



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025
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August 7, 2024

LAND USE APPLICATION – COMPLETENESS REVIEW

Project Information

Subject Property:	3310 Portland Road NE
Reference Number:	24-114744-PLN
Application Type:	Site Plan Review
Date Application Accepted:	July 15, 2024
Applicant:	Nick Wallace, Carlson Veit Junge Architects nwallace@carlsonveit.com
Contact:	Nick Wallace, Carlson Veit Junge Architects nwallace@carlsonveit.com

Staff Contact

Land Use Planner:	Jacob Brown, Planner I JRBrown@cityofsalem.net / 503-540-2347
Infrastructure Planner:	Aaron Panko, Infrastructure Planner III APanko@cityofsalem.net / 503-540-2356

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 (January 15, 2025) from the date the application was first submitted (July 15, 2024) to respond in one of the three ways listed above, or the application will be deemed void.

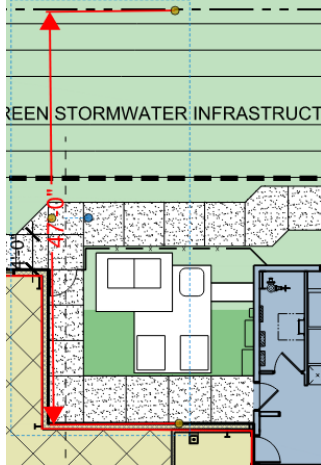
The Salem Revised Code may be accessed online at the following location:

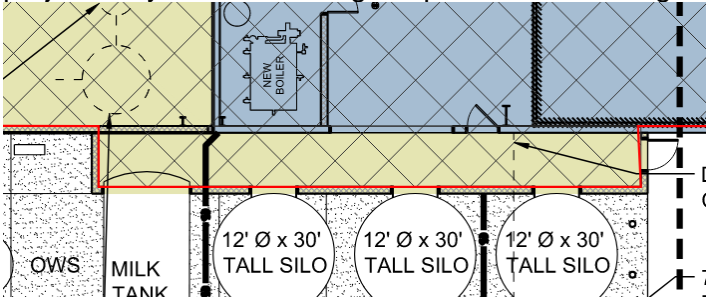
<https://www.cityofsalem.net/Pages/salem-revised-code.aspx>

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>
Complete Application	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.	
Architectural Drawings	For development in Mixed Use-III (MU-III), architectural drawings, renderings, or sketches showing all elevations of the existing buildings and the proposed buildings as they will appear on completion is required to be provided.	
Summary Table	Per the summary table on Sheet A1-101, the listed use of the site includes a Warehouse and Distribution use with a dedicated area of 3,635 square feet. Within the Mixed Use -III (MU-III) Zone, an independent Warehouse and Distribution use is prohibited in the zone per SRC 535.010(a) Table 535-1. As indicated in previous correspondence, the proposed detached accessory structures are accessory to the existing Retail Sales use. Please update the summary table to include the floor area of the detached accessory structures into the Retail Sales use. In addition, the Summary Table references the CO zone when the property is located in the MU-III zone.	
Site Plan	<p>The site plan (Sheet A-101) shows a proposed repair shop with 630 square feet of floor area. Please clarify the intent of this space and whether it will only be used for repair of vehicles and equipment of the business and not for customers.</p> <p>In addition, the site plan shows stairs leading up to a second floor or roof access. Please provide a floor plan of the space that clarifies the use of the space or indicate that it is just roof access.</p>	
Stormwater Management and/or Design Exception	<p>The application does not provide sufficient details to identify how the site is compliant with SRC 71, specifically the requirements for Green Stormwater Infrastructure (GSI) pursuant to Public Works Design Standards (PWDS) Appendix 4E.</p> <p>A stormwater report prepared by Westech Engineering, Inc. and dated May 2019 was previously approved for the subject property. It appears that the design for the existing GSI accounted for additional future impervious area on the site; however, it is the applicant's responsibility to provide</p>	

	<p>documentation verifying the existing facility has adequate capacity.</p> <p>The applicant shall provide a memo to justify the assumption the current design is adequate. If the proposed development will require a change to the current flow control manhole, an amendment to the original report is required.</p>	
<u>Advisory Comments</u>		
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 denial of the application(s).		
Item	Description	Applicant Response <i>ie. Written Response, Submitted, Not Providing</i>
Chapter 535 – MU-III Zone Development Standards		
535.015 (c) Table 535-3 Setbacks	<p>Per 535.015 (c) Table 535-4, primary buildings along a street abutting property line requires a minimum five-foot setback with a maximum setback of 30 feet. The 30-foot setback is applicable when the setback is used for a combination of landscaping and pedestrian amenities with a minimum of 50 percent of the setback is landscaping.</p> <p>The site plan shows a proposed setback of 47 feet for a portion of the proposed expansion to the primary structure that jogs around the existing mechanical equipment. Please clarify whether the area in front of the proposed addition will be covered. If not, the proposed addition will need to be located at the 30-foot setback.</p>  <p>In addition, the proposed expansion of the structure along the southern end does not comply with the street abutting setback as it is not within the 30-foot setback required and</p>	

	<p>projects beyond the existing footprint of the building.</p> 	
535.015 (g)(5)	<p>Per SRC 535(g)(5), the portion of the buildings within the maximum setback abutting a street requires the ground floor façade facing a street shall include transparent windows on a minimum of 50 percent. The windows shall not be mirrored or treated in such a way as to block visibility into the building. The windows shall have a minimum visible transmittance (VT) of 37 percent. On the required elevation plans, please show that the façade facing Portland Road NE meets this requirement. d</p>	
Chapter 800 – General Standards		
800.065 Pedestrian Access Standards	<p>Pursuant to SRC 800.065, pedestrian connections are required for the development site. Specifically, a pedestrian connection meeting the design standards of SRC 800.065 (b) is required between each building and any abutting street. In this case, a pedestrian connection is required to be provided connecting the existing and proposed buildings to each other and the abutting streets of Portland Road NE and Rose Garden Street NE.</p> <p>The proposed accessory structures are required to connect into the existing pedestrian network. Please provide a revised site plan showing at least one connection from the accessory structures to the existing pedestrian network.</p>	
Chapter 806 – Bicycle Parking Standards		
806.055 Bicycle Parking	<p>Per SRC 806.045(a) bicycle parking is required to be provided with each proposed use. The proposed uses of the site require a minimum of 13 bicycle parking spaces and the site plan shows four existing. The project shall provide bicycle parking in the amounts prescribed under SRC 806.055(a), Table 806-8, with each space meeting the development standards of SRC 806.060. Please update the plans to show the location all proposed bicycle parking and provide details indicating the design of the rack.</p>	