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April 2, 2024

## LAND USE APPLICATION - COMPLETENESS REVIEW

### Project Information

<b>Subject Property:</b>	2886 Brooks Ave NE
<b>Reference Number:</b>	24-105597-PLN
<b>Application Type:</b>	Partition Tentative Plan
<b>Date Application Accepted:</b>	March 5, 2024
<b>Applicant:</b>	Steve Jasperson <a href="mailto:stevejasperson@outlook.com">stevejasperson@outlook.com</a>

### Staff Contact

<b>Land Use Planner:</b>	Peter Domine, Planner II <a href="mailto:pdomine@cityofsalem.net">pdomine@cityofsalem.net</a> / 503-540-2311
<b>Infrastructure Planner:</b>	Laurel Christian, Infrastructure Planner II <a href="mailto:lchristian@cityofsalem.net">lchristian@cityofsalem.net</a> / 503-584-4632

### 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 1, 2024) from the date the application was first submitted (March 5, 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>

### **Completeness Review Items**

**Submittal Requirements** – The following items have been identified as required material to be provided by the application(s) prior to deeming the application “complete”:

<b>Submittal Requirement</b>	<b>Description</b>	<b>Applicant Response</b> <i>ie. Written Response, Submitted, Not Providing</i>
<b>Stormwater Management</b>	A description of the proposed stormwater management system, including pre and post construction conditions, prepared in accordance with the Public Works Design Standards is required ( <a href="#">SRC 205.030(e)</a> ).	
<b>Utility Plan</b>	A schematic plan showing the location of existing and proposed city infrastructure is required ( <a href="#">SRC 205.030(f)</a> ).	
<b>Flag lot Accessway Standards</b>	For any land division creating residential flag lots, the tentative plan shall identify the number of units that will be developed on each lot served by the flag lot accessway ( <a href="#">SRC 205.030(m)</a> ). See advisory comments below.	
<b>Deed</b>	Recorded deed with legal description ( <a href="#">SRC 300.210(a)(2)</a> ). The submitted deed does not include the “Exhibit A” with legal description.	
<b>Neighborhood Contact</b>	Please provide updated contact with the Neighborhood Association ( <a href="#">SRC 300.210(a)(5)</a> ). The contact was from one year ago. Information for the Highland Neighborhood Association and adjacent Northgate Neighborhood Association can be found here: <a href="#">Highland Neighborhood Association</a> <a href="#">Northgate Neighborhood Association</a>	

### **Advisory Comments**

**Items of Concern** - The following items are not listed in the SRC as specific requirements for a complete application; however, are advisories that address areas of concern on the application. **Failure to address advisory comments could result in condition of approval or denial of the application(s).**

<b>Item</b>	<b>Description</b>	<b>Applicant Response</b> <i>ie. Written Response, Submitted, Not Providing</i>
<b>Chapter 800 – General Standards</b>		
<b>Flag Lot Length</b>	<a href="#">SRC 800.025(c)</a> : Flag lot accessways shall meet the standards of Table 800-1. The plans indicate a 20-foot-wide accessway at 177 feet in length. Per Table 800-1, the maximum length of a 20-foot-wide accessway is 150 feet. Please revise the plans to shorten the accessway length. This may require reconfiguration of the proposed parcels to meet the lot standards of the RS zone (minimum lot area of 4,000 square feet with a minimum width of 40 feet and minimum depth of 70 feet).	
<b>*Note</b>	If you do not wish to reconfigure the lots, you may request a zoning adjustment to the standard for the accessway to	

	exceed the allowed maximum. Please contact Planning with questions regarding this process.	
<b>Flag Lot Density</b>	<p><a href="#">SRC 800.025(c)</a>: The written statement indicates potential multi-family development on the newly created lots. The number of dwelling units is limited by the number of lots, based on the dimensions of the flag lot accessway. A minimum 20 x 150-foot accessway can only serve a maximum of two lots with a maximum of two dwelling units (i.e., one on each lot).</p> <p>The applicant is advised to review the Flag Lot Accessway Standards in <a href="#">Table 800-1</a> if more that two dwelling units are proposed and modify the flag lot to meet the standards for the number of dwelling units desired.</p>	