

July 13, 2020

## PLANNING REVIEW CHECKLIST

**Subject Property:** 4629 Sunnyside Road SE  
**Ref#:** 20-110194-RP (Class 2 Site Plan Review)

**Applicant:** Ben Haney  
 City of Salem  
 555 Liberty Street SE, Room 325  
 Salem, OR 97301  
**Phone:** (503) 588-6211  
**Email:** bhaney@cityofsalem.net

**Contact:** Lael Alderman  
 Murrysmith Inc.  
 888 SW 5<sup>th</sup> Avenue, Suite 1170  
 Portland, OR 97204  
**Phone:** (503) 225-9010  
**Email:** lael.alderman@murrysmith.us

A Class 3 Site Plan Review application was received on June 16, 2020 for property located at 4629 Sunnyside Road SE. Prior to deeming your application complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
<b>SRC 300.210(a)(1)(G) – Application Submittal, Property Owner Signature</b>	<p>Submittal of a land use application for City property requires the City Manager’s signature. Please provide a signature from Steve Powers on the application form.</p> <p>The proposal also includes development of a new driveway on abutting property owned by Ventas Realty LTD Partnership, please provide a signature from this property owner on the land use application form.</p>
<b>SRC 300.210(a)(2) – Application Submittal, Recorded Deed</b>	<p>The proposal includes development of a new driveway on abutting property owned by Ventas Realty LTD Partnership. Please provide a copy of the recorded deed/land sales contract with legal description for this property.</p>
<b>SRC 800.065(b)(1)(C) – Pedestrian Access</b>	<p>The written statement (p. 21) explains that a pedestrian pathway will be provided from the proposed water treatment building and Sunnyside Road SE, however, no details for the walkway are provided on the plans.</p> <p>Per SRC 800.065(b)(1)(C), where a walkway is located adjacent to an auto travel lane, the walkway shall be raised above the auto travel lane or separated from it by a raised curb, bollards, landscaping or other physical separation. If</p>

	<p>the walkway is raised above the auto travel lane it must be raised a minimum of four inches in height and the ends of the raised portions must be equipped with curb ramps. If the walkway is separated from the auto travel lane with bollards, bollard spacing must be no further than five feet on center.</p> <p>Please update the site plan and written statement to demonstrate how the proposed pedestrian accessway will comply with the development standards of SRC 800.065.</p>
<b>SRC 806.060(a) and (b) – Off-Street Parking – Bicycle Parking Development Standards</b>	<p>SRC 806.060(a) provides that bicycle parking located outside a building shall be located within a convenient distance of, and be clearly visible from, the primary building entrance. In no event shall bicycle parking be located more than 50 feet from the primary building entrance, as measured along a direct pedestrian access route.</p> <p>In addition, SRC 806.060(b) provides that bicycle parking areas shall have direct and accessible access to the public right-of-way and the primary building entrance that is free of obstructions and any barriers, such as curbs or stairs, which would require users to lift their bikes in order to access the bicycle parking area.</p> <p>The proposed bicycle parking location does not appear to comply with SRC 806.060(a) or (b).</p>

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