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September 30, 2024

Updated November 19, 2024

Updated December 13, 2024

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	3170 Market Street NE
Reference Number:	24-115780-PLN
Application Type:	Class 2 Site Plan Review
Date Application Accepted:	July 25, 2024
Applicant:	Adnan Kamati adnan@kbtengineers.com
Contact:	Same as applicant

Staff Contact

Land Use Planner:	Abigail Pedersen, Planner I apedersen@cityofsalem.net / 503-540-2309
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 (January, 21st, 2025) from the date the application was first submitted (July, 25th, 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”:

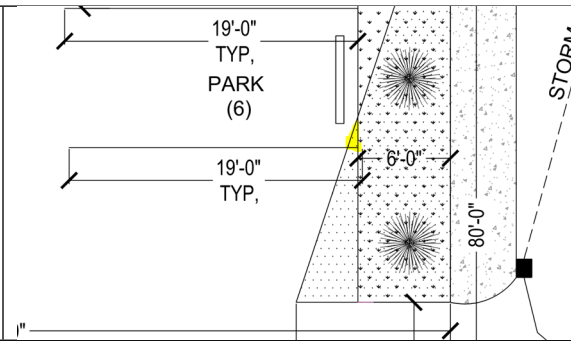
Submittal Requirement	Description	Applicant Response <i>ie. Written Response, Submitted, Not Providing</i>
<u>TGE Form</u>	A Trip Generation Estimate form (TGE) is required as part of the submittal packet pursuant to <u>SRC 220.005(e)(1)(D)</u> .	Submitted
Class 2 Driveway Approach Permit	It appears modifications to the existing driveway approaches serving the site are proposed. The proposed driveway approach(es) will be subject to the Class 2 Driveway Approach requirements described in SRC 804.025. The applicant shall submit the applicable application and fee. Note that this will trigger a Class 3 Site Plan Review. Please see additional comments regarding access below.	Plans updated to show existing driveways not changing; however, an existing conditions plan is required to confirm.
Existing Conditions Plan	Provide an existing conditions plan per SRC 220.005(e)(1)(b) show current site conditions.	Not Submitted
Landscape Plan	The landscape areas that are required to be landscaped to type A standards that requires a minimum 1 Plant Unit per every 20 square feet of landscaped area. A landscape plan is required to show the plant materials and their associated Plant Unit Value.	Provided

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>ie. Written Response, Submitted, Not Providing</i>
Chapter 800 – General Development Standards		
Special Setback	The property is subject to a special setback equal to 48-feet from the centerline of Market Street NE per <u>SRC 800.040</u> . 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. The applicant is advised that any new parking proposed in the special setback will be subject to the provisions of	OK – Shown on plans

	SRC 800.040, including the applicant executing a removal agreement for parking within the special setback.	
Pedestrian Connections *Adjustment not Supported	The construction of, or alteration or addition to, an off-street parking or vehicle use area requires that pedestrian connections meet standards in 800.065. A pedestrian connection is required to each entrance and street 800.065(a)(1) at least one of the required pedestrian connections shall connect to the street within 20 feet of the transit stop 800.065(a)(1)(B). Please show how these pedestrian connections will need to meet standards of 800.065(d) and (c).	Only one connection to Market has been provided a connection to Savage Road NE is also required.
Chapter 804 – Driveway Approaches		
Driveway Spacing *Adjustment supported if driveway remains in current location along Savage.	The proposed driveway approach to Savage Road NE does not meet the spacing standards in SRC 804.030(c) due to the proximity of adjacent intersections in the vicinity. SRC 804.030(c) requires driveways onto Collector streets to be located 200-feet from intersections with arterial streets. 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).	Existing Conditions Plan need to show existing driveway width to determine if they are being modified.
Access onto Arterial Streets *Adjustment not Supported	SRC 804.035(c)(2) requires access be taken from the lower classification street for corner lots abutting an arterial street and lower classification street. The applicant is advised that if access onto Market Street NE is requested, an adjustment to this standard would be required. Staff is not supportive of allowing an adjustment to this standard and recommends all accesses onto Market Street NE be permanently closed. The Market Street driveway approach also does not meet the spacing standard required for access onto an arterial street, which is 370-feet from adjacent intersections and driveway approaches (SRC 804.035(d)).	Existing Conditions Plan need to show existing driveway width to determine if they are being modified.
Chapter 805 – Vision Clearance		
Vision Clearance Obstructions *Adjustment not Supported	The proposed parking does not meet vision clearance standards established in SRC 805.005. The applicant is advised to revise the plans to meet the vision clearance standards in SRC Chapter 805.005. New Comments based on revised submittal: Please note that any vegetation within the vision clearance area will be required to be less than 30-inches in height (SRC 805.010)	Not addressed – Parking along Savage appears to be within the vision clearance area.



Chapter 806 – Parking

Maximum Off-Street Parking 806.015(a) *Adjustment not Supported	Retail sales allows a maximum off-street parking of 1 per 200 square feet. Based on the size of the existing and expansion the maximum parking would be 6 total spaces which includes the ADA parking space.	The ADA parking space counts as a parking space towards the total. A total of 6 spaces are permitted for this use and building size.
Maximum Compact Parking 806.015(b) *Adjustment not Supported	A maximum of 75% of the parking spaces can be compact. At minimum 25% of the parking spaces need to meet the dimensions for standard spaces as listed in Table 806-5 . As proposed 100% of the spaces only meet dimension standards for compact spaces. Please show how you will meet this requirement.	Provided
*Perimeter setbacks and landscaping abutting streets 806.035(c)(2) *May not apply	If pavement is proposed to be replaced then the areas with new pavement will be required to meet perimeter setback abutting street with one of the methods in SRC 806.035(c)(2) . Please include on the site plan if any areas of pavement are being replaced.	Not applicable
*Setback Adjacent to Buildings and Structures 806.035(c)(4) *May not apply	If pavement is proposed to be replaced then the areas with new pavement will be required to meet a minimum five-foot-wide landscape strip, planted to the Type A standard or 5 foot wide pedestrian path for the vehicular use area which goes around the building setback from the exterior wall of the building or structure by set forth in SRC chapter 807 . Please include on the site plan if any areas of pavement are being replaced.	Not applicable
Width of Drive Aisle 806.035 *Adjustment not Supported	Due to the ADA parking being across from the other parking this creates an area within the drive aisle that does not meet the width standard of 24 feet for standard size parking spaces. Please show how you will meet this requirement.	The space between the ADA parking and the Parking to the North create a pinch point of 5 feet, this is not wide enough for a drive aisle. The drive isle is required to be 24 feet in width.
Bike Parking 806.060(b) *Adjustment not Supported	The proposed bike parking location does not appear to be clearly visible from the primary entrance. Please show how you will meet this requirement.	Provided

Bicycle Rack Type and Location 806.055 (e) Table 806-10	Please show the type and location of the bike racks so I can review the type and location for meeting standards.	Please include bike rack detail showing the rack type and show the clearance between the rack and the wall
Bicycle Parking Access 806.060(b) *Adjustment not Supported	Please show that the bicycle area shall have direct and accessible access to the public right-of-way and the primary building entrance that is free of obstructions and any barriers, such as curbs or stairs, which would require users to lift their bikes in order to access the bicycle parking area.	Provided