



MEMORANDUM

To: Bryce Bishop, Salem Planning
From: Ben Schonberger, AICP
Date: September 22, 2022
Re: **Completeness Response Memo
(case file 22-116522-PLN)**

The following memo is a response to a completeness letter issued by Salem Planning on September 9 for the above referenced case, a housing development at 5205 Battle Creek Road SE. The table below lists responses to each item in the same order as the letter from the city.

Responses to Completeness Letter

Issue	Code citation	Applicant Response
Application Fee		Additional application fees have been paid to the city through the project portal. This provides for the Tree Removal Permit on Lot 4, additional adjustments, and the Airport Overlay Zone Height Variance.
Recorded Deed	300.210(a)(2)	The recorded deed/land sales contract is included with this response as part of the owner's information. It includes the legal description of the property. Woodscape Glen no longer owns the property.
Proof of Application Signature Authority		The owner information included with this submittal has a "project consent resolution" verifying that Jessica Woodruff has authority to sign the application. See page 6 of that document.
LLC Members	300.210(a)(3)	A description of the Gateway Phase 2 Limited Partnership ownership structure is included within the project consent resolution discussed above. See page 1 of that document.
Airport Overlay Zone	602.025(a)	Supplemental findings addressing the required height variance are part of this response. As part of this, the applicant has requested a determination from the FAA as required by the code. Documentation will be provided to the city as soon as it is received by the applicant.
Site Plan	220.005(e)(1)(A)(i)	Exterior property dimensions are now shown on Sheet G1.00.
Landscape Plan	702.020(b)	A planting schedule (Sheets L5.00 through L5.05) is provided with this response that shows the species and quantity of plants provided. A summary sheet is also included. This meets the standard listed in this section.

TGE Form	220.005(e)(1)(d)	A trip generation estimate form is included with this response.
<i>Multiple Family Design Standards</i>		
Private Open Space	702.020(a)(1)(C)	Patios that fulfill the private open space requirement are a minimum of 6 feet deep, per the regulation. Dimensions are indicated on revised drawings.
Landscaping Standards	702.020(b)	A planting schedule (Sheets L5.00 through L5.05) is provided with this response that shows the species and quantity of plants provided. This meets the standard listed in this section.
Pedestrian Pathway Width	702.020(d)(4)	Three paths indicated on comments are at the north and south ends of Lot 3 and the south side of Lot 4. These are not "pedestrian pathways," <i>per se</i> ; they are maintenance paths that provide access the fire risers. As such, they are not subject to this design standard.
Ground Floor Dwelling Unit Entrances	702.020(e)(5)	An adjustment is requested to the ground floor dwelling unit entrances for three qualifying units identified by city staff. Findings for this adjustment is included with this response.
Solid Waste Service Area Standards	800.055(f)(1)(A) 800.055(f)(2)	Waste collection service areas are parallel to the enclosures, as shown on plans. Also, waste collection vehicles will back out on to the public street. Based on communication with Republic Services, this orientation and operations constraint is acceptable to them, memorialized in a letter included with this response. Nevertheless, because of city regulations adjustments are required. Findings for the adjustments are included with this response.
Off Street Parking Access and Maneuvering	808.035(f)(2), 806.040(a)	The turnaround area at the end of the parking lots meets the minimum dimensional standards in this section of the code. Revised drawings (Sheet G1.00) identify this this area. This area also serves as the operation area for trash pick-up. An adjustment related to parallel vs. perpendicular orientation is included with this submittal.
Bicycle Parking Space Dimensions	806.060(c)(1)	The distance between bicycle racks has been widened to three feet, per the standards in Table 806-10.
Additional Comments on Plans	Varies	Revisions based on plan mark-ups are summarized below.

Summary of Changes

Staff included numerous plan mark-ups that have generated minor changes to the design. The list below summarizes changes from the original submittal. These changes are reflected in a revised site and landscape drawing set. The architectural drawing sets have not changed.

1. Existing/Proposed Trees. Existing and proposed trees are differentiated on Sheet G1.00, as requested by staff.

2. Patios. The total number of patios has increased. Two additional patios were added to Building I.3 on Lot 3 and Building H.2 on Lot 4. This brings the total number of patios to 32 on both lots. This exceeds the minimum requirement of 26 (20% of the 129 dwelling units). Additionally, partition planters have been added at those locations where patios abut or share a common access path. Drawings have been updated to show this detail.
3. Parking Lot Modifications. Parking lot design has been updated to provide an always-available area for the turnaround movement, and the width of parking islands has been increased.

These changes result in one fewer vehicle parking space on Lot 3 and three fewer spaces on Lot 4. The revised quantities provided are 43 spaces on Lot 3 (43 are required) and 32 spaces on Lot 4 (30 are required). Separately, one loading space is also provided on Lot 3 and Lot 4. The site still complies with parking minimums.

4. Areas and Percentages. The numbers for the quantities and percentages of open space, vehicular and parking area, and landscaped areas have been updated to reflect the revised plans. None of these numerical changes affect compliance with any of the relevant standards. Revised figures are included in the tables on Sheets G1.11 and G1.12.
5. Tree Plans. Following comments on the Tree Variance plans and Tree plans, and conversations with staff, the tables have been updated on the T1 series of plans. Additionally, the summary tables on the Tree plans have been revised to indicate the updated number of trees preserved, removed, and required for replacement. The summary for existing trees and new trees on the land use plans have also been updated. See G1.11 and G1.12.