



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: Brandie Dalton, Multi-Tech Engineering
FROM: Olivia Glantz, Planner III
DATE: June 12, 2019
SUBJECT: **Completeness Review – Land Division and Zoning Adjustment Application – 4700 Block Battle Creek Road SE (File #19-111656-LD and 19-111658-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):

- 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.
 - The standard for local streets is property line sidewalks within a 60-foot right-of-way, please amend the tentative plan.
 - Lot 211 appears to include public right-of-way.
- Several blocks do not meet SRC 803.030 (600-ft maximum). Please meet the standard.
- Provide connections to undeveloped properties and adequate connectivity.
 - To undeveloped property in the area of Lot 173-175
 - Stub “N Street” to the north property line
- Please show existing easements and/or access to reservoir property.
- It appears “K Street” will not feasibly make a connection to the east. Please provide evidence that a street connection can be made to the undeveloped property to the east.
- The tree conservation plan show maps do not indicate which trees are

proposed for removal. The trees on Lot 137 cannot count toward the required 25% minimum, since the lot is not for single family or two family use. The total count should be 25% of the lots within the subdivision, excluding Lot 137, which cannot remove trees until Site Plan Review.

- Provide a phasing plan or a condition of approval will set the timing of each phase to meet Salem Revised Code and Fire Department requirements.
- 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.
- Several lots will need to provide sprinklers, if the 12 percent street grade cannot be met. This includes K Street, and N Street. In addition, several Fire Department turnarounds need to be shown; the end of I Avenue, flag lot accessway, and Q Avenue.
- 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, potentially with 52-foot right-of-way with property line sidewalks.
- 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. The applicant shall provide a description of the proposed stormwater management system pursuant to SRC 205.030(e).
- 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. If a modification to UGA 17-03 is needed, please apply.
- The application materials shall be modified to demonstrate how the proposed subdivision will be served with S-1 water. See UGA 17-03 Condition 4(b). If a modification to UGA 17-03 is needed, please apply.

- Please provide evidence that Lot 137 can be served by Public Utilities.
- Access to Kuebler Boulevard is restricted. Please remove access to Kuebler Boulevard and show Fire Department turnaround.

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