



June 25, 2024

Reference # 24-108775-PLN
2410 Mission Street
Salem OR, 97302

Completeness review response letter

Attention Jamie Donaldson:

Below are the comments and responses regarding the Incomplete review letter received on May 13th 2024 for the Class 3 site plan review modification. Feel free to reach out if you have any additional questions.

- 1.) 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.

[Response: See attached updated application with the owner's signature on it.](#)

- 2.) 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.

[Response: See attached Letter from the Board of directors with approval for client to make changes to the previously approved application with the owner's signature on it.](#)

- 3.) 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.

[Response: The existing newly installed curb from the neighboring property has been added into our drawings. The new curb, parking and landscaping will not affect the existing work or landscaping.](#)



- 4.) 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 SRC 220.010(d)(2). 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 indicated 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.

Response: See attached updated narrative. I believe the original approved plan also including that space in its total. I have adjusted to comply.

- 5.) A minimum of 15 percent of the development site shall be landscaped, pursuant to SRC 551.010(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.

Response: See attached updated site plan. The landscape areas have been adjusted to meet the minimum 15%. Planting numbers have been revised but the PU's remain the same.

- 6.) 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.

Response: See attached site plan with revised parking layouts (shorted the depth)

See the attached site plans to see the revisions made to the site to the landscaped areas.

Sincerely,

Christina M. Larson, Principal
AIA, NCIDQ, LEED AP
Varitone Architecture, LLC.
231 SW 2nd Ave. | PO Box 3420 | Albany, OR 97321
p. 541.497.2954 Ext. 104 |
www.varitonearchitecture.com