



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

May 28, 2021

CLASS 2 SITE PLAN REVIEW COMPLETENESS CHECKLIST

Subject Property: 2990 25th Street SE, Salem
Ref#: 21-109485-RP

Paul Young
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Salem, OR 97305
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A Class 2 Site Plan Review Application was received on May 20, 2021. Prior to deeming the application complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
Application	<p>Pursuant to SRC 300.210(a)(1)(G), a land use application requires the signatures of the applicant(s), owner(s) of the subject property, and/or the duly authorized representative(s) thereof authorizing the filing of the application(s). The subject property is owned by the City of Salem and a signature from the City Manager is required on the land use application.</p> <ul style="list-style-type: none">• City Hall is currently closed due to Covid-19. Staff has sent the application via email to the City Managers Office to procure a signature.
Property Address	<p>The property address listed on the application, 2990 25th Street SE, is already associated with an existing airport terminal on the development site.</p> <ul style="list-style-type: none">• Please provide the correct address for the proposed new terminal. You can contact the Building and Safety Department to determine a property address for the hangar location.

Existing Conditions Plan	<p>Pursuant to SRC 220.005(e)(1)(B), an existing conditions plan, of a size and form and in the number of copies meeting the standards established by the Planning Administrator, containing the following information:</p> <ul style="list-style-type: none"> (i) The total site area, dimensions, and orientation relative to north; (ii) The location of existing structures and other improvements on the site, including accessory structures, fences, walls, and driveways, noting their distance from property lines; and (iii) The location of the 100-year floodplain, if applicable. <ul style="list-style-type: none"> • Please submit an existing conditions plan that includes the above information.
Trip Generation Estimate (TGE)	<p>Pursuant to SRC 220.005(e)(1)(D), a completed trip generation estimate form is required to be submitted for the proposed development.</p> <ul style="list-style-type: none"> • Please provide a completed TGE form. I have attached a fillable PDF TGE form for your convenience.
Height	<p>553.010(c), 544.010(c), & 602.020(a) – Height: The maximum height in the IP zone is 45 feet. The maximum height in the PS zone is 70 feet.</p> <ul style="list-style-type: none"> • Please provide the proposed height of the new hangar.
Off-Street Parking	<p>Pursuant to SRC 806.015 - Amount of Off-Street Parking, the minimum number of off-street parking spaces required for an aviation facility is the greater of 0.75 space per employee or 1 parking space per 5,000 sq. ft.</p> <ul style="list-style-type: none"> • Please provide the number of employees proposed for the new hangar or a statement that no employees are proposed so that the number of off-street parking spaces can be determined. <p>Pursuant to SRC 806.035(4) - Setback adjacent to buildings and structures. Except for drive-through lanes, where an off-street parking or vehicular use area is located adjacent to a building or structure, the off-street parking or vehicular use area shall be setback from the exterior wall of the building or</p>

	<p>structure by a minimum five-foot-wide landscape strip, planted to the Type A standard set forth in SRC Chapter 807, or by a minimum five-foot-wide paved pedestrian walkway. The proposed site plan indicates two off-street parking spaces will be provided that do not meet this standard.</p> <ul style="list-style-type: none"> • Please provide a revised site plan indicating how the off-street parking spaces are meeting the minimum 5-foot setback adjacent to a building. <p><i>Pursuant to SRC 806.035(i) - Bumper guards or wheel barriers.</i> Off-street parking and vehicle use areas shall include bumper guards or wheel barriers so that no portion of a vehicle will overhang or project into required setbacks and landscaped areas, pedestrian accessways, streets or alleys, or abutting property.</p> <ul style="list-style-type: none"> • Please provide a revised site plan indicating how the proposed off-street parking spaces are meeting this standard.
Bicycle Parking	<p>Pursuant to SRC 806.055, bicycle parking shall be provided in amounts not less than those set forth in Table 806-8. An aviation use requires the greater of 4 spaces or 1 space per 10,000 square feet. The site plan indicates the proposed hangar is 4,800 square feet in size, therefore, the proposed development requires 4 bicycle parking spaces.</p> <ul style="list-style-type: none"> • Please revise the site plan to show how the proposed development meets the minimum bicycle parking requirements of SRC 806. <p>If this standard cannot be met, the applicant may apply for an Adjustment to bicycle parking standards but must demonstrate that the Adjustment(s) satisfies the Adjustment criteria in Chapter 250.</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; or
- (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) 540-2311 or via email at sjlong@cityofsalem.net. The Salem Revised Code may be accessed by clicking [HERE](#).

Sincerely,



Sally Long, Planner I