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April 24, 2024

## LAND USE APPLICATION – 2<sup>nd</sup> COMPLETENESS REVIEW

### Project Information

<b>Subject Property:</b>	2315 Commercial Street NE
<b>Reference Number:</b>	24-107450-PLN
<b>Application Type:</b>	Site Plan Review and Class 2 Adjustment
<b>Date Application Accepted:</b>	April 1, 2024
<b>Applicant:</b>	Jian Koid jian@doublerproducts.com
<b>Contact:</b>	Jian Koid jian@doublerproducts.com

### Staff Contact

<b>Land Use Planner:</b>	Jacob Brown, Planner I <a href="mailto:JRBrown@cityofsalem.net">JRBrown@cityofsalem.net</a> / 503-540-2347
<b>Infrastructure Planner:</b>	Laurel Christian, Infrastructure Planner II <a href="mailto:lchristian@cityofsalem.net">lchristian@cityofsalem.net</a> / 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>
<b>Neighborhood Association Contact</b>  <b>Addressed</b>	<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 <a href="#">Neighborhood Association Map</a>, 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 <a href="#">page</a> and SCAN <a href="#">page</a> 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"> <li>• The name, telephone number, and e-mail address of the applicant;</li> <li>• The address of the subject property;</li> <li>• A summary of the proposal;</li> <li>• A conceptual site plan, if applicable, that includes the proposed development; and</li> <li>• The date on which the e-mail or letter is being sent.</li> </ul> <p>Once sent, please upload a copy of the email or letter to the application’s portal.</p>	
<b>Deed</b> <b>Addressed</b>	<p>The recorded deed/land sales contract with legal description is required.</p>	
<b>Signed Application</b> <b>Not Addressed</b>	<p>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.</p> <p><b>4/24/2024- As the property is owned by the LLC Merritt # Inc, a list of all members of the LLC is required to be submitted to verify signing authority.</b></p>	
<b>Site plan</b> <b>Addressed</b>	<p>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</p>	

	<p>layout does not match the existing configuration. Please update the site plan to show the current layout and/or clarify what is being proposed.</p> <p>Once clarified, additional comments may be provided based on the proposal.</p>	
<b>Written Statement Addressed</b>	<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"> <li>• The application meets all applicable standards of the UDC;</li> <li>• 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;</li> <li>• Parking areas and driveways are designed to facilitate safe and efficient movement of vehicles, bicycles, and pedestrians; and</li> <li>• The proposed development will be adequately served with City water, sewer, storm drainage, and other utilities appropriate to the nature of the development.</li> </ul>	
<b>Summary Table Addressed</b>	<p>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.</p>	
<b>Architectural Drawings Addressed</b>	<p>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.</p>	

### **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>
<b>Chapter 76 – Streets, Sidewalks, and Other Public Ways</b>		
<b>Obstructions in the Right-of-way Addressed</b>	<p>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-</p>	

	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.	
<b>Chapter 800 – General Standards</b>		
<b>800.065 Pedestrian Access Standards</b>  <b>Not Addressed</b>	<p>Pursuant to SRC <a href="#">800.065</a>, 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 to Hoyt Street SE and Commercial Street SE.</p> <p>4/24/2024- As discussed, an adjustment would be supported to eliminate the required connection to Hoyt Street SE; however, a pedestrian connection is required to connect the existing building to Commercial Street SE. The connection shall be a minimum five feet in width and shall meet the design requirements of SRC 800.065 (b)(1)(B). The existing painted pedestrian accessway does not meet standards and should be relocated as it is located between oncoming traffic exiting and entering Commercial Street SE.</p>	
<b>800.055 Solid Waste Services</b>  <b>Addressed</b>	<p>If a new solid waste storage area shall be provided, please provide details that conform with the development standards of SRC <a href="#">800.055</a>.</p>	
<b>Chapter 804 – Driveway Approaches</b>		
<b>Class 2 Driveway Approach and Adjustment for Spacing</b> <b>Addressed</b>	<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>	