

Jamie Donaldson

From: Jamie Donaldson
Sent: Wednesday, August 7, 2024 9:52 AM
To: 'christina@varitonearchitecture.com'
Subject: RE: 2410 Mission Street SE, Incomplete Letter
Attachments: Incomplete Letter-markup.pdf

Good morning,

Please see the revised incomplete letter attached with the items still outstanding. Please note, the "City Response Letter" referenced attachments that do not appear to be attached to the letter, or uploaded to the file; specifically, the signed application or the written statement addressing the modification criteria under [SRC 220.010\(d\)\(2\)](#). The modification narrative uploaded appears to be the same one previously reviewed, dated April 18, 2024.

Please also note that the square footage for landscaping does not still not appear to be accurate. For one, the total size of the site (.47 acres) is a bit larger at 20,473 square feet, per Marion County records. Second, the planter area along Mission Street still appears to be counting portions that are in the right-of-way, which do not count towards on-site landscaping and lowers the amount to about 2,976 square feet provided on site, or 14.53%.

SITE LANDSCAPING LEGEND

EXISTING SITE 20,298 SF **20,473**
LANDSCAPING 3,286 SF (16.0%) TOTAL **2,976 = 14.53%**
480 787 SF @ MISSION STREET
983 993 SF @ WEST SIDE OF LOT
114+64+75=254 246 SF @ PATIO AREAS
1260 1,260 SF @ PARKING
157 Pu REQUIRED PROPOSE PU'S
1 Mature tree (E) to remain 15
9 Shade Trees 90
1 Evergreen 5
32 Medium shrubs 32
832 sq ft of ground cover 16
Total PU 158

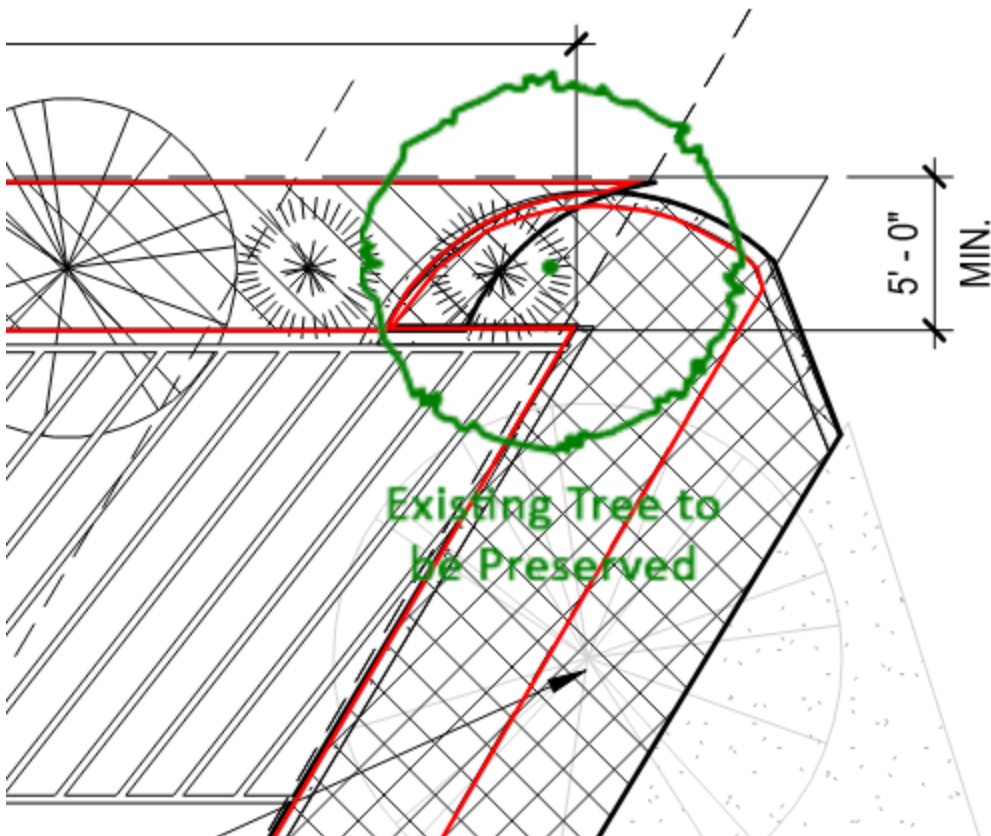
NOTE:

SEE LANDSCAPING PLAN FOR UPDATED PLANTING AND IRRIGATION INFORMATION

However, I am confused whether the northeast portion of the curb is being removed as it is not show on the plans, or if it will remain and there is slightly more landscaping in that area to count:



Please clarify what will happen with this curb so that I can adjust the landscaping total appropriately. While 14.53% is close, I may need to add a condition of approval to get us closer to the 15%, or the addition of plant units. Please also note that there was a condition of approval to save the tree in the northwest corner, which appears in the wrong location on the plans; however, this will not hold up completeness.



Please feel free to reach out with any questions regarding these items.

Thank you,

Jamie Donaldson

Planner III

City of Salem | Community Planning and Development Department | Planning
555 Liberty St SE, RM 305
Salem, OR 97301



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

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 russell@varitonearchitecture.com
Contact:	Christina Larson christina@varitonearchitecture.com

Staff Contact

Land Use Planner:	Jamie Donaldson, Planner III jdonaldson@cityofsalem.net / 503-540-2328
Infrastructure Planner:	Laurel Christian, Utility 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 (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”:

Submittal Requirement	Description	Applicant Response <i>i.e. Written Response, Submitted, Not Providing</i>
Complete Application 	<p>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.</p> <p>Please provide an application signed by the property owner COPPERTSTONE INC.</p>	
Signing Authority 	<p>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.</p>	
Existing Conditions 	<p>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.</p>	
Written Statement 	<p>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 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.</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).**

Item	Description	Applicant Response <i>i.e. Written Response, Submitted, Not Providing</i>
Chapter 551 – Industrial Commercial		
15% Landscape 14.53% - very close, can condition; PUs verified at BP.	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.	
Chapter 806 – Parking		
Off-Street Parking 	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.	