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September 16, 2021

PLANNING REVIEW CHECKLIST

Subject Property: 420 Center Street NE

Ref#: 21-115353-RP (Class 3 Site Plan Review)
21-115356-ZO (Class 2 Driveway Approach Permit)
21-115357-DR (Class 1 Design Review)

Applicant: Steve Deacon **Phone:** (503) 297-8791
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901 NE Glisan Street, Suite 100
Portland, OR 97232

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Studio 3 Architecture, Inc. **Email:** gene@studio3architecture.com
275 Court Street NE
Salem, OR 97301

A consolidated application for a Class 3 Site Plan Review, Class 2 Driveway Approach Permit, and Class 1 Design Review was received on August 24, 2021 for property located at 420 Center Street NE.

The following information is required for staff to deem the applications complete.

Item:	
Neighborhood Association Contact – SRC 300.310(d)	<i>Effect on subsequent land use application submittal.</i> A land use application requiring neighborhood association contact shall not be accepted, as provided under SRC 300.210, unless it is accompanied by a copy of the e-mail or letter that was sent to the neighborhood association, and a list of the e-mail or postal addresses to which the e-mail or letter was sent. Please provide a copy of the email or letter that was sent to the neighborhood association, and a list of the of the email or postal addresses to which the notification letter was sent.
Site plan submittal requirements – SRC 220.005(e)(1)(D) – Trip Generation Estimate Form	The submitted TGE does not include the square footage of the existing building. The applicant shall update the TGE to provide the existing building's square footage.

Class 3 Design Review Application Required – SRC 225.005	<p>The applicant submitted a Class 1 Design Review application; however, it appears that the applicant is requesting review under the design guidelines in SRC Chapter 632.025. Please withdraw the Class 1 Design Review application and request a Class 3 Design Review instead.</p> <p>Design Issues:</p> <ul style="list-style-type: none"> Per SRC 632.025(a)(2)(A)(ii), the design guidelines require weather protection, in the form of awnings or canopies appropriate to the design of the building, to be provided along ground floor building facades adjacent to a street in order to create a comfortable and inviting pedestrian environment. <p>The proposed building design does not include canopies or awnings along the building length. The applicant's statement indicates that bump-outs and balconies will provide weather protection, however per the Public Works Department no projections will be permitted to encroach in the right-of-way. Please revise the design of the building in a way that is consistent with this design guideline.</p>
Setbacks adjacent to a street – SRC 524.010(b), Table 524-3	<p>Setbacks within the CB zone shall be provided as set forth in Table 524-3.</p> <p>Abutting a street, all uses require a setback of 0 feet or 10 feet. The ground floor level of the proposed building appears to be recessed, and there are several other bump-outs proposed on the upper floors. A Class 2 Adjustment is required to allow for building setbacks that are not 0 feet or 10 feet.</p>
Driveway Spacing – SRC 804.035(d)	<p>A Class 2 Adjustment for driveway spacing is required in coordination with the proposed Class 2 Driveway Approach Permit due the driveway not meeting the spacing standard of 370 feet in SRC 804.035(d). In addition, the applicant shall provide findings for how the proposed driveway meets the criteria in SRC 804.025(d) and SRC 250.005(d)(2).</p>
Interior Parking Lot Landscaping Requirement – SRC 806.035(d), Table 806-5	<p>Per SRC 806.035(d), off-street parking lots greater than 5,000 square feet in size shall be provided in amounts not less than those set forth in Table 806-5.</p>

	Please provide a summary table indicating the size of the proposed off-street parking area and demonstrate that the amount of interior landscaping provided is consistent with this standard.
Amount of Off-Street Loading – SRC 806.075, Table 806-9	<p>Per SRC 806.075, off-street loading shall be provided in amounts not less than those set forth in Table 806-9.</p> <p>The proposed 157-unit multi-family residential building requires a minimum of two off-street loading spaces. One off-street loading space is provided on the site plan. Please revise the site plan to comply with the minimum off-street loading standard, or request an adjustment to the amount of required off-street loading spaces.</p>
Stormwater – SRC Chapter 71	The application does not provide sufficient details to identify how the site is compliant with SRC 71, specifically the requirements for Green Stormwater Infrastructure (GSI) pursuant to PWDS Appendix 4E. The applicant has three options: set aside 10 percent of the total new plus replaced impervious surface area, submit a preliminary stormwater report, or apply for a design exception from the City Engineer. If the applicant would like to pursue a design exception, the applicant shall provide a copy of the application provided to the City Engineer as part of the land use application.
Skybridge Removal	The application materials state that the skybridge currently connected to the existing building is going to be removed. However, it is unclear from the application materials how this is going to occur. The applicant shall provide additional documentation to explain who is responsible for the removal of the skybridge and also for the restoration of the connection on the north side of Center Street NE.

The following items are not listed in the SRC as specific requirements for a complete application; however, the applicant should be aware that after review of the application materials the following deficiencies have been identified which could result in a recommendation for denial of the applications if not properly addressed.

Item:	
Proposed Encroachments into the Public Right-of-Way	The building proposal shows encroachments into the right-of-way. Encroachments for balconies/decks and living spaces into the right-of-way will not be approved. The applicant is



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	advised to revise the building plans to ensure there are no encroachments into the public right-of-way.
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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) 540-2356 or via email at apanko@cityofsalem.net. The Salem Revised Code may be accessed by clicking [HERE](#).

Sincerely,

Aaron Panko, Planner III