



COMMUNITY DEVELOPMENT DEPARTMENT

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# MEMO

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**TO:** Brandie Dalton, Multi-Tech Engineering  
**FROM:** Olivia Glantz, Planner II  
**DATE:** August 16, 2018  
**SUBJECT:** **Completeness Review – Land Division and Zoning Adjustment Application – 4700 Block Battle Creek Road SE (File #18-115125-LD and 18-115128-ZO)**

The Planning Division received an application for the proposed 225-lot subdivision at 4700 Block Battle Creek Road SE (Marion County Map and Tax Lot number 083W11D00100, 00200, 00202, 00400, 00500, 00601, 00602; 083W12B01600; and 083W12C00700). Prior to deeming your application complete, modifications and/or additional information must be provided to address the following item(s):

- The application indicates that Tax Lots 100, 200, 400, 601 and 1600 are the subject properties for the proposed subdivision. The application materials (Marion County Survey Name Request and written statement), indicate a larger area which includes TL 202, 500, 602 and 700. Please provided consistent and correct tax lot information.
- Please provide all property owner signatures, including Sheep Trail, LLC and Margalou, LLC who are owners in Tax Lot 400 and US Physical Therapy Inc, who has interest in Tax Lot 601.
- Please provide evidence that the subject properties were created legally.
- Please provide a copy of the recorded deed of the total contiguous ownership of the applicant.
- Please provide a copy of the title report for all properties.
- Please provide an approved copy of the Marion County Subdivision name request.

- Please provide a tentative subdivision plan that is to a scale, indicating the dimensions of each lot, location of easements, setbacks for existing buildings, a scale, a north arrow and items attached.
  - Please provide show all land within the subdivision as lots or parcels including remnants. Please provide more information on the use of the land area between Lot 142 and 143.
  - Reconfigure Lot 181 to create a more uniform lot.
  - Lot 57 does not meet lot standards.
  - The standard for local streets is property line sidewalks, please amend the tentative plan.
- Please provide a future development plan for the area north of Lots 186-202 and include the area a lot in the subdivision. The subdivision cannot create a remnant that does not meet lot standards and needs to be platted.
- Please provide a map of the areas being requested to adjust above the 12% street grade requirement. The starting point above 12% and the ending point, including the actual percentage of each segment being requested. Provide the distance of each segment requesting the adjustment.
- The requested zoning adjustment for a reduction in double frontage lots (15-21, 111-116 and 181-185) does not appear to be warranted. It appears a simple redesign could alleviate the adjustments for most of the lots requested. The findings otherwise don adequately address the decision criteria.
- The tree conservation plan show maps do not indicate which trees are proposed for removal. In addition, please provide numbers and information on the remnant lot to the north. The total count should be 25% of the lots within the subdivision, excluding the remnant and 25% preserved as shown for the future development plan.
- The preliminary plan shows sections A through G. The applicant shall include in the narrative how the proposed phases will be sequenced.
- The natural grade within the subject property exceeds 12 percent in many areas. The applicant shall provide preliminary vertical street alignments to demonstrate compliance with the minimum standard of 12 percent street grade for local streets.
- The proposed plan shows construction of curblin sidewalk along the

development frontage of all proposed streets. SRC 803.035(l) requires sidewalks be located one foot from the adjacent right-of-way, except on streets having a right-of-way of fifty feet or less. The applicant shall modify the proposed plan to include property line sidewalk or submit findings indicating the necessity for curblin sidewalk pursuant to SRC 803.035(l)(2)(B)).

- The proposed plan shows construction of a 50-foot wide right-of-way for M Street and a 40-foot wide right-of-way for K Street. The applicant shall modify the proposed plan to meet street standards, or submit findings indicating the necessity for the use of alternative street standards pursuant to SRC 803.065.
- Condition 4(a) of UGA 17-03 requires dedication of land for the future Coburn Reservoir. The application materials shall be modified to demonstrate how this condition is being met.
- 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. The applicant shall indicate the design and location of Green Stormwater Infrastructure (GSI) facilities for onsite stormwater treatment and the plan for offsite disposal. OR The application has set aside areas for GSI that equal less than 10 percent of the total new plus replaced impervious surfaces. The applicant shall provide a description of the proposed stormwater management system pursuant to SRC 205.030(e).
- City records show the proposed development is located in a moderate landslide hazard risk. The applicant shall submit a geological assessment as required by SRC 220.005(b)(3)(B) and pursuant to SRC Chapter 810.
- The application materials shall be modified to demonstrate how all of Section C will be served by sewer and stormwater. See UGA 17-03 conditions 2 and 3.
- The application materials shall provide more information regarding the "12' All Emergency Weather Roadway" located at the southeast corner of the proposed subdivision.

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) 540-2343 or via email at [ograntz@cityofsalem.net](mailto:ograntz@cityofsalem.net). You may access the Salem Revised Code accessed by clicking [HERE](#).