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August 6, 2024

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	3010 Kettle Court SE
Reference Number:	24-114030-PLN
Application Type:	Class 3 Site Plan Review, Class 1 Adjustment
Date Application Accepted:	July 8, 2024
Applicant:	AKS Engineering and Forestry salemadmin@aks-eng.com

Staff Contact

Land Use Planner:	Peter Domine, Planner II pdomine@cityofsalem.net / 503-540-2311
Infrastructure Planner:	Aaron Panko, Infrastructure Planner III apanko@cityofsalem.net / 503-588-6173 #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 4, 2025) from the date the application was first submitted (July 8, 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/government/laws-rules/salem-revised-code>

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>
Signed land use application	A signed land use application by the owner or duly authorized representative	
Floodplain Development	<p>In accordance with SRC 220.005(e)(1)(B)(iii) the applicant shall show the regulatory floodplain on the subject property. Development within the floodplain requires a floodplain development permit subject to the requirements of SRC 601 at time of Building Permit.</p> <p>The Floodplain Administrator has reviewed the Flood Insurance Study and Flood Insurance Rate Maps and has determined the 100-year base flood elevation for the subject development is 189.2-feet (NGVD 29). The proposed building shall have a minimum lowest floor elevation of 190.2-feet (NGVD 29).</p>	
Stormwater Management and / or Design Exception	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 . The applicant shall provide a storm drainage system that provides treatment and flow control as required by the 2014 PWDS..	

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 86 – Trees on City Owned Property		
Street Tree Removal	The application is proposing Disturbance within the critical root zones for trees 10325, 10326, and 10327. Additional information is needed regarding the disturbance for these street trees, including technique used for running the utility line and hose close the disturbance will be for each tree. This information will be required at time of Building Permit. If impacts to existing street trees necessitate their removal, a Street Tree Permit will be required prior to issuance of a Building	

	Permit. 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 .	
Chapter 800 – General Development Standards		
TSP / Parks Path Alignment	<p>There is a mapped Parks Master Plan off-street shared use path identified on the subject property. Pursuant to SRC 800.065(a)(4) the applicant shall dedicate a minimum 15-foot easement for the path.</p> <p>Parks System Master Plan identifies a trail alignment on the subject property along Mill Creek. No abutting sections have been complete. 15-foot trail easement required parallel to eastern limits of the AE floodway boundary. Not identified on plans.</p>	
Chapter 802 – Public Improvements		
Open Channel / Drainage Easements	Pursuant to SRC 802.030 and Public Works Design Standards (PWDS) 1.8(d) , the application is subject to open channel drainage easements to be dedicated along the creek, allowing for access and maintenance. The easement width shall be either the 100-year floodway boundary, 15-feet from the channel centerline, or 10-feet from the top of the recognized bank, whichever is greatest. The applicant is advised to show the required easement on the site plan.	
Chapter 803 – Streets and Right-of-Way Improvements		
Streetscape Improvements	<p>Pursuant to SRC 803.020(b)(2) private streets shall conform to SRC Chapter 803 and the Public Works Design Standards. The applicant proposes streetscape improvements that do not conform to these standards. The applicant is proposing a street design that does not conform to local street standards. The application shall include findings for alternative street standards pursuant to SRC 803.065(a) or be revised to comply with the standards.</p> <ul style="list-style-type: none"> • Landscape Strips: SRC 803.035(p) requires landscape strips for street trees. The Public Works Design Standards require an 8-foot landscape strip for local streets (PWDS 6.2(a)). The applicant is not proposing a landscape strip along Kettle Court SE, where it is required. • Sidewalk Location: SRC 803.035(l)(2)(A) requires sidewalks be located one foot from the adjacent right-of-way. Curblin sidewalks are proposed along Kettle Court SE. Applicant's statement indicates existing PGE easement prevents trees from being planted in PUE, however, evidence of the easement and restriction has not been provided. 	
Chapter 806 – Off-street Parking		
Interior Parking Landscaping	Per SRC 806.035(d)(1)(3), the interior parking area landscaping requires one deciduous tree for every 12 parking spaces <i>within</i> the off-street parking area. There are a proposed 102 parking spaces, requiring 9 trees ($102 / 12 = 8.5$); the plans show 7 trees within the	

	parking area (i.e., in planter islands between parking spaces, not counting trees along the perimeter).	
Development standards for vehicle use areas	Per SRC 806.035(j), along the parking spaces abutting the perimeter walkway of the building's south side, bumper guards or wheel barriers are required so that no portion of a vehicle will overhang or project into the required pedestrian accessway. The perimeter accessway may also be expanded to seven feet to accommodate vehicle overhang.	
Standards for new off-street parking areas more than ½ acre	<p>The application does not meet the standards of SRC 806.035(n)(3)(B):</p> <ul style="list-style-type: none"> • The trees proposed for canopy coverage are not an approved type in Table 806-7. • Trees are to be either a small (35-foot canopy) or large (50-foot canopy) type, per Table 806-7. The plans measure about 45-foot canopies. • Plans do not include soil amounts, per Table 806-7 • To count toward the canopy coverage, trees are to be planted in clusters of three (i.e., within the same bed to provide continuous canopy coverage). <p><i>*Note: Plans do appear to meet minimum 40% canopy coverage.</i></p>	
Chapter 809 – Wetlands		
Wetlands and / or Hydric Soils	<p>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.</p> <p>Note: DSL concurrence WD#2024-0178 was issued July 2024 for the subject property. Based on the plans submitted, it appears there will be impacts to wetlands. Notice will be sent to DSL to determine State permitting requirements for the proposed development.</p>	