

## Laurel Christian

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**From:** Laurel Christian  
**Sent:** Tuesday, January 16, 2024 3:20 PM  
**To:** Zach Pelz; Aaron Panko  
**Cc:** Annette Galicia; Lisa Anderson-Ogilvie  
**Subject:** Incomplete Response: Submittal Forwarded: LUA (23 121805 00 PLN) - Northstar Phase 8 - Submittal:03.10.01:C3c3B  
**Attachments:** deed-property line adjustment.docx

Hi Zach,

The Survey Division of Development Services (formerly Public Works) performed a second completeness review on the PLA items submitted. The following completeness items have not been addressed:

1. **Draft PLA Deeds:** The draft PLA deeds submitted do not meet the form approved by the PW Director; specifically, they should include:
  - a. Legal descriptions of the adjusted property(ies) and the transacted property prepared and sealed by an Oregon-registered Professional Land Surveyor.
  - b. The City of Salem approved PLA Deed Template is attached for reference.
2. **Tentative Plan:** The tentative site plan does not comply with SRC 205.055(c), the following items are missing:
  - a. The dimensions and areas of the units of land before and after the proposed property line adjustment. It appears the applicant is intending to use an existing conditions plan to meet this requirement rather than a draft record of survey.

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 to respond in one of the three ways listed above, or the application will be deemed void.

Please feel free to reach out to Lisa or I with any questions.

Thanks,

**Laurel Christian**

*Infrastructure Planner II*

City of Salem | Community Planning and Development | Development Services

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---

**From:** Zach Pelz <pelzz@aks-eng.com>

**Sent:** Wednesday, January 10, 2024 4:01 PM

**To:** Aaron Panko <APanko@cityofsalem.net>

**Cc:** Annette Galicia <galiciaa@aks-eng.com>; Laurel Christian <LChristian@cityofsalem.net>; Lisa Anderson-Ogilvie <LMAnderson@cityofsalem.net>

**Subject:** RE: Submittal Forwarded: LUA (23 121805 00 PLN) - Northstar Phase 8 - Submittal:03.10.01:C3c3B

Aaron,

Thanks for the update. We'll coordinate with the Applicant to get the revised fees paid.

Thanks,

**Zach Pelz, AICP – Principal**



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**From:** Aaron Panko <APanko@cityofsalem.net>

**Sent:** Wednesday, January 10, 2024 3:59 PM

**To:** Zach Pelz <[pelzz@aks-eng.com](mailto:pelzz@aks-eng.com)>

**Cc:** Annette Galicia <[galiciaa@aks-eng.com](mailto:galiciaa@aks-eng.com)>; Laurel Christian <[LChristian@cityofsalem.net](mailto:LChristian@cityofsalem.net)>; Lisa Anderson-Ogilvie <[LMAnderson@cityofsalem.net](mailto:LMAnderson@cityofsalem.net)>

**Subject:** RE: Submittal Forwarded: LUA (23 121805 00 PLN) - Northstar Phase 8 - Submittal:03.10.01:C3c3B

Hi Zach,

I've updated the application fees based on the new adjustments and driveway approach permits being requested, you should see the bill in the Portal. Laurel is still reviewing for completeness for Development Service. I'll be out of the office until the 22<sup>nd</sup>, Lisa may be able to help with questions while I'm out.

Please let me know if you have any questions.

**Aaron Panko**

*Planner III*

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**From:** Zach Pelz <[pelzz@aks-eng.com](mailto:pelzz@aks-eng.com)>

**Sent:** Wednesday, January 10, 2024 11:50 AM

**To:** Aaron Panko <[APanko@cityofsalem.net](mailto:APanko@cityofsalem.net)>

**Cc:** Annette Galicia <[galiciaa@aks-eng.com](mailto:galiciaa@aks-eng.com)>

**Subject:** RE: Submittal Forwarded: LUA (23 121805 00 PLN) - Northstar Phase 8 - Submittal:03.10.01:C3c3B

Thanks, Aaron.

**Zach Pelz, AICP – Principal**



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**From:** Aaron Panko <[APanko@cityofsalem.net](mailto:APanko@cityofsalem.net)>

**Sent:** Wednesday, January 10, 2024 11:49 AM

**To:** Zach Pelz <[pelzz@aks-eng.com](mailto:pelzz@aks-eng.com)>

**Cc:** Annette Galicia <[galiciaa@aks-eng.com](mailto:galiciaa@aks-eng.com)>

**Subject:** RE: Submittal Forwarded: LUA (23 121805 00 PLN) - Northstar Phase 8 - Submittal:03.10.01:C3c3B

Hi Zach,

Thanks for the update, the revised materials are still under review and you should hear back from us on the status of the completeness review soon.

Please let me know if you have any questions.

**Aaron Panko**

*Planner III*

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**From:** Zach Pelz <[pelzz@aks-eng.com](mailto:pelzz@aks-eng.com)>

**Sent:** Wednesday, January 10, 2024 11:47 AM

**To:** Aaron Panko <[APanko@cityofsalem.net](mailto:APanko@cityofsalem.net)>

**Cc:** Annette Galicia <[galiciaa@aks-eng.com](mailto:galiciaa@aks-eng.com)>

**Subject:** RE: Submittal Forwarded: LUA (23 121805 00 PLN) - Northstar Phase 8 - Submittal:03.10.01:C3c3B

Good morning, Aaron –

In case you were not aware, Daisy's last day at AKS was last Friday. In her absence, I wanted to check in to see if: 1) our application has been deemed complete, 2) if the public notice has been sent and if so when, and 3) when we should expect a decision? Please let me know when you have a minute.

Thanks,

**Zach Pelz, AICP – Principal**



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**From:** Aaron Panko <[APanko@cityofsalem.net](mailto:APanko@cityofsalem.net)>

**Sent:** Tuesday, January 2, 2024 3:51 PM

**To:** Annette Galicia <[galiciaa@aks-eng.com](mailto:galiciaa@aks-eng.com)>

**Cc:** Daisy Goebel <[goebeld@aks-eng.com](mailto:goebeld@aks-eng.com)>

**Subject:** RE: Submittal Forwarded: LUA (23 121805 00 PLN) - Northstar Phase 8 - Submittal:03.10.01:C3c3B

Thanks for your help, we will take a look and get back to you with any questions.

**Aaron Panko** | 503-540-2356

City of Salem | Community Planning and Development Department | Planning

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**From:** Annette Galicia <[galiciaa@aks-eng.com](mailto:galiciaa@aks-eng.com)>

**Sent:** Tuesday, January 2, 2024 3:46 PM

**To:** Aaron Panko <[APanko@cityofsalem.net](mailto:APanko@cityofsalem.net)>

**Cc:** Daisy Goebel <[goebeld@aks-eng.com](mailto:goebeld@aks-eng.com)>

**Subject:** RE: Submittal Forwarded: LUA (23 121805 00 PLN) - Northstar Phase 8 - Submittal:03.10.01:C3c3B

Hello Aaron,

I appreciate you reaching out. Letting you I have uploaded the documentation/exhibits separately to the Pac Portal today. Let me know if you need anything else or have any questions.

Thank you,

**Annette Galicia**

**AKS ENGINEERING & FORESTRY, LLC**

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**From:** Aaron Panko <[APanko@cityofsalem.net](mailto:APanko@cityofsalem.net)>

**Sent:** Tuesday, January 2, 2024 2:49 PM

**To:** Annette Galicia <[galiciaa@aks-eng.com](mailto:galiciaa@aks-eng.com)>

**Subject:** RE: Submittal Forwarded: LUA (23 121805 00 PLN) - Northstar Phase 8 - Submittal:03.10.01:C3c3B

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Hi Annette,

I received the completeness response. Are you able to upload the revised documents as separate exhibits to the folder through the PacPortal?

Please let me know if you have any questions.

## Aaron Panko

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**From:** Annette Galicia <[galiciaa@aks-eng.com](mailto:galiciaa@aks-eng.com)>

**Sent:** Thursday, December 28, 2023 2:25 PM

**To:** Aaron Panko <[APanko@cityofsalem.net](mailto:APanko@cityofsalem.net)>

**Subject:** Submittal Forwarded: LUA (23 121805 00 PLN) - Northstar Phase 8 - Submittal:03.10.01:C3c3B



Project: 8321 **Northstar Phase 8**

### Notification about Submittal **LUA (23 121805 00 PLN)**

A Submittal has been forwarded.

### Remarks

Completeness Response to City of Salem

Good Afternoon, Aaron

Please see the Completeness Response package and attachments for 23-121805-PLN; 4650-4680 Hazelgreen Road NE. Let me know if you need this uploaded to the PAC Portal or if you have any additional questions, feel free to reach out. Thank you!

Best Regards,

**Annette Galicia**



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## Submittal Info

To: Aaron Panko (City of Salem Planning Dept.)  
From: Annette Galicia (AKS Engineering & Forestry LLC)  
CC: Zach Pelz (AKS Engineering & Forestry LLC); Daisy Goebel (AKS Engineering & Forestry LLC); Tyler Roth (AKS Engineering & Forestry LLC)  
Purpose: For Review  
Expiration Date: 1/27/2024

## Transferred Files

8321 20231228 Completeness Response_Final PDF.pdf	12/28/2023	1:29 PM	25,396 KB
Transmittal_Submittal - 03.10.01 (Forwarded)_8.pdf	12/28/2023	2:23 PM	113 KB

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Annette Galicia



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