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March 25, 2024

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	4828 San Miguel Court
Reference Number:	24-106296-PLN
Application Type:	Tree Removal Permit
Date Application Accepted:	March 14, 2024
Applicant:	David and Pamela Kalb sanddune5@comcast.net
Contact:	N/A

Staff Contact

Land Use Planner:	Olivia Dias, Current Planning Manager odias@cityofsalem.net / 503-540-2343
Infrastructure Planner:	N/A

Land Use Review Comments

Prior to deeming your applications complete, modifications and/or additional information must be provided to address items detailed below.

Applicant should provide a response in the last column for each item or indicate if the item is not being provided. Items not addressed or provided may result in conditions of approval or denial of the land use application.

Your application, which is incomplete, will be deemed complete upon receipt of one of the following:

- (1) All of the missing information.
- (2) Some of the missing information and written notice from you (the applicant) that no other information will be provided.
- (3) Written notice from you (the applicant) that none of the missing information will be provided.

You have 180 days (September 10, 2024) from the date the application was first submitted (March 14, 2024 to respond in one of the three ways listed above, or the application will be deemed void.

The Salem Revised Code may be accessed online at the following location:

<https://www.cityofsalem.net/Pages/salem-revised-code.aspx>

<u>Completeness Review Items</u>		
<u>Submittal Requirements</u> – The following items have been identified as required material to be provided by the application prior to deeming the application “complete”:		
Submittal Requirement	Description	Applicant Response <i>ie. Written Response, Submitted, Not Providing</i>
Property Owner Signatures	Provide signatures of David and Pamela Kalb Trust. <u>Include documentation that the signatory can sign on behalf of the Trust.</u>	

<u>Advisory Comments</u>		
<u>Items of Concern</u> - The following items are not listed in SRC as specific requirements for a complete application; however, are advisories that address areas on concern on the application. Failure to address issues could result in condition of approval or denial of the application.		
Item	Description	Applicant Response <i>ie. Submitted or Addressed on Page 2 of Civil set</i>
Chapter 808 – Preservation of Trees and Vegetation		
Tree and vegetation removal permits (SRC 808.030)	Decision Criteria under SRC 808.030(d)(1) has not been adequately addressed for all four trees. The Engineer Report identifies three trees potentially causing damage to the dwelling. The decision criteria has not been addressed regarding the extent of the repairs being proposed. Lastly, the report in does not identify the tree in the front yard in the same manner and does not appear to meet the criteria for removal.	

Olivia Dias

From: Olivia Dias
Sent: Monday, March 25, 2024 5:48 PM
To: sanddune5@comcast.net
Subject: Tree Removal Permit - Incomplete Letter
Attachments: 24-106296 Incomplete Letter.pdf

Good Evening,

Please find an incomplete letter for a tree removal permit submitted to remove four trees located at 4828 San Miguel Court.

Please let me know if you have any questions.

Olivia Dias

she/her/hers

Current Planning Manager

City of Salem | Community Planning and Development Department | Planning

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Salem, Oregon 97301

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