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August 25, 2021

PLANNING REVIEW CHECKLIST

Subject Property: 3995 Rickey Street SE

Ref#: 21-114799-RP (Class 2 Site Plan Review)

Applicant/Contact: Terrance Steenman (terrance@magellanarchitects.com);

The Class 2 Site Plan Review application was received on August 5, 2021. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
Submittal Requirements	
Signing Authority	<p>We were unable to determine the signing authority of "Sherri Miller." We will need the owner and/or duly authorized representative to sign over authority to Sherri Miller and/or a representative of Magellan Architects.</p> <p><i>"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)," per SRC 300.210(a)(1)(G).</i></p>
Deed	<p>SRC 300.210(a)(2) the recorded deed/land sales contract with the legal descriptions is required to be submitted in order to process the application.</p> <p>It appears that the parcel was lawfully created through a property line adjustment (File no. 33489; survey no. 33197) in Marion county in 1994, prior to the annexation of the parcel in 1996 (Case No. C-447; Ordinance Number 4-96).</p>
Site Plan [SRC 220.005(e)(1)(A)]	<p>The details regarding the sites landscaping are not provided in the submitted materials and are a requirement of application submittal (see subsections [vi] – [vii]). The proposed alteration to the drive-through appears to reduce the amount of on-site landscaping. Without the landscaping included in the site plan we will be unable to determine</p>

	compliance with the CR zone's landscaping standards (see below).
Existing Conditions Plan [SRC 220.005(e)(1)(B)]	It would be beneficial for the record if we had the existing conditions plan separate from the site plan. The linework for the "Existing Construction to be Demolished" is indicated on the submitted materials but it can be difficult to distinguish from the proposed improvements.
Sign Permits	<p>The application denotes the installation of menu boards; the menu boards and other signage proposed will require the application of sign permits. Once the site plan review is approved it would be best to apply for these sign permits. The timing of such is left to the applicant/owner but it may be dependent on installation of the proposed improvements.</p> <p>Included with the email regarding this incomplete letter was the denial of the previous request for two menu boards at this site (Case No. VAR-SI19-02). The submitted materials seem to indicate the proposed drive-through reconfiguration to install two-menu boards; this is not permitted in the CR zone as only one vehicle viewing sign is permitted per business [see SRC 900.200(b)(6)]. If the intent of this application is to accommodate two vehicle viewing signs then the applicant may want to reconsider the proposal or withdraw the application.</p>
Items of Concern *Failure to address issues could result in denial of the application	
Lot Coverage, Height (SRC 522.010(c)):	The height of the proposed canopies was not provided in a detail sheet and will need to be submitted to confirm height of the proposed additions.
Landscaping [SRC 554.010(d)]	<p>In the CR zone, the minimum amount of landscaping required for the site is 15%. The submitted existing conditions plan does not indicate the total amount of landscaping for the site; measurements using the proposed site plan indicate approximately 5,052 square feet of landscaping. 15% of the site area (i.e. 0.88 acres; 38,332.8 square feet) is 5,750 sq. ft. A landscape plan will need to be submitted to display how the minimum is met and will need to show the plant count per SRC 807 using the .</p> <p>A minimum of 15 percent of the development site shall be landscaped. Landscaping shall meet the Type A standard set forth in SRC chapter 807. Other required</p>

	landscaping under the UDC, such as landscaping required for setbacks or vehicle use areas, may count towards meeting this requirement.
Pedestrian Access Standards [SRC 800.065]	<p>SRC 800.065(a)(5) – requires a pedestrian connection to abutting properties. The submitted site plan does not show a connection to the property to the north (1025 LANCASTER DR SE SALEM). A connection meeting the standards of 800.065 will need to be provided or an adjustment will be required (see below).</p> <p>SRC 800.065(b) – The submitted materials do not show “visually differentiated” walkways crossing the drive-aisle. The pedestrian walkways must be visually differentiated throughout the development site and as established in SRC 800.065(b). “Striping does not meet this requirement, except when used in a parking structure or parking garage;” however, striping with speed bumps would be sufficient. Lastly, pedestrian walkways are required to be five-feet in width, per SRC 800.065(b)(1)(A), and this standard must be met for all the proposed walkways.</p>
Off-Street Parking, Loading, and Driveways (SRC Chapter 806)	<p>As proposed, the driveway/drive-through lanes do not meet our minimum driveway width for one-way traffic, see Table 806-7. The site plan shows the northern drive-through lane as 10-feet and it needs to be 12. The driveway to the north of the proposed drive-through lanes will need to comply with the same width standard, there appears to be adequate space to comply with the dimensions.</p> <p>Bicycle parking shall be provided in amounts not less than those set forth in Table 806-8. It is unclear based on the details provided whether the current site meets these standards or not. The <i>eating and drinking establishment</i> use requires the greater of the following: 4 spaces or 1 per 1,000 square feet per gross floor area. 4 bicycle spaces are needed meeting the bicycle parking standards of 806.060.</p>
Class 1 or 2 Adjustments	<p>If standards cannot be met, please apply for a Class 1 or 2 Adjustment.</p> <p>Possible Adjustments:</p> <ul style="list-style-type: none"> • Pedestrian access standards • Landscaping standards



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	Please note: Addition of Class 2 Adjustment land use decision(s) would change the requirement from a Class 2 Site Plan Review to a Class 3 Site Plan Review, per SRC 220.005(b)(3).
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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) 540-2313 or via email at kkearns@cityofsalem.net.

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

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

Sincerely,

Kyle Kearns, AICP
Planner II