



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

July 7, 2023

PLANNING REVIEW CHECKLIST

Subject Property: 2195 Vaughn Avenue NE

Reference No.: 23-111852-PLN

Applicant: Laura Laroque
63 Ash St. E
Lebanon, OR 97355

Phone: 541-990-8661
E-Mail: laura@udelleng.com

Agent: Laura Laroque
63 Ash St. E
Lebanon, OR 97355

Phone: 541-990-8661
E-Mail: laura@udelleng.com

The Planning Division has conducted its completeness review of the proposed Partition and Class 1 Adjustment application for property located at 2195 Vaughn Avenue NE. 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:
Neighborhood Association Contact	<p>Partition applications require the applicant to contact the neighborhood association prior to application submittal. The application form submitted indicates the North Lancaster Neighborhood Association was contacted by letter concerning the proposed partition on May 31, 2023.</p> <p>SRC 300.310(d) requires that in order for a land use application to be accepted, it must be accompanied by a copy of the e-mail or letter that was sent to the neighborhood association together with a list of the e-mail or postal addresses to which the e-mail or letter was sent. In order to meet this requirement and to provide evidence that the neighborhood association was contacted prior to application submittal as required under SRC 300.310(c), a copy of the email or letter that was sent to the chair and land use chair of the North Lancaster Neighborhood Association, along with the e-mail addresses or postal addresses the e-mail or letter was sent to, is needed.</p>
Recorded Deed	<p>In review of the property deed submitted with the application, it appears the legal description describes a property different than that which is proposed to be divided with this partition application. The legal description describes the property as being 64 feet in width by 170 feet in depth, but survey records from Marion County and the Marion County Assessor's map appear to show the property as having dimensions of approximately 65 feet by 170 feet.</p>

Item:	Description:
	Based on the legal description in the deed it appears to be describing the property to the south of the subject property. Clarification is needed regarding whether the deed submitted is the deed for the property included within this application.
Ownership of Property	The title report submitted with the application shows Jensen Consulting and Development LLC as the current owner of the property, but it also appears to show, however, that the property is being sold to Jose Antonio Diaz Salcedo. Confirmation is needed whether it is correct that the property is being sold and, if so, the application form will also need to be signed by the purchaser in order to authorize its submittal.
Legal Parcel Status	<p>Based on review of Marion County survey records it appears that the subject property dates back to October of 1946. The property was annexed into the City on October 4, 1979. Based on the date of the survey that appears to have created the property, as well as when it was annexed, it appears that the property was created in the County.</p> <p>In order to verify that the property is a lawfully created unit of land, a chain of title report is needed tracing the deeds of the property back to its original date of creation in its current configuration.</p>
Tentative Partition Plan	<p>A tentative partition plan is required to be submitted that includes all of the information required under SRC 205.030(a), including:</p> <ol style="list-style-type: none"> (1) A title block on each sheet indicating the proposed subdivision or phased subdivision name, or, if available, the partition number; the names and addresses of the landowner; the names and addresses of the professional engineers or surveyors responsible for preparing the plan; date; and township, range and section of the subject property; (2) Scale and north arrow; (3) The location of all property lines within 50 feet of the perimeter of the subject property; (4) The boundaries, dimensions, and area of each proposed lot or parcel; (5) The location, width, and names of all existing streets, flag lot accessways, and public accessways abutting the perimeter of the subject property; (6) The location, width, curve radius, grade, and names of all proposed streets, flag lot accessway, and public accessways; (7) The location of all existing and proposed easements; (8) The location, dimensions, and use of all existing and proposed public areas, including, but not limited to, stormwater management facilities and detention facilities; (9) The location, dimensions, and use of any existing buildings and structures on the subject property, indicating which will remain and which will be removed; (10) The location of any canals, ditches, waterways, detention facilities, sewage disposal systems, and wells on the subject property, indicating which will remain and which will be removed or decommissioned; (11) The location of any natural topographic features on the subject property, including, but not limited to, creeks, drainage ways as shown on the most recent USGS maps, wetlands as shown on the Local Wetland Inventory, and floodplains; and (12) For subdivisions and phased subdivisions, site topography shown at five-foot contour intervals, or two-foot contour intervals for areas within a floodplain.

Item:	Description:
<p>Tree Conservation Plan Application & Fee</p>	<p>The City's tree preservation ordinance (SRC Chapter 808), specifically SRC 808.035, requires a tree conservation plan in conjunction with any development proposal for the creation of lots or parcels to be used for single family uses and middle housing. In review of aerial photos, there appear to be trees located on the subject property. As such, a tree conservation plan is required to be submitted with the proposed partition together with payment of the tree conservation application fee. The application fee for a tree conservation plan is: \$721.00.</p> <p>The tree conservation plan needs to include all the information required under SRC 808.035(c)(1).</p> <p>The tree preservation ordinance defines "tree" as, "any living woody plant that grows to 15 feet or more in height, typically with one main stem called a trunk, which is 10 inches or more dbh, and possesses an upright arrangement of branches and leaves."</p> <p>Tree conservation plans are required to preserve all heritage trees, significant trees, trees and native vegetation within riparian corridors, and a minimum of 30 percent of the remaining trees on the property. If less than 30 percent of the existing trees on the property are proposed for preservation, the applicant must show that only those trees reasonably necessary to accommodate the development are designated for removal. If significant trees and trees within a riparian corridor are proposed for removal, the applicant must show that there are no reasonable design alternatives to enable preservation of those trees.</p> <p><u>Tree Conservation Plan Mitigation Measures:</u> Per SRC 808.035(e), when less than 30 percent of the trees on a property are designated for preservation under a tree conservation plan, any combination of one or more of the following mitigation measures shall be provided for each tree removed in excess of 70 percent:</p> <ol style="list-style-type: none"> (1) Residential density increase. One middle housing dwelling unit or accessory dwelling unit shall be provided within the development for each tree removed. Any dwelling unit provided pursuant to this subsection is required in addition to the density requirements otherwise applicable in the zone. The lot(s) within the development that will be developed with the middle housing dwelling unit(s) or accessory dwelling unit(s) shall be specified in the conditions of the associated land division approval. (2) Solar power off-set. One 25-year 3-kilowatt solar array shall be provided for each tree removed. The lot(s) where the solar array(s) will be located shall be specified in the conditions of the associated land division approval. (3) Electric vehicle charging. One level 2 240-volt residential electric vehicle charging station shall be provided for each tree removed. The lot(s) where the charging stations will be located shall be specified in the conditions of the associated land division approval. (4) Open space lot. One or more lots within the development shall be designated as an open space lot planted at a minimum density of two trees for each tree removed. The replanted trees shall be of either a shade or evergreen variety with a minimum caliper of 1.5 inches. The lot(s) within the development that will be designated as an open space lot shall be specified in the conditions of the associated land division approval and shall be

Item:	Description:
	<p>perpetually operated and maintained by a home owners' association.</p> <p>Per SRC 808.035(c)(4), when a tree conservation plan designates less than 30 percent of the trees on the property for preservation, an explanation is required to be provided with the tree conservation plan application identifying which of the above identified mitigation measures are proposed to be provided.</p>
<p>Public Works Department Comments</p>	<p>The Public Works Department reviewed the proposal and provided the following comments:</p> <ul style="list-style-type: none"> ▪ <u>Public Utility Easement (PUE)</u>. Pursuant to SRC 205.030(a)(7), the tentative partition plan is required to show a 10-foot-wide PUE along Vaughn Avenue and June Avenue. ▪ <u>Stormwater Management</u>. Pursuant to SRC 205.030(e), a description of the proposed stormwater management system that will be provided to serve the partition in conformance with the City's Public Works Design Standards (PWDS) is required to be submitted. ▪ <u>Preliminary Utility Plan</u>. Pursuant to SRC 205.030(f), a preliminary utility plan is required to be submitted for the proposed partition. ▪ <u>Vaughn Avenue NE and June Avenue NE Right-of-Way Widths & Improvements</u>. Both Vaugh Avenue and June Avenue abutting the subject property do not meet local street standards in terms of improvement and right-of-way width, but may meet alternative streets standards pursuant to SRC 803.065. The applicant is advised to provide written findings in support of the alternative street standard criteria. <p>The minimum required right-of-way way width for both of these streets is 60 feet, but Vaugh Avenue NE currently has a right-of-way width of only 40 feet (<i>20 feet short of the required 60-foot width</i>) and June Avenue NE currently has a right-of-way of only 30 feet (<i>30 feet short of the required 60-foot right-of-way width</i>). The deficient right-of-way width along both June Avenue and Vaughn Avenue impacts lot dimensions and the ultimate buildable envelope of both proposed lots.</p>

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