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May 20, 2021

PLANNING REVIEW CHECKLIST

Subject Property: 255 Cordon Road NE

Ref#: 21-107584-LD (Subdivision Modification)
21-107588-ZO (Class 2 Adjustment)

Applicant: Kiril Ivanov
East Park, LLC
27375 SW Parkway Avenue
Wilsonville, OR 97070

Phone: (503) 358-4460
Email:

Contact: Brandie Dalton
Multi-Tech Engineering
1155 13th Street SE
Salem, OR 97302

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

A consolidated application for a Subdivision Modification and Planned Unit Development Modification was received on April 26, 2021 for property located generally at 255 Cordon Road NE.

The following information is required for staff to deem the application complete.

Item:	
Title Report – SRC 205.030(b)	A current title report shall be included in the submittal. The applicant shall provide a current title report(s) for the property.
Class 2 Adjustment	The submittal included a Class 2 Adjustment request the lot dimensional standards of SRC Chapter 511, however a Planned Unit Development was approved for the subject property and lots approved through the Planned Unit Development process are not subject to the lot standards in Chapter 511. An adjustment is not required.
Modification of Planned Unit Development Tentative Approval Required	The proposal to change phasing boundaries and sequencing appears to result in a significant modification to the approved PUD tentative plan. If the final PUD plan is not found to be in substantial conformance with the PUD tentative plan, then a modification of the tentative Planned Unit Development approval will be required. See SRC 210.030(d)(1).



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	An application for modification of the tentative Planned Unit Development will be required with the subdivision modification request.
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The following items are not listed in the SRC as specific requirements for a complete application; however, the applicant should be aware that after review of the application materials the following deficiencies have been identified which could result in a recommendation for denial of the applications if not properly addressed.

Item:	
General Comments	<p>As submitted, the proposal is not able to be approved by City staff. The proposed re-phasing plan has presented multiple issues (platting timelines, traffic connectivity, and utility infrastructure concerns). The applicant is encouraged to continue coordinating with Public Works Engineering staff prior to a request to deem the application complete.</p> <p>The City Surveyor has also raised concerns regarding platting for a phase of the subdivision that are not contiguous with each other. See attached comments from Survey.</p>

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. The Salem Revised Code may be accessed by clicking [HERE](#).

Sincerely,

Aaron Panko, Planner III