



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

July 15, 2024

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	383, 453 & 503 Farm Credit Drive
Reference Number:	24-113646
Application Type:	Class 3 Site Plan Review, Class 2 Adjustment, Class 2 Driveway Approach Permit, Property Line Adjustment
Date Application Accepted:	June 26, 2024
Applicant:	Salem Land Group, LLC kishan@wealthhg.com
Agent:	BRAND Land Use britany@brandlanduse.com

Staff Contact

Land Use Planner:	Olivia Dias, Current Planning Manager odias@cityofsalem.net / 503-540-2343
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 (December 23, 2024) from the date the application was first submitted (June 26, 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>
Property Owner Signature	Property Owner Signature required; Salem Land Group LLC is the current owner.	
LLC Member List	Please provide list of members for Salem Land Group, LLC	
Written Statement (SPR/ADJ/DAP/PLA)	Please include all criteria and development standards and all criteria in the written statements.	
Recorded Deeds	Provide a copy of the recorded deed/land sales contract for the existing units of land	
Site Plan	<p>The Civil Drawings and Architectural Drawing submitted do not have the same building footprint.</p> <p>The total site area does not match the acreages on the Subdivision plat. Please update all summary tables to include the correct size of the development site.</p> <p>Summary table list 211 guest suites proposed, and site plan proposes 217 units. Please correct all documentation to match proposed guest suites.</p>	
Property Line Adjustment (Option 1 for Lot Reconfiguration)	<p>The applicant has applied for a PLA to achieve the desired lot configuration, which is one option available. The applicant shall submit all of the required information for a PLA application listed in SRC 205.055.</p>	
Replat (Option 2 for Lot Reconfiguration)	<p>The subject properties are part of the Farm Credit Acres Plat. As such, the applicant has the option to replat the properties to achieve the proposed configuration. <u>If easements that were previously platted need to be removed/relocated, a replat would be needed to modify the platted easements.</u></p> <p>If the replat option is chosen, please submit all information listed in SRC 205.025 for a replat application.</p>	
TGE Form	A Trip Generation Estimate form (TGE) is required as part of the submittal packet pursuant to SRC 220.005(e)(1)(D) .	
Class 2 Driveway Approach Permits	The applicant has applied for three (3) driveway approach permits where only two (2) are required. A Class 2 Driveway Approach Permit is not required for the driveway approach onto Hawthorne Avenue SE as it does not meet the standards to be permitted as a full-	

	<p>service approach and will be for emergency service access only.</p> <p>As secondary access is necessary, staff will require the emergency service access onto Hawthorne to be constructed to an alternative method to ensure that it does not appear like a standard driveway approach. Recommendations include signage, rolled-edge curbs, removable bollards, grass-crete traffic rated pavers to accommodate fire vehicles.</p> <p>Please provide a written statement that addresses the approval criteria in SRC 804.025 for the two (2) driveway approaches onto Farm Credit Drive SE.</p>	
Floodplain Boundaries	A portion of the site is located within the AE floodplain boundary. The applicant's site plan shall include the floodplain boundary per SRC 220.005(e)(1)(B)(iv) .	
Easements	The applicant shall include all easements located on the site pursuant to SRC 220.005(e)(2)(C) . There are multiple easements shown on the Farm Credit Acres plat that are not shown on the applicant's plans.	
Street Trees Required	Existing and proposed street trees shall be shown on the applicants site plan per SRC 220.005(e)(1)(A)(ix) . The applicant does not show existing street trees along Hawthorne on the plans, it is unclear if a street tree removal permit will be required for the proposed emergency service access onto Hawthorne.	

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>ie. Written Response, Submitted, Not Providing</i>
Chapter 71 – Stormwater Management		
Stormwater Management Comments	The applicant has met their minimum submittal requirements for Stormwater Management by setting aside area equal to 10-percent of the new impervious surface on the site. However, it appears that the proposal will manage stormwater in a way that does not match pre-development conditions. Specifically, a portion of the lot slopes towards Hawthorne; however, the proposal does not discharge there. The applicant is advised that a capacity analysis may be required.	
Chapter 601 – Floodplain Development		
Construction Methods	A portion of the property is within the AE floodplain. The applicant shall show the floodplain boundary on the site plan. If new structures are within the floodplain boundary, the new structure will need to be constructed with a finished floor 1-foot above the base flood elevation. This should be indicated on the	

	applicant's plans to ensure conformance with SRC Chapter 601 .	
Chapter 800 – General Development		
SRC 800.055(a) – Solid Waste	Site Plan indicates several Solid Waste Service Areas. Please provide details to meet the Code Standard.	
SRC 800.065(a)(1) - Pedestrian Standards	A Pedestrian connection is required from the proposed Hotel on the northern portion of the property to Farm Credit Drive and Kettle Court SE.	
SRC 800.065(a)(3) – Pedestrian Connection Through Off-Street Parking Areas.	Two parking areas are greater than 25,000 square feet, requiring pedestrian connections through the parking area. The parking area on the northern property meets the standard but the parking area near the southern hotel does not meet the standards.	
SRC 800.065(b) – Design and materials	Pedestrian Connections do not appear to meet <i>design and materials</i> standard.	
SRC 800.065(c)	Lighting plan has not been provided.	
SRC Chapter 803- Street and Right-of-way Improvements		
Construction Methods	A portion of the property is within the AE floodplain. The applicant shall show the floodplain boundary on the site plan. If new structures are within the floodplain boundary, the new structure will need to be constructed with a finished floor 1-foot above the base flood elevation. This should be indicated on the applicant's plans to ensure conformance with SRC Chapter 601 .	
Chapter 806 – Parking		
SRC 806.035(c)(1)(B) - Perimeter Setback	Setbacks and perimeter landscaping is required on either side of the new property line.	
SRC 806.035(g)-(m)	<p>Wheel stops are required where spaces abut pedestrian walkways less than seven-feet wide.</p> <p>Compact parking spaces shall be clearly marked indicating the spaces are reserved for compact parking only.</p> <p>Lighting plan has not been provided.</p>	
SRC 806.035(d) – Interior Landscaping	<p>Interior landscaping is shown at 5% in summary table. A single parking area is shown at 79,553 square feet in size requiring 8% interior landscaping.</p> <p>In addition, SRC 806.035(d)(3) is not met.</p>	
SRC 806.035(n) – Climate Mitigation	There is no information addressing SRC 806.035(n). Please provide exhibit and narrative to address.	
SRC 806.060 - Bicycle Parking	Bicycle parking details were not provided.	
SRC 806.075 – Loading	Each building is required to have two off-street loading spaces. The dimension of each space will be 12-feet by 30-feet by 12-feet.	

	Please provide spaces shown on site plan and if covered the height of the building.	
Chapter 809 – Wetlands		
Wetlands and/or Hydric Soils	There are Salem-Keizer Local Wetland Inventory linear channel wetlands and/or hydric soils mapped on the subject property. The applicant is required to verify mapped wetland area(s). Once the application is deemed complete, Wetlands Notice to the Department of State Lands, as required by SRC 809.025 .	
Chapter 807 – Landscaping and Screening & Chapter 808 – Preservation of Trees and Vegetation		
Landscaping Plans	Landscaping Plans were not provided.	
Adjustments to Development Standards		
Written Statement (ADJ)	<p>The Class 2 Adjustment requests do not provide enough evidence as to how the intent of the standard is being equally or better met by the proposed development. Specifically, the request to eliminate the requirement for a pedestrian connection to Baxter Rd.</p> <p>Please revise the written statement for the adjustment requests to include how each adjustment equally or better meets the intent of the requested standard, as outline in SRC 250.005(d)(2).</p>	

\\CommDev\CDGroup\CD\PLANNING\Olivia\2024\Site Plan Review\Incomplete 24-113646-PLN.docx