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March 19, 2024

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	3975 Commercial Street SE
Reference Number:	24-105124-PLN
Application Type:	Site Plan Review
Date Application Accepted:	February 29, 2024
Applicant:	Greenberg Farrow, Wendy Hall
Contact:	Wendy Hall whall@greenbergfarrow.com

Staff Contact

Land Use Planner:	Jacob Brown, Planner I JRBrown@cityofsalem.net / 503-540-2347
Infrastructure Planner:	Laurel Christian, Infrastructure Planner II lchristian@cityofsalem.net / 503-584-4632

Land Use Review Comments

Prior to deeming your applications complete, modifications and/or additional information must be provided to address items detailed below.

Applicant should provide a response in the last column for each item or indicate if the item is not being provided. Items not addressed or provided may result in conditions of approval or denial of the land use application.

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 (August 27, 2024) from the date the application was first submitted (February 29, 2024) to respond in one of the three ways listed above, or the application will be deemed void.

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

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

<u>Completeness Review Items</u>		
Submittal Requirements – The following items have been identified as required material to be provided by the application(s) prior to deeming the application “complete”:		
Submittal Requirement	Description	Applicant Response <i>ie. Written Response, Submitted, Not Providing</i>
Signed Application	The Land Use Application needs to be signed by the applicant(s), owner(s), and/or duly authorized representative(s). If the applicant and/or property owner is a Limited Liability Company (LLC), please also provide a list of all members of the LLC with your land use application. The application form was generated when you submitted the application and is saved to the application’s permit page.	
Recorded deed	A copy of the recorded deed/land sales contract for the existing units of land is required to be submitted.	
Summary Table	A summary table shall be submitted which identifies the zoning designation for the subject property; total site area; gross floor area by use (i.e. manufacturing, office, retail, storage); building height; itemized number of full size, compact, and handicapped parking stalls, and the collective total number; total lot coverage proposed, including areas to be paved for parking and sidewalks.	
Site Plan	There appears to be multiple lots functioning as one development site. As such, the site plan and/or summary table should include information for all parcels to be reviewed as a shared development site. The following taxlots appear to fall into the development site category: <ul style="list-style-type: none"> • 083W03DC03303 • 083W03DC03200 • 083W03DC03100 • 083W03DC03300 	
<u>Advisory Comments</u>		
Items of Concern - The following items are not listed in the SRC as specific requirements for a complete application; however, are advisories that address areas of concern on the application. Failure to address advisory comments could result in condition of approval or denial of the application(s).		
Item	Description	Applicant Response <i>ie. Written Response, Submitted, Not Providing</i>
Chapter 535.015 – Mixed Use-III Zone		
<u>535.015 (e) Landscaping</u>	As the proposed development includes an addition to the primary structure and potentially the development of a trash enclosure structure, the development site standards are triggered. The MU-III requires a minimum 15% landscaping for the entire development site meeting type A landscaping per SRC 807.015 . Please update the site plan to meet	

Chapter 800 – General Standards		
800.065 Pedestrian Access Standards	<p>If the proposed development includes the development of a structure greater than 200 square feet of floor area, then pedestrian connections are required. Pursuant to SRC 800.065, pedestrian connections are required for the development site. A pedestrian connection meeting the design standards of SRC 800.065 (b) is required between each building and any abutting street. In this case, there needs to be a pedestrian connection leading from each existing building and the adjacent streets of the development site.</p>	
800.055 Solid Waste Services	<p>If a solid waste storage area shall be provided, please provide details that conform with the development standards of SRC 800.055.</p>	
Chapter 806 – Off-Street Parking, Loading and Driveways		
SRC 806.055 – Off-Street Bicycle Parking	<p>Per SRC 806.045(a) bicycle parking is required to be provided with each proposed use. The development site is considered a shopping center. The project shall provide bicycle parking in the amounts prescribed under SRC 806.055(a), Table 806-8, with each space meeting the development standards of SRC 806.060. Please update the plans to show the location all proposed bicycle parking and provide details indicating the design of the rack.</p>	