

Olivia Dias

From: Steven McAtee
Sent: Monday, November 20, 2023 4:37 PM
To: Brandie Dalton
Cc: Olivia Dias; Laurel Christian
Subject: RE: 1250 Baxter Rd/23-114721 Incomplete Letter

Hi Brandie,
I've taken a high-level look but due to known outstanding items, I have not completed the review.

To verify, you have applied for two Adjustments – one for the reducing the side setback and one for the internal ped access?

If you are not proposing a building entrance facing Baxter, you'll need to request adjustments for that as well. There are two sections that require this:

- 702.015(e)(5)
- 535.015(g)(4)

Please submit revised elevations. I see that you've requested conditions of approval for the windows and the lighting. However, SRC 225.005.(d)(2)(B) requires: *Architectural drawings, renderings, or sketches showing all elevations of proposed buildings as they will appear on completion.*

Please show details of the retaining walls proposed, and the existing retaining wall on the east side. Also please describe the wall placement along the western property line. On the southern part of the property, it appears to be proposed in front of the landscaping. Given the requested Adjustment to this setback, staff is not likely to be supportive of placing the landscaping behind the retaining wall. Then there does not appear to be any sight obscuring wall or fence along the setback nearer to Baxter. The adjustment request is for the dimensional standard going from 10ft to 5ft, but Type C landscaping will still be required if approved for the adjustment.

Please confirm this item from the incomplete letter:

It appears that trees have recently been removed from the site. The applicant should consider mitigation for tree removal without a permit. Staff recommends mitigation trees should include at least one Oregon White Oak 2-inch caliper (planted during October and April) and all other trees at least 2-inch in caliper.

For the poplar on the eastern side, please provide an arborist report illustrating how the root zone will not be impacted by the proposed development by 30 percent.

As a matter of procedure:

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 (January 15, 2024) from the date the application was first submitted (July 19, 2023) to respond in one of the three ways listed above, or the application will be deemed void.

Thanks,
Steven

Steven McAtee (he/him)
Contract Planner II, On behalf of the City of Salem
City of Salem | Community Development Department
555 Liberty St SE, Suite 305, Salem, OR 97301
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From: Laurel Christian <LChristian@cityofsalem.net>
Sent: Monday, November 20, 2023 11:03 AM
To: Brandie Dalton <BDalton@mtengineering.net>; Steven McAtee <smcAtee@cityofsalem.net>
Cc: Olivia Dias <ODias@cityofsalem.net>
Subject: RE: 1250 Baxter Rd/23-114721 Incomplete Letter

Brandie,

Public works cannot complete our review until the stormwater information is submitted. Do you have an estimated timeline for that?

Thanks,

-Laurel Christian | 503-588-6211 ext.7445

From: Brandie Dalton <BDalton@mtengineering.net>
Sent: Monday, November 20, 2023 10:57 AM
To: Steven McAtee <smcAtee@cityofsalem.net>
Cc: Olivia Dias <ODias@cityofsalem.net>; Laurel Christian <LChristian@cityofsalem.net>
Subject: RE: 1250 Baxter Rd/23-114721 Incomplete Letter

Just checking in to see if you have had a chance to review the uploaded items.

From: Steven McAtee <smcAtee@cityofsalem.net>
Sent: Monday, November 6, 2023 9:24 AM
To: Brandie Dalton <BDalton@mtengineering.net>
Cc: Olivia Dias <ODias@cityofsalem.net>; Laurel Christian <LChristian@cityofsalem.net>
Subject: RE: 1250 Baxter Rd/23-114721 Incomplete Letter

Thanks Brandie. I will review the submitted items.

Steven McAtee (he/him)
Contract Planner II, On behalf of the City of Salem
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From: Brandie Dalton <BDalton@mtengineering.net>
Sent: Thursday, November 2, 2023 8:43 AM
To: Steven McAtee <smcAtee@cityofsalem.net>
Cc: Olivia Dias <ODias@cityofsalem.net>
Subject: 1250 Baxter Rd/23-114721 Incomplete Letter

Steven,

We have made the requested revisions for the Baxter Road Townhome project per the incomplete letter and Pre-App. I have uploaded all revised documents so you can start your review. However, we are still working with PW on the Stormwater Revisions. **PAC Portal Permit No. 23 114721 00 PLN**

Thank you,

Brandie Dalton
Land-Use Planner
Multi/Tech Engineering Services, Inc
1155 SE 13th Street
Salem, Oregon 97302
(503) 363-9227

From: Steven McAtee <smcAtee@cityofsalem.net>
Sent: Tuesday, August 15, 2023 2:05 PM
To: Brandie Dalton <BDalton@mtengineering.net>
Cc: Olivia Dias <ODias@cityofsalem.net>
Subject: 1250 Baxter Rd/23-114721 Incomplete Letter

Hi Brandi,
See attached for the incomplete letter regarding the Baxter Rd SE project.

Please feel free to call or email with any questions.

Steven McAtee (he/him)
Contract Planner II, On behalf of the City of Salem
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