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September 25, 2024

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	4870 Turner Road SE
Reference Number:	24-118078-PLN
Application Type:	Class 3 Site Plan Review and Class 2 Adjustments
Date Application Accepted:	August 26, 2024
Applicant:	Brand Land Use (Britany Randall) britany@brandlanduse.com
Contact:	Brand Land Use (Shelby Guizar) shelby@brandlanduse.com Clutch Industries office@clutchindustries.com

Staff Contact

Land Use Planner:	Jacob Brown, Planner II JRBrown@cityofsalem.net / 503-540-2347
Infrastructure Planner:	Laurel Christian, Infrastructure Planner III 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 (February 22, 2025) from the date the application was first submitted (August, 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>
Signing Authority	The application form must be signed by the applicant(s), property owner(s), and/or duly authorized representative(s). The provided recorded indicates that the owner is Lebowski Holdings. The application was not signed.	
Written Statement (SPR)	No written statement was provided. Please include all development standards and all criteria in the written statements. In addition, please clarify the proposed uses of the site. A review of the applicable developments associated with the proposed use will be conducted following a clarification of the proposed uses.	
Trip Generation and TIA	It is unclear from the information submitted what the proposed uses of the building are and whether or not a Traffic Impact Analysis (TIA) is required pursuant to SRC 803.015). The applicant's plans show a drive-thru is proposed. Drive-thrus typically accommodate higher trip generating uses. Please provide additional details on the proposed use of the building in order to determine whether or not a TIA would be required.	
Adjustment(s)	Please clarify how many and for what standards you are requesting an adjustment. The written statement should address the approval criteria of SRC Chapter 250.	

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). Additional advisory comments may be provided depending on the proposed uses of the site.**

Item	Description	Applicant Response <i>ie. Written Response, Submitted, Not Providing</i>
Chapter 806 – Parking		
Bicycle Parking	Please note that the proposed project is located within an existing development site. In addition to providing the minimum required amount of bicycle parking, the proposed development is required to bring the nonconforming amount of bicycle parking spaces for the existing uses in the development site to current required amounts per SRC 806.045 (c)	

Chapter 800 – General Standards		
Solid Waste Area	A trash enclosure appears to be proposed. Please provide details of the solid waste collection area meeting the standards of SRC 800.055.	