



COMMUNITY DEVELOPMENT DEPARTMENT

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# MEMO

**TO:** Mark Grenz, Multi-Tech Engineering

**FROM:** Olivia Glantz, Planner III

**DATE:** August 21, 2019

**SUBJECT:** **Completeness Review – 4400 Kale Street NE; Modification to Subdivision07-13A (#19-116703-LD)**

The Planning Division received an application for the proposed subdivision at 4400 Kale Street NE on July 26, 2019. Prior to deeming your application complete, modifications and/or additional information must be provided to address the following item(s):

ITEM	NOTES
<b>Hazelgreen Road</b>	Please provide a section of Hazelgreen Road Improvements, as a Minor arterial for evaluation in the Modification
<b>Kale Road</b>	Options for Security: <ul style="list-style-type: none"><li>- Building Permit Security or</li><li>- Applicant to propose some comparable alternative instead of Building Permit Security.</li></ul>
<b>Phase Plan</b>	Phasing plan was not provided to the Planning Division for review.  Public Works recently provided the phasing layout and the following changes are proposed by the City: Phasing Segment B Segment C Segment A Segment D Segment E <b>Segment G</b>

	Segment J Segment K
<b>Plans, documents and other application materials</b>	Upload all plans, document and application materials via SPLASH.
<b>Other</b>	Staff met today to review proposed conditions of approval. Unfortunately, the Planning did not have all of the information to review the modification for completeness.  <b>Staff intends to have an updated list of conditions to the applicant, next week.</b>

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