



Planning Division * 503-588-6173
555 Liberty St. SE / Room 305 * Salem, OR 97301-3503 * Fax 503-588-6005

November 29, 2016

PLANNING REVIEW CHECKLIST

Subject Property: 1700-1800 Block of 23rd Street SE
Ref#: 16-120896-RP (Class 3 Site Plan Review)
16-120898-DR (Class 1 Design Review)

Bin#: NA

Applicant: Bo Rushing
Rushing Group
4336 Commercial Street SE
Salem, OR 97301

Phone: (503) 588-8500
Email: bo@rushinggroup.com

Contact: Gene Bolante
Studio 3 Architecture
222 Commercial Street NE
Salem, OR 97301

Phone: (503) 390-6500
Email: gene@studio3architecture.com

Class 3 Site Plan Review and Class 1 Design Review applications were received on November 14, 2016 for development of property located at the 1700-1800 Block of 23rd Street SE. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
Public Works Department – Stormwater GSI Requirements – SRC Chapter 71	<p>Please identify how the proposed development complies with the GSI Codes in SRC Chapter 71 by providing one of the three options below.</p> <ol style="list-style-type: none">1. Runoff from the new and replaced impervious surfaces flows into one or more locations that have been set aside for installation of Green Stormwater Infrastructure (GSI) and the locations have a total area of at least ten percent of the total new plus replaced impervious surface area; or2. GSI is used to mitigate the impacts of stormwater runoff from at least 80 percent, but less than 100 percent, of the total new plus replaced impervious surfaces; or3. Under a design exception from the City Engineer, GSI is used to mitigate the impacts of stormwater runoff from less than 80 percent of the total new plus replaced impervious surfaces and the factor(s) limiting implementation (SRC 71.095).
CU16-01 – Conditions of Approval	<p>Conditional Use Permit CU16-01 approved development of a 96-unit apartment complex for the subject property subject to three conditions of approval:</p> <p>Condition 1: At the time of building permit review, the applicant shall provide an acoustical analysis, by a qualified acoustical engineer, of the proposed development, and incorporate into the design of the site and buildings, methods outlined in the analysis for reducing sound levels from surrounding uses to achieve an indoor noise level equal to or less than 55 Ldn.</p>

	<p>Condition 2: The applicant shall incorporate a disclaimer into their tenant lease agreements that excessive noise is possible based on surrounding uses.</p> <p>Condition 3: All significant trees on the subject property shall be preserved and protected through construction.</p> <p>Please provide evidence that the proposed development will comply with Conditions 1 and 2, and indicate how significant trees will be protected during construction.</p>
Site Plan and Summary Table – Interior Parking Lot Landscaping – SRC 806.035(d)	<p>For off-street parking areas greater than 5,000 square feet in size, but less than 50,000 square feet in size, a minimum of 5 percent interior landscaping is required for the off-street parking area.</p> <p>The proposed off-street parking area is approximately 34,394 square feet in size and requires a minimum of 1,720 square feet of interior landscaping. In the summary table, please indicate the amount of interior parking lot landscaping provided for the proposed development.</p>
Chapter 702 – Multi-Family Design Standards	
702.015(b)(2)(A)(i) – Common Open Space	<p>A minimum of 30 percent of the gross site area shall be designated and permanently reserved as common open space.</p> <p>The written summary indicates that 36,799 square feet (28.9%) of landscaping is proposed on the development site, less than the minimum requirement. Please revise the site plan and summary table to comply with the minimum requirement.</p>
702.015(c)(2)(A) – Children’s Plan Area	<p>For a 96 unit apartment complex, Table 702-2 requires a minimum area of 1,950 square feet for the children’s play area.</p> <p>The proposed site plan and written statement indicates that a 1,200 square foot play area is proposed, less than the minimum requirement. Please revise the site plan and summary table to comply with the minimum requirement.</p>
702.015(d) – Private Open Space	<p>Please provide a floor plan for each of the proposed building types so staff can determine compliance with this section. The landscape plan and written statement does not seem to address the separation requirements in SRC 702.015(d)(2)(C).</p>
702.020(b)(2)(C) – General Landscaping	<p>Landscaping, or a combination of landscaping and fencing, shall be provided for developments abutting arterial or collector streets to prevent headlights from shining into the windows of buildings.</p> <p>The written statement does not address this standard. Please clarify how the proposed development is consistent with this standard.</p>
702.020(c)(2)(A) – Street Frontage	<p>Trees shall be planted within the public right-of-way at one of the following ratios:</p> <ul style="list-style-type: none"> i) Canopy Trees. One canopy tree per 50 linear feet of street frontage, or fraction thereof. ii) Columnar Trees. One columnar tree per 40 linear feet of street frontage, or fraction thereof. <p>The written statement does not address this standard. Please clarify how the proposed development is consistent with this standard, including the linear feet of street frontage and type of street trees proposed.</p>
702.020(e)(2)(A) – Privacy	<p>Ground level private open space shall be physically and visually separated from common open space with perimeter landscaping or perimeter fencing.</p>

	<p>The written statement and the landscape plan does not seem to address this standard. Please clarify how the proposed development is consistent with this standard.</p>
702.020(f)(2) – Parking Area	<p>a) A minimum of 1 canopy tree shall be planted along every 50 feet of the perimeter of parking areas. Trunks of the trees shall be located within 15 feet of the edge of the parking area.</p> <p>b) Canopy trees shall be planted within planter bays.</p> <p>c) Planter bays shall be a minimum width of 18 feet.</p> <p>Please clarify how the proposed development is consistent with these standards.</p>
702.025(a)(2)(E) – Crime Prevention Through Environmental Design	<p>A completed “Enhanced Safety Assessment Report for Multi-Family Construction” shall be submitted. Compliance with the provisions of the assessment is advisable by not mandatory. This report has not been submitted.</p>
702.030(b)(2)(A) – General Parking and Site Access	<p>Parking areas greater than 6,700 square feet in area shall be physically and visually separated with landscaped planter bays that are a minimum of 18 feet in width.</p> <p>It does not appear than the proposed layout complies with this development standard. Please clarify on the site plan and the written findings how the proposed parking area complies with this standard.</p>
702.030(b)(2)(A) – General Parking and Site Access	<p>Pathways connecting to and between buildings, common open space, and parking areas shall be separated from dwelling units by a minimum distance of 10 feet.</p> <p>It appears a walkway is proposed between the public sidewalk and the dwelling unit entrances for Building 1, the proposed walkway is less than 10 feet from dwelling units, and does not comply with this development standard. Please adjust the site plan to comply with this standard.</p>
702.030(b)(2)(A) – General Parking and Site Access	<p>Garages, carports, and parking areas shall be set back a minimum of 20 feet from the public right-of-way.</p> <p>SRC 111.075(b) defines off-street parking areas as an area of a development site used for short-term off-street parking of vehicles. An off-street parking area includes aisles and maneuvering areas within the parking area.</p> <p>On the south side of proposed Building 5, the proposed site plan shows a maneuvering area that encroaches into the minimum 20 foot setback from 23rd Street SE. Please revise the site plan to comply with the minimum 20 foot parking area setback.</p>
702.035(c)(2)(C) – Compatibility	<p>On site with 75 feet or more of buildable width, a minimum of 50 percent of the buildable width shall be occupied by building placed at the setback line. Accessory structures shall not apply towards meeting the required percentage.</p> <p>The setback line for the IC (Industrial Commercial) zone is 5 feet adjacent to a street, however, in instances where a Public Utility Easement (PUE) provides a greater setback than the base zone, the building may be placed at the PUE line.</p> <p>SRC 111.010(b) defines buildable width as the distance along the street right-of-way, exclusive of side setbacks, wetlands, and riparian corridors, which is sufficiently deep to accommodate a lot depth of 70 feet and meet setback requirements. Where a development fronts on a street which is curved, the buildable width shall be measured radial to the curve.</p> <p>Please clarify on the site plan and the written findings how the proposed development complies with this development standard.</p>

702.035(c)(2)(E) – Compatibility	<p>A porch or architecturally defined entry area shall be provided for each ground level dwelling unit. Shared porches or entry areas are permitted, provided the porch or entry area has at least 25 square feet of area for each dwelling unit, with no dimension less than 5 feet. Porches and entry areas shall be open on at least one side, and may be covered or uncovered. All grade level porches shall include hand-railings, half-walls, or shrubs to define the outside perimeter.</p> <p>Please clarify on the site plan/floor plan and the written findings how the proposed development complies with this development standard.</p>
SRC 702.035(d)(2)(A) and (F) - Articulation	Please provide a floor plan for each of the proposed building types so staff can determine compliance with these sections.
SRC 702.035(d)(2)(B) – Articulation	<p>Within 28 feet of every property line, the building setback for adjacent buildings on the same lot shall vary by at least 4 feet in depth.</p> <p>Proposed buildings 4 and 6 are within 28 feet of the eastern property line and required a setback that varies by at least 4 feet. The setback for building 4 is approximately 19'6" and the setback for building 6 is approximately 21'8", please revise the plans to comply with the minimum standard.</p>
SRC 702.040(a)(2)(A)-(E) – On-Site Design and Location Standards for Recycling Areas	<p>Please clarify in the written findings how the proposed development complies with these standards.</p> <p>Construction details for the recycling area/solid waste enclosure are required, please note that SRC 702.040(a)(2)(B) requires recycling areas to be covered to protect against environmental conditions.</p>

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 from the date the application was first submitted to respond in one of the three ways listed above, or the application will be deemed void.

For questions regarding the above requirements, feel free to contact me directly by calling (503) 540-2356 or via email at apanko@cityofsalem.net. The Salem Revised Code may be accessed by clicking [HERE](#).

Sincerely,

Aaron Panko, Planner III