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August 8, 2024

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	5660 Commercial Street SE
Reference Number:	24-115890
Application Type:	Class 2 Site Plan Review
Date Application Accepted:	July 26, 2024
Applicant:	Marcus Lima marcusl@gbdarchitects.com
Contact:	Same as applicant

Staff Contact

Land Use Planner:	Abigail Pedersen, Planner I apedersen@cityofsalem.net / 503-540-2309
Infrastructure Planner:	Aaron Panko, Utility Planner III apanko@cityofsalem.net / 503-588-6173 x2356

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 22, 2025) from the date the application was first submitted (July 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”:

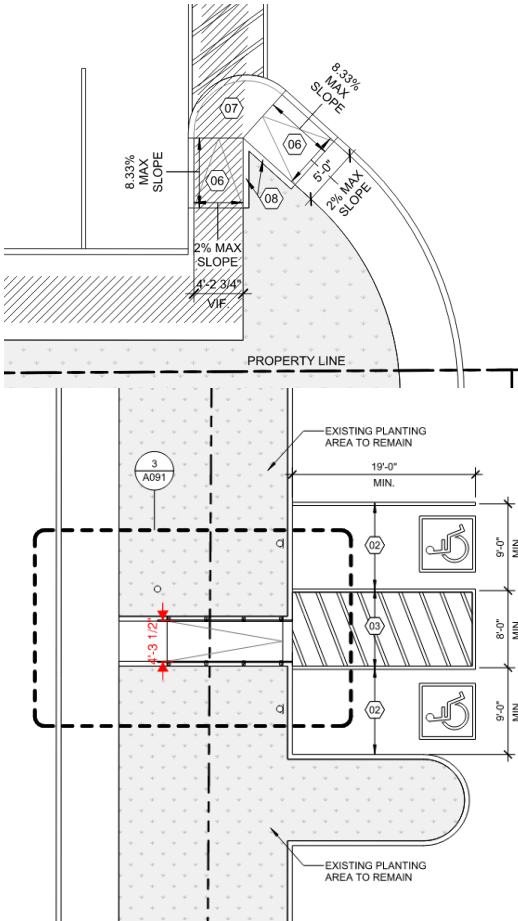
Submittal Requirement	Description	Applicant Response <i>ie. Written Response, Submitted, Not Providing</i>
Proof of Signature Authority	Please provide adequate documentation that the person who signs has signature authority for the entity that owns the property.	
Recorded deed	Provide recorded deed/land sales contract with legal description per Sec. 300.210(a)(2) .	
Street Trees Required	Existing and proposed street trees shall be shown on the applicants site plan per SRC 220.005(e)(1)(A)(ix) .	

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 86 – Trees on City Owned Property		
Street Tree Removal	<p>It appears the proposed walkway to Fabry Road SE may result in removal of a City-owned tree.</p> <p>The applicant is advised to relocate the proposed walkway to Fabry Road SE to a location that does not result in the removal of a street tree and also minimizes impacts to the critical root zones of existing street trees. Existing ADA parking spaces and loading areas may need to be reconfigured, there appears to be space available in the existing off-street parking area.</p> <p>If there are no reasonable alternatives available, a street tree removal application is required for the proposed removal of street trees. The applicant may contact Zach Diehl in Development Services with any questions regarding the street tree removal process at 503-588-6211 ext.7435, or via email at ZDiehl@cityofsalem.net.</p>	

Chapter 535 – MU-III

535.015(e)(3) Landscape of Development Site	<p>The paving of unpaved triggers the requirement for meeting landscaping standards. Within the MU-III zone there is a required minimum of 15 percent of the development site shall be landscaped to Type A standards set forth in SRC chapter 807. Other required landscaping may count towards meeting this requirement.</p> <p>Please include a landscape showing how you will meet this standard.</p>	
535.015(e)(4) Landscaping for Gasoline Stations	<p>Gasoline stations within the MU-III zone shall be required to provide a minimum of one plant unit per 16 square feet of landscaped area as per SRC chapter 807.</p> <p>Please include a landscape showing how you will meet this standard.</p>	
Chapter 800.065 – Pedestrian Access		
800.065(b)(1)(A) Width of Pedestrian Paths	<p>All areas altered need to meet required five-foot width for pedestrian connections. The areas shown below does not meet the five-foot width.</p>  <p>Please alter these to show the required 5 foot width.</p>	

800.065(b)(1)(B) Visually Differentiated Crosswalks	<p>Where a walkway crosses driveways, parking areas, parking lot drive aisles, and loading areas, the walkway shall be visually differentiated from such areas through the use of elevation changes, a physical separation, speed bumps, a different paving material, or other similar method. Striping does not meet this requirement, except when used in a parking structure or parking garage.</p> <p>Please show how you meet this standard.</p>	
800.065(c) Lighting	<p>Please show how you meet lightning standards of 800.065(c) that on-site pedestrian circulation system shall be lighted to a level where the system can be used at night by employees, customers, and residents.</p>	