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July 26, 2019

## PLANNING REVIEW CHECKLIST

**Subject Property:** 990 Broadway Street SE  
**Ref#:** 19-114686-DR (Class 3 Design Review)  
19-114687-RP (Class 3 Site Plan Review)  
19-114688-ZO (Class 2 Zoning Adjustment)

**Bin#:** NA

**Applicant:** Charles Weathers  
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Class 3 Design Review, Class 3 Site Plan Review, and Class 2 Adjustment applications were received on June 27, 2019 for development of property located at 990 Broadway Street NE. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
<b>SRC Chapter 614.030(a)(2)(A)(iii) – Building Orientation and Design</b>	<p>The design guidelines require that upper floors of buildings facing Broadway/High Street should incorporate decks and balconies.</p> <p>No decks or balconies are provided on the upper floors facing Broadway/High Street. Please incorporate decks or balconies for the upper floor dwelling units along the Broadway Street frontage.</p>
<b>SRC Chapter 614.030(a)(2)(A)(iv) – Building Orientation and Design</b>	<p>Weather protection, in the form of awnings or canopies appropriate to the design of the building, shall be provided along ground floor building facades adjacent to a street in order to create a comfortable and inviting pedestrian environment.</p> <p>No awnings or canopies are provided along the E Street NE building façade. Please incorporate additional awnings or canopies along the E Street building façade.</p>
<b>SRC Chapter 614.030(b)(1)(A) – Private Open Space</b>	<p>The design guidelines require that private open space shall be provided for each dwelling unit that provides a pleasant and private place for enjoyment of the occupants.</p>

	<p>No private open space areas are provided for the proposed 23 dwelling units. Please incorporate private open space areas into the proposed building design.</p>
<p><b>SRC Chapter 614.030(c)(1)(A)(i and ii) – Site Access</b></p>	<p>Section (i) requires that vehicle access and driveways onto Broadway/High Street shall be minimized. Joint use driveways providing access to Broadway/High Street are preferred.</p> <p>Section (ii) requires that where feasible, provide vehicle access to buildings on lots abutting Broadway/High Street from an alley or side street.</p> <p>The written statement does not provide a response addressing these design guidelines.</p>
<p><b>SRC Chapter 614.030(d)(1)(A)(i and ii) – Off-Street Parking</b></p>	<p>Section (i) requires that off-street parking areas shall have a scale, orientation, and location that support a pedestrian-oriented mixed-use residential and commercial district.</p> <p>Section (ii) requires that the amount of land needed to accommodate off-street parking shall be minimized through shared and structure parking where such parking is physically possible.</p> <p>The written statement does not provide a response addressing these design guidelines.</p>
<p><b>SRC Chapter 614.030(d)(2)(A)(i) – Off-Street Loading</b></p>	<p>Section (i) requires that off-street loading areas shall be located so as to minimize their visibility from the street.</p> <p>With no loading spaces proposed, or required, this section does not appear to be applicable, however, the written statement does not provide a response addressing this design guideline.</p>
<p><b>SRC Chapter 800 – Solid Waste Service Areas</b></p>	<p>The proposed solid waste service area does not comply with the following standards from SRC 800.055:</p> <p>(f) Solid waste service area vehicle access. A vehicle operation area shall be provided for solid waste collection service vehicles that is free of obstructions and no less than 45 feet in length and 12 feet in width.</p> <p>A receptacle of three cubic yards is proposed, the vehicle operation area for the enclosure does not meet the minimum vehicle access standards.</p>
<p><b>SRC 806.035(c)(4) – Setback Adjacent to Buildings and Structures</b></p>	<p>SRC 806.035(c)(4) provides that where an off-street parking or vehicle use area is located adjacent to a building or structure, the off-street parking or vehicular use area shall be setback from the exterior wall of the building or structure by a minimum five-foot-wide landscape strip or by a minimum five-foot-wide paved pedestrian walkway.</p> <p>The proposed pedestrian walkway separating the eastern portion of the building from the vehicle use area is less than five feet in width.</p>
<p><b>SRC Chapter 806.035(e) – Off-Street Parking Area Dimensions</b></p>	<p>Off-street parking areas shall conform to the minimum dimensions set forth in Table 806-6.</p> <p>The proposed parking area does not comply with the minimum dimensions set forth in Table 806-6.</p>
<p><b>Comment from the Public Works Department</b></p>	<p>Planning and the applicant should be aware that proposed parking spot number 8 is located within the vision clearance triangle and will not be permitted. The applicant is advised to revise their application accordingly.</p>

	An existing utility pole also appears to conflict with the proposed vehicle maneuvering area, with the widening of the alley, the development will need to relocate the power pole.
<b>Building Crosses Existing Platted Lot Lines</b>	Prior to building permit issuance for a building that crosses property lines, the property line shall either be removed through a Property Line Adjustment or Replat process, or the applicant may apply for a Property Boundary Verification whereby the outside boundary of two or more contiguous units of land held under the same ownership may be established as the property line for purposes of application of the Building Code.

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](mailto:apanko@cityofsalem.net). The Salem Revised Code may be accessed by clicking [HERE](#).

Sincerely,

Aaron Panko, Planner III