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October 5, 2020

## PLANNING REVIEW CHECKLIST

**Subject Property:** 255 Cordon Road NE  
**Ref#:** 20-110657-ZO (PUD Final Plan)

**Applicant:** East Park LLC  
27375 SE Parkway Ave  
Wilsonville, OR 97070

**Phone:**  
**Email:**

**Contact:** Brandie Dalton  
Multi/Tech Engineering Inc.  
1155 13<sup>th</sup> Street SE  
Salem, OR 97302

**Phone:** (503) 363-9227  
**Email:** bdalton@mtengineering.net

An application for a Planned Unit Development Final Plan was received on September 8, 2020 for property located at 255 Cordon Road NE. Prior to deeming your application complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
<b>SRC 210.030(c)(3) – Homeowners’ Association</b>	<p>The articles of the homeowners’ association satisfy the standards set forth in SRC 210.055(b).</p> <p>The City Attorney’s office has reviewed the draft CC&amp;Rs provide and found that the CC&amp;Rs have an expiration, 35 years with 10-year additional terms. While there are provisions for care of the property in perpetuity, it is not continuation of the HOA which is required under SRC 205.035(f).</p>
<b>SRC 210.035(a) – Modification of Approval</b>	<p>Pursuant to SRC 210.035(a)(1), the approval of a PUD tentative plan, with or without a land division, may be modified after its effective date if the proposed modification meets the criteria set forth in this section. Modifications that do not meet the criteria in this section require submittal of a new application for PUD tentative plan.</p> <p>The proposed Planned Unit Development Final Plan includes a new “Tract A” (on plans, referred to as “Tract C” in written statement). The written statement claims that the purpose of the proposed tract is to deal with an encroachment issues with the adjacent mobile home park to the west, that this tract has no impact on the subject property or adjacent property,</p>

	<p>and that PUD's do not have lot standard requirements and are flexible.</p> <p>The statement does not describe how the tract will be used in the future, it is not known if the Tract will be retained and used as part of the PUD or transferred to the adjacent owner. If the Tract will be retained as open space for the PUD, the statement does not describe if access will be provided to this area, or if the area will be landscaped. A modification of the SUB/PUD tentative plan may be required if this tract is to be retained as an open space lot.</p> <p>If the tract will be transferred to the adjacent property owner, then it will affectively alter the outside boundary approved by the tentative SUB/PUD, requiring modification of the tentative SUB/PUD. Within the RS zone, manufactured dwelling parks are allowed with a manufactured dwelling park permit subject to the requirements of SRC Chapter 235.</p>
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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) 540-2356 or via email at [apanko@cityofsalem.net](mailto:apanko@cityofsalem.net). The Salem Revised Code may be accessed by clicking [HERE](#).

Sincerely,

Aaron Panko, Planner III