



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • TTY 503-588-6005
Fax 503-588-6005 • www.cityofsalem.net/planning • www.cityofsalem.net

April 14, 2021

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

Harrison Industries, LLC
10355 Liberty Rd S
Salem, OR 97306

RE: Completeness Review for Class 3 Site Plan Review, Class 1 Design Review, Class 2 Driveway Approach Permit, Class 2 Adjustment, and Tree Removal Permit for Property Located at 5871 Liberty Rd S

A land use application was received for the subject property on Mar. 15, 2021. Prior to deeming the application complete, modifications and/or additional information must be provided to address the following item(s):

Item	Description
Tree Variance Application	The application form provided by the applicant was for a tree removal permit. The application should be revised to include a tree variance (under SRC 808.045), with the associated application fee.
Protected Trees	SRC 220.005(e)(1)(A)(viii) requires the site plan to show the location of all trees and vegetation required to be protected pursuant to SRC chapter 808. The site plan does not show the location of the Oregon white oak trees which are proposed for removal. The applicant is advised to make every opportunity to preserve the Oregon white oaks in question, perhaps by shifting the location of proposed Building 6 and/or the off-street parking areas.
Street Trees	SRC 220.005(e)(1)(A)(ix) requires the site plan to show 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.
--	--

Public Works has completed a preliminary "Completeness" review of the application submitted for the above-mentioned project. The following items are not listed in SRC as specific requirements for a complete application; however, Public Works staff is providing the following information as a courtesy to the applicant so that potential deficiencies can be addressed as early in the process as possible:

- The Site Plan Review application was submitted after Ordinance 8-20 took effect and is subject to those new stormwater standards. The application materials shall be updated to show how the proposed development will meet the new standard for Green Stormwater Infrastructure pursuant to SRC Chapter 71 and PWDS.
- The schematic utility plan proposes construction of a public storm main on the subject property and redirects natural drainage flows. This proposed design may not comply with PWDS. However, because the natural drainage discharges onto adjacent property to the north, off-site improvements and/or easements may be required depending on the nature of the final design. The applicant is advised to discuss design options with Public Works Engineering staff to obtain conceptual approval of the stormwater design prior to issuance of the land use decision.

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.**

- **Setbacks:** The proposal does not appear to meet the following setback standards:
 - Buildings Abutting Street: The RM-II zone requires a minimum setback of 20 feet between the proposed buildings and Big Mountain Ave. Proposed buildings 1 and 2 do not meet this standard.
- **Multiple Family Design Review Standards:** The proposal does not appear to meet the following design standards:
 - SRC 702.020(b)(2)(B) requires a minimum six-foot tall, decorative, sight-obscuring fence or wall. The fence or wall shall be constructed of materials commonly used in the construction of fences and walls, such as wood, stone, rock, brick, or other durable materials. Chainlink fencing with slats shall be not allowed to satisfy this standard. This will be required along the property's southeastern property line, abutting the RA-zoned land.
 - SRC 702.020(b)(6) requires: to ensure the privacy of dwelling units, ground level private open space shall be physically and visually

separated from common open space with perimeter landscaping or perimeter fencing. The proposed plans do not clearly show if this standard will be met.

- SRC 702.020(d)(4) requires: To ensure safe pedestrian access to and throughout a development site, pedestrian pathways shall be provided that connect to and between buildings, common open space, and parking areas, and that connect the development to the public sidewalks. The 6-foot-wide walkway to the west of Building 7 should connect to Joynak Street.
- SRC 702.020(e)(4): Within the written statement for the requested adjustment, no justification is given for the proposed adjustment. Staff recommends the applicant revise their plan to locate Building 7 closer to Joynak Street.
- SRC 702.020(e)(5): The proposal does not meet this standard in the following locations:
 - Building 2 to Big Mountain Ave.
 - Building 1 to Joynak Street.
- SRC 702.020(e)(6): Most of the proposed shared entry areas appear to provide access to around 6 dwelling units each, which does not meet this standard.
- SRC 702.020(e)(8): The proposed building elevations does not show adequate changes in height or dormers to meet this standard.
- SRC 702.020(e)(10): This standard requires the first floor to be distinguished from the upper floors. The proposed elevations show only the top floor as being distinguished from the other floors.
- **Gravel Access:** The proposed site plan shows a gravel access area near the northeast corner of the detention basin within a required landscaped setback area. Please provide clarification and/or a revised plan which shows the final development will provide an adequate landscaped setback in this area.
- **Wheel Stops:** The proposed site plan does not show wheel stops where required under SRC 806.035(i).

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

- (1) All the missing information;
- (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.



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • TTY 503-588-6005
Fax 503-588-6005 • www.cityofsalem.net/planning • www.cityofsalem.net

Please submit the above requested materials and/information to our office through the PAC Portal, by mail, email, or in person (**note**: our offices are currently closed to the public during the COVID-19 pandemic). If you have questions, please contact me at (503) 540-2326 or bpike@cityofsalem.net.

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

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

Sincerely,

Brandon Pike, Planner I