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January 7, 2025

## LAND USE APPLICATION - COMPLETENESS REVIEW

### Project Information

<b>Subject Property:</b>	3271 Lancaster Drive NE
<b>Reference Number:</b>	24-124417-PLN
<b>Application Type:</b>	Conditional Use Permit & Site Plan Review
<b>Date Application Accepted:</b>	December 10, 2024
<b>Applicant:</b>	Rahim Abbasi <a href="mailto:rahim@abbasidesign.com">rahim@abbasidesign.com</a>
<b>Contact:</b>	Ryan Ramey <a href="mailto:ryan.ramey@cvpre.com">ryan.ramey@cvpre.com</a>

### Staff Contact

<b>Land Use Planner:</b>	Peter Domine, Planner II <a href="mailto:pdomine@cityofsalem.net">pdomine@cityofsalem.net</a> / 503-540-2311
<b>Infrastructure Planner:</b>	Aaron Panko, Infrastructure Planner III <a href="mailto:apanko@cityofsalem.net">apanko@cityofsalem.net</a> / 503-588-6173 #2356

### 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 8, 2025) from the date the application was first submitted (December 10, 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/government/laws-rules/salem-revised-code>

### 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>
<b>Signed Land Use Application</b>	A copy of the land use application, signed by the property owner, or duly authorized representative.	This was submitted originally. We have attached it again.
<b>Stormwater Management and/or Design Exception</b>	<p>Pursuant to <a href="#">SRC 220.005(e)(1)(F)</a> provide a description of the proposed stormwater management system prepared in accordance with the <a href="#">Public Works Design Standards (PWDS) Appendix 4E</a>.</p> <p>The application does not provide sufficient details to identify how the site is compliant with <a href="#">SRC 71</a>, specifically the requirements for Green Stormwater Infrastructure (GSI) pursuant to <a href="#">Public Works Design Standards (PWDS) Appendix 4E</a>. The applicant shall provide a storm drainage system that provides treatment and flow control as required by the PWDS.</p>	Please refer to the revised Stormwater Plan Rev 1 and the accompanying Stormwater Report.
<b>Street Trees Required</b>	Street trees are required to be planted to the maximum extent feasible along Lancaster Drive NE. Proposed street trees shall be shown on the applicant's site plan per <a href="#">SRC 220.005(e)(1)(A)(x)</a> .	Please see street trees added on the site plan and the landscape plan.
<b>Partition Tentative Plan</b>	<p>The tentative plan does not include all required items listed under <a href="#">SRC 205.030(a)</a>. Specifically, the following items are missing:</p> <ul style="list-style-type: none"> <li>• The dimensions of each proposed lot or parcel;</li> <li>• The width of all existing streets abutting the perimeter of the subject property;</li> </ul> <p>The location of all existing and proposed easements.</p>	Please refer to the Preliminary Plat for the parcel dimensions. The width of the existing street varies which is the reason for the traingular shaped ROW dedication.
<b>Title Report</b>	<p>The title report has an effective date of July 29, 2024 and is expired. A title report no older than 30 days is required at completeness.</p> <p>Submit a current title report for the subject property for review by the Survey Section pursuant to <a href="#">SRC 205.030(b)</a>.</p>	Please see resubmitted most recent title report. Another revised Title Report has been requested that is no older than 30 days and will be provided once confirmation that all other items have met completeness.

### 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>
<b>Chapter 800 – General Development Standards</b>		

<b>Pedestrian Access</b>	Per SRC 800.065(c), the on-site pedestrian circulation system is required to be lighted to a level where it can be used at night by employees and customers. Plans do not indicate any lighting; however, this can be conditioned to be met at building permit.	Please see the attached photometric plan.
<b>Solid Waste Service Areas</b>	The solid waste service enclosure on the site plan (sheet A1.2) does not match the plans on the architectural plans (sheet A-102). The gates on the architectural plans measure 12 ft and the site plan measures 8.5 ft. A minimum 12-foot gate is required, per <a href="#">SRC 800.055(e)(1)</a> .	Please refer to the revised plans and submitted communication with Pacific Sanitation with their approval of the proposed trash enclosure.
<b>Chapter 803 – Street and Right-of-Way Improvements</b>		
<b>Right-of-way dedication</b>	As a condition of building permit approval, the applicant is required to dedicate right-of-way equal to 48-feet from centerline of Lancaster Drive NE, per <a href="#">SRC 803.040</a> . The applicant shall revise their proposed site plan to show dedication to ensure setbacks for structures can be met from the future right-of-way.	This has been added on the Site plan.
<b>Chapter 806 – Off-Street Parking</b>		
<b>Vehicle Use Areas – Perimeter Setbacks</b>	Vehicle use area setback is measured from the ROW dedication. The required ROW dedication may affect the proposed landscaping area between the drive aisle and the street, resulting in less landscape area. As mentioned above, the plan will need to show the area for right-of-way dedication and that the required setback will be met.	This has been revised in the Site plan.
<b>Bicycle Parking</b>	The proposed bicycle parking does not meet the dimensional requirements of <a href="#">SRC 806.060(c)</a> , Table 806-10. Per Table 806-9, bicycle parking is not required for the proposed use; however, if it is proposed, it is required to meet the development standards of this section.	Bicycle parking has been removed from the project.
<b>Chapter 809 – Wetlands</b>		
<b>Wetlands and/or Hydric Soils</b>	There are Salem-Keizer Local Wetland Inventory linear channel wetlands and/or hydric soils mapped on the subject property. The applicant is required to verify mapped wetland area(s). Once the application is deemed complete, Wetlands Notice to the Department of State Lands, as required by <a href="#">SRC 809.025</a> .	Please see the attached memo from Pacific Habitat Services determining there are no wetlands on our site.
<b>Adjustments to Development Standards</b>		
<b>Written Statement (ADJ)</b>	<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. Specifically, the request to increase the allowed maximum parking, e.g., how many employees are likely going to be parking at any given time?</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>	Please see the updated written statement.