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April 18, 2025

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	1805 Oxford Street SE
Reference Number:	25-106682-PLN
Application Type:	Class 3 Site Plan Review, Class 2 Driveway Approach Permit, Class 2 Adjustments
Date Application Accepted:	March 26, 2025
Applicant:	Salem Watumull, LLC Represented by: Brand Land Use Britany Randall britany@brandlanduse.com
Contact:	Shelby Guizar shelby@brandlanduse.com Dalke Construction Co., Inc. tracie@dalkeconstruction.com

Staff Contact

Land Use Planner:	Peter Domine, Planner II pdomine@cityofsalem.net / 503-540-2311
Infrastructure Planner:	Laurel Christian, Infrastructure Planner III lchristian@cityofsalem.net / 503-584-4632

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 (September 22, 2025) from the date the application was first submitted (March 26, 2025) 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>
Class 2 Driveway Approach Permit	<p>The application includes two (2) driveway approach permits, one for the gravel maintenance road onto Oxford Street SE and one from the north side of the building onto Lewis Street SE; however, additional driveway approach permits (4 total) appear to be required. The applicant shall submit the applicable application and fee unless the plans are revised. Staff counts four approach permits necessary:</p> <ol style="list-style-type: none"> 1. Driveway approach serving the north side of the building loading dock directly onto Lewis Street SE. 2. Driveway approach at the terminus of Lewis Street SE where plans show removal of fencing and new gate for access. 3. Driveway approach at the terminus of Howard Street as there appears to be an unpermitted approach that is being used for access. 4. Driveway approach serving the gravel maintenance road onto Oxford Street. <p>Note that not all driveway approaches are supported, based on review of applicable criteria and adjustments required. See comments on driveway approaches in the below sections. If plans are revised, fewer approach permits may be required.</p>	
Easements	Pursuant to SRC 220.005(e)(1)(A)(vii) the site plan shall include easements. There is an existing public sanitary sewer main on the property in an easement that needs to be shown on the site plan.	
Floodplain Development	In accordance with SRC 220.005(e)(1)(B)(iv) the applicant shall show the regulatory floodplain on the subject property. Development within the floodplain requires a floodplain development permit subject to the requirements of SRC 601 at time of Building Permit/Floodplain Development Permit Application.	
Street Trees Required	<p>Existing and proposed street trees shall be shown on the applicants site plan per SRC 220.005(e)(1)(A)(x).</p> <ul style="list-style-type: none"> • Note that due to the existing waterline in the landscape strip along 20th Street SE, trees are not required along 20th Street SE. 	

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 71 – Stormwater Management		
Stormwater Management Report	The applicant requests multiple Design Exceptions to accommodate green stormwater infrastructure, which is required by SRC Chapter 71. Comments on the applicant's stormwater report will be provided directly to the applicant's engineer and should be addressed at time of Building Permit.	
Chapter 800 – General Development Standards		
Pedestrian Connections	Requested adjustment to eliminating pedestrian connections to each building is not supported as is. Please provide further justification for how not providing additional connections is equally or better met, or how the existing connections could be improved.	
Chapter 804 – Driveway Approaches		
Driveway to new Loading Dock	<p>The applicant proposes one new driveway approach to serve a loading dock that provides direct access to Lewis Street SE. In order to review this driveway approach, the applicant shall provide a plan demonstrating how the loading dock and driveway will be used. Please provide information as to what size vehicles will be utilizing the driveway and how they will maneuver into the loading dock without blocking the roadway. With the information submitted, it is unclear how this approach meets the Class 2 Driveway approach standards in SRC 804.025.</p> <p>In addition, the approach does not meet the following standards. Zoning Adjustments may be requested to deviate from the development standards, but must demonstrate how the proposal meets the approval criteria to the standards:</p> <ol style="list-style-type: none"> 1. The minimum driveway approach width for a two-way driveway is 22-feet (SRC 804.050(b)(2)) and the plans show a 20-foot-wide driveway. 2. SRC 806.080(d) requires "off-street loading areas shall be of sufficient size, and all curves and corners of sufficient radius, to accommodate the safe operation of a delivery vehicle." it is unclear how this loading dock can operate without blocking the right-of-way. 	
Driveways at the Terminus of Lewis and Howard	<p>The applicant's civil plans show removal of the existing fence at the terminus of Lewis Street SE and installation of a gate. This access point will require a driveway approach permit, described above. Similarly, it appears the terminus of Howard Street SE is used as a driveway access. Zoning Adjustments may be requested to deviate from the development standards, but must demonstrate how the proposal meets the approval criteria to the standards:</p> <ol style="list-style-type: none"> 1. The minimum driveway approach width for a two-way driveway is 22-feet (SRC 804.050(b)(2)) and the plans show a 20-foot-wide driveway. 2. Driveway approaches onto local streets are only permitted to serve approved vehicle and parking areas (SRC 804.030(b)(1)). 	

	<p>The plans do not show how this access will connect to the existing parking area, it appears removal of existing landscape is required to accommodate the required paved driveway approach.</p> <p>In addition, the Fire Department has indicated that the gates would need to meet Fire Department Standards for access.</p>	
Driveway onto Oxford for Stormwater Facility	<p>The applicant's civil plans show one new access onto Oxford Street to service the stormwater facility. Access to the storm facility is not required. Per the PWDS, all weather access is only required for City-maintained facilities and this facility is private. The storm facility could be accessed by the internal parking lot drive aisles to the west, similar to how the existing storm facilities are accessed. Staff does not support this approach onto Oxford Street with requested adjustments and staff recommends providing access to the storm facility by extension of the existing parking area to the west. With the information submitted, it is unclear how this approach meets the Class 2 driveway approach standards in SRC 804.025.</p> <p>Zoning Adjustments may be requested to deviate from the development standards, but must demonstrate how the proposal meets the approval criteria to the standards:</p> <ol style="list-style-type: none"> 1. The minimum driveway approach width for a two-way driveway is 22-feet (SRC 804.050(b)(2)) and the plans show a 15-foot-wide driveway. 2. Driveway approaches onto collector streets are only permitted to serve approved vehicle and parking areas (SRC 804.030(b)(1)). It is unclear if the gravel access would be an approved vehicle use area, per Planning Standards and may require modifications. 3. Only forward in and forward out movements are permitted commercial uses, it is unclear how the proposed driveway would meet this standard (SRC 806.035(f)(1)). A turn around has not been provided. 4. The applicant shows gravel for the surfacing of this approach and driveway, which does not meet the standards of SRC 806.040(e)(2) as it is not required by the PWDS. 	
Chapter 805 – Vision Clearance		
Vision Clearance Obstructions	<p>The driveway onto Lewis Street SE serving the loading dock does not meet vision clearance standards established in SRC 805.005. The written statement includes request for a vision clearance adjustment based on the criteria in SRC 250, but does not provide the written justification for the criteria required under SRC 805.015.</p>	