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August 1, 2024

Updated August 14, 2024

## LAND USE APPLICATION - COMPLETENESS REVIEW

### Project Information

<b>Subject Property:</b>	3170 Market Street NE
<b>Reference Number:</b>	24-115780-PLN
<b>Application Type:</b>	Class 1 Site Plan Review
<b>Date Application Accepted:</b>	July 25, 2024
<b>Applicant:</b>	Adnan Kamati <a href="mailto:adnan@kbtengineers.com">adnan@kbtengineers.com</a>
<b>Contact:</b>	Same as applicant

### Staff Contact

<b>Land Use Planner:</b>	Abigail Pedersen, Planner I <a href="mailto:apedersen@cityofsalem.net">apedersen@cityofsalem.net</a> / 503-540-2309
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### 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, 21, 2025) from the date the application was first submitted (July, 25, 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”:

<b>Submittal Requirement</b>	<b>Description</b>	<b>Applicant Response</b> <i>ie. Written Response, Submitted, Not Providing</i>
<b>Class 2 Site Plan Review</b>	The expansion of the walk-in cooler as shown on the building permit requires Class 2 Site Plan Review.	
<b>Signature and Proof of Signature Authority</b>	Please provide adequate documentation that the person who signs has signature authority for the entity that owns the property.	
<b>Application Fee</b> <a href="#">300.210(a)(14)</a>	The fees will be Adjusted to reflect the Class 2 Site Plan Review and will need to be paid before the application will be processed.	
<b>Recorded Deed</b> <a href="#">300.210(a)(2)</a>	Provide recorded deed/land sales contract with legal description.	
<b>Existing Conditions Plan</b> <a href="#">220.005(e)</a>	Please provide an existing conditions plan including all information required in SRC 220.005(e).	
<b>Site Plan</b> <a href="#">220.005(e)</a>	Pursuant to SRC 220.005(e), a site plan including all information required in SRC 220.005(e) is required.	

### **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).**

<b>Item</b>	<b>Description</b>	<b>Applicant Response</b> <i>ie. Written Response, Submitted, Not Providing</i>
<b>Chapter 806 – Off-Street Parking, Loading and Driveways</b>		
<b>806.045 Bike Parking</b>	Retail sales uses requires the greater of the following: 4 spaces; or 1 per 10,000 square feet for first 50,000 square feet. Please show how you will meet the required bike parking and how it will meet all standards of <a href="#">SRC 806.06</a> .	
<b>535.015(e)(3) Landscaping</b>	The addition to the building 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 <a href="#">chapter 807</a> .  Please include a landscape showing how you will meet this standard.	

