



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: Mark Ferris, Project Delivery Group

FROM: Olivia Glantz, Planner III

DATE: January 14, 2019

SUBJECT: **Completeness Review – 575 Salem Heights Ave S; Subdivision (#18-125034-LD)**

The Planning Division received an application for the proposed subdivision at 575 Salem Heights Ave S on December 31, 2018. Prior to deeming your application complete, modifications and/or additional information must be provided to address the following item(s):

ITEM	NOTES
Validation of a Unit of Land	<p>Please provide application to Validate the unauthorized unit of land described as Marion County Assessors Number 083W04AA / 10400.</p> <p>The remainder of the tax lots appear to be together, Lot 4 of Ewald Fruit Farms and under common ownership. Even though not a legal unit of land the entirety could be processed for the tentative subdivision application.</p>
Future Development Plan	<p>Lot 23 is proposed to secede one-half acre. The City's land division ordinance, pursuant to SRC 205.030(g), requires that whenever a residential lot is proposed within a subdivision that is greater than one-half acre in size a future development plan is required to be submitted with the subdivision showing how the lots can be further divided in the future without violating the developments standards of the SRC and without interfering with the orderly extension and connection of adjacent streets.</p>

Property Owner Signature	Please provide the correct signature or documentation that Tom Kay can sign on behalf of Jane Ann Harvey RT, Mary Inez and Harmon Harvey, Jane Ann RLT, Harmon Harvey JR Trust and the Estate of Jane A Harvey.
Tentative Subdivision Map	Please add sidewalks along the west side of Felton Street and correct the curblin sidewalks abutting Lot 8 to property line.
Written Statement	<p>Please address Alternative Street Standards for Curblin Sidewalks along the north sides of Felton Street and Doughton Street.</p> <p>Lot 33 exceeds the maximum depth of 300% of the average width of the lot by more than 20%, which requires a Class 2 Adjustment. Since you have already submitted for a Class 2 Adjustment, please pay the invoice of \$1,040.00</p> <p>A Class 1 Adjustment is needed, only for Lot 7 does not meet the minimum lot depth for double frontage lots, please revised the written statement. If you would want to process this adjustment as a Class 2 Adjustment, please submit findings addressing the criteria or Apply for a separate Class 1 Adjustment application.</p>
Tree Conservation Plan	<p>Please complete the entire application, including the amount of Significant Oregon White Oaks that will be removed. The Percentage proposed to be preserved is less than 25% required under SRC 808.</p> <p>There are several trees that appear to be able to be preserved since the trees will be located in a side or rear yard of the proposed lots.</p> <p>Several of the trees listed on the plan are not listed in the table.</p> <p>Tree 20058. 20339, 20335, 20297, 30060, 30048, 30049, 30013, 30014, 30015, 20044, 20045, 20054, 20338, 20337, is located in the side or rear yard</p> <p>Trees 20341 and 20342 do not appear they will survive the</p>

	<p>grading for Earhart Street.</p> <p>Tree 20344 could be saved, since no access to Earhart Street will be allowed.</p> <p>Trees 30051, 30052, 30057 appear to be located within the access easement to serve lots 4, 5, and 6. Please provide a written statement on how these trees will be preserved with the paving and grading needed for the accessway.</p>
Digital Copies	Please provide digital copies of Stormwater Plan and Geotechnical Report or pay for the archiving fee.
Street Improvements	The proposed plan shows street improvements that do not meet current standards. The applicant shall provide findings in support of alternative street standards pursuant to SRC 803.065. Also, SRC 803.035(I) 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 supporting the need for curblin sidewalks pursuant to SRC 803.035(I)(2)(B)).
Existing Driveway	A portion of the driveway currently serving the westerly neighbor appears to be located within the subject property. The application shall include findings that address the alteration to the neighbor's access.

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 oglantz@cityofsalem.net. You may access the Salem Revised Code accessed by clicking [HERE](#).