



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • TTY 503-588-6005
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Feb. 21, 2020

Brandi Dalton,
 Multi/Tech Engineering
 1155 13th Street SE
 Salem, OR 97302
bdalton@mtengineering.net

RE: Conditional use permit, Class 3 design review, Class 3 site plan review, and Class 2 driveway approach permit application for 5611 Woodside Drive SE

A land use application was received for the subject property on January 24, 2020. Prior to deeming the application complete, modifications and/or additional information must be provided to address the following item(s):

Item	Description
Missing Land Use Application(s)	Based on the provided plans, Class 2 adjustment applications would be required to reduce driveway approach spacing along Mildred Lane SE, and to reduce building setbacks to the north property line. See the section below which addresses the potential ‘fatal flaws’ of the current plans for more detailed explanations.
Standards vs. Guidelines	As outlined below, additional design review standards are not met by the proposed plans, and findings which address each additional standard which is not met will need to be provided.

The following items are identified deficiencies in your application and will need to be addressed. **Failure to address issues could result in denial of the application.**

- Green Stormwater Infrastructure (GSI) – The site plan and open space plan do not show the location of GSI to serve the proposed development.
- Buildable Width – Pursuant to SRC 702.035(c)(2)(C), a minimum of 50 percent of the buildable width shall be occupied by building(s) placed at the setback line. The corresponding *guideline* for this standard is SRC 702.035(c)(1)(D), which states that the majority of dwelling units within the

development shall be placed as close as possible to the street right-of-way. As proposed, the buildings are placed near the north portion of the site, away from Mildred Lane SE (the only street with 75 feet or more of buildable width). The IC zone requires a minimum building setback of 5' to street-abutting property lines. There is a 10' public utility easement along Mildred Lane as required under case no. PAR19-11, which would push the buildings back to 10' from the Mildred-abutting property line. In either case, the standard/guideline would require that the buildings be built up near Mildred Lane.

- Play Area – The children's play and/or adult recreation area is not centrally located on the site, as required under SRC 702.015(c)(1)(b) (*guidelines*) and 702.015(c)(2)(B) (*standards*).
- Driveway Approach Location – Pursuant to SRC 804.035(d), driveway approaches onto minor arterials shall be no less than 370 feet from the nearest driveway or street intersection. There are two driveway approaches shown on the plan that do not meet this standard.
- Driveway Approach Number – Having two driveway approaches onto Mildred Lane do not seem to meet the approval criteria set forth in SRC 804.025(d)(3) and (4). Having a single driveway approach onto Woodside Drive SE (a Local street) would address this issue, as well as the spacing issue addressed above.
- Setbacks – SRC 551.010(b) requires a minimum building setback of 15 feet to the north property line, with Type C landscaping and screening. The proposed 10' and 14' building setbacks do not meet this standard, and an adjustment would be required to approve the proposed location.
- Windows – SRC 702.035(d)(1)(A)(ii) (*guidelines*) and 702.035(d)(2)(F) (*standards*) require that windows be dispersed throughout building facades. The south elevation of Building 1 should be revised to include windows. This could be included as a condition of approval.
- Canopy Trees – Pursuant to SRC 702.020(f)(2)(A) (*standards*) or 702.020(f)(1) (*guidelines*), there should be canopy trees planted along the perimeter or parking areas – every 50 feet if the proposal is to meet the *standard*. The easternmost portion of the parking area does not appear to allow for this.

Finally, note that right-of-way dedication was required along both street frontages for case no. PAR19-11. It is not clear if this is accurately reflected on the site plan, though we do acknowledge that this partition has not been platted yet. For questions about this and any other matters related to Public Works, please contact Jennifer Scott at 503-588-6211 or jrscott@cityofsalem.net.

The application will be deemed complete upon receipt of one of the following:

- (1) All the missing information;



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- (2) Some of the missing information and written notice from the applicant that no other information will be provided;
- (3) Written notice from the applicant that none of the missing information will be provided.

You have 180 days from the date the application was submitted to respond in one of the three ways listed above, or the application will be deemed void.

Please submit the above requested materials and/information to our office through SPLASH, by mail, email, or in person. If you have questions, please contact me at (503) 540-2326 or bpik@cityofsalem.net.

The Salem Revised Code may be accessed online at the following location:

<https://www.cityofsalem.net/Pages/salem-revised-code.aspx>

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Pike".

Brandon Pike, Planner I

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