



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

April 9, 2019

CLASS 3 SITE PLAN REVIEW & CLASS 2 ZONING ADJUSTMENT

Subject Property: 1805 22nd Street SE
Ref#: 19-107583-RP & 19-107585-ZO

Storage 4 Less
Dean Pollman
PMB 418, 4746 Commercial Street SE
Salem, OR 97302

A Class 3 Site Plan Review application was received on March 20, 2019. Prior to deeming the application complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
Signature Authority	The deed provided lists Central Homes Property Management LLC as the property owner. Please provide information that Dean Pollman is authorized to sign on behalf of the property owner.
Articles of Organization	According to the deed submitted, Central Homes Property Management LLC is the owner of the subject property. Please also provide a list of all members of the LLC.
Pre-application Conference Waiver	A pre-application conference is required for a Class 2 Adjustment application per SRC Sec. 300.100. Please complete a pre-application conference waiver form (attached in email) to waive this requirement.
Existing Conditions Plan	Please provide an existing conditions plan of the site.
Building "G" Building Code Requirement	Building G requires either a 10ft setback or a fire-rated wall where the building abuts the southern property line per Building and Safety. Please provide a 10ft setback or more detail showing a fire-rated wall in this location.

The following items are not listed in SRC as specific requirements for a complete application, however the applicant should be aware that the following have been identified as items that will be considered by the Public Works Department while recommending conditions for the proposed development.

1. The application does not provide sufficient details to demonstrate that the proposed self-storage structures are compliant with the floodplain overlay zone

requirements outlined in SRC Chapter 601. The applicant shall be aware that the development approval is based on the proposed pole structures being comprised of a roof cover and support poles with no rigid walls. The applicant has the option to submit additional details summarizing the type of construction to be included in the decision record.

2. A portion of proposed Building G appears to be located within the existing floodway boundary. SRC 601.040(b)(5) prohibits any encroachments in the floodway. Please revise the site plan to depict the floodway boundary on the site plan and any necessary modifications to Building G to remove portions of the structure that may encroach into the floodway area.
3. Pursuant to Public Works Design Standards 1.8, the application is subject to an open channel easement dedication along Pringle Creek adjacent to the western border of the subject property. The appropriate easement is the greater of 10-feet from the top of bank, 15-feet from the centerline of the creek or the 100-year floodway. The applicant shall provide additional details showing the proximity of structures to the new easement to ensure there is sufficient setback from the required easement line.

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; or
- (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) 540-2315 or via email at hfeightner@cityofsalem.net. The Salem Revised Code may be accessed by clicking [HERE](#).

Sincerely,



Hayley Feightner, Planner I