and legal counsel.
- Technical analysis of impacts related to land division, circulation, drainage, and public facilities.
- Preparation of detailed staff reports, findings of fact, and formal recommendations for Planning Commission consideration.
- Scheduling, legal noticing, and administration of required public hearings in compliance with County and State requirements.
- Engagement of expert consultants and professional reviewers where specialized planning, engineering, or legal expertise is required.
- Compensation of contract staff and professional services necessary to support accurate, timely, and impartial review.
- Maintenance of complete, auditable records to meet public accountability standards and state oversight obligations.

Please be advised that **all correspondence related to this application must be conducted exclusively via email**. This requirement ensures ease of auditing, preserves a complete administrative record, and allows all communications to be properly incorporated into the official application file and Planning Commission agenda materials.

Next Steps to Proceed with Your Application:

1. Reply to this email to formally request wire transfer instructions to settle the outstanding application review and approval fee.
2. Submit payment in full using the wire instructions provided.
3. Return the wire transfer receipt via email for confirmation of payment and eligibility for Planning Commission agenda inclusion.

Upon confirmation of payment, the Planning and Zoning Department will proceed with the next

phase of review and will provide updates regarding scheduling and any additional requirements.
Please reply this email.

Best regards,

Sarah Absher, CFM

Director

Tillamook County Planning & Zoning Commission

1510-B Third Street, Tillamook, OR 97141



INVOICE

From:

Tillamook County Planning & Zoning Commission
1510-B Third Street, Tillamook, OR 97141

To:

[REDACTED]
[REDACTED] Eugene, OR 97440

Due Date: Upon Receipt

Payment Method: WIRE TRANSFER ONLY

Total Amount Due: \$3,903.00

ITEMIZED BREAKDOWN OF APPLICATION APPROVAL FEE

Description	Amount (USD)
Planning and Zoning Review	\$1,000.00
Engineering Review & Site Evaluation	\$740.00
Environmental & Utility Coordination	\$625.00
Public Hearing Scheduling & Notification	\$635.00
Legal Review & Policy Compliance	\$700.00
Consultant Engagement & Staff Time	\$603.00
Document Processing & Archival	\$600.00
<hr/>	
Total Due:	\$3,903.00
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Payment Instructions

Reply to this email to request secure wire transfer instructions.
Initiate payment using the wire details provided in the reply.
Email a signed copy of this invoice along with the wire transfer receipt
for confirmation and scheduling in the Planning Commission agenda.

Confirmation of Remittance

Please complete this section and return with your payment confirmation:

Signature: _____

Date of Wire Payment: _____

Important Notice

Prompt payment of this invoice is essential for continued processing and approval of your application, including technical review and inclusion in the Planning Commission's agenda. All correspondence must be conducted via email to ensure auditability and proper documentation.

For questions or to request secure payment details, please reply directly to this message.

Thank you for your cooperation.

Tillamook County Planning & Zoning Commission

1510-B Third Street, Tillamook, OR 97141



