

Cascadia Planning + Development Services

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**MEMO**

DATE: May 6, 2024

TO: Aaron Panko
Community Development Planning Division
City of Salem

FROM: Steve Kay
Cascadia Planning + Development Services

RE: Land Use Application Completeness Review
2561 Center Street NE
23-123424-PLN

The following narrative summarizes the applicant's response to your April 8, 2024 Land Use Application Completeness Review, requesting additional items for the processing of the submitted Class 3 Site Plan, Partition, Property Line Adjustment, Class 2 Adjustment, Tree Variance, Historic Clearance Review, Street Tree Removal Permit, and Class 2 Driveway Approach applications:

ITEM**APPLICANT'S RESPONSE****Additional Fees**

As required, the applicant will pay the additional Property Line Adjustment, Adjustment, and Tree Variance fees for 4 trees. The applicant requests that the refunded \$2,128 fee be applied toward the new application fees, and a new invoice be issued for the current fee balance.

PLA Deeds

As required, the applicant has submitted Draft PLA Deeds in a form approved by the Director.

**Tree Removal Permit/
Tree Variance**

As discussed above, the applicant requests that the refunded Tree Removal Permit fee be applied to the unpaid application fees. The applicant's Arborist Report and Application Narrative have been updated to include an additional Tree Variance request for Tree 3602.

**Trees and Sidewalks
Along 23rd Street**

To mitigate for the requested Adjustment to setbacks and the potential removal of street trees along 23rd Street NE, the submitted Preliminary Development Plans have been revised to propose an 8-ft. planter strip and install a 5-ft. sidewalk along the roadway. If the City's Urban Forester determines that some or all the existing Norway Maple trees may be removed, they will be replaced in accordance with the submitted Planting Plan.

**Electric Vehicle Service
Capacity**

The updated Site Plan and Application Narrative indicates that 84 EV enabled parking spaces are provided with the proposed development.

**Minimum Interior
Landscaping Required for
Off-Street Parking Area**

The revised Site Plan calculates that the 81,213 sq. ft. parking area requires 6,497 sq. ft. of interior landscaping. The plan indicates that 7,135 sq. ft. of landscape area is provided, meeting this standard.

Bicycle Parking

The applicant's Site Plan and Architectural Plans have been revised to provide 10 long-term bicycle spaces in the apartment units, 60 short-term spaces at the building entrances, 8 short-term spaces at the common areas, and 42 parking spaces in 2 bike corrals. Therefore, a total of 120 bicycle parking spaces are provided with the proposed development.

**Existing Easements for
Public Utilities**

After conferring with City staff, the attached Preliminary Development Plans have been revised to provide minimum widths for the existing public easements.

**SRC Chapter 807 -
Tree Preservation and
Replanting Requirements**

The applicant has revised the Arborist Report and Tree Protection Plan to clarify which trees will be preserved or removed within the proposed project area on Parcel 1. Since more than 75% of the existing trees will be removed, the revised Planting Plan includes 8 mitigation trees in the proposed landscape areas.

**Critical Root Zone -
Giant Sequoia**

The revised Arborist Report evaluates Tree 3206 and determined that more than 30% of the critical root zone will be disturbed by the proposed development. The report indicates that the arborist will provide oversight while construction activities occur within the critical root zone and recommended construction methods are provided. The Application Narrative has also been revised to include Tree 3206 with the previously submitted Tree Variance application.

All of the revised and supplemental materials described above have been submitted to the City's online land use application portal. Please let me know if any additional information is required for your review.