



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • TTY 503-588-6005  
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February 12, 2021

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**RE: Completeness Review for Class 3 Site Plan Review, Class 2 Driveway Approach, Class 2 Adjustment, and Class 1 Design Review for Property Located at 1610 Lancaster Drive SE**

A land use application was received for the subject property on January 19, 2021. Prior to deeming the application complete, modifications and/or additional information must be provided to address the following item(s):

Item	Description
<b>Deed</b>	Please provide a copy of the current property deed.
<b>Signing Authority</b>	Please provide proof, through the articles of organization for the LLC, for instance, that Jordan Schweiger and Jeff Starkey have the authority to sign the application on behalf of the property owner, 1610 Lancaster Dr SE LLC.
<b>Street Trees</b>	SRC 220.005(e)(1)(A)(ix) requires the location of proposed street trees to be shown on the site plan. The submitted landscaping plan shows street trees along the 40 <sup>th</sup> Place frontage, but not along Lancaster Drive.
<b>Vision Clearance</b>	The proposed driveway does not meet vision clearance standards in relation to improvements on the property to the south. The applicant shall either: (a) re-locate the driveway to meet vision clearance standards found in SRC Chapter 805, or (b) apply for a Class 2 Adjustment pursuant to SRC 805.015 and provide findings showing how the proposed driveway meets approval criteria.

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.**

- **Landscaped Setbacks:** The proposed development triggers landscaping throughout the site—not just around the proposed building. Additional landscaping, meeting the current landscape standards of the RM-II zone and Chapter 807, is required on the western portion of the site. **Note:** Type C landscaping requires a 6-foot-tall fence or wall, which the RM-II zone will require along the north and south property lines. The proposed plans appear to only show this in the southeast portion of the site.
- **Multiple Family Design Standards:** The proposal does not appear to meet the following standards:
  - **SRC 702.015(a)(1)(A):** The required 20x20 common open space area cannot fall within required setbacks, as a portion of this space contains required landscaping.
  - **SRC 702.015(a)(1)(B):** All private open space must meet the size and dimension standards set forth in Table 702-1. Ground-floor dwelling units have a minimum open space area size of 96 square feet. The proposal includes 72-square-foot decks/patios on the ground floor.
  - **SRC 702.015(c)(2):** This can be conditioned within the decision, but the plans are not clear as to how the proposed 6-plex or the existing home will meet this lighting standard.
  - **SRC 702.015(d)(1):** The proposed off-street parking area is located partially in front of the proposed 6-plex in relation to 40<sup>th</sup> Place.
  - **SRC 702.015(d)(2):** Two pedestrian pathways do not meet the minimum width of 5 feet for pedestrian pathways: 1) The existing pathway which connects the existing dwelling to the proposed 6-plex, parking area, the common open space, and to Lancaster Drive; and 2) The pathway along the western side of the proposed 6-plex.
  - **SRC 702.015(e)(4):** The proposal does not include a porch or architecturally defined entry area for each ground level dwelling unit. The proposed patios on the north side of the building do not count toward this standard.
  - **SRC 702.015(e)(4):** Additionally, this standard limits shared porches or entry areas to be provided to not more than four dwelling units. The proposal includes one entry area leading to all six units in the proposed 6-plex.
- **Bicycle Parking Location:** The proposed site plan indicates two bike parking spaces will be provided under stairs within the proposed building's footprint. In the past, this has posed challenging in terms of meeting building codes. The applicant is advised to confirm with the Building and Safety Division if this will be allowed. If not allowed, the spaces will need to be relocated.



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- **Trash Enclosure Detail:** If the proposed trash enclosure requires building permits, a minimum 5-foot setback would be required between the enclosure and adjacent vehicle use area. Please confirm if building permits will be required for the trash enclosure.
- **Solid Waste Receptacle Type:** The proposal does not include a turnaround for a vehicle to access the solid waste service area, but shows an area on-site for garbage trucks. If garbage trucks are intended to access the site, a turnaround will be required. Otherwise, solid waste will need to be collected using roll-carts. Please revise the plans and/or written statement to address this.

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.**

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](mailto: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