



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025
www.cityofsalem.net/planning • www.cityofsalem.net

April 23, 2025

LAND USE APPLICATION – 2nd COMPLETENESS REVIEW

Project Information

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

Staff Contact

Land Use Planner:	Peter Domine, Planner II pdomine@cityofsalem.net / 503-540-2311
Infrastructure Planner:	Aaron Panko, Infrastructure Planner III apanko@cityofsalem.net / 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>
Signed Land Use Application Addressed	A copy of the land use application, signed by the property owner, or duly authorized representative.	
Stormwater Management and/or Design Exception Not Addressed	<p>Pursuant to SRC 220.005(e)(1)(F) provide a description of the proposed stormwater management system prepared in accordance with the Public Works Design Standards (PWDS) Appendix 4E.</p> <p>The application does not provide sufficient details to identify how the site is compliant with SRC 71, specifically the requirements for Green Stormwater Infrastructure (GSI) pursuant to Public Works Design Standards (PWDS) Appendix 4E. The applicant shall provide a storm drainage system that provides treatment and flow control as required by the PWDS.</p> <p>Updated application materials do not adequately address stormwater management requirements. Approximately 12,324 square feet of new impervious area is proposed, 927 square feet (7.7%) of green stormwater infrastructure is proposed. Please provide a preliminary stormwater report for the proposed development, or set aside a minimum of 10 percent for green stormwater infrastructure.</p>	Please see the revised Sheet C5.0 with updated Calcs at 10.2% GSI.
Street Trees Required Addressed	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 SRC 220.005(e)(1)(A)(x) .	
Partition Tentative Plan Not Addressed	<p>The tentative plan does not include all required items listed under SRC 205.030(a). Specifically, the following items are missing:</p> <ul style="list-style-type: none"> • The dimensions of each proposed lot or parcel; • The width of all existing streets abutting the perimeter of the subject property; <p>The location of all existing and proposed easements.</p> <p>The width of Lancaster Drive NE and proposed right-of-way dedication is not accurately shown on the tentative plat. See attached.</p>	Please see the revised Sheet A1.3.
Title Report Addressed	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.	

	Submit a current title report for the subject property for review by the Survey Section pursuant to SRC 205.030(b) .	
--	--	--

<u>Advisory Comments</u>		
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 Addressed	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.	
Solid Waste Service Areas Not Addressed	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 SRC 800.055(e)(1) . Although communication with the service provided indicates a reduced gate will not be a problem, the standard is still required. If you wish to proceed with the reduces gate, you may request an additional Class 2 Adjustment.	We have revised the Written Narrative to reflect 2 Class 2 adjustments.
Chapter 803 – Street and Right-of-Way Improvements		
Right-of-way dedication Not Addressed	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 SRC 803.040 . 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. The width of Lancaster Drive NE and proposed right-of-way dedication is not accurately shown on the tentative plat. See attached.	Please see the revised Sheet A1.3.
Chapter 806 – Off-Street Parking		
Vehicle Use Areas – Perimeter Setbacks See above	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.	Please see the revised Sheet A1.3.
Bicycle Parking	The proposed bicycle parking does not meet the dimensional requirements of SRC 806.060(c) , 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.	
Chapter 809 – Wetlands		

Wetlands and/or Hydric Soils Addressed	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 SRC 809.025 .	
Adjustments to Development Standards		
Written Statement (ADJ) Addressed	<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 SRC 250.005(d)(2).</p>	