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November 14, 2024

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	1317 State Street / 073W26BD04400
Reference Number:	24-121947-PLN
Application Type:	Class II Site Plan Review
Date Application Accepted:	October 28, 2024
Applicant:	Sky Lanigan skylanigan@gmail.com

Staff Contact

Land Use Planner:	Quincy Miller, Planner I gmiller@cityofsalem.net / 503-584-4676
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 (April 26, 2025) from the date the application was first submitted (October 28, 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](#).

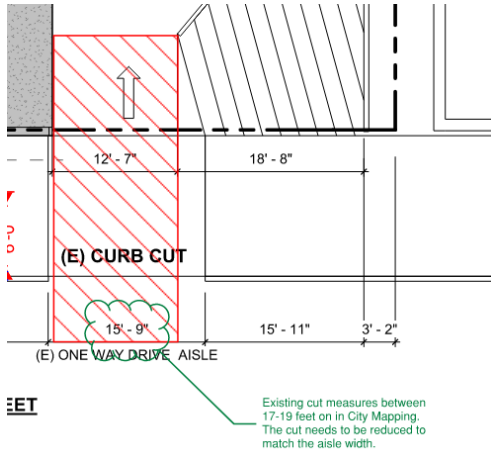
Completeness Review Items

Submittal Requirements – The following items have been identified as required material to be provided by the application(s) prior to deeming the application “complete”:

Submittal Requirement	Description	Applicant Response <i>i.e. Written Response, Submitted, Not Providing</i>
Signed Application	A signed land use application is required.	
<u>TGE Form</u>	A Trip Generation Estimate form (TGE) is required as part of the submittal packet pursuant to SRC 220.005(e)(1)(D) .	
Utility Plan	The application shall include a preliminary utility plan pursuant to SRC 220.005(e) .	
Property Lines	Based on the provided deed, there are potentially two parcels described that form the site. As proposed, the development is potentially overlapping a property line, which is not permitted. Please provide a chain of title to verify the legality of the current units of land. Depending on the underlining lot legality, a Property Line Adjustment may be required.	

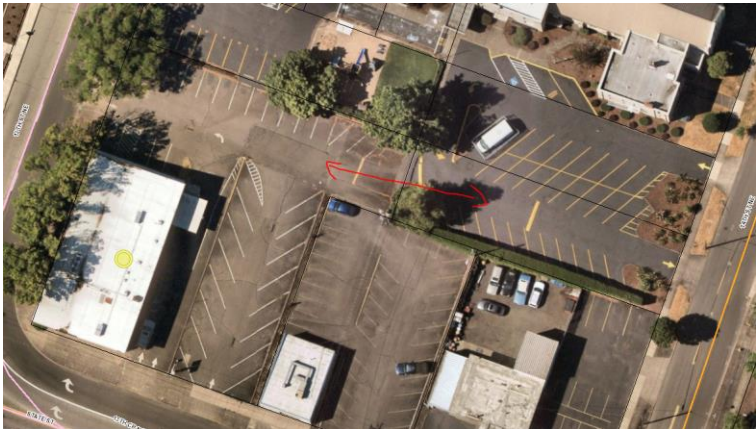
Completeness Review Items

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Submittal Requirement	Description	Applicant Response <i>i.e. Written Response, Submitted, Not Providing</i>
Class 2 Driveway Approach Permit / Driveway Spacing Adjustment	<p>Modifications to the existing driveway approach are subject to the Class 2 Driveway Approach requirements described in SRC 804.025. The applicant shall submit the applicable application and fee. This will trigger a Class 3 Site Plan Review.</p> <p>The applicant's plans show a 15-foot curb cut serving a 12-foot aisle at the property line. Staff measures the existing curb cut to be approximately 17-feet rather than the 15-feet shown. The curb cut cannot exceed the proposed drive aisle width. The driveway approach will need to be reconstructed and modified to be reduced in width to match the drive aisle width at the property line. This will require a Class 2 driveway approach permit and adjustment to driveway spacing due to the approach not meeting the spacing standards from adjacent street intersections.</p> 	
Stormwater Management	<p>It is unclear from the submitted plans whether or not the proposal meets the definition of a large project pursuant to SRC 70.005. The applicant shall submit a written finding regarding the definition of large project and new/replaced impervious surfaces pursuant to SRC 70.005. If the proposal meets the definition of a large project the applicant shall provide a storm drainage system that provides treatment and flow control as required by the 2014 PWDS.</p>	

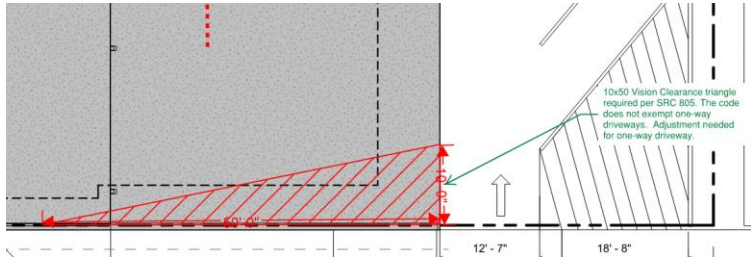
Advisory Comments

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>
Chapter 533 – MU-I Zone		
Building Frontage 533.015(d) , Table 533-5	As proposed, the building frontage is approximately 61% on 13 th Street and 73% on State Street. Buildings must have a minimum 75% building frontage on one street and minimum 40% on the other street. Please show that the building has at least 75% frontage on State Street.	
Substantial Additions 533.015(g)(2)(F)	Additions to buildings that enlarge or alter an existing building facade area facing a primary street by more than 60 percent shall meet all applicable development standards in this chapter. As the addition is more than 60% of the existing building and facing a primary street, all applicable development standards must be met.	
Pedestrian-Oriented Design 533.015(h) , Table 533-6	<p>Ground Floor Windows: A minimum of 65% of the façade of the addition needs to have transparent windows facing the primary street. As proposed, the addition has approximately 42% of the façade with transparent windows.</p> <p>Weather Protection: A minimum of 75% of the façade of the addition needs to have weather protection in the form of awnings or canopies with a minimum clearance height above the sidewalk of eight feet.</p>	
Chapter 800 – General Development Standards		
Pedestrian Access 800.065(a)(5)	<p>Whenever a vehicular connection is provided from a development site to an abutting property, a pedestrian connection shall also be provided. Please show a pedestrian connection between the adjacent properties (tax lot 073W26BD04400 and tax lot 073W26BD04800) to the edge of your property.</p> 	

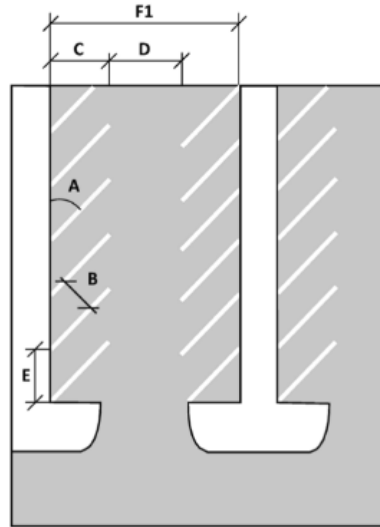
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Item	Description	Applicant Response <i>i.e. Written Response, Submitted, Not Providing</i>
Lighting 800.065(c)	The on-site pedestrian circulation system shall be lighted to a level where the system can be used at night be employees, customers, and residents. Please show any existing lighting and proposed lighting.	
Chapter 804 – Driveway Approaches		
Driveway Spacing	The proposed driveway approach to State Street does not meet the spacing standards in SRC 804.035(d) due to the proximity of adjacent intersections in the vicinity. A Class 2 Adjustment is required in coordination the Class 2 Driveway Approach Permit. The applicant shall provide findings for how the proposed driveway meets the criteria in SRC 804.025(d) and SRC 250.005(d)(2) .	
Chapter 805 – Vision Clearance		
Vision Clearance Obstructions	<p>The proposed structure does not meet vision clearance standards established in SRC 805.005. An adjustment to the vision clearance standards is needed or the plans may be modified to meet the vision clearance standards in SRC Chapter 805. The applicant may submit an adjustment to the vision clearance standard per SRC 805.015, the request shall include the analysis required under SRC 805.015.</p> 	

Chapter 806 – Off-Street Parking, Loading, and Driveways**Parking Area Dimensions**
[806.035\(e\)](#),
Table 806-5

For an off-street surface parking area with a parking angle of 40 degrees, the following minimum dimensions for a standard parking space apply:
 Stall Width (B): 9', Stall to Curb (C): 19.1',
 Aisle Width (D): 12', Curb Length(E): 14'

**Parking Area Bumper Guards**

Per SRC 806.035(j), "Off-street parking and vehicle use areas shall include bumper guards or wheel barriers so that no portion of a vehicle will overhang or project into required setbacks and landscaped areas, pedestrian accessways, streets or alleys, or abutting property." For the parking spaces that are being added/modified, please show bumper guards or wheel barriers.

Bicycle Parking
[806.045](#) –
[806.060](#)

Per Table 806-9, for approximately 4,247 square feet of *commercial entertainment-indoor* and approximately 4,189 square feet of *retail sales*, 12 bicycle parking spaces meeting the development standards of [SRC 806.060](#) are required.