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February 15, 2024

LAND USE APPLICATION COMPLETENESS REVIEW

Subject Property: 3485 Commercial Street SE

Ref#: 23-102562 -PLN (Class 2 Site Plan Review)

Applicant: Phylicia Vance (phylicia.vance@rsparch.com)

The Class 2 Site Plan Review application was received on January 25, 2024. Prior to deeming your application complete, modifications and/or additional information must be provided to address the following item(s):

The following items have been identified as required material to be provided by the applicant prior to accepting the application as "Complete":	
Signed Land Use Application	The owner and/or the duly authorized representative(s) needs to sign the land use application.
The following additional items are not "completeness" items but are advisories, which will result in conditions of approval or denial of applications	
Pedestrian Connection Between Entrances and Streets	<p>Pedestrian connection is required from the primary entrance to each street per SRC 800.065(a)(1), meaning an additional pedestrian is required that connects to Commercial St SE. Make sure this pedestrian path is meeting design and materials standards per 800.065(d).</p> <p>You may choose to meet standards or apply for an adjustment.</p>
Pedestrian Connection to the Property to the North	Pedestrian connections are required between buildings on the same development site per SRC 800.065(a)(2) . The property to the north and the bank

	<p>property share vehicle access which means they are functionally integrated and thus function as a development site.</p> <p>Pedestrian connections are required to abutting properties whenever there is vehicular connection per SRC 800.065(a)(5). The two code sections cumulatively only require one connection to the Northern property line. Make sure this pedestrian path is meeting design and materials standards per 800.065(d).</p> <p>You may choose to meet standards or apply for an adjustment.</p>
Lighting for Pedestrian Paths	<p>Please include how you meet lighting standards per SRC 800.065(c) for all proposed pedestrian paths.</p>
Solid Waste Service Areas	<p>Please show how you meet solid waste service area standards as outlined in SRC 800.055.</p> <p>Without knowing the size or location of the proposed receptacles I cannot tell if you meet standards as found in SRC800.055(b)(1), (b)(2), (b)(3), (e)(1), (e)(2), or (f)(1). I can tell you currently do not meet SRC 800.055 (e)(3) or (f)(4).</p>
Development Services Comments	
<p>Submittal Requirements - The following items have been identified as required material to be provided by the applicant prior to accepting the application as "Complete":</p>	
Street Trees	<p>Pursuant to SRC 86, development shall provide street trees to the maximum extent feasible. Existing and proposed street trees shall be shown on the applicants site plan per SRC 220.005(e)(1)(A)(ix).</p> <ul style="list-style-type: none"> Development Services staff has determined that no street trees are required along Madrona Ave NE. Applicant is required to show proposed street trees along Commercial St SE.

Special Setback	<p>The property is subject to a special setback equal to 36-feet from the centerline of Madrona Ave SE, per SRC 800.040. Setbacks for the proposed development shall be measured from the special setback line. The applicant shall show and call out the special setback on the site plan to ensure setback requirements can be met.</p> <ul style="list-style-type: none"> The sign proposed for replacement along Madrona Ave SE shall not be replaced back into public right-of-way. If the location of the replacement sign is pulled back onto private property, and is located within a special setback, a removal agreement is required pursuant to 800.040(d).
Existing Easements for Public Utilities	<p>There are existing easements on the subject property for public infrastructure. Easements for existing utilities shall be shown on the applicants site plan.</p>
<p><u>Recommended Conditions / Requirements at Building Permit</u> - 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 Development Services Division while recommending conditions for the proposal, if applicable, or items that will be required at the time of Building Permit:</p>	
Existing Easements for Public Utilities	<p>The proposed trash enclosure is located over a City storm main and easement. The applicant shall obtain a Revocable License to encroach over the City easement that must be approved by the Public Works Director.</p>

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.



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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.

For questions regarding the above requirements, feel free to contact me directly by calling (503) 540-2309 or via email at apedersen@cityofsalem.net

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

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

Sincerely,

Abigail Pedersen
Planner I