



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6005
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December 16, 2019

**CLASS 3 SITE PLAN REVIEW
COMPLETENESS CHECKLIST**

Subject Property: 1965 Claxter Road NE
Ref#: 19-123697-RP

Gary Livermore
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A Class 3 site plan review application was received for the subject property on November 20, 2019. Prior to deeming the application complete, modifications and/or additional information must be provided to address the following item(s):

Item:	Description:
Signing Authority	Please provide evidence that Jun Sung Lee has authority to sign the application on behalf of the property owner(s).
Additional Application(s)	As proposed and as discussed in the pre-application conference, the development would require an application for a Class 2 adjustment to the minimum setback for vehicle use areas abutting the front property line (adjacent to the roadway easement). Please submit a land use application for this adjustment.
Pedestrian Access	Pursuant to SRC 800.065, provide pedestrian accessways which connect the primary building entrances of each building to: <ul style="list-style-type: none">• Each building on the development site• The public right-of-way (in this case, a connection leading to the private roadway is sufficient)
Written Statement	Please revise the written statement to include a statement or statements that outline how the proposed adjustments meet the Class 2 adjustment approval criteria set forth in SRC 250.005(d)(2).
Off-Street Parking Spaces	If the development site will serve 30 employees, as indicated on the site plan, a minimum of 23 off-street parking spaces will be required ($30 \times 0.75 = 22.5$). The site plan appears to show 22 spaces. Please

	revise the plan to meet this standard, or provide evidence that the development will meet the minimum off-street parking standards of SRC Chapter 806.
One-Way Interior Driveway	Since the interior driveway/drive aisle which provides access to the parallel parking spaces west of proposed building B does not meet width requirements for two-way traffic, please show on the plan how this area will be marked for one-way vehicle traffic.
Interior Side Setback for Vehicle Use Area	A minimum setback of 10' to the south property line is required for the vehicle use area, including the loading space, in the southwestern corner of the development site. The site plan shows between approximately 4'-8" and 6'-6" between the vehicle use area and the southern property line. Please revise the plan to meet the standard, or apply for an adjustment.
Setback Adjacent to Buildings and Structures	<p>Pursuant to SRC 806.035(c)(4), a minimum setback of 5' is required between vehicle use areas and buildings/structures. This setback is required to be landscaped to the Type A standard, or paved as a pedestrian walkway. The following additional locations appear to require this:</p> <ul style="list-style-type: none"> • Immediately east of the proposed refrigerated storage units. • Immediately west of proposed building B's westernmost portion, adjacent to the driveway which serves the parallel parking spaces.
Public Works Department Items	Additional items may be required through the Public Works Department. Please contact Jennifer Scott at 503-588-6211 or jrscott@cityofsalem.net .

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.

Note: 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.



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For questions regarding the above requirements, feel free to contact me directly by calling (503) 540-2326 or via email at bpike@cityofsalem.net. The Salem Revised Code may be accessed by clicking [HERE](#).

Sincerely,

Brandon Pike
Planner I