

*Updated 10-21-2019*

## 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

**Applicant:** Jim Iverson  
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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, *additional items were submitted for review on October 8, 2019*. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
<b>SRC Chapter 220 – Site Plan Review Submittal Requirements</b>  <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>
<b>SRC Chapter 521 and 522 – Development Standards – Vehicle Use Area Setbacks</b>  <i>Outstanding items.</i>	The following vehicle use area setbacks do not appear to comply with the minimum setback standard found in SRC Chapters 522 and 806.  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>A six-foot vehicle use area setback is shown on the site plan, please indicate which setback method will be used for the reduced setback adjacent to a street (See 806.035(c)(2)(B-E)).</i>  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>A six-foot vehicle use area setback is shown on the site plan, please indicate which setback method will be used for the reduced setback adjacent to a street (See 806.035(c)(2)(B-E)).</i>

<b>SRC 806.035(c)(3) – Vehicle Use Area Setbacks and Landscaping</b>  <b>Outstanding item.</b>	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>The applicant statement indicates that the applicant is in the process of consolidating the property lines, but no applications have been received at this time. Class 2 Adjustment is recommended to eliminate the required interior setbacks.</i>
<b>SRC 806.035(c)(4) – Vehicle Use Area Setback to Solid Waste Service Area Enclosure</b>  <b>New Item.</b>	<i>Where an off-street parking or vehicular 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.</i>  <i>The proposed vehicle use area abuts the exterior wall of the solid waste service area enclosure, a minimum five foot setback is required.</i>

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