



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025
www.cityofsalem.net/planning • www.cityofsalem.net

April 16, 2024

LAND USE APPLICATION – COMPLETENESS REVIEW

Project Information

Subject Property:	2315 Commercial Street NE
Reference Number:	24-107450-PLN
Application Type:	Site Plan Review and Class 2 Adjustment
Date Application Accepted:	April 1, 2024
Applicant:	Jian Koid jian@doublerproducts.com
Contact:	Jian Koid jian@doublerproducts.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 (September 28, 2024) from the date the application was first submitted (April 1, 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>

Completeness Review Items

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>
Neighborhood Association Contact	<p>Pursuant to SRC 300.100, Table 300-2; Neighborhood Association contact is required to submit an application for a Class 3 Site Plan Review. The current submission is missing documentation showing the applicant contacted the subject property’s neighborhood association. As shown on the City’s Neighborhood Association Map, the property is within SouthWest Association of Neighbors (SWAN) and directly borders South Central Association of Neighbors (SCAN) to the east which requires the applicant to contact both associations. Refer to SWAN page and SCAN page for co-chair and land use chair contact information. The e-mail or mailed letter shall be sent to the chair(s) and land use chair(s) of the applicable neighborhood association(s) and contain the following information:</p> <ul style="list-style-type: none"> • The name, telephone number, and e-mail address of the applicant; • The address of the subject property; • A summary of the proposal; • A conceptual site plan, if applicable, that includes the proposed development; and • The date on which the e-mail or letter is being sent. <p>Once sent, please upload a copy of the email or letter to the application’s portal.</p>	
Deed	The recorded deed/land sales contract with legal description is required.	
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 first submitted the application and is saved to the application’s permit page.	
Site plan	The proposal appears to be for the installation of a pump station canopy; however, the provided site plan is unclear on whether certain features are existing or proposed. Specifically, there is an additional driveway approach along Hoyt Street, and the trash enclosure and parking layout does not match the existing configuration. Please update the site plan to show the current layout and/or clarify what is being proposed.	

	Once clarified, additional comments may be provided based on the proposal.	
Written Statement	<p>A written statement is to be submitted describing how the proposed development meets the following approval criteria for Class 3 Site Plan Review:</p> <ul style="list-style-type: none"> • The application meets all applicable standards of the UDC; • The transportation system provides for the safe, orderly, and efficient circulation of traffic into and out of the proposed development, and negative impacts to the transportation system are mitigated adequately; • Parking areas and driveways are designed to facilitate safe and efficient movement of vehicles, bicycles, and pedestrians; and • The proposed development will be adequately served with City water, sewer, storm drainage, and other utilities appropriate to the nature of the development. 	
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.	
Architectural Drawings	The subject property is located within the Mixed Use-III (MU-III) Zone. Per SRC 220.005 (e)(1)(G), development in the MU-III is required to provide architectural drawings, renderings, or sketches showing all elevations of the existing buildings and the proposed buildings as they will appear on completion.	

Advisory Comments

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). After clarification of proposal is provided and a new site plan provided, additional advisory comments may be provided.**

Item	Description	Applicant Response <i>ie. Written Response, Submitted, Not Providing</i>
Chapter 76 – Streets, Sidewalks, and Other Public Ways		
Obstructions in the Right-of-way	The applicant’s plan does not clearly identify the extent of canopy proposed. The applicant should clearly label the proposed extend of the canopy on the site plan to ensure that the canopy does not extend into the public right-of-way. Pursuant to SRC 76.010, obstructions in the right-of-way are not permitted. If the applicant proposes to extend the canopy into the right-of-way, a Revocable License to Encroach would need to be approved by the Public Works	

	Director, this would be a condition of approval if the canopy is proposed to extend into the right-of-way.	
Chapter 800 – General Standards		
800.065 Pedestrian Access Standards	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 the existing building Hoyt Street SE and Commercial Street SE.	
800.055 Solid Waste Services	If a new solid waste storage area shall be provided, please provide details that conform with the development standards of SRC 800.055 .	
Chapter 804 – Driveway Approaches		
Class 2 Driveway Approach and Adjustment for Spacing	<p>The applicant’s site plan shows modifications to the driveway approaches along Hoyt Street S. The applicant is advised that if the site plan is not updated to reflect existing conditions, and changes in fact are proposed, a Class 2 Driveway Approach Permit and Class 2 Adjustment for driveway spacing would be required as part of the application. If the applicant intends to utilize all existing accesses and make no changes to the driveway approaches, these applications would not be required.</p> <p>Staff is not supportive of additional driveway approaches onto Hoyt Street S or Commercial Street SE and an adjustment to driveway spacing would not likely be approved if the driveway is moving closer to the intersection of Hoyt Street S and Commercial Street SE.</p>	