



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025  
www.cityofsalem.net/planning • www.cityofsalem.net

October 1, 2024

## LAND USE APPLICATION - COMPLETENESS REVIEW

### Project Information

<b>Subject Property:</b>	0 Oxford Street / 073W35AC01700
<b>Reference Number:</b>	24-118643
<b>Application Type:</b>	Class II Site Plan Review
<b>Date Application Accepted:</b>	September 9, 2024
<b>Applicant:</b>	Britany Randall, Brand Land Use <a href="mailto:britany@brandlanduse.com">britany@brandlanduse.com</a>
<b>Contact:</b>	Whitney Pollack <a href="mailto:Whitney.pollack@pgn.com">Whitney.pollack@pgn.com</a> Tina Tippin <a href="mailto:Tina.tippin@pgn.com">Tina.tippin@pgn.com</a>

### Staff Contact

<b>Land Use Planner:</b>	Quincy Miller, Planner I <a href="mailto:gmiller@cityofsalem.net">gmiller@cityofsalem.net</a> / 503-584-4676
<b>Infrastructure Planner:</b>	Aaron Panko, Planner III <a href="mailto:apanko@cityofsalem.net">apanko@cityofsalem.net</a> / 503-588-2356

### 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 (March 2, 2025) from the date the application was first submitted (September 3, 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 [here](#).

### **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>i.e. Written Response, Submitted, Not Providing</i>
<b>Site Plan</b> <a href="#"><u>220.005(e)</u></a>	Pursuant to SRC 220.005(e), a site plan including all information required in SRC 220.005(e) is required. Please show on the site plan the location of the floodplain.	
<b>Easement/Property Line Adjustment</b> <a href="#"><u>SRC 205.055</u></a>	The proposed driveway crosses property lines, which requires an easement. If keeping the proposed driveway/access road in its proposed configuration, a property line adjustment will be required.	
<b>Floodplain Development</b>	<p>In accordance with <a href="#"><u>SRC 220.005(e)(1)(B)(iv)</u></a> 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>Development within the floodway, including any excavation, grading, fill, or pavement will require a no-rise certificate in accordance with SRC 601.075(d)(1)(A).</p> <p>The boundaries of the floodplain and floodway need to be shown on the site plan in order to determine what requirements are applicable.</p>	
<b>Stormwater Management and/or Design Exception</b>	It appears the proposed development meets the definition of a large project. The application does not provide sufficient details to identify how the site is compliant with <a href="#"><u>SRC 71</u></a> , specifically the requirements for Green Stormwater Infrastructure (GSI) pursuant to <a href="#"><u>Public Works Design Standards (PWDS) Appendix 4E</u></a> . The applicant shall provide a storm drainage system that provides treatment and flow control as required by the 2014 PWDS.	
<b>Grading Plan</b>	A preliminary grading plan is required when grading of the subject property is necessary to accommodate the proposed development per <a href="#"><u>SRC 220.005(e)(1)(D)</u></a> .	

### **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>i.e. Written Response, Submitted, Not Providing</i>
<b>Chapter 230 – Historic Preservation</b>		
<b>Historic and Cultural Resources</b>	The property appears to be within the Cultural Resources Protection Zone (HCRP). Please contact Kimberli Fitzgerald to confirm potential impacts at (503) 540-2397. More information on the HCRP can be found <a href="#">here</a> .	
<b>Chapter 800 – General Development Standards</b>		
<b>Special Setback</b>	The property is subject to a special setback equal to 30-feet from the centerline of 22 <sup>nd</sup> Street SE, per <a href="#">SRC 800.040</a> . Setbacks for the proposed development shall be measured from the special setback line. The applicant shall show the special setback on the site plan to ensure setback requirements can be met.	
<b>Chapter 806 – Off-street Parking, Loading, and Driveways</b>		
<b>Paving Existing Gravel Driveway</b>	Per <a href="#">SRC 806.040</a> (e), the driveway onto the property must be paved with a hard surface material. Please show that the driveway connecting to the proposed access drive will be paved.	
<b>Chapter 809 – Wetlands</b>		
<b>Wetlands and/or Hydric Soils</b>	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 <a href="#">SRC 809.025</a> .	