

Cascadia Planning + Development Services

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**MEMO**

DATE: October 14, 2024

TO: Aaron Panko
Community Development Planning Division
City of Salem

FROM: Steve Kay
Cascadia Planning + Development Services

RE: Completeness Review Response
2561 Center Street NE
24-113032-PLN

The following narrative summarizes the applicant's response to your September 19, 2024 letter requesting additional materials for the processing of the submitted Partition, Site Plan Review, and Historic Clearance Review applications:

ITEM**APPLICANT'S RESPONSE****Signing Authority**

The applicant has uploaded a revised Land Use Application Form with the required signatures and Articles of Organization for Green Light-Home First LLC.

**Neighborhood Association
Contact**

The applicant has submitted September 2024 email contacts with NESCA and NEN to discuss the Phase II project.

Expediated Land Division

The required form has been completed, indicating that the applicant is not requesting an expediated land division.

CFEC Tree Plan

The revised Preliminary Development Plans include a Tree Canopy Plan, Preliminary Planting Plan, and Preliminary Plant Schedule to identify how the proposed parking lot trees provide the required canopy coverage area, the minimum tree caliper at the time of planting, and the required soil volume within a minimum 2-ft. soil depth. A copy of an email to PGE has also been included, indicating that the parking area planting plan is being coordinated with the local electric utility.

Climate Mitigation

The submitted Preliminary Development Plans include updated landscape plans which illustrate how the proposed tree canopies around the off-street parking area meet the requirements of Section 806.035(n).

Tree Plan

The attached Arborist Report and Tree Protection Plan have been updated for the current development proposal. The report confirms that less than 30% of the critical root zone areas of Trees 7077-7085 will be impacted. As required, the tree protection measures for Tree 3602 have been included for the Phase II development, while Tree 4147 has been removed from Tree Protection Plan since it is exempt. The tree located within the footprint of Building N is a stump spout less than 10" dbh, and therefore, that tree was not included in the inventory or the Tree Protection Plan.