



**Community Planning and Development**

555 Liberty St. SE / Room 305 • Salem, OR 97301-3503 • 503-588-6173 • [www.cityofsalem.net](http://www.cityofsalem.net)

**April 22, 2024**

**LAND USE APPLICATION COMPLETENESS REVIEW  
- Supplemental Items -**

**Subject Property:** 1105 Front Street NE

**Reference Nos.:** 24-106451-PLN (Class 3 Site Plan Review, Tentative Subdivision Plan, Class 1 & 2 Adjustment, Class 2 Driveway Approach Permit)

**Applicant:** Trent Michels **Phone:**  
The Future of Neighborhood Development, LLC **E-Mail:** [trent.michels@gmail.com](mailto:trent.michels@gmail.com)

**Agent:** Grace Wolff **Phone:** 503-400-6028  
AKS Engineering & Forestry, LLC **E-Mail:** [wolffg@aks-eng.com](mailto:wolffg@aks-eng.com)  
3700 River Road N  
Keizer, OR 97303

The following supplemental completeness review items have been identified for the proposed Class 3 Site Plan Review, Tentative Subdivision Plan, Class 1 and 2 Adjustment, and Class 2 Driveway Approach Permit for property located at 1105 Front Street NE.

Item:	Description:
<p><b>Willamette Greenway Boundary &amp; Compatibility Review Boundary</b></p>	<p><u>Willamette Greenway Boundary:</u> The site plan submitted identifies the boundary of the Willamette River Greenway as of September 10, 1979. However, in comparison of the location of the Greenway Boundary identified on the site plan to that of City records it appears the location of the two boundary lines are different. Please see the attached site plan with an indication of the location of the Willamette Greenway Boundary per City data. The location of the Willamette Greenway Boundary on the site plan needs to be revised to show the correct location.</p> <p><u>Compatibility Review Boundary:</u> The site plan submitted identifies the Willamette Greenway Boundary but it does not show the Willamette Greenway Compatibility Review Boundary. The site plan needs to be revised to also show the Compatibility Review Boundary.</p>
<p><b>Willamette Greenway Development Permit</b></p>	<p>Per SRC 600.015(a)(1), a Willamette Greenway Development Permit is required for any intensification, change of use, or development with the Willamette Greenway Overlay Zone unless exempt under SRC 600.015(a)(2). Based on the location of the Willamette Greenway Boundary and the associated Compatibility Review Boundary in relation to the proposed development, it appears the proposal will include new buildings and site improvements within both the Greenway Boundary and the Compatibility Review Boundary. As such, the proposal will require a Class 2 Greenway Development Permit in addition to the Class 3 Site Plan Review, Subdivision, Class 1 &amp; 2 Adjustment, and Class 2 Driveway Approach Permit.</p>

Item:	Description:
<b>Willamette Greenway Riparian Buffer</b>	The site plan shows the location of the Willamette Greenway Riparian Buffer and the written statement provided with the application indicates that the boundary was determined using Method 2. In order to verify that the location/width of the identified riparian buffer meets the requirements of SRC 600.025(c)(2), a version of the plan is needed showing where the required bank slope measurements were made and the resulting corresponding bank slope measurements.
<b>Willamette Greenway Landscaping Standards</b>	<u>Shrubs:</u> The written statement provided by the applicant indicates that 556 new shrubs are planned to be provided within the Willamette Greenway Boundary. In review of the plant list included in the landscape plan it appears that some of the plants listed may be considered ground cover rather than shrubs. In order to verify conformance with the shrub planting requirement of SRC 600.025(b)(3)(B), the plant list provided needs to distinguish between plants that are ground cover and those which are shrubs. A shrub is defined under SRC Chapter 807 (Landscaping) as, "...deciduous or evergreen woody plant, smaller than a tree, which consists of a number of small stems from the ground or small branches near the ground."
<b>Screening of Parking &amp; Loading Areas</b>	SRC 600.025(f) requires parking and loading areas to be screened from the Willamette River and adjacent properties by a sight-obscuring berm or a sight-obscuring hedge that is a minimum of 6 feet in height at maturity.  The written statement provided from the applicant indicates that all parking areas are internal to the site or within parking garages and therefore screened from the Willamette River and adjacent properties. Staff concurs that the spaces within the parking garage are enclosed and therefore obscured from view from the river and adjacent properties, but the surface parking areas on the site do not meet the standard and are required to be screened.

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; or
- 3) Written notice from you (the applicant) that none of the missing information will be provided.

**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 any of the above requirements, please feel free to contact me directly by calling (503) 540-2399 or via e-mail at [bbishop@cityofsalem.net](mailto:bbishop@cityofsalem.net).

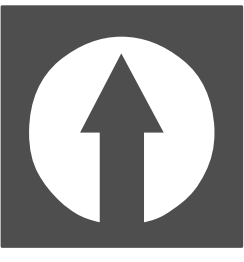
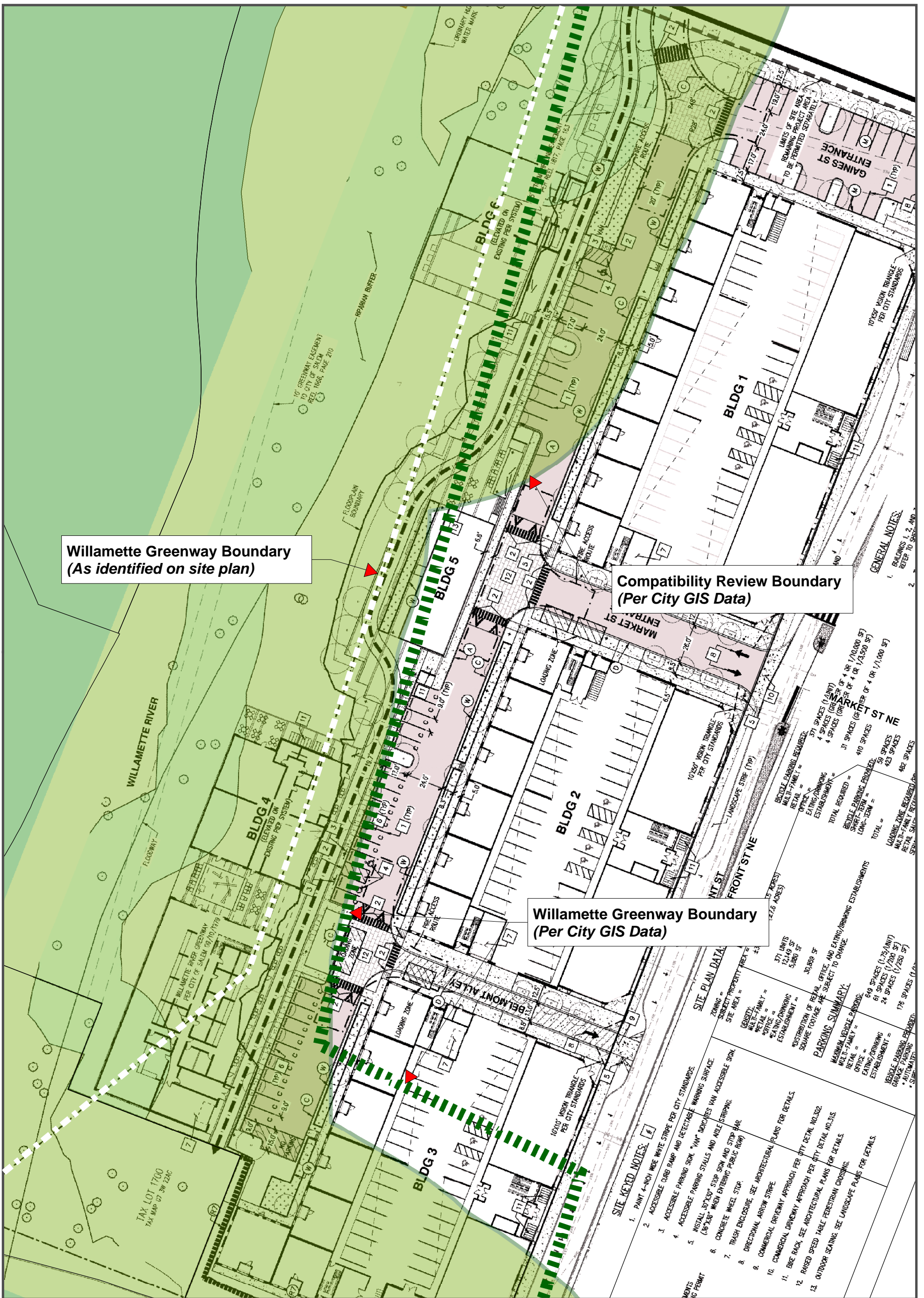
**The Salem Revised Code may be accessed online at the following location:**

<https://www.cityofsalem.net/government/laws-rules/salem-revised-code>

Sincerely,

Bryce Bishop

Planner III



# The Cannery - Willamette Greenway & Compatibility Review Boundaries