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July 10, 2024

## LAND USE APPLICATION - COMPLETENESS REVIEW

### Project Information

<b>Subject Property:</b>	2390 Commercial Street SE
<b>Reference Number:</b>	24-110382-PLN
<b>Application Type:</b>	Class 3 Site Plan Review
<b>Date Application Accepted:</b>	May 15, 2024
<b>Applicant:</b>	Ron Ped <a href="mailto:rjp@rktect.com">rjp@rktect.com</a>

### Staff Contact

<b>Land Use Planner:</b>	Peter Domine, Planner II <a href="mailto:pdomine@cityofsalem.net">pdomine@cityofsalem.net</a> / 503-540-2311
<b>Infrastructure Planner:</b>	Laurel Christian, Utility Planner II <a href="mailto:lchristian@cityofsalem.net">lchristian@cityofsalem.net</a> / 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 (May 10, 2024) from the date the application was first submitted (November 6, 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>i.e., Written Response, Submitted, Not Providing</i>
<b>Signed land use application</b>	A signed land use application by the owner or duly authorized representative	See attached signed form

### 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>
<b>Chapter 535 – MU-III</b>		
<b>Setbacks 535.015(c)</b>	<p><b>Setbacks Abutting a Street</b></p> <p>The lot is a double frontage lot but also has frontage on a third street, Judson St, and the maximum setback abutting this street applies. The new car wash bay is exempt from the max setback on the Commercial St side because the proposed coffee stand is between it and the street; the West Nob Hill St side is exempt because the setback applies to the higher street class (Commercial St) for double frontage lots, but the new car wash bay is outside the allowed max setback to Judson St to the south. The exemption is only for the double frontage street sides, not the side street. An Adjustment would be needed to allow the building outside the max setback.</p> <p>The coffee kiosk and seating area is also abutting a street to the Judson St side and the max setback standards would apply, requiring:</p> <ul style="list-style-type: none"> <li>• The first 10 feet of the setback area can be used exclusively for pedestrian amenities;</li> <li>• At least 50 percent of the remaining setback area must be landscaped.</li> </ul> <p><b>Interior Setbacks</b></p> <p>Based on the submitted deed, the tax lot is comprised of four separate platted lots, lots 7, 8, 9, 10 Block 3 of the Walnut Grove Addition. Please provide a survey or evidence as to whether the historic property lines are still in existence. If yes, setbacks to interior property lines</p>	<p>See attached adjustment letter</p> <p>Measuring from the S. end of the seating area, the kiosk is roughly 14ft from the Judson St setback. This space is all landscaping.</p> <p>A surveyor/civil is being brought in to determine the course of action to resolve this.</p>

	would apply and further land consolidation would likely be needed (e.g., property line adjustments or a replat).	
<b>Chapter 800 – General Standards</b>		
<b>Pedestrian Access SRC 800.065</b>	<p>The building additions trigger pedestrian connections on the site. The new car wash bay is exempt because it is not meant for human occupancy, but the existing building contains an office space, requiring a connection to all three streets, per 800.065(a)(1).</p> <p>A connection is also required between the coffee shop and the existing office building, per SRC 800.065(2)</p>	<p>See previous response, the car wash structure is entirely storage or car wash space, and is not intended for human occupation, therefore a ped. connection is not required.</p>