



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025
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October 20, 2022

PLANNING REVIEW CHECKLIST

Subject Property: 2100 Block of Doaks Ferry Road NW
(Marion County Assessor's Map and Tax Lot No: 082W07C000200)

Ref#: 22-119071-PLN (Type II Application)
Subdivision / Urban Grown Preliminary Declaration / Class 3 Site
Plan Review / Tree Variance / Class 1 Design Review

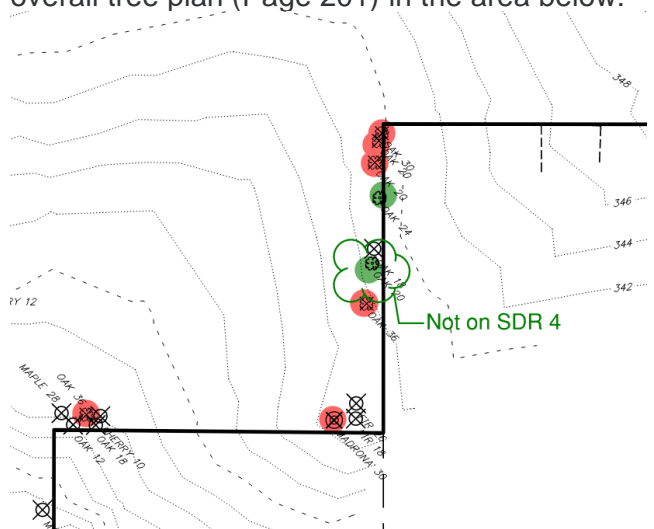
Applicant: Titan Hill LLC
mdearmey@phelandevco.com

Contact: Mark Lowen
MLowen@livebsl.com

The above referenced applications were officially received on September 21, 2022. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
<u>Submittal Requirements</u>	
TGE Form	A Trip Generation Estimate (TGE) form must be completed by the applicant and submitted with the application. Please complete the required TGE form found here: https://www.cityofsalem.net/CityDocuments/trip-generation-estimate-form.pdf . Please also see completeness review comments from Public Works below.
Neighborhood Association Contact	A copy of the required e-mail or letter to the neighborhood association, and a list of the e-mail or postal addresses to which the e-mail or letter was sent shall be submitted. Please upload the neighborhood association contact to the folder.
Written Statement(s)	The written statement submitted for the UGA does not address the approval criteria under SRC 200.025 (d) & (e).

Class 2 Adjustment Application	There are two separate documents that reference two adjustment requests. Both have similar cover sheets, but one references a request to the buildable width and the other is for an increase to the maximum allowed parking; however, no application was received for indicating the number of adjustments requested, and no fee has been paid. In addition, an adjustment to the building length of Building 11 is referenced in the Design Review written statement, with no supporting documentation. Please submit an application with the number of adjustments requested and please be aware that a written statement shall be provided how the proposal meets the criteria for each adjustment under SRC 250.005(d)(2) .
<u>Items of Concern</u>	Failure to address issues could result in denial of the application.
Title Report	The title report lists several easements encumbering the subject property. These easements will need to be moved/removed if they conflict with the proposed plat. See also Public Works Comments below.
Plat	The tentative plat submitted does not comply with all items listed under SRC 205.030(a) , as follows: <ul style="list-style-type: none"> • The width of existing streets and public accessways abutting the perimeter of the property; • The location of all existing and proposed easements.
<u>Subdivision Items</u>	
Street Spacing & Connectivity	<p>As discussed in the pre-application conference for this property (Pre-Ap22-69), street spacing between Doaks Ferry Rd and Landaggard Dr NW exceeds the maximum spacing of 600 feet and a street stubbed to the southern property (Lot 6) should be provided to the adjoining undeveloped property for eventual connection with the existing street system.</p> <p>In addition, there appears to be some language in the subdivision written statement regarding the block length adjustment that references a different case (PAR19-12); therefore, there is no justification that any of the conditions exist under SRC 803.030 or 803.035(a) to allow such an adjustment.</p>
<u>Site Plan Review Items</u>	
Off-Street Parking	There are multiple areas of the development site that do not meet the minimum turnaround requirement under Table 806-7; please adjust.

	In addition, please include bumper guards or wheel barriers in all areas abutting walkways or required landscaping so that no portion of a vehicle will overhang or project into required setbacks and landscaped areas, pedestrian accessways, streets or alleys, or abutting property.
Solid Waste Service Area	Please provide dimensions and design details for the proposed trash enclosure(s) to verify conformance with SRC 800.055 .
Bicycle Parking	Please also provide spacing dimensions and bike rack design details for the proposed bicycle racks that illustrate compliance with the standards set forth in SRC 806.060 .
<u>Design Review Items</u>	
Adjustment Requests	The written statement references several adjustments to design review standards, with no application or written statement submitted regarding the approval criteria.
<u>Tree Variance Items</u>	
Tree Inventory	<p>The individual section SDR4 is missing a tree indicated on the overall tree plan (Page 201) in the area below:</p>  <p>In addition, there are 3 Fir trees indicated for preservation on the property not part of the project (2090 Landaggard). Please be sure that these are not included in the number of total trees and adjust the count as necessary. Please also indicate the Critical Root Zone of these 3 Fir trees to ensure that nearby grading will not affect the health of trees on the adjacent property.</p>

Grading Plan	<p>There are a number of significant trees proposed for removal that appear near the edges of the property and where grading may not affect them. For instance, it seems reasonable that if one Oak in the above location can be saved (or 2 based on the discrepancy), then the other 3 can be saved as well, particularly with the use of a retaining wall as the elevation for the oak grove is relatively the same.</p> <p>Please provide the Critical Root Zone for Trees #2-5, 37-39, 43-45, and 47-48. Currently, these trees are in review for conditioning preservation and require more information.</p>
<u>Miscellaneous</u>	
Parking Increase Adjustment	<p>Please be aware that the adjustment for an increase in the maximum allowed parking for this property will likely not be supported for two reasons:</p> <ol style="list-style-type: none"> 1. The property has a trip cap in place from Condition 1 of CPC-NPC-ZC21-06. As such, it does not meet the criteria of equally or better meeting the purpose of the standard when there is a limiting factor for vehicle trips already imposed on the property. 2. There are areas, specifically at the edges of the property, where significant trees are proposed to be removed due to grading for a parking lot. The request for additional parking outside of the maximum allowed by code means that these trees are not justified for removal based on a hardship because that parking is in excess of what is required, and is not the minimum necessary to allow the lawful development of the site. <u>Please note:</u> it is recommended that areas of excess parking near any area that would allow any number of significant trees to be preserved, should be removed and the adjustment withdrawn.
Historic and Cultural Resources Protection Zone	<p>The subject property is within the Historic and Cultural Resources Protection Zone. Please contact the Historic Preservation Program Manager, Kimberli Fitzgerald, at kfitzgerald@cityofsalem.net or at (503) 540-2397, to discuss applicable regulatory requirements.</p> <p>The City of Salem Historic and Cultural Resources Protection Zone Lookup map can be found at: https://www.cityofsalem.net/Pages/protecting-salem-historic-and-cultural-resources.aspx.</p>



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Public Works Comments	Please see Public Works completeness review comments below. The applicant may contact Laurel Christian in Public Works Development Services at 503-588-6211 with any questions.
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Public Works has completed a preliminary "Completeness" review of the application submitted for the above-mentioned project. The following items have been identified as required material to be provided by the applicant prior to accepting the application as "Complete":

1. **Landslide Hazard:** The document submitted and labeled as "*Titan Hill – Geotechnical Report – Exhibit 74*" does not contain the information required for a geological assessment or geotechnical report required under SRC 810.030. The document also does not reflect the current proposal for the property. The applicant shall submit a geological assessment from a licensed engineering geologist per SRC 205.030(d) and SRC Chapter 810.
2. **TGE Form:** A Trip Generation Estimate (TGE) is required as part of the submittal packet pursuant to SRC 205.030(j)(1).
3. **Easements:** The submitted site plan does not include existing easements. The applicant shall include all existing and proposed easements located on the site pursuant to SRC 205.030(a)(7).
4. **Alternative Street Standard:** The applicant is proposing a street design that does not conform to city street standards (street grade, block length, horizontal and vertical alignments). The application shall include findings for alternative street standards pursuant to SRC 803.065(a) and adjustments to block length per SRC 803.030(b). The written statement does not address all standards being adjusted. Comments on the proposed street design will be sent directly to the applicant's engineer. PW staff would like to discuss street improvements and comments at the meeting scheduled with the applicant on 10/26.

The following items are not listed in SRC as specific requirements for a complete application; however, the applicant should be aware that the following have been identified as items that will be considered by the Public Works Department while recommending conditions for the proposed development.

1. **TSP Amendment:** The applicants written statement indicates a request is being made to change mapped street alignments in the Salem Transportation System Plan (TSP). Approval for an amendment to the TSP will be recommended as a condition of approval for the application. The applicant is advised to submit an application to Public Works Transportation Planning to begin the process as soon



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as possible. Please contact Julie Warncke at jwarncke@cityofsalem.net or 503-588-6211 ext. 7338.

2. **Stormwater Design:** The tentative plan shows two “tracts” for stormwater. The city does not permit the use of “tracts”. If the stormwater facilities will be public, they need to be on their own lots. In addition, despite multiple references to appendices, none are attached to the report. Please include relevant appendices when available for review.
3. **Tentative Plan:** The tentative plan does not comply with SRC 205.030(a), as indicated above.
4. **Right-of-way Retracement:** The right-of-way of Doaks Ferry Road NW is not accurately shown on the tentative plan. The east boundary of the plat should be updated to reflect the right-of-way approved through VUL21-04. Additionally, there may be ROW existing over portions of Tax Lot 400, south of Tax Lot 1100, that was established by V. 145, P. 538, PCDR. A vacation may be necessary. Please contact Blake Whelchel, Deputy City Surveyor, for additional information (BWhelchel@cityofsalem.net, 503-588-6211 ext. 7745).

Public Works staff performed a cursory technical review of the applicant’s tentative plan. Those comments are being forwarded to the design engineer under separate cover as a courtesy.

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 (March 20, 2023) 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) 540-2328 or via email at jdonaldson@cityofsalem.net.



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

<https://www.cityofsalem.net/Pages/salem-revised-code.aspx>

Sincerely,

A handwritten signature in blue ink, appearing to read "Jamie Donaldson", is written over a horizontal line.

Jamie Donaldson, Planner II