



Planning Division \* 503-588-6173  
555 Liberty St. SE / Room 305 \* Salem, OR 97301-3503 \* Fax 503-588-6005

May 15, 2020

**CLASS 3 SITE PLAN REVIEW & DRIVEWAY APPROACH PERMIT  
COMPLETENESS CHECKLIST**

**Subject Property:** 5669 & 5600 Commercial Street SE

**Reference Numbers:** 20-106981-RP, 20-106983-ZO

**Contact:** Sam Thomas  
Lenity Architecture  
3150 Kettle Ct SE  
Salem, Oregon 97301

**Applicant:** Cole Johnson  
Dragonfist LLC  
2447 ROBINS LANE SE  
SALEM, Oregon, 97306 USA

A Class 3 Site Plan Review and a Driveway Approach Permit application were received on April 15<sup>th</sup>, 2020. Prior to deeming the applications complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
SRC 220.001(d & e)	Please submit an Authorization Agreement or other documentation indicating that the applicant, Cole Johnson is an authorized signatory of Dragonfist LLC.
SRC 220.001(d & e)	Please provide the dates, and through what process 5669 & 5600 Commercial St SE were created. Additional land use actions, such as an adjustment to the street frontage requirement and/or a Property Line Adjustment may be required depending on the information provided.
	The use listed for this project is Office, however, an orthodontist is an Outpatient Medical Services and Laboratory use. Please update project documentation to reflect this use.
PWDS Section 4E	The submitted plans show less than the required 10% of the new or replaced impervious area set aside for Green Stormwater Infrastructure (GSI). The applicant shall either show 10% of the new or replaced impervious area set aside for GSI on the

	submitted plans or submit a Preliminary Stormwater Report in accordance with PWDS Section 4E.
	City records show the subject property may include a moderate landslide hazard risk. The applicant shall either: a. Submit a revised geological assessment that bears the stamp of a certified engineering geologist and geotechnical engineer pursuant to SRC 801.030(b); or b. Submit a certification from an engineering geologist or a geotechnical engineer that landslide risk on the site is low, and that there is no need for further landslide risk assessment pursuant to SRC 220.005(e)(2)(H).
SRC 804.035(d)	The proposed driveway approach requires a Class 2 Zoning Adjustment for driveway spacing pursuant to SRC 804.035(d).
	<b>The following items are not listed in SRC as specific requirements for a complete application, however the applicant should be aware that the following item will be considered in issuing a decision for this application</b>
	The proposed driveway approach reconstruction to City standards may be challenging with the existing turnpike improvement on Commercial Street SE. The frontage improvement may qualify for a fee-in-lieu pursuant to SRC 200.405
	The proposed building appears to encroach into the easement area reserved for the existing Beehive Station detention facility (see attached easement). Please revise the proposed site plan or provide findings demonstrating the existing detention area will not be impacted by the proposed development.

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) 540-2363 or via email at [smcatee@cityofsalem.net](mailto:smcatee@cityofsalem.net). The Salem Revised Code may be accessed by clicking [HERE](#).

Sincerely,



Steven McAtee, Planner II