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April 11, 2025

## LAND USE APPLICATION - COMPLETENESS REVIEW

### Project Information

<b>Subject Property:</b>	1582 Wiltsey Rd SE
<b>Reference Number:</b>	25-107358-PLN
<b>Application Type:</b>	Partition Tentative Plan
<b>Date Application Accepted:</b>	April 4, 2025
<b>Applicant:</b>	Jason Eastman & Susan Green (owners)
<b>Contact:</b>	Jeanie Jones

### 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 III <a href="mailto:pdomine@cityofsalem.net">pdomine@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 (October 1, 2025) from the date the application was first submitted (April 4, 2025) 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/government/laws-rules/salem-revised-code>

<b><u>Completeness Review Items</u></b>		
<b><u>Submittal Requirements</u></b> – 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>i.e., Written Response, Submitted, Not Providing</i>
<b>Signed Land Use Application</b>	Per <a href="#">SRC 300.210(a)(1)</a> , please provide a copy of the land use application (attached) signed by the owner or duly authorized representative.	
<b>Neighborhood Contact</b>	Per SRC 300.210(a)(5), Table 300-2, proof of contact with the Neighborhood Association is required prior to submittal of the land use application. Please submit proof of contact. The subject property is within the South Gateway Neighborhood. Contact info can be found here: <a href="https://www.cityofsalem.net/community/neighborhoods/neighborhood-associations">https://www.cityofsalem.net/community/neighborhoods/neighborhood-associations</a>	
<b>Written Statement</b>	Per SRC 300.210(a)(9), please provide a written statement addressing each applicable approval criterion and standard.	
<b>Tentative Plan</b>	<p>The tentative plan does not include all required items listed under <a href="#">SRC 205.030(a)</a>. Specifically,</p> <ul style="list-style-type: none"> <li>• A title block on each sheet indicating the names and addresses of the landowner; the names and addresses of the professional engineers or surveyors responsible for preparing the plan; the date; and the township, range, and section of the subject property;</li> <li>• The location of all property lines within 50 feet of the perimeter of the subject property;</li> <li>• The boundaries, dimensions, and area of each proposed lot; <ul style="list-style-type: none"> <li>○ The plan says the property lines are estimated. Property lines need to be located.</li> </ul> </li> <li>• The width of all existing streets abutting the perimeter of the subject property;</li> <li>• The location and use of all buildings and accessory structures that will be located on each proposed lot, indicating the distance of such buildings and accessory structures to proposed lot lines and to adjacent structures on abutting lots.</li> </ul> <p>The plan labels one existing structure as a shop, however, the application indicates this will be converted to a dwelling.</p>	
<b>Title Report</b>	Submit a current title report for the subject property for review by the Survey Section pursuant to <a href="#">SRC 205.030(b)</a> .	
<b>Tree Inventory</b>	Per SRC 205.030(c), provide a tree inventory plan of the property.	
<b>Right-of-way dedication</b>	Pursuant to SRC 803.040(a), as a condition of approval, the applicant is required to dedicate right-of-way equal to 30-feet from centerline of Wiltsey Road SE and Fircrest Street SE. The dedication shall include a 25-foot property line radius at the intersection. The applicant shall revise their proposed site plan to show dedication per <a href="#">SRC 205.030(a)(6)</a> .	

<b>Stormwater Management</b>	<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 <a href="#">PWDS Appendix 4E</a>. A description of the proposed stormwater management system shall be provided pursuant to <a href="#">SRC 205.030(e)</a>. The description should include the proposed location of GSI facilities for onsite stormwater treatment and the plan for offsite disposal in accordance with the <a href="#">Public Works Design Standards</a>.</p> <p>Pursuant to SRC 71.080(a) green stormwater infrastructure is required for all land divisions. The applicant shall provide a stormwater system that provides treatment and detention for the new and replaced impervious surfaces on all lots.</p>	
<b>Utility Plan</b>	<p>Provide a preliminary utility plan pursuant to <a href="#">SRC 205.030(f)</a>.</p> <ul style="list-style-type: none"> <li>Please provide a plan demonstrating how each lot will be served by public water, sewer, and stormwater services.</li> </ul> <p>Please note that each lot shall be provided individual utility services.</p>	
<b>Easements</b>	<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 <a href="#">SRC 205.030(a)(7)</a>.</p> <ul style="list-style-type: none"> <li>A 10-foot Public utility easement is required along all street frontages per SRC Chapter 803.035.</li> </ul> <p>Please demonstrate if any utility easements are needed to serve each lot based on the utility plan.</p>	

**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>i.e., Written Response Submitted, Not Providing</i>
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**Chapter 205 – Land Division and Reconfiguration**

<b>Incorrect Application Type</b>	<p>The application was submitted as a Middle Housing Land Division. This is incorrect; a Middle Housing Land Division is for land division of existing or proposed middle housing developments that will result in each dwelling unit on an individual lot. This application should be for a Partition Tentative Plan. The fee for a Partition Tentative Plan is more than a Middle Housing Land Division. This has been corrected in the application folder and there is an outstanding fee balance to be paid.</p>	
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**Chapter 400 – Use Classifications**

<b>Accessory Use</b>	<p>Per <a href="#">SRC 400.015</a>, the existing shop is considered an accessory use. As a condition of approval, the applicant will be required to either obtain the necessary building permits to convert the shop to a dwelling or remove the structure.</p>	
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<b>Chapter 511 – RS (Single Family Residential) Zone</b>		
<b>Setbacks</b>	The submitted site plan indicates the existing shop on the west side of the property is setback approximately 15 feet from the property line abutting Fircrest Street; however, the plans indicate this is estimated. A survey plan prepared by an Oregon Licensed Surveyor is required for the partition plan. The existing structures need to be shown on an existing conditions plan, showing accurate measurements. With the required right-of-way dedication, the reduced property on this side may result in the shop not meeting the minimum 12-foot setback from the property line abutting the street, per <a href="#">SRC 511.010(d), Table 511-3</a> . Any future addition or alteration to the building would be required to meet setbacks from the new property line (i.e., after right-of way dedication).	
<b>Chapter 803 – Street and Right-of-Way Improvements</b>		
<b>Right-of-way Dedication</b>	As described above, right-of-way dedication is required along both street frontages. There is existing private fencing that will be located in the right-of-way area that needs to be removed from the public right-of-way. Please update the site plan to include fencing shown outside of the public right-of-way.	
<b>Chapter 805 – Vision Clearance</b>		
<b>Vision Clearance Obstructions</b>	Existing and proposed fencing shall meet the vision clearance standards in <a href="#">SRC 805.005</a> .	