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March 3, 2025

## LAND USE APPLICATION - COMPLETENESS REVIEW

### Project Information

|                                   |                                                                                                                                                                                                                               |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Subject Property:</b>          | 1793 Silverton Road NE                                                                                                                                                                                                        |
| <b>Reference Number:</b>          | 24-124647-PLN                                                                                                                                                                                                                 |
| <b>Application Type:</b>          | Class 3 Site Plan Review and Class 2 Adjustment                                                                                                                                                                               |
| <b>Date Application Accepted:</b> | December 12, 2024                                                                                                                                                                                                             |
| <b>Applicant:</b>                 | Gretchen Stone (CBTwo Architects)<br><a href="mailto:gretchen@cbtwoarchitects.com">gretchen@cbtwoarchitects.com</a>                                                                                                           |
| <b>Contact:</b>                   | Marcus Morin (Jet Industries)<br><a href="mailto:Marcus.m@jetindustries.net">Marcus.m@jetindustries.net</a><br><br>Oliver Raab (Jet Industries)<br><a href="mailto:Oliver.r@jetindustries.net">Oliver.r@jetindustries.net</a> |

### Staff Contact

|                                |                                                                                                                              |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Land Use Planner:</b>       | Jacob Brown, Planner II<br><a href="mailto:JRBrown@cityofsalem.net">JRBrown@cityofsalem.net</a> / 503-540-2347               |
| <b>Infrastructure Planner:</b> | Aaron Panko, Infrastructure Planner III<br><a href="mailto:APanko@cityofsalem.net">APanko@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 (June 10, 2025) from the date the application was first submitted (December 12, 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<br><i>ie. Written Response, Submitted, Not Providing</i> |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <b>Land Use Application Signature</b>                            | <p>Please provide documentation demonstrating that <del>Oliver Raab</del> <b>Hunter Zeeb</b> has the authority to sign on behalf of the property owner, ZEEB LEGACY LLC.</p> <p>Please provide documentation (Articles of Organization) that Hunter Zeeb has authority to sign on behalf of the property owner.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                             |
| <b>Recorded deed (addressed)</b>                                 | Please submit a copy of the recorded deed/land sales contract for the subject property.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                             |
| <b>Site Plan (addressed)</b>                                     | <p>Pursuant to <a href="#">SRC 220.005(e)(1)(A)(vii)</a> the site plan shall include Silverton Road NE and the required 48’ wide special setback.</p> <p>In addition, the alignment and width of the access easement does not appear to be accurately represented. Based on past permitting of the site, the landscaped island is outside of the accessway and aligns along the eastern edge. Furthermore, recorded plats of the site show that the easement is 26’ feet in width. See linked plat <a href="#">HERE</a>.</p>                                                                                                                                                                                                                                                                                                 |                                                                             |
| <b>Development Site (addressed)</b>                              | <p>The taxlots 073W14AD04501 (1815 Silverton Road NE), 073W14AD04502 (1805 Silverton Road NE), and 073W14AD04500 (1793 Silverton Road NE) meet the definition of development site under <a href="#">SRC 111.001</a> and therefore development site standards apply across the three parcels. When development site standards are identified below, the standards apply across the three parcels and conformance will need to be demonstrated for all three parcels.</p>                                                                                                                                                                                                                                                                                                                                                      |                                                                             |
| <b>Stormwater Management and/or Design Exception (addressed)</b> | <p>It is unclear from the submitted plans whether or not the proposal meets the definition of a large project pursuant to <a href="#">SRC 70.005</a>. The applicant shall submit a written finding regarding the definition of large project and new/replaced impervious surfaces pursuant to <a href="#">SRC 70.005</a>. 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 <a href="#">PWDS</a>.</p> <p>Replaced impervious surface does not include repair or maintenance activities on surfaces taken to prevent decline, lapse, or cessation in the use of the existing impervious surfaces <u>as long as no additional hydrologic impact</u> results from the repair or maintenance activity.</p> |                                                                             |

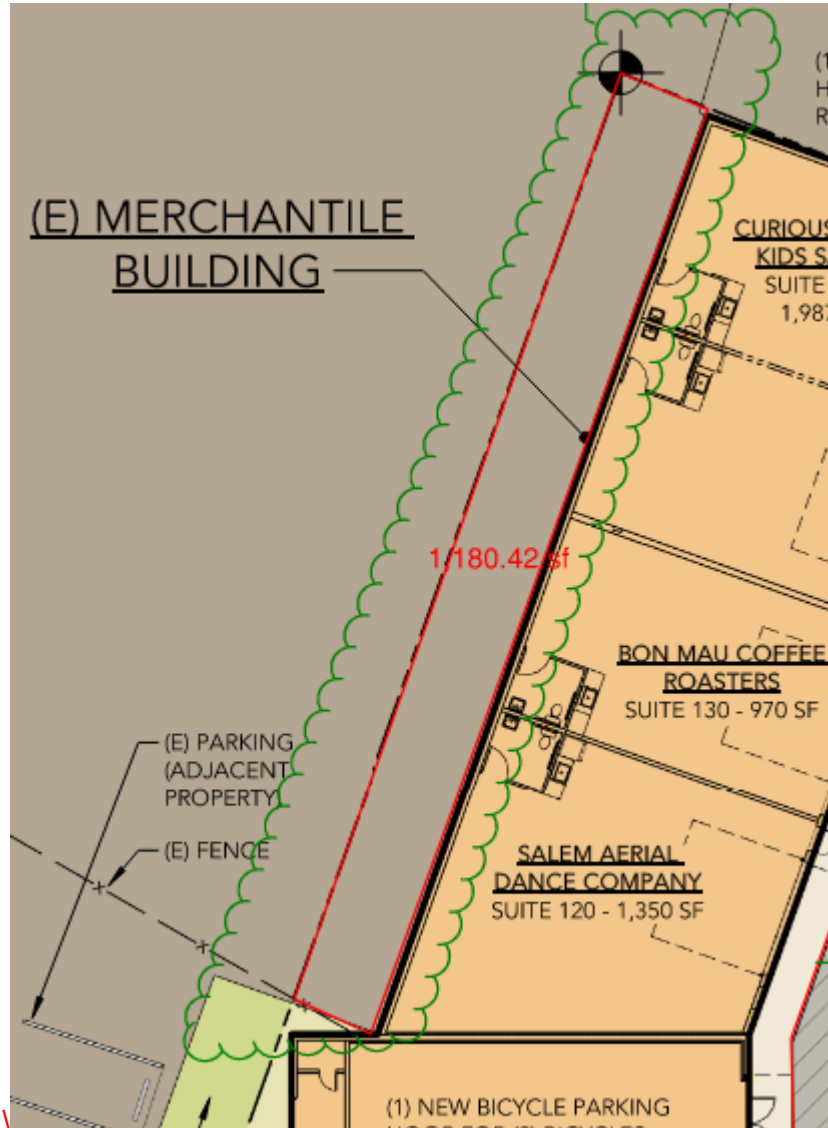
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|                                                     | <p><i>By way of illustration but not limitation, hydrologic impacts can include changes in the routing of drainage water flows, changes in drainage water points of discharge, in drainage water flow rates, changes in the duration of drainage water flows, or changes in drainage water flow volumes.</i></p> <p>Specifically, it appears a portion of the existing parking area was removed and replaced. The applicant should clarify the extent of the removal and replacement work, and address the hydrologic impact, if any, from that activity.</p> |  |
| <b>Class 2 Driveway Approach Permit (addressed)</b> | <p>The proposed driveway approach will be subject to the Class 2 Driveway Approach requirements described in <a href="#">SRC 804.025</a>. The applicant shall submit the applicable application and fee.</p> <p>It appears the driveway was widened to approximately 43 feet without a permit. The existing driveway will need to be replaced meeting Public Works Design Standards (PWDS), not to exceed 40 feet in width. The failing asphalt patch in Silverton Road NE along the driveway will need to be replaced with the driveway approach.</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<br><i>ie. Written Response, Submitted, Not Providing</i> |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <b>Chapter 523 – General Commercial (CG)</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                             |
| <b>523.010 (d)(3) Development Site Landscaping</b> | <p>Per SRC 523.010(d)(3), the CG zone requires a minimum of 15 percent of the development site to be landscaped to a Type A standard. Per Marion County Assessor records, the development site measures approximately 96,695 square feet in size across the three parcels. As such, a minimum of 14,504 square feet of the development site is required to be landscaped.</p> <p>A Class 2 Adjustment may be supported if the overall site landscaping is brought closer to the 15% standard. Please note any landscaping within the special setback does not count towards the development site landscaping. Upon request, the Class 2 Adjustment fee will be added and will be required to be paid prior to deeming the application complete.</p> <p><b>3/3/2025- Fee has been added. The findings have been provided; however, the findings for development site landscaping adjustment do clearly demonstrate how the standard is equally or better met. The proposal findings cite that additional landscaping</b></p> |                                                                             |

cannot be added to site without impacting another standard's conformance or reduce the number of parking spaces provided on site. Based on the plans, there appears to be a portion of the site along the northwestern section that can be landscaped and measures roughly 1,180 square feet. Please clarify the use of this area and how this area cannot be landscaped



### Chapter 806 – Parking

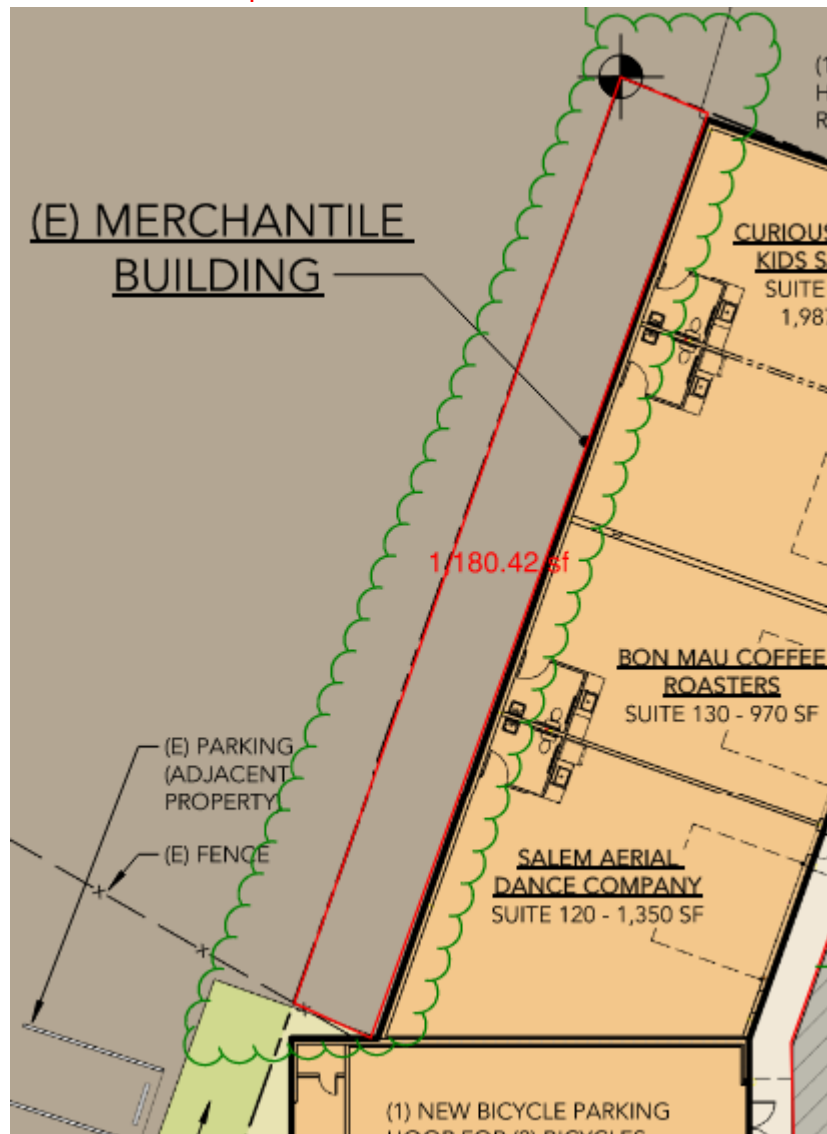
#### Vehicle Use Areas – Perimeter Setbacks & Adjustments

Based on aerials of the site, the off-street parking area was recently resurfaced and reconfigured without permits or prior Site Plan Review. As such, current standards of 806 apply to the parking area. The applicant's written statement identifies three adjustments to the following standards:

- SRC 806.035(c)(2)- Perimeter Setbacks and Landscaping Abutting Streets
- SRC 806.035(c)(3)- Perimeter Setbacks and Landscaping Abutting Interior Side and Rear Property Lines
- SRC 806.035(d)(2) – Minimum Percentage of Interior Landscaping Required

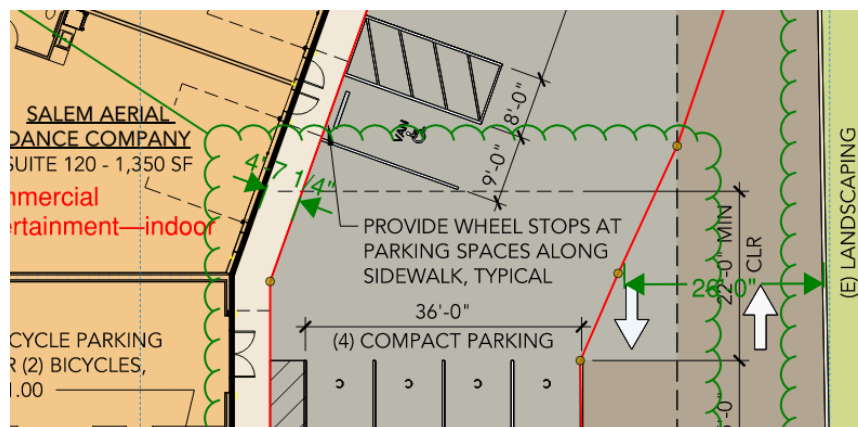
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|  | <p>The findings for the perimeter setbacks and landscaping identify that the standard is not applicable as justification for adjustment. The standard is applicable, and applicant shall demonstrate how intent of the standard is equally or better met through a revised written statement and any supportive materials necessary to demonstrate that the criteria is met. Staff could potentially be supportive of the adjustments if the intent of the setback which is to provide separation between vehicle use areas and break up the mass of paved surfaces with landscaping can be demonstrated through the existing and/or proposed landscaping on the site. Please note that perimeter setbacks are not required along the flag lot accessway or driveways.</p> <p>The adjustment sought for the 5% minimum required landscaping is not equally or better met by the proposed development. The parking area was resurfaced and reconfigured without prior approval so the standard is triggered and required to be met or the adjustment criteria to be clearly met by proposing landscaping that equally meets.</p> <p>3/3/2025- The findings have been updated; however, the findings for interior parking adjustment do clearly demonstrate how the standard is equally or better met. The proposal findings cite that additional landscaping cannot be added to site without impacting another standard's conformance or reduce the number of parking spaces provided on site. Based on the revised plans, there appears to be additional area dedicated to the turnaround area not required by code and other surfaced areas within the surfaced parking area not used for parking spaces or within an area where a setback is sought to be eliminated.</p> <p>As currently proposed, it is unclear how the criteria is met while there are areas that appear to be able to be landscaped without impacting the number of off-street parking spaces and overall configuration of the parking area.</p> <p>There appears to be a portion of the site along the northwestern section that can be landscaped and measures roughly 1,180 square feet. Please clarify the use of this area and how this area</p> |  |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

cannot be landscaped.



**Vehicle Turnaround**  
(addressed)

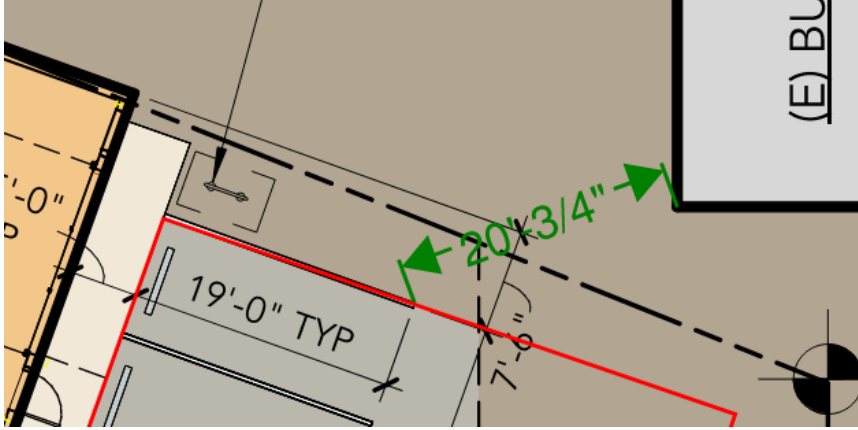
The area shown below terminates in a dead end. Per SRC 806.035(f), where a drive aisle terminates at a dead-end, a turnaround is required. Please revise the plans to provide a turnaround or reconfigure the parking area.



**Driveway Width**  
(addressed)

SRC 806.040 (d) requires a minimum width of 22 feet for two-way driveways. The proposed parking space narrows the width of driveway used to access northern property to less than 22 feet.



|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                              | <p>Please revise the plans to allow a 22-foot-wide driveway to allow access to northern property.</p>                                                                                                                                                                                                                                                                                                                                   |  |
| <b>Chapter 800 – General Standards</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>Special Setback</b><br>(addressed)        | <p>The property is subject to a special setback equal to 48-feet from the centerline of Silverton Road NE, per <a href="#">SRC 800.040</a>. 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.</p>                                                                                                                                                                           |  |
| <b>Solid Waste Area</b><br>(addressed)       | <p>If proposed, please provide details of the solid waste collection area meeting the standards of SRC 800.055.</p>                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Pedestrian Connections</b><br>(addressed) | <p>The previous surfacing of the site without prior site plan review approval triggers pedestrian connections to be provided.</p> <p>Per SRC 800.065 (a)(1) a pedestrian connection with a minimum width of 5 feet shall be provided between the primary building entrance of each building on the development site and each adjacent street. As the indicated above, the development site includes 1805 and 1815 Silverton Road NE requiring a pedestrian connection to be extended to the edge of subject property.</p> |  |
| <b>Adjustments to Development Standards</b>  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>Written Statement</b><br>(ADJ)            | <p>The Class 2 Adjustment requests do not provide enough evidence as to how the intent of the standard is being equally or better met by the proposed development.</p> <p>Please revise the written statement for the adjustment requests to include how each adjustment equally or better meets the intent of the requested standard, as outline in <a href="#">SRC 250.005(d)(2)</a>.</p>                                                                                                                               |  |
| <b>Chapter 804 – Driveway Approaches</b>     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>Driveway Spacing</b><br>(addressed)       | <p>The proposed driveway approach to Silverton Road NE does not meet the spacing standards in <a href="#">SRC 804.030(c)</a> due to the proximity of adjacent driveways/streets 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 <a href="#">SRC 804.025(d)</a> and <a href="#">SRC 250.005(d)(2)</a>.</p>                                                                |  |