

July 19, 2019

Updated September 5, 2019

PLANNING REVIEW CHECKLIST

Subject Property: 4722 Liberty Road S and 120 Hrubetz Road SE
Ref#: 19-114007-RP (Class 3 Site Plan Review)
 19-117677-ZO (*Conditional Use Permit*)
 19-117679-ZO (*Class 2 Driveway Approach Permit*)
 19-117682-ZO (*Class 1 Zoning Adjustment*)

Bin#: NA

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A Class 3 Site Plan Review application was received on June 20, 2019 for development of property located at the 4700 Block of Liberty Road S. *Conditional Use Permit, Class 2 Driveway Approach Permit, and Class 1 Zoning Adjustment applications were received on August 12, 2019.* Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
SRC Chapter 220 – Site Plan Review Submittal Requirements <i>Outstanding item.</i>	300.210(a)(2) – Recorded deed/land sales contract with legal description. Deeds for all units of land are required. <i>No additional information provided.</i> Fee – The fee for a Class 3 Site Plan Review is based on the project valuation. The project valuation was estimate at 500,000-1,000,000, however the building permit application for the mixed use building alone estimates the development at \$3.9 million. The fee for this application has been updated based on a project valuation estimated at over \$5 million, the fee is \$3,539.00. A payment of \$925 was received on June 20, 2019, an addition fee of \$2,614 is due for this application. <i>Payment received on August 12, 2019.</i>
SRC Chapter 522 – Uses <i>New item.</i>	Per Table 522-1, a conditional use permit is required for multi-family uses. The proposed mixed-use building includes a multi-family residential use, a conditional use permit is required for the proposed development. <i>Received August 12, 2019.</i> <i>New Item: The written statement provided with the application does not address all applicable approval criteria for a Conditional Use Permit. Please provide a response addressing SRC 240.005(d)(1-3).</i>
SRC Chapter 521 and 522 – Development Standards – Vehicle Use Area Setbacks	The following vehicle use area setbacks do not appear to comply with the minimum setback standard found in SRC Chapters 521, 522, and 806.

<p>Outstanding items.</p>	<p>West – Liberty Road S – Minimum 6-10 foot vehicle use area setback is required per SRC 806.035(c), setbacks are measured from the special setback or right-of-way dedication line. The proposed vehicle use area appears to encroach into a required setback area. <i>The right-of-way/special setback line is not shown on the site plan. The proposed site plan may not comply with this standard.</i></p> <p>North – Hrubetz Road SE – Minimum 6-10 foot vehicle use area setback is required per SRC 806.035(c), setbacks are measured from the special setback or right-of-way dedication line. The proposed vehicle use area appears to encroach into a required setback area. <i>The right-of-way/special setback line is not shown on the site plan. The proposed site plan may not comply with this standard.</i></p> <p>South – Residential Zone – Minimum fifteen-foot setback required for vehicle use areas in the CO zone adjacent to a residential zone. The proposed site plan shows a setback of approximately 5 feet, which does not comply with the minimum standard. <i>The proposed site plan showing fire access only to Pembroke, does not comply with the 15-foot minimum setback to a residential zone.</i></p>
<p>SRC Chapter 522 – Development Standards – Building Height</p> <p>Complete</p>	<p>SRC 522.010, Table 522-5 provides that the maximum building height allowance in the CR zone is 50 feet. The site plan indicates that the proposed mixed-use building is 54 feet in height, exceeding the maximum height allowance. <i>Building height has been revised to comply with standard.</i></p>
<p>SRC Chapter 806.015 – Off-Street Parking</p> <p>Outstanding item.</p>	<p>The proposed development includes approximately 10,716 square feet of retail area, requiring a minimum of 43 off-street parking spaces (1 space per 250 square feet of floor area). The site plan indicates the multi-family use will require 39 parking spaces, but the application does not indicate the number of multi-family units. A minimum of 82 off-street parking spaces are required, the proposed site plan indicates that 76 spaces are provided which does not comply with the minimum parking requirement. <i>No additional information provided.</i></p>
<p>SRC 806.035(c)(3) – Vehicle Use Area Setbacks and Landscaping</p> <p>Outstanding item.</p>	<p>The development site includes five separate lots. SRC 806.035(c)(3) requires a minimum five-foot vehicle use area setback adjacent to interior property lines within the development site. The applicant may request an adjustment to reduce the setback to common lots lines from 5 feet to zero feet, alternatively the applicant may pursue the possibility of a replat to consolidate the existing lots into a single unit of land. <i>No additional information provided, Class 2 Adjustment is recommended to eliminate the required interior setbacks.</i></p>
<p>SRC Chapter 806.035(d) – Interior Parking Lot Landscaping</p> <p>Complete</p>	<p>The off-street parking area is required to have interior landscaping meeting the requirements of SRC 806.035(d). The summary table on the site plan shall include the total off-street parking area, and the amount of interior landscaping proposed. <i>Site plan has been revised to comply with standard.</i></p>
<p>SRC Chapter 806.045-060 – Bicycle Parking</p> <p>Complete</p>	<p>Bicycle parking is not provided for proposed buildings A or B. A minimum of 4 bicycle parking spaces are required for each of the retail buildings. Bicycle parking shall be meet the development standards of SRC 806.060. <i>Site plan has been revised to comply with standard.</i></p>

SRC Chapter 806.075 – Off-Street Loading <i>Complete</i>	<p>Uses falling under the retail sales and service category with a floor area between 5,000-60,000 square feet of floor area require a minimum of one off-street loading space. The minimum dimensions for the loading space are 12 feet in width, 30 feet in length, and 14 feet of unobstructed vertical clearance.</p> <p>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. <i>Site plan has been revised to comply with standard.</i></p>
SRC Chapter 808 – Significant Trees <i>Complete</i>	<p>It appears that there are deciduous trees that are proposed for removal. SRC Chapter 808 defines significant trees as Oregon white oaks (<i>quercus garryana</i>) with a diameter of 24" or greater. Please indicate the species and diameter of the trees that are proposed for removal to confirm that significant trees are not proposed to be removed. Removal of a significant tree requires a Tree Removal Permit. <i>Applicant has confirmed no significant trees located on site.</i></p>
SRC Chapter 804 – Driveway Approach <i>New item.</i>	<p>The proposed driveway access to Hrubetz Road SE is subject to the requirements of SRC Chapter 804 and requires a Class 2 Driveway Approach Permit with a Class 1 Adjustment for driveway spacing. <i>Received August 12, 2019.</i></p> <p><i>New Item: A written statement addressing the Class 1 Adjustment approval criteria found in SRC 250.005(d)(1) is required.</i></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