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December 27, 2024

LAND USE APPLICATION – COMPLETENESS REVIEW

Project Information

Subject Property:	241 Geer Drive NE
Reference Number:	24-123957-PLN
Application Type:	Class 3 Site Plan Review and Class 2 Adjustment
Date Application Accepted:	December 4, 2024
Applicant:	Ray Joseph rjoseph@cityofsalem.net
Contact:	Rob Romanek rromanek@cityofsalem.net

Staff Contact

Land Use Planner:	Jamie Donaldson, Planner III jdonaldson@cityofsalem.net / 503-540-2328
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 (June 2, 2025) from the date the application was first submitted (December 4, 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>
Neighborhood Association Contact	The park is within the neighborhood association boundaries for the South West Association of Neighbors (SWAN). Pursuant to SRC 300.310 , the applicant is required to contact the City-recognized neighborhood association(s) whose boundaries include, or are adjacent to, the subject property via e-mail or mailed letter prior to submitting a Class 3 Site Plan Review application. Please submit a copy of the required e-mail or letter to the neighborhood association, and a list of the e-mail or postal addresses to which the e-mail or letter was sent, for this application.	
Recorded Deed	A copy of the recorded deed/land sales contract with a legal description for the property is required.	
TGE Form	A Trip Generation Estimate (TGE) form must be completed by the applicant and submitted with the application to determine whether a Transportation Impact Analysis is required.	
Site Plan	<p>Pursuant to SRC 220.005(e)(1)(A) the site plan shall include driveway locations, public and private streets, bike paths, transit stops, sidewalks, and other bike and pedestrian pathways, curbs, and easements. The site plan submitted does not provide all of the required information, and it does not appear to show the full scope of work proposed for this phase. For instance, it indicates the path of tree removal, but not where new pedestrian path(s) will be placed.</p> <p>Please provide a site plan with all of the required information, indicating where new pedestrian paths will be created, and the surfacing materials to be used for pathways. In addition, please identify which features are existing vs. proposed. For example, Little Free Library appears to be existing but not labeled as such.</p>	
Stormwater Management and/or Design Exception	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 Public Works Design Standards .	

	<ul style="list-style-type: none"> It is unclear if the path will be paved or other hard surface that meets the definition of “impervious” and requires stormwater management. Please clarify the materials to be used for all new surfaces and provide an impervious surface calculation. Staff took a rough measurement of the path shown on the plans and measured 5,255 sq. ft. If the project exceeds 5,000 sq. ft. of new impervious surface, green stormwater infrastructure will be required. 	
Written Statement	A written statement describing how the proposed development meets all of the approval criteria for Class 3 Site Plan Review under SRC 220.005(f)(3) is required. The written statement provided addresses the applicability for the site plan review, but did not address the approval criteria. In addition, the written statement provided does not address the pedestrian access standards of SRC 800.065 that would require the lighting standard, which would assist in meeting the first Class 3 SPR criterion.	

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 800 – General Development Standards		
Pedestrian Access	Please provide location, dimensions, and surfacing materials for the proposed pathway to verify conformance with SRC 800.065 .	
Chapter 806 – Off-Street Parking, Loading, and Driveways		
Bicycle Parking Access	<i>Parks and open space</i> uses require the greater of four bicycle parking spaces, or one space per thirty vehicle parking spaces. As there is no parking provided for the park, four bicycle parking spaces are required. Please identify a location for bike racks on the plans, and include the bike rack details for dimensions and design showing conformance with SRC 806.060 , which should also be addressed as an applicable section of the UDC in the written statement. This can also be conditioned with the land use decision at the request of the applicant, and detailed plans would be required at building permit review.	