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May 13, 2024

## LAND USE APPLICATION - COMPLETENESS REVIEW

### Project Information

Subject Property:	2410 Mission Street SE
Reference Number:	24-108775-PLN
Application Type:	Class 3 Site Plan Review Modification
Date Application Accepted:	April 22, 2024
Applicant:	Russell Schutte <a href="mailto:russell@varitonearchitecture.com">russell@varitonearchitecture.com</a>
Contact:	Christina Larson <a href="mailto:christina@varitonearchitecture.com">christina@varitonearchitecture.com</a>

### Staff Contact

Land Use Planner:	Jamie Donaldson, Planner III <a href="mailto:jdonaldson@cityofsalem.net">jdonaldson@cityofsalem.net</a> / 503-540-2328
Infrastructure Planner:	Laurel Christian, Utility 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 (October 19, 2024) from the date the application was first submitted (April 22, 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”:

<b>Submittal Requirement</b>	<b>Description</b>	<b>Applicant Response</b> <i>i.e. Written Response, Submitted, Not Providing</i>
<b>Complete Application</b>	The application form must be signed by the applicant(s), property owner(s), and/or duly authorized representative(s). If the applicant and/or property owner is a Limited Liability Company (LLC), a list of all members of the LLC must be provided with your land use application.  Please provide an application signed by the property owner COPPERTSTONE INC.	
<b>Signing Authority</b>	Please also provide the corporation’s bylaws or relevant board resolutions naming individuals with authority to sign on behalf of the property owner COPPERTSTONE INC.	
<b>Existing Conditions</b>	There is currently a curb that extends to the sidewalk along Mission Street which is not indicated on the proposed plans. The plans do not appear to show the accurate condition of the property adjacent to the east (fencing/landscaping) since the development of Starbucks. Please revise the northeast corner of the property to show how the proposed landscape modification will integrate with the existing curb, as it may require additional permissions to remove portions of the curb that are not located on the subject property.	
<b>Written Statement</b>	The written statement does not address the approval criteria for the proposed modification. Please revise the written statement to indicate how the proposed modification meets the specific approval criteria under <a href="#">SRC 220.010(d)(2)</a> . Please provide more specifics as to the amount of landscaped area that is changing, to illustrate how the total landscaped area and PUs have not changed. The amount indicate at Mission Street is significantly more than the originally approved plan, but landscape within the right-of-way does not count toward the requirement for the property.	

### **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).**

Item	Description	Applicant Response <i>i.e. Written Response, Submitted, Not Providing</i>
<b>Chapter 551 – Industrial Commercial</b>		
<b>15% Landscape</b>	A minimum of 15 percent of the development site shall be landscaped, pursuant to <a href="#">SRC 551.010</a> (d)(3). By staff's measurements, the proposed modification only provides about 13 percent landscaping for the site. Please revise the plans to meet the 15 percent requirement, or an adjustment to the standard may be necessary.	
<b>Chapter 806 – Parking</b>		
<b>Off-Street Parking</b>	The modified parking spaces to the east appear to be marked as compact, but show the standard 19-foot dimension for parking. Staff recommends that the parking be reduced to the compact dimension of 15 feet to allow greater room for maneuverability out of the spaces to turn around and exit onto Mission Street, especially as the spaces do not meet the minimum 9-foot width.	