



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

**July 29, 2022**

## **PLANNING REVIEW CHECKLIST**

**Subject Property:** 4120 Kurth Street S

**Reference Nos.:** 22-114284-PLN (Subdivision)  
22-114285-NR (Tree Conservation Plan)

**Applicant:** Charles Weathers  
MMH LLC  
P.O. Box 2717  
Salem, OR 97308

**Phone:** 503-510-8834  
**E-Mail:** [orreoproperties@gmail.com](mailto:orreoproperties@gmail.com)

**Agent:** Britany Randall  
BRAND Land Use  
12150 Jefferson Hwy 99E SE  
Jefferson, OR 97352

**Phone:** 503-680-0949  
**E-Mail:** [britany@brandlanduse.com](mailto:britany@brandlanduse.com)

The Planning Division has conducted its completeness review of the proposed Subdivision and Tree Conservation Plan for property located at 4120 Kurth Street S. 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):

<b>Item:</b>	<b>Description:</b>
<b>Current Title Report</b>	SRC 205.030(b) requires submittal of a current title report for the property. The title report submitted dates back to November 29, 2021, and shows JPRE, LLC ( <i>the previous owner</i> ) as being the owner of the property. An updated current title report is needed.
<b>Archaeological Review</b>	The subject property is located within the City's Historic and Cultural Resources Protection Zone. Because of this, archaeological review may be required in conjunction with the proposed subdivision.  In order to determine what, if any, archeological requirements will be applicable to the proposed development you will need to contact <b>Kimberli Fitzgerald</b> , the City's Historic Preservation Officer. Kimberli can be reached at 503-540-2397 or <a href="mailto:KFitzgerald@cityofsalem.net">KFitzgerald@cityofsalem.net</a> .
<b>Legal Lot Status</b>	The two properties that make up the subject property were originally part of Lot 6 of the Sunnyside Fruit Farms subdivision plat. In reviewing the survey records for the subject property, however, it's currently unclear whether the individual tax lots which currently make up the subject property were legally established because no record of land division has been found that would have resulted in the creation of the property in its current configuration.

Item:	Description:
	<p>Please note, however, that prior to June 29, 1964, the properties were not located within the City of Salem. As such, it's possible the properties were created in their current configuration prior to being annexed into the City and therefore were subject to the applicable standards of the County, rather than the City, at the time of their original creation.</p> <p>In order to confirm that the current boundaries of the subject property were legally established, evidence is needed showing the properties were created in conformance with, and according to, any applicable land division requirements in effect at the time the properties were created.</p>
<b>Preliminary Grading Plan</b>	<p>SRC 205.030(g) requires the submittal of a preliminary grading plan. In review of the application materials submitted a preliminary grading does not appear to have been provided but is needed.</p>
<b>Tree Conservation Plan</b>	<p>The tree conservation plan needs to be revised to address the following issues:</p> <ul style="list-style-type: none"> <li>▪ <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 <b>one-foot in radius</b> for every <b>one-inch of dbh</b> of the tree.</li> <li>▪ <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 shown on the tree conservation plan and need to be provided.</li> </ul>
<b>Public Works Department Comments</b>	<p>The Public Works Department reviewed the proposal and provided the following comments:</p> <ul style="list-style-type: none"> <li>▪ <u>Stormwater Management.</u> Pursuant to SRC 205.030(e), the applicant shall provide, "A description of the proposed stormwater management system, including pre and post construction conditions, prepared in accordance with the Public Works Design Standards.</li> <li>▪ <u>Easements.</u> The submitted plan does not include existing easements. The applicant shall all easements located on the site pursuant to SRC 205.030(a)(7). There appears to be a sanitary sewer easement to the City of Salem and an easement to Comcast that are not labeled on the tentative plan.</li> <li>▪ <u>Street Classifications.</u> The applicants written statement incorrectly state that Kurth Street S is a "local" street. According to the Salem TSP, Kurth Street S is classified as a "collector" street. The applicant is advised to update their written statement and findings.</li> <li>▪ <u>Street Tree Removal.</u> The application is proposing the removal of multiple City-owned trees in Mesa Street S. The applicant is advised that a street tree removal application is required for the trees proposed for removal, along with a Reasonable Alternatives Analysis in accordance with Salem Administrative Rule 109-500 Section 2.4. The applicant may contact Zach Diehl in Public Works Development Services with any questions regarding the street tree removal process at 503-588-6211 ext.7435, or via email at <a href="mailto:ZDiehl@cityofsalem.net">ZDiehl@cityofsalem.net</a>.</li> </ul>

Item:	Description:
	<ul style="list-style-type: none"> <li>▪ <u>Mid-block Pedestrian Crossing.</u> The plan set shows Tract A, which appears to be a pedestrian accessway. The City does not permit tracts. This access right may be better accomplished by an easement. Please see Public Works Standard Plan No. 314 for Mid-Block Bike/Pedestrian Walk design standards.</li> <li>▪ <u>Water.</u> Preliminary review of the proposed water main extension in Mesa indicates that a 4-inch main can support water to Lots 5 and 6 but can not support a new fire hydrant. Applicants engineer is advised to provide additional information to ensure adequate hydrant flow can be provided; a larger main extension may be required.</li> </ul>
<b>Additional Comments on Plans</b>	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 3<sup>rd</sup> 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](mailto: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

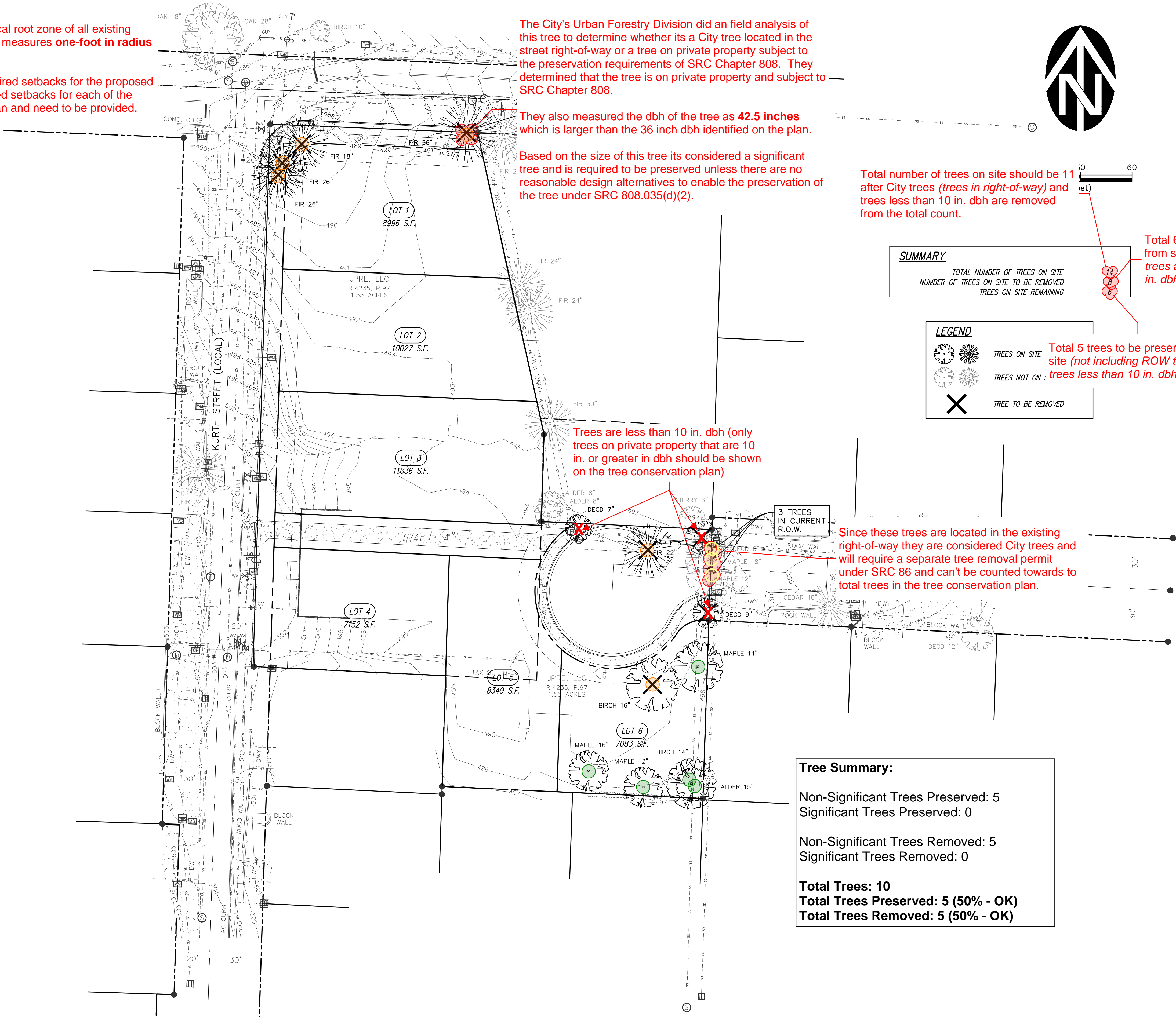




**Tree Plan Needs to be Revised to Show:**

**Critical Root Zone.** 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.

**Required Setbacks.** 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.



NO.	DATE	DESCRIPTION	REVISIONS	BY
1	04/20/2022			

**REVIEW**

PROFESSIONAL ENGINEER  
REGISTERED  
WILLIAM J. [blank]  
NO. 12,000,000  
RENEW: 6/30/2022

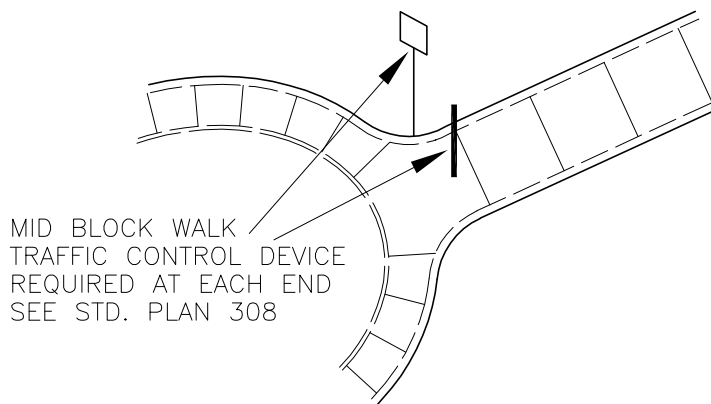
**WESTECH ENGINEERING, INC.**  
CONSULTING ENGINEERS AND PLANNERS

3841 Fairview Industrial Dr. S.E., Suite 100, Salem, OR 97302  
Phone: (503) 585-2474 Fax: (503) 585-3986  
E-mail: westech@westech-eng.com

CHARLES WEATHERS  
KURTH STREET SUBDIVISION  
**SITE TREE CONSERVATION PLAN**

DRAWING  
**C-2**

JOB NUMBER  
**3362.0000**



SECTION A-A

	CONVERT TO CAD DWG.			
No.	Description	Date	By	Appr
REVISION				

DRAWN BY GS  
CHECKED BY RWL

NO.314