

NOTICE OF DECISION

PLANNING DIVISION
555 LIBERTY ST. SE, RM 305
SALEM, OREGON 97301
PHONE: 503-588-6173
FAX: 503-588-6005



*Si necesita ayuda para comprender esta información, por favor llame
503-588-6173*

PLANNING ADMINISTRATOR DECISION FOR MODIFICATION OF TENTATIVE SUBDIVISION PLAN

CASE NO.: SUB19-02MOD1
AMANDA NO.: 21-120096-LD
DATE OF DECISION: November 23, 2021
PROPERTY LOCATION: 575 Salem Heights Ave S, Salem OR 97302
APPLICANT: The Thomas Kay Co.

REQUEST

Summary: A modification to the Wren Heights subdivision, resulting in a change of access for Lot 1, in order to preserve trees along Salem Heights Road.

Request: A modification to a previously approved tentative subdivision (Subdivision Case No. SUB-ADJ19-02), resulting in a change to Condition 3, allowing Lot 1 to use the proposed flag lot accessway. The subject property is approximately eight acres in size, zoned RS (Single Family Residential), and located in the 500 to 600 blocks of Salem Heights Avenue S (Marion County Assessor Map and Tax Lot Numbers: 083W04AA / 10400, 10600, 10601, 10700, 10800).

DECISION

The requested modification of the tentative phased subdivision plan is **APPROVED** subject to the applicable standards of the Salem Revised Code, the findings contained herein, and the findings and conditions adopted in this decision.

Condition 1: The front lot lines for the double frontage lots and flag lots within the subdivision shall be designated as follows:

- Lot 4-6: The front lot line of Lots 4-6 shall be the south property line.
- Lot 15: The front lot line of Lot 15 shall be the east property line.
- Lot 16: The front lot line of Lot 16 shall be the west property line.
- Lot 23: The front lot line of Lot 23 shall be the east property line.
- Lot 33: The front lot line of Lot 33 shall be the west property line.

- Condition 2:** The flag lot accessway shall be paved in accordance with the requirements of SRC 800.025(c), Table 800-1. "NO PARKING—FIRE LANE" signs shall be posted on both sides of that segment of the flag lot accessway that is a fire apparatus roadway and "NO PARKING" signs shall be posted on both sides of any remaining portion of the accessway.
- Condition 3:** Proposed Lots ~~4-2 and 3~~ shall not have access to the flag lot accessway serving Lots 1 and 4-6.
- Condition 4:** Design and construct stormwater facilities pursuant to SRC Chapter 71 and Public Works Design Standards.
- Condition 5:** Construct water and sewer systems to serve each lot.
- Condition 6:** Convey land for dedication of right-of-way adjacent to Salem Heights Avenue S to equal 30 feet from the centerline of Salem Heights Avenue S.
- Condition 7:** Construct a 17-foot-wide half-street improvement along the northern frontage of Salem Heights Avenue S to collector street standards. The street improvements are authorized to match the existing street grade up to a maximum of 12 percent grade, the sidewalk location west of Doughton Street S shall be located consistent with Attachment C and may be within an easement north of the property line to preserve existing trees.
- Condition 8:** Prior to issuance of public construction permits, obtain final approval for tree removal permits for trees labeled as 10001 – 10004, and 10012 identified in the plan submitted on May 7, 2019 and titled Tree s within Right-of-Way Conservation Plan (Attachment C). Trees labeled as 10001 – 10004, and 10012 are tentatively approved for removal.
- Condition 9:** Prior to issuance of public construction permits, a tree preservation and protection plan pursuant to SRC Chapter 86 and Salem Administrative Rule 109-500, and signed by a certified arborist, shall be submitted for the identified preserved "Future Street Trees" (trees labeled as 20006- 20009, 20011- 2014, 20040, 20041, 10008 - 10011, 10013 – 10015, show on Attachment C), to the City for review. Future Street Trees, identified above, shall be preserved. Any proposed removal of identified Future Street Trees (listed above) would require a separate removal permit pursuant to SRC 86.090.
- Condition 10:** Construct internal streets to Local Street standards as shown on the applicant's tentative plan, except as listed below:
- Along the north/south portion of Felton Street S, the sidewalk shall be constructed so that the back of walk is located 28.5 feet from centerline pursuant to the Local street standard.
 - The alternative cul-de-sac turnaround design at the terminus of Earhart Street S is authorized as proposed on the applicant's tentative subdivision plan.

- Condition 11:** Provide a 10-foot-wide public utility easement (PUE) along the street frontage of each lot.
- Condition 12:** Prior to plat approval, closure of the existing driveway abutting tax lot 083W04AA / 10400 is subject to the notice and appeal provisions of SRC 804.060 to provide adequate notice to the owner of tax lot 083W04AA / 10500 prior to discontinuing the neighbor's access through the subject property.

BACKGROUND

The subject property is located generally at 575 Salem Heights Avenue S (**Attachment A**). On August 26, 2019, the City Council approved tentative Subdivision Case no. SUB-ADJ19-02, a proposal to divide approximately eight acres into 34-lots ranging in size from approximately 5,251 square feet to approximately 22,034 square feet for property zoned RS (Single Family Residential).

On October 26, 2021 a subdivision modification application was received. The application was deemed complete for processing on November 1, 2021 and notice of filing was sent on November 3, 2021. Revised notice of filing was sent on November 8, 2021 to correct the neighborhood association. The 120-date state mandated deadline for this application is March 3, 2022.

The applicant's proposed modified tentative subdivision plan of Lot 1 is included in **Attachment B** and written statement addressing the approval criteria is included as **Attachment C**.

Summary of Record:

The following items are submitted to the record and are available upon request: All materials submitted by the applicant, including any applicable professional studies such as traffic impact analysis, geologic assessments, and stormwater reports; any materials and comments from public agencies, City departments, neighborhood associations, and the public; and all documents referenced in this report.

City Department Comments

Salem Fire Department: The Fire Department reviewed the application and indicate the accessway shall meet Oregon Fire Code.

Staff Response: The accessway proposed in the original subdivision and in the proposed modification met the requirements for an accessway serving three-four parcels. In addition, Condition 2 requires that the accessway have "NO PARKING—FIRE LANE" signs to ensure adequate Fire Department Access.

Building and Safety Division: The Building and Safety Division has reviewed the proposal and indicated no concerns.

Public Works Department: The City of Salem Public Works Department, Development Services Section, reviewed the proposal and indicated no concerns.

Public Agency and Private Service Provider Comments

Oregon Department of Aviation (ODA): ODA reviewed the application did not indicate any concerns with the proposal.

Neighborhood Association Comments and Public Comments

The subject property is located within the boundaries of the Southwest Association of Neighbors (SWAN).

Homeowners Association

The subject property is not located within a Homeowners Association.

Neighborhood Association and Public Comment: Notice of the application was provided to SWAN pursuant to SRC 300.520(b)(1)(B)(v), which requires notice to be sent to any City-recognized neighborhood association whose boundaries include, or are adjacent to, the subject property. Notice was provided, pursuant to SRC 300.520(b)(1)(B)(iii), (vi), & (vii), to all property owners and tenants within 250 feet of the subject property. SWAN and four public comments were provided prior to the comment period ending, which are summarized below:

A. Driveway Location. Comments received indicate concerns with traffic safety, vehicle headlights and how the change affects the trees abutting Salem Heights.

Staff Response: Many of the comments were questions and concerns due to the specificity of the modification. The driveway is proposed to be relocated for Lot 1. The current plan has Lot 1 accessing from Salem Heights Avenue and with the modification Lot 1 would access to rear of the lot to an accessway that already serving Lots 4-6. The relocation of the driveway from the front of Lot 1 to the rear, is in order to preserve trees along Salem Heights Avenue that could be damaged with a driveway serving Lot 1. Findings for the relocation of the driveway are below.

B. Driveway Location for Lot 2. Comments were submitted questioning the need for Lot 2 to use the private accessway to preserve trees. Concerns that the proposed driveway for Lot 2 will further damage trees along Salem Heights and requests the City use any flexibility to modify the request. In addition, the City arborist and inspectors should be on site when the approach for Lot 2 is installed.

Staff Response: The driveway is proposed to be relocated for Lot 1, which is the maximum allowed driveways allowed under the Code on an accessway. The applicant has provided an arborist report, which has been reviewed by the City of Salem determining that Lot 2 and 3 can be served by driveways accessing Salem Heights Avenue without further removal of trees. Findings for the relocation of the driveway are below.

FINDINGS

The subdivision process reviews development for compliance with City standards and requirements contained in the UDC, the Salem Transportation System Plan (TSP), and the Water, Sewer, and Storm Drain System Master Plans. A second review occurs for the created

lots at the time of site plan review/building permit review to assure compliance with the UDC. Compliance with conditions of approval to satisfy the UDC is checked prior to city staff signing the final subdivision plat.

This is the first modification to Tentative Subdivision Case No. SUB19-02.

1. Criteria for Modification of the Approval of a Tentative Subdivision Plan (SRC 205.070(d)):

SRC 205.070(d) establishes the following approval criteria for modification of the approval of a tentative subdivision plan:

- (1) The proposed modification does not substantially change the original approval; and*
- (2) The proposed modification will not result in significant changes to the physical appearance of the development, the use of the site, and the impacts on surrounding properties.*

2. Analysis of Modification Approval Criteria:

SRC 205.070(d)(1): The proposed modification does not substantially change the original approval.

Finding: The proposed modification is consistent with the conditions of the original approval. The modification proposes minor changes to the access of proposed Lot 1, which move access from Salem Heights Avenue to an internal flag lot accessway along the rear of Lot 1. The minor change is necessary to preservation of four trees abutting Salem Heights Avenue. The need to modify Condition 3 is only to relocate the access for Lot 1, which was originally proposed to take direct access to Salem Heights Avenue. Direct access would be in direct conflict with the abutting trees and preservation of the abutting trees is conditioned in the decision. The access for Lot 1, as proposed by the modification, is to use the accessway along the rear of Lot 1. The original accessway was proposed to serve Lots 4-6, but since Lots 1-3 also abutted the accessway a condition was imposed to ensure the accessway remained in conformance with SRC 800.025, which only allows four lots to be served.

The proposed modification would add one additional lot to be served by the accessway, a total of four lots, which meets is in conformance with SRC 800.025. Lot 1 still has frontage along Salem Heights Avenue and is not a flag-lot by definition. Therefore, the amount of flag-lots within the subdivision does not change, the setbacks for the proposed lots remain the same as evaluated under the previous decision.

The modified conditions of approval remain substantially consistent with the original approval.

Condition 3 is proposed to be modified to allow Lot 1 to access the flag-lot accessway in order to alleviate the conflict with the four existing trees abutting Lot 1 and Salem Heights Avenue.

Condition 3: Proposed Lots 4-2 and 3 shall not have access to the flag lot accessway serving Lots 1 and 4-6.

SRC 205.070(d)(2): The proposed modification will not result in significant changes to the physical appearance of the development, the use of the site, and the impacts on surrounding properties.

Finding: The tentative subdivision layout is not changing, only the access for Lot 1 to be there are no approved uses or development currently proposed on the remaining vacant lots and the requested modification does not result in changes to the permitted uses for the property. The applicant's proposal to ensure the survival of the four trees, which will be street trees in Salem Height Avenue and abut the subject property.

The modified to the connection requires much less excavation and fill work than would have been required under the original configuration because driveway for Lot 1 will be from the rear of the property.

The proposal meets this criterion.

3. Effect on Expiration Period of Original Approval:

Pursuant to SRC 205.070(e), the effect of a modification upon the expiration period of the original approval, if any, shall be established in the modification decision.

Finding: The proposed modification does change the expiration date for the consolidated application to **September 12, 2023**, with no other extensions.

DECISION

The requested modification of the tentative phased subdivision plan is **APPROVED** subject to the applicable standards of the Salem Revised Code, and the findings and conditions adopted in this decision.

Condition 1: The front lot lines for the double frontage lots and flag lots within the subdivision shall be designated as follows:

- Lot 4-6: The front lot line of Lots 4-6 shall be the south property line.
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Condition 2: The flag lot accessway shall be paved in accordance with the requirements of SRC 800.025(c), Table 800-1. "NO PARKING—FIRE LANE" signs shall be posted on both sides of that segment of the flag lot accessway that is a fire apparatus roadway and "NO PARKING" signs shall be posted on both sides of any remaining portion of the accessway.

- Condition 3:** Proposed Lots ~~4~~ **2 and 3** shall not have access to the flag lot accessway serving Lots 1 and 4-6.
- Condition 4:** Design and construct stormwater facilities pursuant to SRC Chapter 71 and Public Works Design Standards.
- Condition 5:** Construct water and sewer systems to serve each lot.
- Condition 6:** Convey land for dedication of right-of-way adjacent to Salem Heights Avenue S to equal 30 feet from the centerline of Salem Heights Avenue S.
- Condition 7:** Construct a 17-foot-wide half-street improvement along the northern frontage of Salem Heights Avenue S to collector street standards. The street improvements are authorized to match the existing street grade up to a maximum of 12 percent grade, the sidewalk location west of Doughton Street S shall be located consistent with Attachment C and may be within an easement north of the property line to preserve existing trees.
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Condition 12: Prior to plat approval, closure of the existing driveway abutting tax lot 083W04AA / 10400 is subject to the notice and appeal provisions of SRC 804.060 to provide adequate notice to the owner of tax lot 083W04AA / 10500 prior to discontinuing the neighbor's access through the subject property.

Olivia Dias, Current Planning Manager,
on behalf of Lisa Anderson-Ogilvie, AICP
Planning Administrator

Prepared by Olivia Dias, Current Planning Manager

Attachments:

- A. Vicinity Map
- B. Subdivision Plan and proposed modified to Lot 1 driveway
- C. Applicant's Written Statement

Application Deemed Complete:	<u>November 1, 2021</u>
Notice of Decision Mailing Date:	<u>November 23, 2021</u>
Decision Effective Date:	<u>December 9, 2021</u>
State Mandated Decision Date:	March 3, 2022

The rights granted by this decision must be exercised or extension granted by the following dates or this approval shall be null and void:

Tentative Subdivision Plan: September 12, 2023

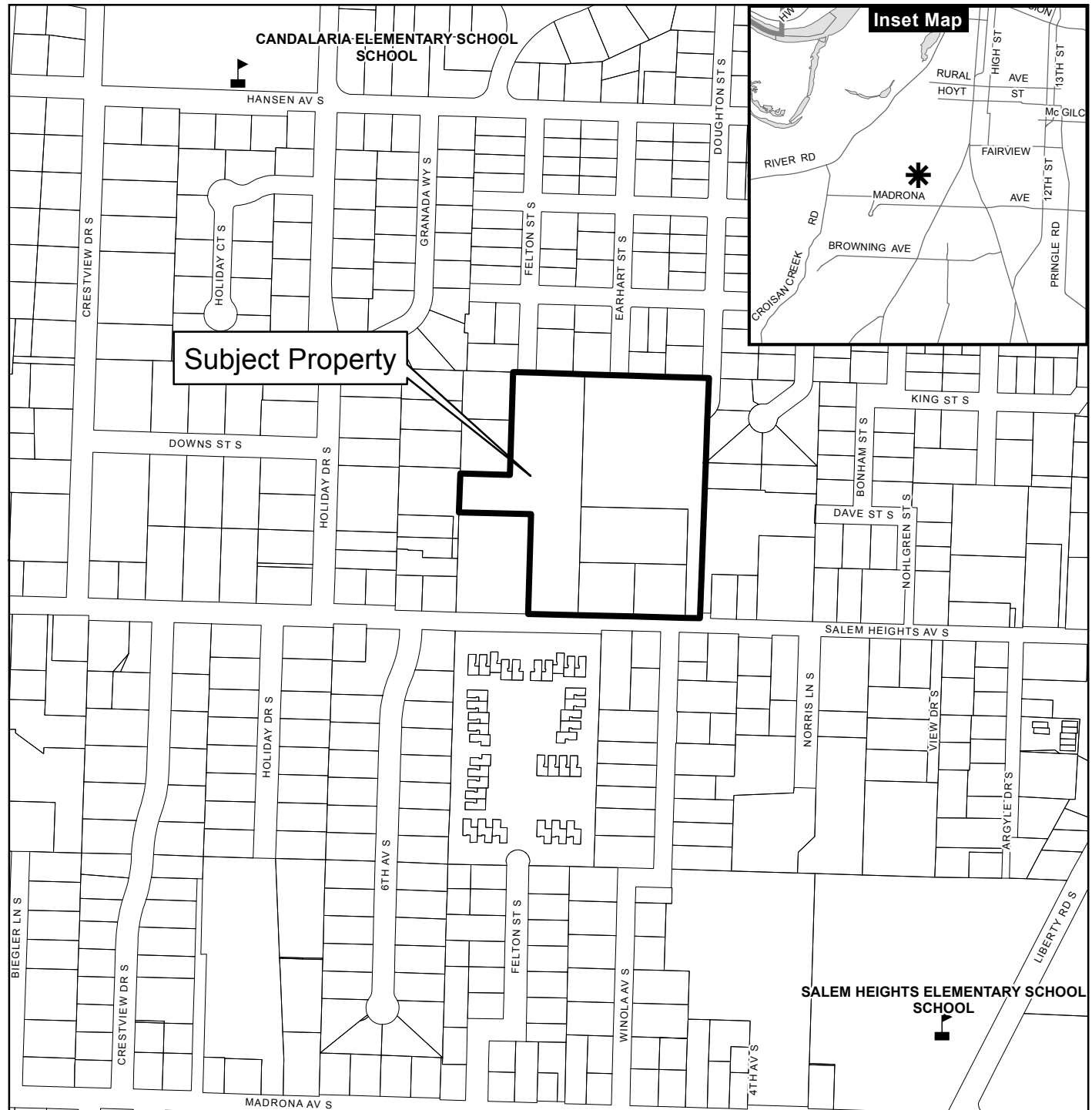
A copy of the complete case file is available for review during regular business hours at the Planning Division office, 555 Liberty Street SE, Room 305, Salem OR 97301.

This decision is final unless written appeal from a party with standing to appeal, along with an appeal fee, is filed with the City of Salem Planning Division, Room 305, 555 Liberty Street SE, Salem, Oregon 97301, no later than **Wednesday, December 8, 2021, 5:00 p.m.** The notice of appeal must contain the information required by SRC 300.1020. The notice of appeal must be filed in duplicate with the City of Salem Planning Division. The appeal fee must be paid at the time of filing. If the notice of appeal is untimely and/or lacks the proper fee, the notice of appeal will be rejected. The Salem Planning Commission will review the appeal at a public hearing. The Planning Commission may amend, rescind, or affirm the action or refer the matter to staff for additional information.

cc: Alan Kessler, GIS

Vicinity Map

575 Salem Heights Avenue S



Legend

- Taxlots
- Urban Growth Boundary
- City Limits
- Outside Salem City Limits
- Historic District
- Schools

Parks


CITY OF Salem
AT YOUR SERVICE
Community Development Dept.

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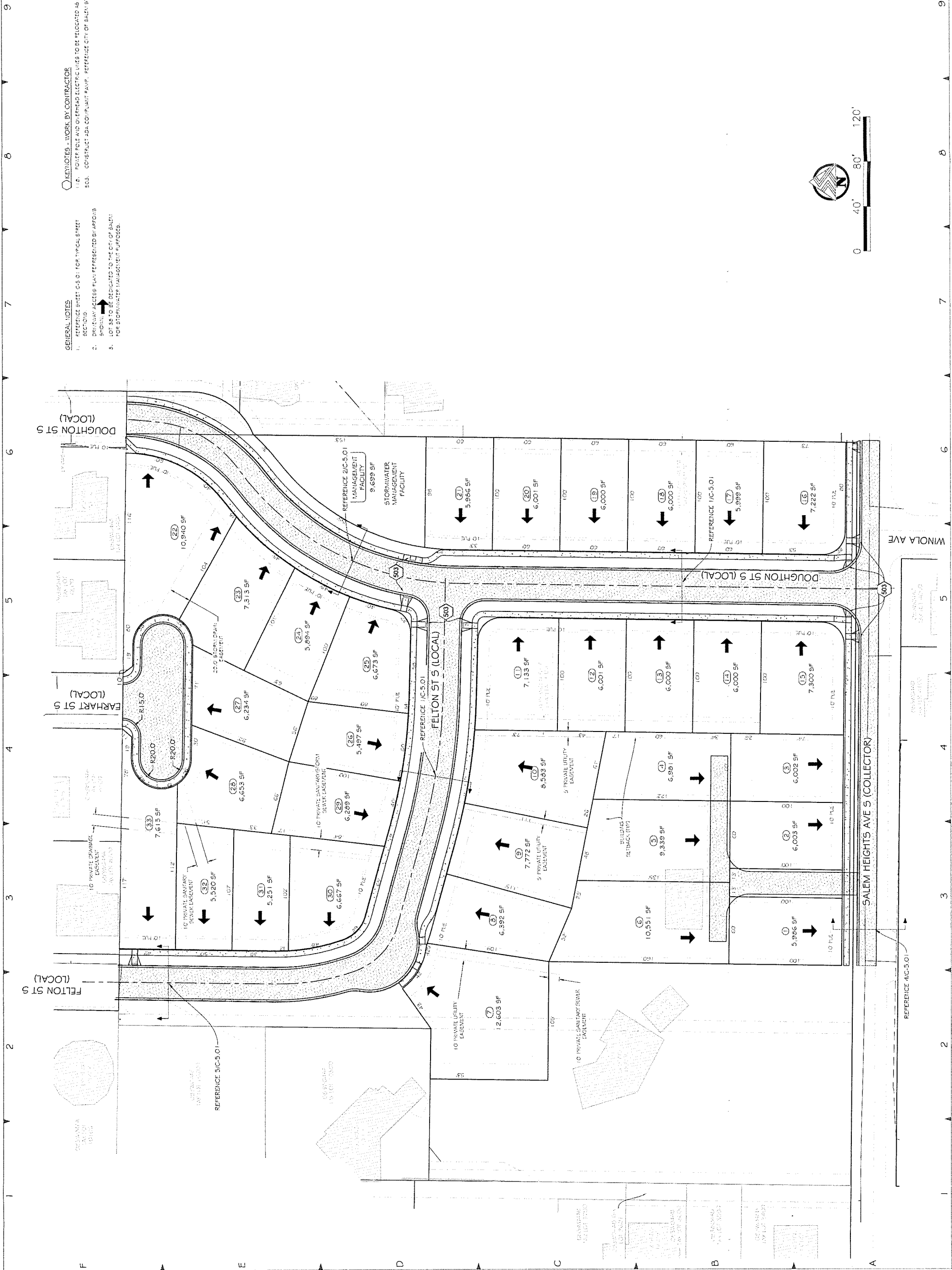
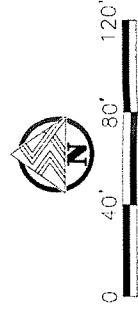
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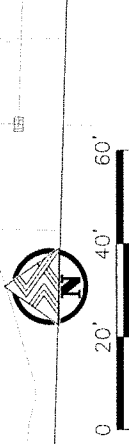
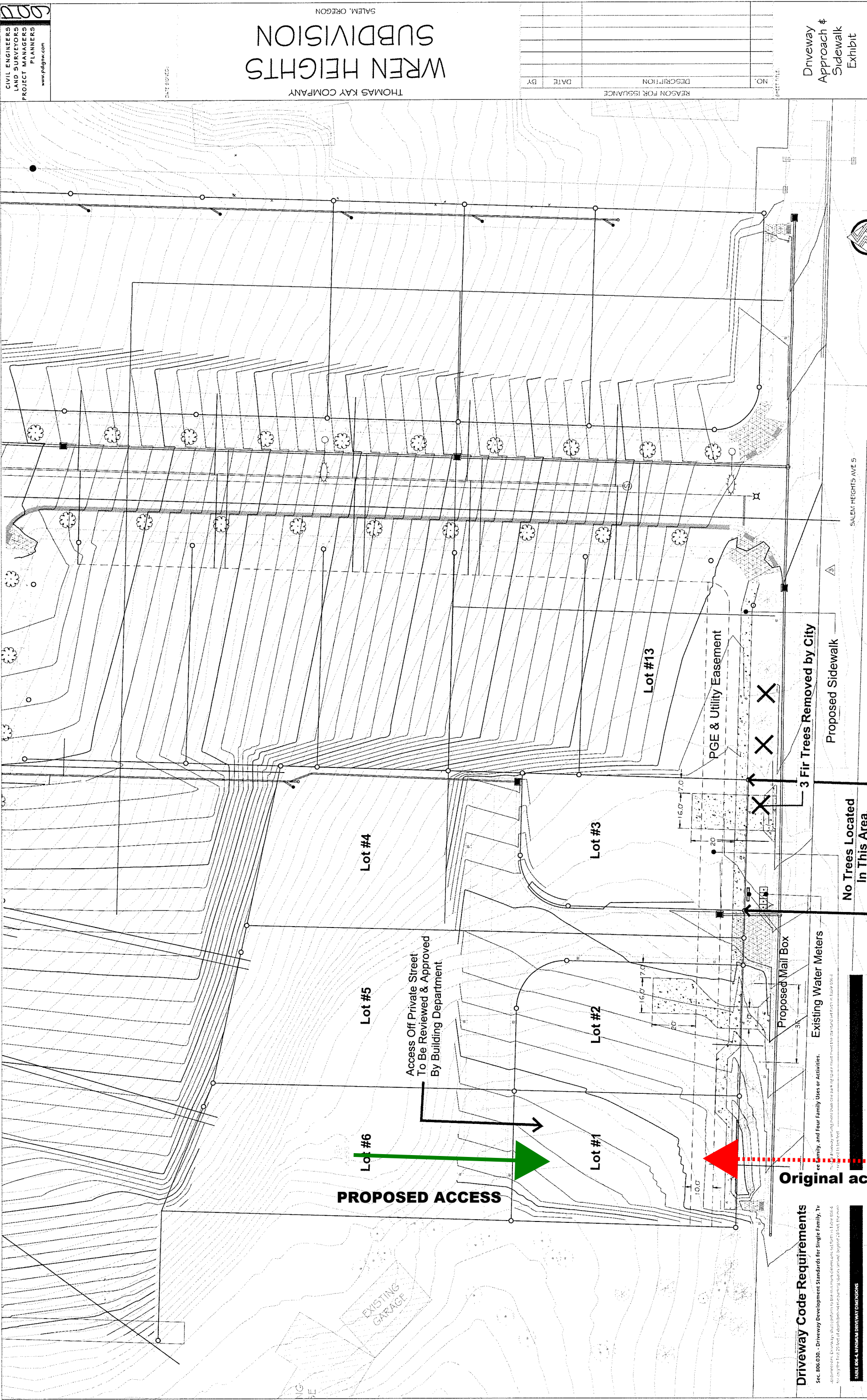


GENERAL NOTES

1. REFERENCE SHEET C-5.0 FOR TYPICAL STREET SECTIONS.
2. DRIVEWAY ACCESS PAVEMENT REPRESENTED BY APPROX. SHOWN. 
3. LOT 35 TO BE DEDICATED TO THE CITY OF BATH FOR STORMWATER MAINTENANCE PURPOSES.

- ## GENERAL NOTES





NOTE: Driveway Locations for Lots 1-3 Are Proposed Only and Subject to Change by Lot Owner.

Sec. 806.030. - Driveway Development Standards for Single Family, Tv

publisch vertrieben: Paderborn: Schöningh, 1986. 107 S., 10 Abb., 1 Karte, 16 cm.

publisch vertrieben: Paderborn: Schöningh, 1986. 107 S., 10 Abb., 1 Karte, 16 cm.

for nearly 20 feet of depth below the surface (about 2 feet above the mudline). One-way travel time for the seismic waves was 2.5 s, and the depth of the reflector was 200 m. The seismic waves were recorded by a 100-m-long array of 100 geophones.

18

TABLE 806-4. MINIMUM DRIVEWAY DIMENSIONS

pass scores toward parity.

10.1016/j.jmb.2012.01.001

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Length

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CIVIL
ENGINEERS
.....
LAND
SURVEYORS
.....
PROJECT
MANAGERS
.....
PLANNERS

pdg

MEMO

Date: October 27, 2021

To: Olivia Dias – Current Planning Manager

From: Project Delivery Group, LLC

Re: 17-106391-LD – Modification of Approval – SUB-ADJ19-02 - Condition #3

As staff is keenly aware, there has been much discussion regarding preservation of the trees along Salem Heights Avenue – specifically with respect to those trees adjacent Lots 1 and 2 and the required driveway access to these specific lots.

Condition #3 specifically prohibits taking access off the private accessway serving lots 4-6 which is the subject of this modification request. Recent discussions with both the city and Applicant's arborist have concluded that providing access to Lot #1 directly off Salem Heights Avenue is not possible without seriously affecting the viability of the existing trees. Due to the topography in this area, substantial excavation would be required to construct the driveway which would impact the adjacent trees. Both arborists have recommended against a driveway in this location.

To access Lot #1, the Applicant is proposing to modify the Tentative Plat approval – specifically Condition #3 to allow access off the private accessway for a total of four lots which is allowed by code. This memo addresses the applicable approval criteria outlined under Section 205.070 – Modification of Approval, the applicable code as outlined under Section 205.010 and the submittal requirements as outlined in your email dated October 26th, 2021.

Sec. 205.070. - Modification of Approval:

(a) Applicability: The approval of a tentative partition plan, tentative subdivision plan, tentative phased subdivision plan, tentative manufactured dwelling park subdivision plan, or tentative replat may be modified after its effective date if the proposed modification meets the criteria set forth in this section. Modifications that do not meet the criteria in this section require submittal of a new application for tentative partition plan, tentative subdivision plan, tentative phased subdivision plan, tentative manufactured dwelling park subdivision plan, or tentative replat.

(b) Procedure Type: Modifications pursuant to this section are processed as a Type II procedure under SRC chapter 300.

(c) Submittal Requirements: In addition to the submittal requirements under SRC chapter 300, an application for a modification pursuant to this section shall include the following:

- (1) For modification of a Tentative Subdivision Plan approval, the information required under SRC 205.010(c).

Applicant's Response: All required information outlined under Section 205.010(c) was provided as part of the Applicant's Tentative Plat application (SUB-ADJ19-02) which was approved on August 12, 2019. This requirement is met.

(d) Criteria: An application for modification pursuant to this section shall be approved if all of the following criteria are met:

- (1) The proposed modification does not substantially change the original approval; and

Applicant's Response: Condition #3 of the original approval states, "Proposed Lots 1-3 shall not have access to the flag lot accessway serving Lots 4-6." As shown on the Applicant's approved Tree Conservation Plan there are four trees in the Salem Height's right-of-way adjacent Lot 1 that were required to be saved. The Applicant has gone to great expense to save the trees in this area. Upon closer examination of the existing trees by both the Applicant's and city's arborist it was determined that constructing a driveway in this location was not feasible without affecting the viability of the existing trees. The arborist also concluded that a driveway could be constructed serving Lot 2 off Salem heights Avenue without any adverse effects on adjacent trees (see arborist's letter attached).

The original Tentative Plat approval showed a total of three lots (lots 4-6) taking access off the private accessway. Adding one additional lot taking access off the private accessway will not substantially change the original approval as up-to four lots can be accommodated off of a flag lot. The width of the easement and width of the accessway are wide enough to accommodate the additional lot without any adverse effects on the adjacent lots or traffic on Salem Heights Avenue. This requirement is met.

- (2) The proposed modification will not result in significant changes to the physical appearance of the development, the use of the site, and the impacts on surrounding properties.

Applicant's Response: Adding one additional lot on the accessway would have very little, if any, impact on the physical appearance of the development, access to the site or impacts on any surrounding properties. If anything, moving the access for Lot 1 from Salem Heights Avenue to

the private accessway would serve to preserve the trees in this location thereby reducing any impacts on surrounding properties. This requirement is met.

(e) Expiration: The effect of a modification upon the expiration period of the original approval, if any, shall be established in the modification decision.

Sec. 205.010. - Subdivision Tentative Plan:

(a) Applicability: No land shall be divided into four or more lots within a calendar without receiving tentative subdivision plan approval as set forth in this section.

Applicant's Response: As stated previously, the Applicant received Tentative Plat approval (SUB-ADJ19-02) on August 12, 2019. This requirement is met.

(b) Procedure Type: A tentative subdivision plan is processed as a Type II procedure under SRC chapter 300.

(c) Submittal Requirements: In addition to the submittal requirements for a Type II application under SRC chapter 300, an application for tentative subdivision plan shall include the information required in SRC 205.030.(d)

Applicant's Response: As stated previously, all required information outlined under Section 205.010(c) and Section 205.030(d) was provided as part of the Applicant's Tentative Plat application (SUB-ADJ19-02) which was approved on August 12, 2019. This requirement is met.

(d) Criteria: A tentative subdivision plan shall be approved if all of the following criteria are met:

(1) The tentative subdivision plan complies with the standards of this chapter and with all applicable provisions of the UDC, including, but not limited to, the following:

(A) Lot standards, including, but not limited to, standards for lot area, lot width and depth, lot frontage and designation of front and rear lot lines.

Applicant's Response: The Applicant's Tentative Plat approval is evidence that the city determined that all standards and applicable provisions of the SRC were met.

(B) City infrastructure standards.

Applicant's Response: The Applicant's Tentative Plat approval is evidence that the city determined that all infrastructure standards were met.

- (C) Any special development standards, including, but not limited to, floodplain development, special setbacks, geological or geotechnical analysis, and vision clearance.

Applicant's Response: The Applicant's Tentative Plat approval is evidence that the city determined that all special development standards were met.

- (2) The tentative subdivision plan does not impede the future use or development of the property or adjacent land.

Applicant's Response: The approved Tentative Subdivision Plan demonstrates that it does not impede the future use or development of the property or adjacent land. In fact, the subdivision plan provides improved vehicle and pedestrian connectivity with adjacent properties. This requirement is met.

- (3) Development within the tentative subdivision plan can be adequately served by city infrastructure.

Applicant's Response: The Applicant's engineer has worked closely with engineering and public works to improve the site frontage along Salem Heights Avenue and provide utilities and infrastructure necessary to serve the development. These infrastructure improvements were deemed adequate and approved by the city. This requirement is met.

- (4) The street system in and adjacent to the tentative subdivision plan conforms to the Salem Transportation System Plan.

Applicant's Response: Salem Heights Avenue is a designated collector street and is in conformance with the Salem Transportation System Plan. This requirement is met.

- (5) The street system in and adjacent to the tentative subdivision plan is designed so as to provide for the safe, orderly, and efficient circulation of traffic into, through and out of the subdivision.

Applicant's Response: The street system within and adjacent to the development has been designed and approved by the city. The design of the internal local streets provides safe and efficient access to properties located to the north of the subdivision for both vehicles and pedestrians. Additionally, the Applicant constructed the required street improvements to Salem Heights Avenue to improve access to the development in this area. This requirement is met.

- (6) The tentative subdivision plan provides safe and convenient bicycle and pedestrian access from within the subdivision to adjacent residential areas and transit stops, and to neighborhood activity centers within one-half mile of the development. For purposes of this criterion, neighborhood activity centers include, but are not limited to, existing or planned schools, parks, shopping areas, transit stops, or employment centers.

Applicant's Response: As stated previously, the approved subdivision road layout provides safe and convenient pedestrian and bicycle access to adjacent residential areas and neighborhood activity centers. This requirement is met.

- (7) The tentative subdivision plan mitigates impacts to the transportation system consistent with the approved traffic impact analysis, where applicable.

Applicant's Response: In conformance with city code, City of Salem public works standards and the TSP, the Applicant has dedicated additional right-of-way and improved the frontage of the development with curb, gutter, sidewalks and a bike lane. The development of Wren Heights provided for the extension of existing dead-end streets through the development and has provided better connectivity for vehicles, bicycles and pedestrians. As the overall traffic count is below 1000 vehicle trips per day, a Traffic Impact Statement was not required. In addition, the Public Works Department has evaluated Salem Heights Avenue and confirmed that this collector has adequate width for two-way traffic. It should also be noted that the SDC's generated by this development will contribute to funding future roadway improvements.

- (8) The tentative subdivision plan takes into account the topography and vegetation of the site so the need for variances is minimized to the greatest extent practicable.

Applicant's Response: The design of Wren Heights considered both topography and preservation of existing vegetation and this was evaluated during the approval process. There was the need for one adjustment (double frontage lots) but there were no variances requested. Additionally, a Tree Conservation Plan was submitted and approved whereby the Applicant was able to save 32.6% of the trees on site in addition to several white oaks located along Salem Heights Avenue. This requirement was met.

- (9) The tentative subdivision plan takes into account the topography and vegetation of the site, such that the least disruption of the site, topography, and vegetation will result from the reasonable development of the lots.

Applicant's Response: See comment above.

- (10) When the tentative subdivision plan requires an Urban Growth Preliminary Declaration under SRC chapter 200, the tentative subdivision plan is designed in a manner that ensures that the conditions requiring the construction of on-site infrastructure in the Urban Growth Preliminary Declaration will occur, and, if off-site improvements are required in the Urban Growth Preliminary Declaration, construction of any off-site improvements is assured.

Applicant's Response: Not Applicable

Additional Submittal Requirements:

1. A completed application form. The application form shall contain, at a minimum, the following information:
 - a. The names and addresses of the applicant(s), the owner(s) of the subject property, and any authorized representative(s) thereof;
 - b. The address or location of the subject property and its assessor's map and tax lot number;
 - c. The size of the subject property;
 - d. The comprehensive plan designation and zoning of the subject property;
 - e. The type of application;
 - f. A brief description of the proposal; and
 - g. Signatures of the applicant(s), owner(s) of the subject property, and/or the duly authorized representative(s) thereof authorizing the filing of the application(s).

Applicant's Response: Provided by Applicant

2. Recorded deed/land sales contract with legal description.

Applicant's Response: Provided by Applicant

3. A written statement addressing each applicable approval criterion and standard;

Applicant's Response: Provided by Applicant

4. A tentative plan map, of a size and form and in the number of copies meeting the standards established by the Director, containing the following information:

Applicant's Response: Provided by Applicant

5. A current title report for the property;

Applicant's Response: Public Works Uploaded

6. A geological assessment or geo-technical report, if required by SRC [chapter 810](#);

Applicant's Response: Reference Public Construction Plans (19-109746-PC).

7. A description of the proposed stormwater management system, including pre and post construction conditions, prepared in accordance with the Public Works Design Standards;

Applicant's Response: Reference Public Construction Plans (19-109746-PC).

8. A schematic plan showing the location of existing and proposed city infrastructure;

Applicant's Response: Reference Public Construction Plans (19-109746-PC).

9. A preliminary grading plan, for partitions, subdivisions, and phased subdivisions, when grading of the subject property will be necessary to accommodate the proposed development;

Applicant's Response: Reference Public Construction Plans (19-109746-PC).

10. For subdivisions and phased subdivisions:

- a. A completed trip generation estimate on forms provided by the City;
- b. A statement from the County Surveyor approving the name of the subdivision or phased subdivision.

Applicant's Response: Planning Uploaded

Olivia, I trust that we have addressed the city's approval criteria to your satisfaction. Please contact me if you have any questions or need additional information.

Sincerely,

Project Delivery Group



Mark B. Ferris, RLAE

Director of Planning & Development