



COMMUNITY DEVELOPMENT DEPARTMENT

555 Liberty St. SE / Room 305 • Salem, OR 97301-3503 • (503) 588-6173 • (503) TTY 588-6353 • (503) Fax 588-6005

MEMO

TO: Reed Lane Urban Growth Preliminary Declaration Applicants

FROM: Christopher Green, AICP, Planner II *CSG*

CC: Brandie Dalton, Multi-Tech Engineering
Curt Pellatz, Project Coordinator
Patricia Farrell, Parks and Natural Resources Section Manager

DATE: May 24, 2017

SUBJECT: Completeness Review – Reed Lane Urban Growth Preliminary Declaration (#17-108503-LD)

The Planning Division received an application and full payment of applicable fees for the proposed Urban Growth Area Preliminary Declaration for an area consisting of 9 contiguous tax lots totaling approximately 68.14 acres in size at the 4700 Block of Battle Creek Road SE on May 10, 2017. Prior to deeming your application complete, modifications and/or additional information must be provided to address the following item(s):

ITEM	NOTES
Proposed or Anticipated Use	SRC 200.025(c)(3) requires the application to include an indication of the proposed or anticipated use of the property. This is used to estimate the type and extent of required improvements, particularly as they relate to standards for park sites pursuant to SRC 200.075. The applicants' written statement indicates that a zone change to CR, RS, and RM-2 may be sought. Please provide an approximate acreage for each zone district to be proposed on the subject property.
Proposed Dwelling Unit Density	If the applicant's anticipated uses include residential lands, an approximate dwelling unit density shall be provided for the estimated residential acreages, as required pursuant to SRC 200.025(c)(4). This information is necessary to calculate the park site acreage needed to meet the Level of Service standard set forth in SRC 200.075(b). If the number of

	residential units ultimately proposed for development is significantly higher or lower than the estimate contained in the Urban Growth Preliminary Declaration, the Preliminary Declaration may be amended according to the process described in SRC 200.030.
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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 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 the above requirements, feel free to contact me directly by calling (503) 540-2326 or via email at cgreen@cityofsalem.net. You may access the Salem Revised Code accessed by clicking [HERE](#).