



Community Planning and Development

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May 3, 2024

LAND USE APPLICATION COMPLETENESS REVIEW

Subject Property: 1851 Cordon Road SE

Reference Nos.: 24-107857-PLN (Tentative Partition Plan)

Applicant: KCH Enterprises, LLC
10355 Liberty Road S
Salem, OR 97306

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The Planning Division has conducted its completeness review of the proposed Tentative Partition Plan for property located at 1851 Cordon Road SE. In order to deem the application complete and to continue processing the application, modifications/and or additional information is needed to address the following item(s):

Item:	Description:
Application Type & Legal Status of Lots	Comments provided from the Survey Section indicate that as required under ORS 92.010(9)(b), a partition plat cannot be used to adjust existing property lines; and four of the units of land included in the application (Tax Lot Nos. 200, 400, 401, and 500) appear to be unlawfully established. Due to four of the units of land appearing to be unlawfully created, the applicant will need to submit applications for validations for those units of land before proceeding with some combination of replat or property line adjustments to create the three proposed lots.
Current Title Report	SRC 205.030(b) requires submittal of a current title report for the property that is no older than 30 days. The title report currently submitted has an effective date of January 29, 2024, and is considered expired.
Written Statement	SRC 300.210(a)(9) requires a written statement to be provided in conjunction with the application addressing the applicable approval criteria. A written statement has not currently been submitted.
<u>Development Services Comments</u> <i>Submittal Requirements - The following items have been identified as required material to be provided by the applicant prior to deeming the application "complete".</i>	
Tentative Plan	The tentative plan does not include all required items listed under SRC

Item:	Description:
	<p>205.030(a).</p> <ul style="list-style-type: none"> ▪ The existing ROW widths of Seattle Slew Drive, Clydesdale Drive, Cordon Road and Highway 22 are not shown on the tentative plat. ▪ Existing and proposed easements are not shown.
Right-of-Way Dedication	Pursuant to SRC 803.040(a), as a condition of approval, the applicant is required to dedicate right-of-way equal to 60-feet from centerline of Cordon Road SE, where the existing right-of-way is inadequate. The tentative plan needs to be revised to show right-of-way dedication per SRC 205.030(a)(6).
Stormwater Management and/or Design Exception	<p>The application does not provide sufficient details to identify how the site is compliant with SRC 71, specifically the requirements for Green Stormwater Infrastructure (GSI) pursuant to PWDS Appendix 4E. A description of the proposed stormwater management system shall be provided pursuant to SRC 205.030(e).</p> <p>Note: The stormwater report submitted is from 2022 and includes a flow control structure that is not approvable. Additionally, the stormwater shown on the plan is located within a City waterline easement, which is not permitted. The applicant proposes to create a stormwater parcel as part of this platting action. Staff is not supportive of creating a stormwater parcel for the development without a current stormwater report that addresses these issues as well as meets the standards of SRC Chapter 71 and PWDS Appendix 4E.</p>
Easements	<p>The submitted site plan does not include existing easements. The applicant shall include all existing and proposed easements located on the site pursuant to SRC 205.030(a)(7).</p> <p>There are multiple existing and required easements that shall be shown on the tentative plan for existing and proposed public infrastructure.</p>
Wetlands	Wetland areas are required to shown on the tentative plan per SRC 205.030(a)(11).
<p><i>Items of Concern</i> - 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.</p>	
Public Utility Easement (PUE)	A 10-foot Public Utility Easement (PUE) along Cordon Road SE is required and not shown on the tentative plan.
Wetlands and/or Hydric Soils	There are Salem-Keizer Local Wetland Inventory linear channel wetlands and/or hydric soils mapped on the subject property. The applicant is required to verify mapped wetland area(s). Once the application is deemed complete, Wetlands Notice to the Department of State Lands, as required by SRC 809.025.
<p>Previous conditions of approval that need to be addressed with this application.</p> <p>(Case No. CPC-ZC-CU-UGA-SPR-ADJ-DAP-DR23-01)</p>	Condition 4 requires the applicant to submit evidence identifying the correct southern boundary of the property. This has not been submitted.
	Condition 16 prohibits stormwater facilities from being located within the existing public water easements on the site. The stormwater design shall be updated prior to approval of the confirmation for the proposed storm water quality facility.
	Condition 20 requires an easement from the new internal street to Cordon Road SE for sanitary sewer. This should be shown on the tentative plan to ensure there are no conflicts.

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; or
- 3) Written notice from you (the applicant) that none of the missing information will be provided.

You have 180 days from the date the application was first submitted to respond in one of the three ways listed above, or the application will be deemed void.

For questions regarding any of the above requirements, please feel free to contact me directly by calling (503) 540-2399 or via e-mail at bbishop@cityofsalem.net.

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

<https://www.cityofsalem.net/government/laws-rules/salem-revised-code>

Sincerely,

Bryce Bishop
Planner III