



Planning Division • 503-588-6173  
555 Liberty St. SE / Room 305 • Salem, OR 97301-3503 • Fax 503-588-6005

January 11, 2019

## PLANNING REVIEW CHECKLIST

**Subject Property:** 255 Cordon Road NE

**Reference Nos.:** 18-124468-LD (Planned Unit Development)  
18-124472-LD (Subdivision)  
18-124473-ZO (Comp Plan Map Amendment)  
18-124474-ZO (Quasi-Judicial Zone Change)  
18-124475-NR (Tree Conservation Plan)

**Applicant:** Randy Meyers  
East Park LLC  
9550 SE Clackamas Rd  
Clackamas, OR 97015

**Phone:** 503-358-4460  
**E-Mail:** [randy@brownstone.net](mailto:randy@brownstone.net)

**Agent:** Mark Grenz, P.E.  
Multi-tech Engineering, Inc.  
1155 13<sup>th</sup> Street SE  
Salem, OR 97302

**Phone:** 503-363-9227  
**E-Mail:** [MGrenz@mtengineering.net](mailto:MGrenz@mtengineering.net)

The Planning Division has conducted its completeness review of the Minor Comprehensive Plan Map Amendment, Quasi-Judicial Zone Change, Planned Unit Development, Tentative Phased Subdivision, and Tree Conservation Plan for property located at 255 Cordon Road NE. In order to deem the applications complete and to continue processing the applications, modifications/and or additional information is needed to address the following item(s):

Item:	Description:
<b>Application Form Signatures &amp; Proof of Signature Authority</b>	SRC 300.210 requires land use applications to be signed by the owner(s) of the property. The subject properties are currently owned by Pictsweet Co., Michael Souza, Robert and Lila Grinberg, and Jarrell Rysavy.  The application form is signed by:

Item:	Description:
	<p>Jeremy Stephan, Tania Rysavy, and Michael Souza. The application form will need to be signed by the authorized representatives of all property owners, including proof of that person's signature authority to sign. Please indicate how these individuals are authorized to sign the land use applications.</p>
<p><b>Recorded Deeds</b></p>	<p>SRC 300.210(a)(2) requires submittal of the current recorded deed, with legal description, for the subject property.</p> <p>Recorded deeds are missing for the following: 072W29B / 00300 072W29B / 00400 072W29C / 00199 072W29C / 00300</p>
<p><b>Legal Parcel Validation</b></p>	<p>072W29C / 00199 does not appear to be a legally created unit of land. Please provide evidence demonstrating the date that the former railroad right-of-way was created as a lot. If it was created by deed after 1979, a <u>validation of unit of land</u>, pursuant to SRC 205.060, will be required prior to subdivision plat approval.</p>
<p><b>Application Written Statement</b></p>	<p>SRC 300.210(a)(7) requires the submittal of a written statement addressing the standards and approval criteria applicable to the applications included with the proposal.</p> <p>A written statement partly addressing the standards and approval criteria has been provided, however additional findings are required to address all applicable approval criteria. In particular the written statement should provide the following:</p> <ul style="list-style-type: none"> <li>▪ Addressing the PUD approval criteria SRC 210.025(d)(2)(B) – Common open space, which may be landscaped and/or left with natural tree cover, that is permanently set aside for the passive and/or active recreational use of the residents of the PUD and that is appropriate to the scale and character of the PUD considering its size, density, and the number and types of dwellings proposed. Examples of passive and/or active recreational use include, but are not limited to, community gardens, commons, and private parks.</li> </ul> <p><i>The applicant shall clearly describe all common open space areas provided, and if they will be set aside as passive and/or active use.</i></p> <ul style="list-style-type: none"> <li>▪ Addressing the CPC/ZC approval criteria.</li> </ul> <p><i>Separate findings shall be provided for the proposed CPC/ZC from IP to RS, and for the proposed CPC/ZC from CR to RM-II.</i></p>

Item:	Description:
	<ul style="list-style-type: none"> <li>▪ Addressing the CPC/ZC approval criteria 64.025(e)(2)(A)(i) – The applicant asserts an alteration in circumstances for the CPC/ZC from IP to RS, however no evidence was submitted to support this claim. Alternatively, please consider addressing SRC 64.025(e)(2)(A)(ii).</li> <li>▪ Addressing the CPC/ZC approval criteria 64.025(e)(2)(A)(ii) – The applicant asserts that the proposed CPC/ZC from CR to RM-II is equally or better suited as evidenced by the 2014 Housing Needs Analysis (HNA) which identifies a deficit in multi-family land, however the 2014 Economic Opportunities Analysis (EOA) also demonstrates a deficit of commercially zoned land in the City. Multi-family uses are allowed with a Conditional Use Permit in the CR zone. Given the current deficit in commercial land, please demonstrate why the multi-family designation is equally or better suited for this property.</li> <li>▪ Statewide Planning Goals. The applicant does not address Statewide Planning Goal 9, Economic Development, or Statewide Planning Goal 13, Urbanization. Please provide findings addressing these goals, or a statement indicating why these goal are not applicable to the proposal.</li> </ul>
<b>Title Report</b>	SRC 205.030(b) requires submittal of a current title report for the property.
<b>Phased Subdivision/PUD Phasing Plan</b>	<p>SRC 205.015(c)(2) requires a phasing plan when subdivisions will be phased. Pursuant to SRC 205.015(c)(2) the phasing plan must identify the tentative boundaries of each phase, the sequencing of the phases, the tentative configuration of lots in each phase, and a plan for the construction of all required city infrastructure in each phase.</p> <p>A phasing plan has been provided showing the boundaries of the phases and the configuration of the lots, but the phasing plan doesn't clearly identify the sequencing of the phases and what improved access and utilities will be required/provided to serve each phase to allow it function independently in conformance with the applicable standards of the SRC.</p>
<b>Trees</b>	<p>There are existing trees on the subject property, including several significant trees. The City's tree preservation ordinance (SRC Chapter 808) requires that:</p> <p>SRC 808.035(d)(2): no significant trees are designated for removal, unless there are no reasonable design alternatives that would enable preservation of such trees, and</p>

Item:	Description:
	<p>SRC 808.035(d)(4): that not less than 25 percent of all trees located on the property are designated for preservation, however, if less than 25 percent of all trees located on the property are designated for preservation, only those trees reasonably necessary to accommodate the proposed development shall be designated for removal.</p> <p>The narrative states that, "removal of trees is necessary for development of the site." The written statement will need to be revised to adequately address how the proposal complies with the Tree Conservation Plan approval criteria. If the applicant cannot meet the criteria, then additional trees and/or significant trees shall be designated for preservation.</p> <p>In addition, there are significant trees preserved on proposed lots throughout the PUD/SUB. Please demonstrate how these trees, that are proposed to be preserved, can be preserved and protected through development.</p>
<b>Geologic Assessment</b>	<p>According to the City's landslide hazard susceptibility maps, the subject property includes areas of 2 to 3 mapped landslide hazard susceptibility points. Pursuant to the City's landslide hazard ordinance (SRC 810) there are 3 activity points associated within subdivisions. The cumulative total of 5 to 6 points indicates a moderate landslide hazard risk and therefore a geologic assessment is required.</p> <p>The applicant indicates this item is in process. Written statements provided by the applicant may need to be updated when more information from the Geological Assessment is provided.</p>
<b>Transportation Impact Analysis (TIA)</b>	<p>A Traffic Impact Analysis is required for the proposed development.</p> <p>The applicant indicates this item is in process. Written statements provided by the applicant may need to be updated when more information from the TIA is provided.</p>
<b>Stormwater Report</b>	<p>A Stormwater Management Report is required for the proposed development.</p> <p>The applicant indicates this item is in process. Written statements provided by the applicant may need to be updated when more information from the Stormwater Management Report is provided.</p>
<b>Archaeological Resources</b>	<p>The subject property potentially contains archeological resources. If archeological resources are present on the property, specific measures must be taken to ensure such resources are addressed in compliance with State law. It is recommended you contact Kimberli</p>

Item:	Description:
	<p>Fitzgerald, the City's Historic Preservation Officer and archeologist to determine what requirements may be applicable to the development if archaeological resources are present on the property.</p> <p>Kimberli Fitzgerald can be reached at 503-540-2397 or <a href="mailto:KFitzgerald@cityofsalem.net">KFitzgerald@cityofsalem.net</a>.</p>
<b>Credit/Refund</b>	<p>There is a credit of \$290.00 on folder 18-124473-ZO to I &amp; E Construction. Please indicate if the applicant would like the credit to be held and applied to a future application, or if a refund check would be preferred.</p>

Unless otherwise noted, the above information is needed in order to deem the application complete. Pursuant to SRC 300.220, the application shall be deemed complete upon receipt of:

- (1) *All of the missing information;*
- (2) *Some of the missing information and written notice from the applicant that no other information will be provided; or*
- (3) *Written notice from the applicant that none of the missing information will be provided.*

Please submit this information to the City of Salem Planning Division, located on the 3<sup>rd</sup> floor of City Hall, 555 Liberty Street SE, Room 305.

For questions regarding any of the above requirements, please feel free to contact me directly by calling (503) 540-2356 or via e-mail at [apanko@cityofsalem.net](mailto:apanko@cityofsalem.net).

**The Salem Revised Code may be accessed online at the following location:**

<https://www.cityofsalem.net/Pages/salem-revised-code.aspx>

Sincerely,

Aaron Panko  
Planner III