



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

PLANNING REVIEW CHECKLIST

Subject Property: 1300 Block of Mildred Lane SE

Reference Nos.: 22-111298-ZO (Conditional Use)
22-111309-LD (Subdivision)
22-111312-ZO (Class 2 Adjustment)
22-111315-ZO (Class 2 Driveway Approach Permit)
22-111318-NR (Tree Conservation Plan)

Applicant: JCT Construction Group, LLC
201 Ferry Street SE, Suite 400
Salem, OR 97301

Phone:
E-Mail:

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Multi/Tech Engineering
808 SW 3rd Ave, Suite 800
Portland OR, 97204

Phone: 503-363-9227
E-Mail: BDalton@mtengineering.net

The Planning Division has conducted its completeness review of the proposed Conditional Use, Subdivision, Class 2 Adjustment, Class 2 Driveway Approach Permit, and Tree Conservation Plan for property located in the 1300 Block of Mildred Lane SE. In order to deem the application complete and to continue processing the application, modifications/and or additional information is needed to address the following item(s):

Item:	Description:
Application Form	<p>The application form needs to be revised to address the following:</p> <ul style="list-style-type: none">▪ <u>Assessor's Map & Tax Lot Number.</u> All of the application forms submitted identify two Assessor's map and tax lot numbers for the subject property. The subject property, however, consists of only one tax lot - Tax Lot No. 083W14CB02401. The application forms need to be revised to identify the correct Assessor's map and tax lot number for the subject property.▪ <u>Comprehensive Plan Designation.</u> The application form indicates that the subject property is designated Developing Residential and Industrial Commercial, but the western portion of the subject property is actually designated Single Family Residential on the comp. plan map instead of Developing Residential.▪ <u>Neighborhood Association Contact.</u> The application form checks "No" on whether the neighborhood association was contacted. However, the application form also indicates that the neighborhood association was contacted on May 21, 2021. The application form needs to be revised to reflect the neighborhood association contact provided.

Item:	Description:
	<ul style="list-style-type: none"> ▪ <u>Homeowners Association Contact Information.</u> The portion of the application form asking whether the property is located within a Homeowners' Association is not completed and needs to be filled in. Since the property is not within an HOA, "N/A" needs to be inserted into this field of the application form.
Neighborhood Contact	<p>SRC 300.310(c)(1) requires neighborhood contact to be provided to both the chair and land use chairs of the neighborhood association. In review of the neighborhood association contact provided it appears that an e-mail was sent to Glenn Baly, the land use chair of the South Gateway Neighborhood Association, on May 18, 2021. The e-mail was not, however, also sent to the chair of the neighborhood association. In order to conform to the neighborhood association contacts requirements of SRC 300.310, neighborhood association contact is required to be provided to both the chair and land use chair of the South Gateway Neighborhood Association.</p> <p>The names and contact information for the neighborhood association chair and land use chair are provided below:</p> <ul style="list-style-type: none"> ▪ Neighborhood Association Chair: Jake Krishnan - sgnachair@gmail.com ▪ Neighborhood Association Land Use Chair: Glenn Baly - glennbaly12345@gmail.com
Proof of Application Signature Authority	<p>Marion County Assessor's records show that the subject property is currently owned by JCT Holdings, LLC and the application form is signed by James Tokarski. Proof of signature authority is needed demonstrating that James Tokarski is authorized to sign the application form on behalf of the property owner, JCT Holdings, LLC.</p>
List of LLC Members	<p>The City's procedures ordinance, pursuant to SRC 300.210(a)(3), requires submittal of any information that would give rise to any potential conflict of interest under State or local ethics laws between an applicant and the Review Authority for the application. In order to fulfill this requirement for LLCs and companies, staff requires that a list of the names of the members of the LLC or company be submitted.</p> <p>Because the subject property is owned by JCT Holdings, LLC, and the applicant for the application is JCT Construction Group, LLC, the list of members of both JCT Holdings, LLC and JCT Construction Group, LLC are needed.</p>
Recorded Deed	<p>The deed submitted with the application is an old deed which shows JCT Construction Group, LLC, as the owner of the subject property. The current owner of the property, however, is JCT Holdings, LLC. A copy of the current deed for the property is required to be provided that shows the current owner of the property and includes its updated legal description based on the prior approved partition.</p>
Current Title Report	<p>SRC 205.030(b) requires submittal of a current title report for the property. A current title report for the property is required is needed.</p>
Archaeological Review	<p>The subject property is located with the City's Historic and Cultural Resources Protection Zone.</p>

Item:	Description:
	<p>Because the subject property is located within the City's Historic and Cultural Resources Protection Zone, archaeological review may be required in conjunction with the proposed subdivision.</p> <p>In order to determine what, if any, archeological requirements will be applicable to the proposed development you will need to contact Kimberli Fitzgerald, the City's Historic Preservation Officer. Kimberli can be reached at 503-540-2397 or KFitzgerald@cityofsalem.net.</p>
Written Statement	<p>The written statements provided need to be revised to address the following issues:</p> <ul style="list-style-type: none"> ▪ <u>Class 2 Adjustments.</u> The written statements provided for the adjustments indicate that Class 2 Adjustments are being requested to the following standards: <ul style="list-style-type: none"> ❖ <u>Max. 15 Percent Flag Lots.</u> This adjustment has been requested but is not necessary because the proposed access to the subdivision is a reduced width private street approved through an alternative street standard rather than a flag lot accessway. ❖ <u>Minimum 370 ft. Driveway Spacing on Arterial Street.</u> This adjustment has been requested and is still needed for the proposed development. ▪ <u>Subdivision.</u> The written statement provided for the subdivision indicates that the front lot line designation for proposed Lot 1 will be the east lot line. The east lot line of Lot 1, however, cannot be designated as the front lot line because the corresponding depth of the lot would not meet the minimum required 70-foot lot depth. Due to the shape of the Lot 1, the west property line abutting Mildred Lane is required to be designated as the front property line; the south property line will be an interior side property line; and the east property line will be a side property line abutting the private street.
Tentative Subdivision Plan	<p>The tentative subdivision plan needs to be revised to address the following:</p> <ul style="list-style-type: none"> ▪ <u>Subdivision Name.</u> SRC 205.030(a)(1) to include the proposed name of the subdivision in the title block. The subdivision name currently identified on the tentative plan is "J & J Estates." This name doesn't, however, match the name that's been approved by the Marion County Surveyor's Office. The tentative plan needs to be revised to show the subdivision name that's been approved by the County Surveyor. That name is "Waln Creek Crossing." ▪ <u>Proposed Lot Dimensions.</u> SRC 205.030(a)(4) requires the dimensions and area of each proposed lot to be identified on the tentative subdivision plan. All of the lots include their proposed lot areas, but not all of the lots currently have their property line dimensions shown. The tentative plan needs to be revised to show the property line dimensions for all of the proposed lots. ▪ <u>IC / RA Zone Boundaries.</u> Because the subject property is zoned both RA and IC, the tentative subdivision plan needs to be revised to show the boundary line between the RA and IC zoned portions of the property as it relates to the proposed lots. ▪ <u>Waln Creek.</u> Waln Creek bisects the subject property. SRC 205.030(a)(11) requires the location of any creeks on the property to be shown on the

Item:	Description:
	<p>tentative subdivision plan. The tentative plan needs to be revised to show and label the location of Waln Creek.</p> <ul style="list-style-type: none"> ▪ <u>Hammerhead Turnaround for Private Street.</u> Due to sight distance and safety concerns where the proposed private street connects to Mildred Lane, a hammerhead turnaround is needed at end of private street (<i>subject to an alternative street standard</i>). The turnaround is needed so vehicles (<i>such as delivery and other vehicles</i>) aren't required to back out onto this minor arterial street which would pose a safety hazard. For reference, included is a standard drawing for hammerhead turnarounds that's contained in the Public Works Design Standards (Drawing No. 316). It appears that it's possible to provide the hammerhead turnaround while still maintaining conformance with minimum lot size and dimension standards for the proposed lots.
Additional Required Alternative Street Standard Request	<p>The written statement provided for the subdivision indicates that an alternative street standard is being requested for the existing curb line sidewalks on Mildred Lane. In addition to this alternative street design standard, a second alternative street design standard is required in order to allow the proposed reduced width private street within the subdivision.</p>
Tree Conservation Plan	<p>The tree conservation plan needs to be revised to address the following issues:</p> <ul style="list-style-type: none"> ▪ <u>Trees on Proposed Lot 5.</u> Pursuant to SRC 808.035(a), tree conservation plans are required only in conjunction with development proposals for the creation of lots or parcels to be used for single family uses, two family uses, three family uses, four family uses, or cottage clusters. <p>Because proposed Lot 5 has already been approved for the construction of a 24-unit multiple family development, the tree conservation plan does not apply to Lot 5. As such, the tree conservation plan needs to be revised to address only the trees for the portion of the subdivision that will be developed for single family lots.</p> <ul style="list-style-type: none"> ▪ <u>Critical Root Zone.</u> SRC 808.035(c)(1)(F) requires the critical root zone of all existing trees on the property to be identified. The critical root zone measures one-foot in radius for every one-inch of dbh of the tree. The critical root zones of the trees identified for preservation under the tree conservation plan are shown on the plan, but when measuring the radius of the areas shown they do not appear to equal the required 1-foot in radius for every 1-inch of dbh of the tree. The tree conservation plan needs to be revised to show the critical root zones of the trees at a distance of one-foot in radius for every one-inch of dbh. ▪ <u>Required Setbacks.</u> SRC 808.035(c)(1)(I) requires the required setbacks for the proposed lots to be shown on the tree conservation plan. The required setbacks for each of the proposed lots are currently not provided on the tentative plan and need to be provided. ▪ <u>Riparian Corridor Native Vegetation.</u> SRC 808.035(c)(2) requires the following additional information to be provided for tree conservation plans where a riparian corridor is located on the subject property: <ol style="list-style-type: none"> 1) A delineation of the boundaries of the riparian corridor on the site plan; 2) A description of the vegetation within the riparian corridor; and

Item:	Description:
	<p>3) A tree and native vegetation replanting plan (in compliance with the standards of SRC 808.055) if trees and native vegetation within the riparian corridor are proposed for removal.</p> <p>The boundary of the riparian corridor is shown on the tree conservation plan, but a statement is also needed on the plan indicating whether or not this native vegetation present within the riparian corridor. If there is no native vegetation present within the riparian corridor, a note is needed on the plan stating there is no native vegetation present within the riparian corridor.</p> <p>If there is native vegetation present, the location of the native vegetation needs to be shown on the plan and a description of the native vegetation present needs to be provided. If there is any native vegetation present within the riparian corridor that will need to be removed with the development of the property, a replanting plan, as required under SRC 808.035(c)(2)(C), also needs to be provided.</p>
Wetlands	<p>The Salem-Keizer Local Wetland Inventory shows that there are hydric soils and linear wetland area(s) mapped on the property. The applicant should contact the Oregon Department of State Lands (DSL) to verify if any permits are required for development or construction in the vicinity of the mapped wetland area(s). Due to the presence of mapped wetland area(s) and hydric soils, a wetland delineation may be required by DSL. Notice of the proposed development will be sent to the DSL, as required under SRC Chapter 809 and all development of the property will be required to be conducted in conformance with any requirements of DSL.</p>
Public Works Department Comments	<p>The Public Works Department reviewed the proposal and provided the following comments:</p> <ul style="list-style-type: none"> ▪ <u>Utility Plan.</u> Provide a preliminary utility plan pursuant to SRC 205.030(f). ▪ <u>Grading Plan.</u> Submit a preliminary grading plan in accordance with SRC 205.030(g). See floodplain development comments below. ▪ <u>Sight Distance Analysis.</u> The Assistant City Traffic Engineer has reviewed the Sight Distance Analysis submitted for the proposed private street. The analysis does not demonstrate that the proposed driveway provides safe access to the proposed development. Detailed comments will be sent separately. Pursuant to SRC 804.025(c)(4), the applicant is advised to submit a revised sight distance analysis for review prior to staff deeming the application complete. Please contact Tony Martin, Assistant City Traffic Engineer (tmartin@cityofsalem.net), with any additional questions regarding the Sight Distance Analysis. ▪ <u>Open Channel Drainage Easement.</u> Pursuant to Public Works Design Standards 1.8(d), the application is subject to open channel drainage easements to be dedicated along the creek, allowing for access and maintenance. The easement width shall be either 15-feet from the channel centerline, or 10-feet from the top of the recognized bank, whichever is greatest. The applicant is advised to show the required easement on the tentative plan. The existing tentative plan shows an open channel drainage easement, but not for the entire length of the creek.

Item:	Description:
	<ul style="list-style-type: none"> ▪ <u>Floodplain Development.</u> Flood inundation maps generated in conjunction with the City's recent Stormwater Master Plan update show that a portion of the subject property is prone to flooding. These maps are tentatively scheduled to be adopted by Administrative Rule as Interim Flood Hazard Area (IFHA) maps later this year. The base flood elevation for the subject development is approximately 397 feet according to the flood inundation maps. Any buildings constructed within the IFHA shall have a minimum lowest floor elevation of 398-feet. If development occurs subsequent to adoption of the IFHA maps, development within the IFHA requires a floodplain development permit and is subject to the requirements of SRC Chapter 601.
Additional Comments on Plans	Please see the additional comments provided on the attached plans.

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 3rd 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) 540-2399 or via e-mail at bbishop@cityofsalem.net.

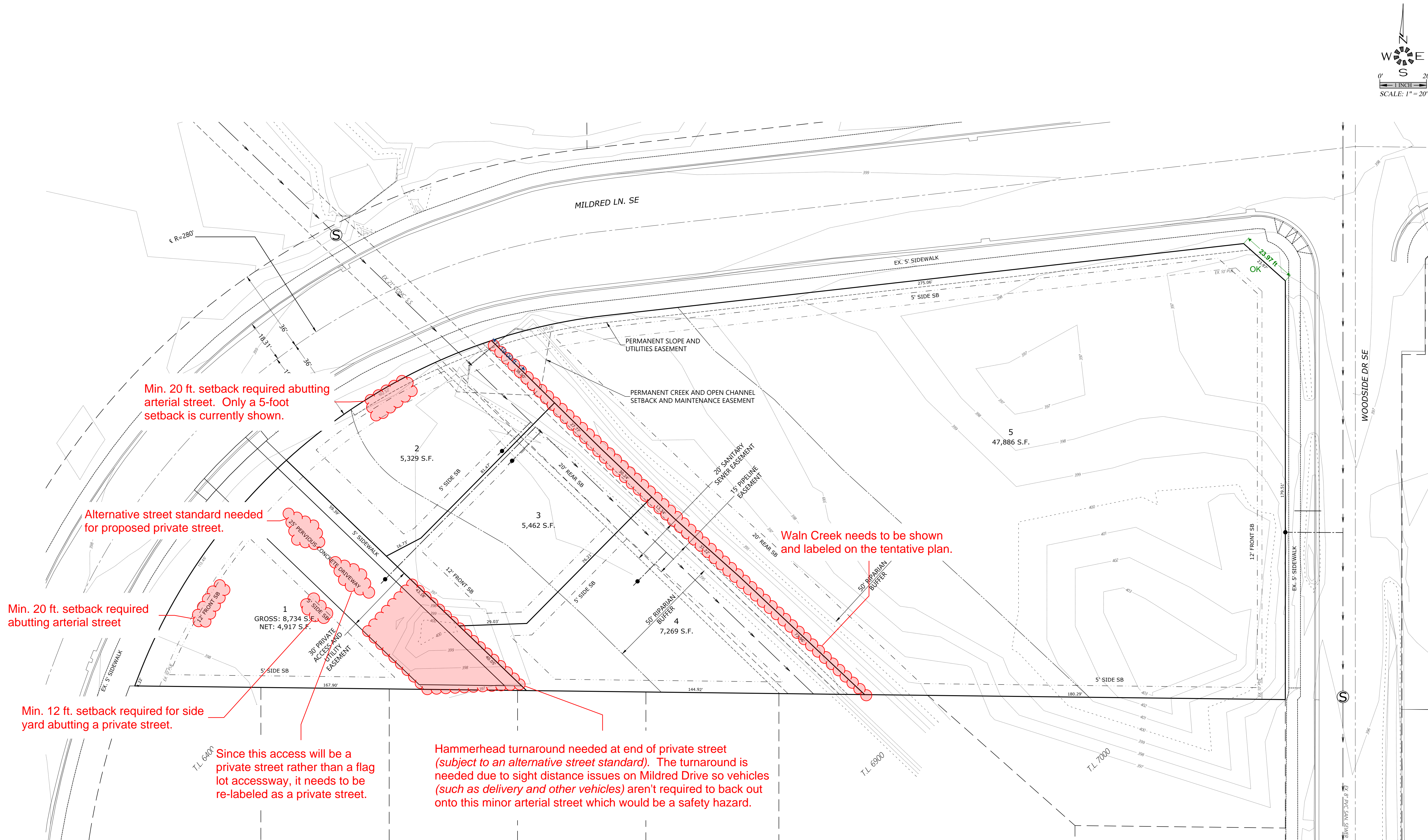
The Salem Revised Code may be accessed online at the following location:

<https://www.cityofsalem.net/government/laws-rules/salem-revised-code>

Sincerely,

Bryce Bishop
Planner III

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Min. 20 ft. setback required abutting arterial street. Only a 5-foot setback is currently shown.

Alternative street standard needed for proposed private street.

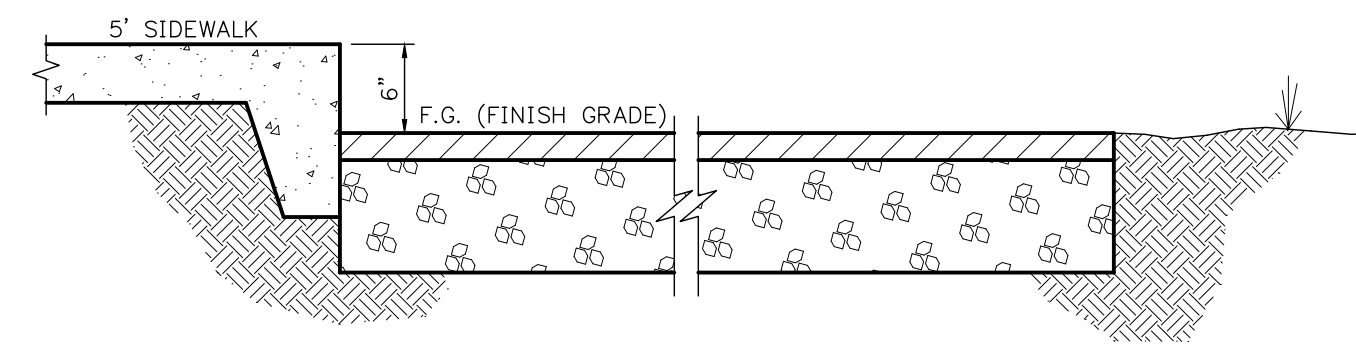
Min. 20 ft. setback required abutting arterial street

Min. 12 ft. setback required for side yard abutting a private street.

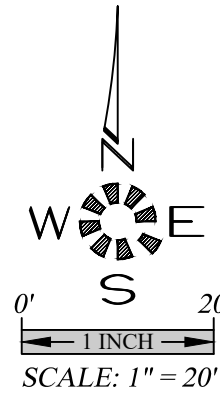
Since this access will be a private street rather than a flag lot accessway, it needs to be re-labeled as a private street.

Hammerhead turnaround needed at end of private street (subject to an alternative street standard). The turnaround is needed due to sight distance issues on Mildred Drive so vehicles (such as delivery and other vehicles) aren't required to back out onto this minor arterial street which would be a safety hazard.

Wain Creek needs to be shown and labeled on the tentative plan.



TYPICAL SIDEWALK AND DRIVE WAY SECTION
-NTS-



TENTATIVE SUBDIVISION PLAN
DETAIL PLAN

J & J ESTATES

NO CHANGES, MODIFICATIONS
MADE TO THESE DRAWINGS
WITHOUT WRITTEN
AUTHORIZATION FROM THE
DESIGN ENGINEER.
DIMENSIONS & NOTES TAKE
PRECEDENCE OVER
GRAPHICAL REPRESENTATION.

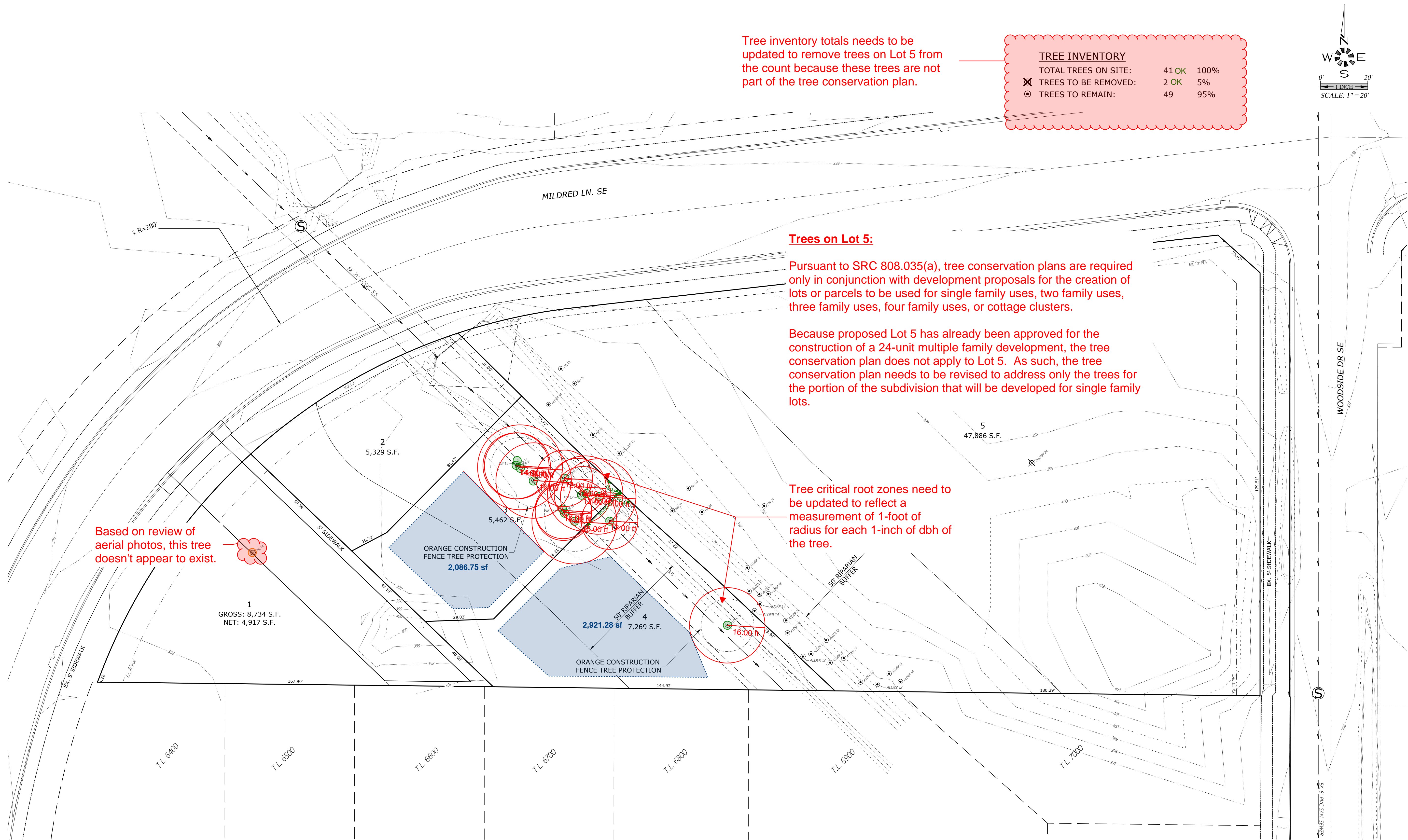
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Design:	M.D.G.
Drawn:	T.N.S.
Checked:	J.J.G.
Date:	MAY 2021
Scale:	AS SHOWN

REGISTERED PROFESSIONAL ENGINEER
JULY 14, 1994
MARK A. GRIMM
EXPIRES 06-30-2021

JOB # 7025

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TENTATIVE SUBDIVISION PLAN
TREE CONSERVATION

J & J ESTATES

NO CHANGES, MODIFICATIONS
OR REPRODUCTIONS TO BE
MADE TO THESE DRAWINGS
WITHOUT WRITTEN
AUTHORIZATION FROM THE
DESIGN ENGINEER.
DIMENSIONS & NOTES TAKE
PRECEDENCE OVER
GRAPHICAL REPRESENTATION.

Design: M.D.G.
Drawn: T.N.S.
Checked: J.J.G.
Date: MAY 2021
Scale: AS SHOWN



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