



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025  
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April 29, 2020

## PLANNING REVIEW CHECKLIST

**Subject Property:** 1795 Fairgrounds Road NE

**Ref#:** 20-106698-RP (Class 3 Site Plan Review)  
20-106709-DR (Class 1 Design Review)  
20-106701-ZO (Class 2 Adjustment)

**Applicant:** Brandon Fahlman  
[bfahlman@gmail.com](mailto:bfahlman@gmail.com)

Class 3 Site Plan Review, Class 1 Design Review and Class 2 Adjustment applications was received on April 9, 2020. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
<b>Site Plan Review</b>	
Application Form	Application submitted does not contain the property owner signature nor a copy of the LLC documents detailing the authority to sign.
Deed	Please provide a deed for the subject property.
Written Statement	Please provide a written statement addressing the decision criteria for each application.
<b><u>Items of concerns:</u></b> <b>Items related to meeting the decision criteria.</b>	<p>Design Review:</p> <ul style="list-style-type: none"><li>• Address <b><u>each</u></b> standard of SRC 702.015.</li><li>• Provide adequate site plan, elevations and summary tables to address each standard.</li><li>• If a standard is not met, an Adjustment application is needed.</li></ul> <p>Site Plan Review:</p> <ul style="list-style-type: none"><li>• Please address how Type A landscaping will be provided along property lines.</li></ul>



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	<ul style="list-style-type: none"> <li>• Please provide landscaping and open space summaries, address SRC 521.010(d).</li> <li>• Indicate location of bike parking spaces and address SRC 806.060.</li> </ul> <p>Class 2 Adjustment:</p> <ul style="list-style-type: none"> <li>• Please address each criterion (SRC 250.005(d)(2) for each adjustment request.</li> </ul>
<b><u>Public Works</u></b>	<p>Pursuant to SRC 220.005(e)(1)(A)(ix), the applicant shall show on their plans the location of all street trees, if applicable, or proposed location of street trees required to be planted at time of development pursuant to SRC chapter 86. The applicant is advised that the 6-foot right-of-way dedication along Fairgrounds Road NE will allow adequate spacing for street trees.</p> <p>Pursuant to SRC 220.005(e)(2)(F), a preliminary utility plan showing capacity needs for municipal water, stormwater facilities, and sewer service, and schematic location of connection points to existing municipal water and sewer services shall be provided.</p>
	<p>The following items are not listed in SRC as specific requirements for a complete application, however the applicant should be aware that the following have been identified as items that will be considered by the Public Works Department while recommending conditions for the proposed development.</p> <ol style="list-style-type: none"> <li>1. The applicant is advised that the 6-foot right-of-way shown on the site plan does not match City records for existing and required right-of-way locations. According to City records, the existing right-of-way is located at the back of sidewalk along Fairgrounds Road NE, and approximately 6 additional feet of right-of-way dedication is required to meet Minor Arterial street standards pursuant to the Salem Transportation System Plan, SRC, and PWDS. The applicant's surveyor shall determine the legal description of the property conveyance needed to meet the right-of-way requirements of SRC 803.040.</li> <li>2. It appears that a 6-foot high fence on the north side of the development may encroach into the vision clearance triangle. The applicant is advised that Vision Clearance standards pursuant to SRC Chapter 805 will apply to this development.</li> </ol>



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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) 540-2343 or via email at [odias@cityofsalem.net](mailto:odias@cityofsalem.net).

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

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

Sincerely,

Olivia Dias, Planner III