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November 6, 2020

PLANNING REVIEW CHECKLIST

Subject Property: 255 Cordon Road NE
Ref#: 20-116092-RP (Class 3 Site Plan Review)

Applicant: East Park LLC
27375 SE Parkway Ave
Wilsonville, OR 97070

Phone:
Email:

Contact: Brandie Dalton
Multi/Tech Engineering Inc.
1155 13th Street SE
Salem, OR 97302

Phone: (503) 363-9227

Email: bdalton@mtengineering.net

An application for Class 3 Site Plan Review was received on October 21, 2020 for property located at 255 Cordon Road NE. Prior to deeming your application complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
SRC 210.030(c)(3) – Deed and Signature Authority	Please provide the recorded deed for the property and signature authorization for the applicant. It is not clear from the application form who signed the application.
SRC Chapter 300 – Neighborhood Association Contact	<p>SRC 300.310(c) provides that prior to submitting a land use application requiring neighborhood association contact, the applicant shall contact the City-recognized neighborhood association(s) whose boundaries include, or are adjacent to, the subject property via e-mail or mailed letter.</p> <p>Please provide a copy of the email or mailed letter sent to the East Lancaster Neighborhood Association regarding the Class 3 Site Plan Review application for development of the pump station, in compliance with the requirements of Chapter 300.</p>
SRC Chapter 800 – General Development Standards - Fences	SRC 800.050(a)(1)(A)(i) provides that fences and walls within a front yard abutting a street shall not exceed a maximum height of four feet when located within 20 feet of the property line abutting the street.

	The proposed site plan shows a fence approximately 10-12 feet from the front yard property line adjacent to Lynx Street NE. A Class 2 Adjustment is required to allow a fence greater than four feet in height within 20 feet of the property line.
SRC Chapter 806 – Vehicle Use Area Perimeter Setback and Landscaping	806.035(c)(3) provides that unless a greater setback is required elsewhere within the UDC, off-street parking and vehicle use areas abutting an interior front, side, or rear property line shall be setback a minimum of five feet (see Figure 806-5). The setback shall be landscaped according to the Type A standard set forth in SRC chapter 807. Please revise the site plan to include a minimum 5' landscape strip along the southern and eastern interior lot lines.
Riparian Verification	An unnamed mapped waterway flows near the property subject to this development application. Please provide a statement demonstrating that the proposal will not result in the removal of trees or native vegetation within 50 feet of the top of bank.
PW Items – Class 2 Driveway Approach Permit Required	A Class 2 Driveway Approach Permit is required for the new driveway on Lynx Street. In addition, the Public Works Department indicates that Lynx Street will need to be constructed along the subject properties frontage.

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. The Salem Revised Code may be accessed by clicking [HERE](#).

Sincerely,

Aaron Panko, Planner III