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November 13, 2024

## LAND USE APPLICATION - COMPLETENESS REVIEW

### Project Information

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

### Staff Contact

<b>Land Use Planner:</b>	Jacob Brown, Planner II <a href="mailto:JRBrown@cityofsalem.net">JRBrown@cityofsalem.net</a> / 503-540-2347
<b>Infrastructure Planner:</b>	Laurel Christian, Infrastructure Planner III <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 (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”:**

<b>Submittal Requirement</b>	<b>Description</b>	<b>Applicant Response</b> <i>ie. Written Response, Submitted, Not Providing</i>
<b>Signing Authority (addressed)</b>	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.	
<b>Written Statement (SPR) (addressed)</b>	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.	
<b>Trip Generation and TIA (addressed)</b>	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.	
<b>Adjustment(s)</b>	<p>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.</p> <p>Under SPR-ADJ20-48 for the development of Parcel 2, the applicant requested an adjustment to postpone the construction of a required pedestrian connection to Kuebler Boulevard SE until a future phase of development. Condition 6 of SPR-ADJ20-48 indicated the following:</p> <p><b>Pursuant to SPR-ADJ20-48 Condition 6:</b> At least one pedestrian connection meeting the design and materials requirements of SRC 800.065(b) shall be completed from the buildings on the subject property to the public sidewalk on Kuebler Boulevard SE when street improvements are constructed on Kuebler Boulevard SE.</p> <p>As the construction of the pedestrian connection was conditioned, the required connection cannot be eliminated through a Class 2 Adjustment per SRC 250.005(a)(2)(I). Either a variance can be sought to eliminate the standard with the written statement needing to address the applicable approval criteria or this condition can be carried forward with this application. If applicant intends to carry forward the condition, then the feasibility of the connection</p>	

	will need to be indicated on the plans and a partial connection provided.	
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### **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>
<b>Chapter 806 – Parking</b>		
<b>Bicycle Parking (addressed)</b>	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)	
<b>Chapter 800 – General Standards</b>		
<b>Solid Waste Area (Access to be Conditioned)</b>	A trash enclosure appears to be proposed. Please provide details of the solid waste collection area meeting the standards of SRC 800.055.	