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May 14, 2025

## LAND USE APPLICATION – 2<sup>nd</sup> COMPLETENESS REVIEW

### Project Information

<b>Subject Property:</b>	1805 Oxford Street SE
<b>Reference Number:</b>	25-106682-PLN
<b>Application Type:</b>	Class 3 Site Plan Review, Class 2 Driveway Approach Permit, Class 2 Adjustments
<b>Date Application Accepted:</b>	March 26, 2025
<b>Applicant:</b>	Salem Watumull, LLC  Represented by: Brand Land Use Britany Randall <a href="mailto:britany@brandlanduse.com">britany@brandlanduse.com</a>
<b>Contact:</b>	Shelby Guizar <a href="mailto:shelby@brandlanduse.com">shelby@brandlanduse.com</a>  Dalke Construction Co., Inc. <a href="mailto:tracie@dalkeconstruction.com">tracie@dalkeconstruction.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>	Laurel Christian, Infrastructure Planner III <a href="mailto:lchristian@cityofsalem.net">lchristian@cityofsalem.net</a> / 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”:**

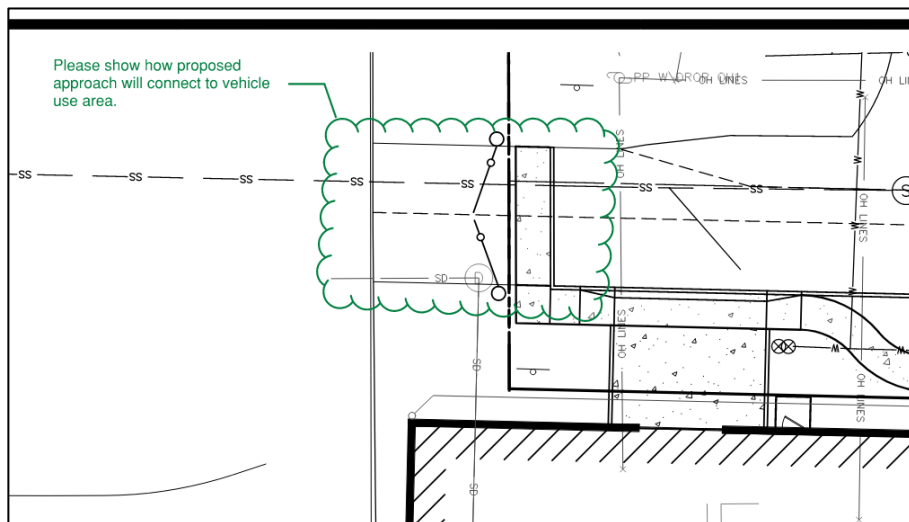
<b>Submittal Requirement</b>	<b>Description</b>	<b>Applicant Response <i>i.e., Written Response, Submitted, Not Providing</i></b>
<b>Class 2 Driveway Approach Permit</b>  <b>Addressed</b>	<p>The application includes two (2) driveway approach permits, one for the gravel maintenance road onto Oxford Street 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"> <li>1. Driveway approach serving the north side of the building loading dock directly onto Lewis Street SE.</li> <li>2. Driveway approach at the terminus of Lewis Street SE where plans show removal of fencing and new gate for access.</li> <li>3. <del>Driveway approach at the terminus of Howard Street as there appears to be an unpermitted approach that is being used for access.</del></li> <li>4. Driveway approach serving the gravel maintenance road onto Oxford Street.</li> </ol> <p><b>Additional fee for third driveway approach added to application folder.</b></p>	
<b>Easements</b>  <b>Addressed</b>	<p>Pursuant to <a href="#">SRC 220.005(e)(1)(A)(vii)</a> 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.</p>	
<b>Floodplain Development</b>  <b>Addressed</b>	<p>In accordance with <a href="#">SRC 220.005(e)(1)(B)(iv)</a> 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.</p>	
<b>Street Trees Required</b>  <b>Addressed</b>	<p>Existing and proposed street trees shall be shown on the applicants site plan per <a href="#">SRC 220.005(e)(1)(A)(x)</a>.</p> <ul style="list-style-type: none"> <li>• Note that due to the existing waterline in the landscape strip along 20<sup>th</sup> Street SE, trees are not required along 20<sup>th</sup> Street SE.</li> </ul>	

**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 71 – Stormwater Management</b>		
<b>Stormwater Management Report</b>  <b>Addressed as condition of approval</b>	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.	
<b>Chapter 800 – General Development Standards</b>		
<b>Pedestrian Connections</b>  <b>Addressed</b>	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.	
<b>Chapter 804 – Driveway Approaches</b>		
<b>Driveway to new Loading Dock</b>  <b>Addressed</b>	<p>The applicant proposes <del>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 <a href="#">SRC 804.025.</a></del></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"> <li><del>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.</del></li> <li><del>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.</del></li> </ol>	
<b>Driveways at the Terminus of Lewis and Howard</b>  <b>Not addressed. Revised comments</b>	<p>The applicant's written response to the first incomplete letter indicates this approach is being "re-done"; however, an approach at this location does not currently exist according to 2024 aerial imagery and 2024 Street View Imagery, nor has an approach been previously permitted at this location.</p> <p>Staff has no concerns with the proposed approach, provided that it is revised to meet the following standards:</p>	

**based on  
REV01 Plans**

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)). 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.



**Driveway onto  
Oxford for  
Stormwater  
Facility**

**Not  
addressed.**

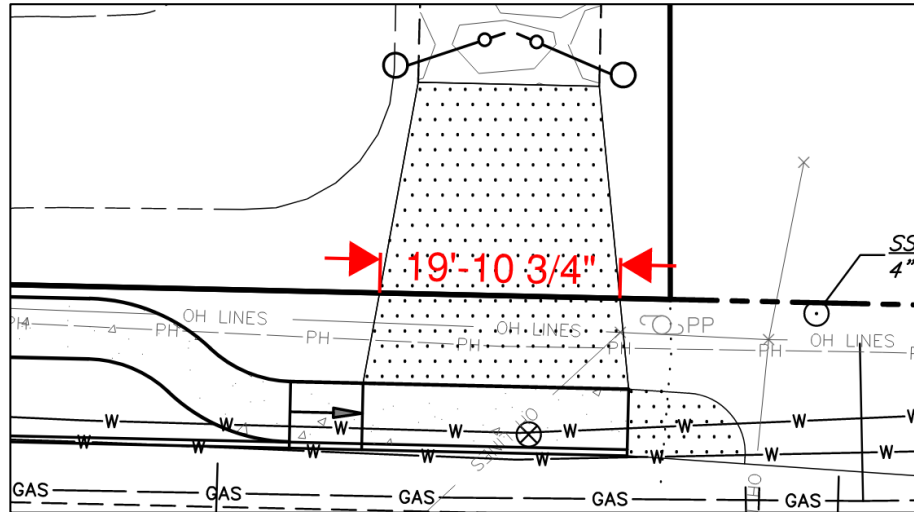
The applicant's civil plans show one new access onto Oxford Street to service the stormwater facility and building maintenance access.

Staff has no concerns with the proposed approach; however, the following adjustment is necessary:

**Revised  
comments  
based on  
REV01 Plans**

1. The minimum driveway approach width for a two-way driveway is 22-feet (SRC 804.050(b)(2)) measured at the property line (SRC 804.050(c)). Due to the limited use of the approach, staff is supportive of an adjustment to this standard and the driveway may be reduced further, if requested.

**Please provide the applicable fee and written findings addressing the approval criteria for Adjustments or modify the plans to meet the standard.**



### Chapter 805 – Vision Clearance

**Vision  
Clearance  
Obstructions**

**Not Addressed**

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](#).

**The incomplete response does not address the applicable criteria of SRC 805.015. Staff is supportive of an adjustment to measure the vision clearance from the back of the sidewalk at the driveway approach; however, the applicant needs to provide a written statement addressing the applicable criteria and pay the applicable fee. Alternatively, the plans could be modified to meet the standard.**