



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • TTY 503-588-6005
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July 14, 2021

Rick Cardoza, LDC Inc.
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Oregon Department of Corrections, Facility Services
Wireless Communications Unit
3601 State St
Salem, OR 97301

RE: Completeness Review for Class 2 Site Plan Review for Property Located at 3601 State Street

A land use application was received for the subject property on June 14, 2021. Prior to deeming the application complete, modifications and/or additional information must be provided to address the following item(s):

Item	Description
Deed	Please provide a copy of the current property deed.
Signing Authority	Please provide proof that Marlene L. Taylor and Rick Cardoza have the authority to sign the application on behalf of the property owner.
Existing Conditions Plan	SRC 220.005(e)(1)(B) requires an existing conditions plan containing the following information: <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.

Neighborhood Association	The application form should be corrected to include the pertinent neighborhood association (North East Salem Community Association (NESCA)) under the <i>Project Information</i> section.
Site Plan Features	<p>The proposed site plans are missing the following information required under SRC 220.005(e)(1)(A) for the development site:</p> <ul style="list-style-type: none"> • Landscaped areas • The location, height, and material of fences, berms, walls, and other proposed screening as they relate to landscaping and screening required by SRC chapter 807

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.**

- **Property zoning:** The proposed site plan (sheet A-1.0) states the zoning of the subject property is PS, but it is actually PH and the plan should be revised accordingly.
- **Landscaped setback:** The proposed building triggers a 5' landscaped setback along the western property line in the vicinity of the new building.
- **Off-street parking:** The proposed development has a minimum off-street parking standard of the greater of the following: 0.75 per employee; or 1 per 5,000 sq. ft. (Less than 50,000 sq. ft.); 1 per 10,000 sq. ft. (50,000 to 100,000 sq. ft.); 1 per 15,000 sq. ft. (Greater than 100,000 sq. ft.). Please provide evidence the proposal will meet the minimum parking standards of SRC chapter 806.
- **Bike parking:** The proposed development has a minimum bicycle parking standard of the greater of the following: The greater of the following: 4 spaces; or: 1 per 10,000 sq. ft. for first 50,000 sq. ft.; plus 1 per 20,000 sq. ft. for 50,000 to 100,000 sq. ft.; plus 1 per 30,000 sq. ft. for remaining square footage over 100,000 sq. ft. Please provide evidence the proposal will meet the minimum bicycle parking standards of SRC chapter 806.
- **Setbacks:** The proposal does not appear to meet the following setback standard(s):
 - SRC 806.035(c)(4) requires a minimum setback of 5', which can be a landscape strip, planted to the Type A standard set forth in SRC chapter 807, or a paved pedestrian walkway (see SRC Figure 806-6). This is required anywhere where vehicle use area abuts the proposed building.



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- **Pedestrian access:** The proposal triggers the pedestrian access standards of SRC 800.065 (across the whole development site), but does not appear to meet the following standards:
 - SRC 800.065(a)(1)
 - SRC 800.065(a)(2)
 - SRC 800.065(a)(3)
 - SRC 800.065(a)(5)

Staff has been supportive of adjustments to at least some of these standards on similar projects in the past.

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 bpik@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