



Planning Division * 503-588-6173
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July 6, 2018

PLANNING REVIEW CHECKLIST

Subject Property: 2500-2600 Boone Road SE
Ref#: 18-112081-RP (Class 3 Site Plan Review)

Bin#: NA

Applicant: Matt Oyen
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A Class 3 Site Plan Review application was received on June 6, 2018 for development of a new shopping center for property located at the 2500-2600 Block of Boone Road SE. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
Transportation Impact Analysis – City Traffic Engineer Review	<ol style="list-style-type: none"> Figure 5 - Some of the traffic volumes in the 2019 background appear to be greater than a 1% background growth rate. Is that because it includes “in process” development? If that is the case, make a note in the figures. Table 4 – Since the trip generation is estimated from Costco data, please provide some background how it was derived. The sum of “Gas Station” ITE 944 (30 fuel positions) plus “Shopping Center” ITE 857 (160 ksf) are quite close to the Costco ADT and PHV in the table. Table 4, Table 5, Figure 8 – When I add up all of the inbound and outbound traffic from Figure 8 (which is blurry and a little difficult to read) at the four driveway locations, the traffic volume is higher than the gross PM PHV shown in tables 4 and 5. I would think that if the 10% internal trips were removed from the total, the traffic on the roadway could be overestimated. <ol style="list-style-type: none"> Figure 8: (2) 279 in, (6) 231 in + 329 out + 8 out, (8) 73 in + 66 out + 47 out, (9) 73 in + 252 out = = = > 656 in, 702 out Table 4: 623 in + 575 out, Table 5: 37 in + 41 out = = = > 660 in, 616 out Page 30, Recommendations – “The westbound left turn lane at Kuebler Boulevard/Battle Creek Road intersection should be restriped to provide 400 feet of storage.” I am not sure how that would be accomplished. There is currently about 235 feet, and Kuebler begins to taper to the east. It appears that about 100 feet additional is the most that could be restriped. Appendix D, E, and F – Ideal Flow Rate: The City of Salem TIA Standards require using 1800 pvhpl unless there is a separate flow rate analysis included. The standards can be found in Division 6, Section

	<p>6.33, under “Current documents – Administrative Rule 109-001 to 109-007: Public Works Design Standards”.</p> <p>https://www.cityofsalem.net/standard-plans-and-specifications</p>
SRC Chapter 808 – Preservation of Trees and Vegetation	<p>The existing conditions plan indicates there are several Oregon white oaks that are greater than 24 inches in diameter, classified as significant trees, which are located on the subject property and will be removed with the proposed development. Significant trees are required to be protected, but may be removed per SRC 808.030(a)(2)(L) upon a finding that the removal is necessary in connection with construction of a commercial or industrial facility.</p> <p>Please provide a statement indicating why the removal of significant trees is necessary for the proposed development.</p> <p>A tree removal permit was issued in 2012 (TRP12-02) for the removal of 15 percent of the trees on the development site. The tree inventory provided at the time indicated there were 8 significant trees located on the property. Sheet C101 provides an updated tree inventory showing 5 significant trees on the property, however it appears that 3 of the significant trees may have been identified as deciduous trees. Please update Sheet C101 to show all 8 significant trees.</p>
CPC/ZC06-06 – Conditions of Approval	<p>Condition 6 from CPC/ZC 06-06 states the following:</p> <p>The developer shall commit up to \$5,000 for traffic calming devices (such as speed humps or other traffic calming measures) to be used in the residential neighborhood south of the proposed development if a need is identified. The Neighborhood Traffic Management Program is the process used to identify traffic calming needs.</p> <p>The applicant is advised to include a section in the written findings addressing this condition of approval. If no need for traffic calming measures is identified, the applicant may provide a bond or security deposit in the amount of \$5,000 to be dedicated to mitigation for future impacts that may not anticipated at this time.</p>
CPC/ZC06-06 – Conditions of Approval	<p>Condition 17 from CPC/ZC 06-06 states the following:</p> <p>The applicant, at the time of development application, shall coordinate with the Salem Area Transit District to enhance transportation and bus facilities on the site.</p> <p>The land use application indicates that Salem-Keizer Transit has not been contacted. Please provide evidence that Salem-Keizer Transit has been notified of the proposed development and that the applicant is coordinating with Salem-Keizer Transit to enhance transportation and bus facilities to the site.</p>
Pedestrian Access - Kuebler Gateway Shopping Center - East	<p>Pedestrian access to the sidewalk along Kuebler Boulevard is not provided to the proposed 6,100 square foot retail building on the proposed site plan. Please revise the plans to provide a direct pedestrian route from the proposed building to the public sidewalk.</p>
SRC Chapter 806 – Interior Parking Area Landscaping	<p>In the summary table, the minimum amount of required interior parking lot landscaping is provided, however, the total parking lot area that this requirement is based off is not provided. Please include the total proposed parking lot areas for the development site in the summary table.</p>
SRC Chapter 806 – Off-Street Loading Spaces Required	<p>With the exception of the Costco building, the proposed site plan shows three new retail buildings that exceed 5,000 square feet in size.</p> <p>Retail buildings that are 5,000-60,000 square feet in size require a minimum of one off-street loading space, a minimum of 12 feet in width, 30 feet in length, and 14 feet of unobstructed vertical clearance.</p>

	<p>Please revise the site plan to include loadings spaces for these retail buildings. Alternatively, an off-street parking area meeting the requirements of this chapter may be used in place of a required off-street loading space when the use or activity does not require a delivery vehicle which exceeds a maximum combined vehicle and load rating of 8,000 pounds and the off-street parking area is located within 25 feet of the building or the use or activity that it serves.</p>
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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