



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • TTY 503-588-6005
Fax 503-588-6005 • www.cityofsalem.net/planning • www.cityofsalem.net

Aug. 11, 2021

Jim Toporek, Studio 3 Architecture
275 Court St NE
Salem, OR 97301
jim@studio3architecture.com

Scott Chernoff
904 Silver Spur Rd #244
Rolling Hills Estates, CA 90247

RE: Completeness Review for Class 3 Site Plan Review for Property Located at 4555 Liberty Road S

A land use application was received for the subject property on July 12, 2021. Prior to deeming the application complete, modifications and/or additional information must be provided to address the following item(s):

Item	Description
Deed(s) Provided	Please provide a copy of the current property deed(s) for the development site.
Signing Authority Provided	Please provide proof that Scott Chernoff has the authority to sign the application on behalf of the property owners for the development site.
Summary Table Added to site plan. Parking requirements are per "shopping center", individual suites not added to plan	SRC 220.005(e)(2)(G) requires a summary table which includes, among other things, gross floor area by use; and itemized number of full size compact and handicapped parking stalls, and the collective total number for the <i>development site</i> (by suite/address).
Special Setback Line Added to site plan	Please show the special setback line on the site plan.

Neighborhood Association Contact	Because the property is adjacent to the Faye Wright Neighborhood Association, you'll also need to contact them as required under SRC 300.310. Okay, I will contact
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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.**

- **Existing Conditions:** The proposed site plan and existing conditions plan do not match the approved site plans the City has on file in the following way(s):

This work was performed under a previous owner and it is clear that some of the concrete work and planting areas did not match the approved plan at the time of planning inspection between 2011-2012. Under the proposed scope of work for the adjacent Sherwin Williams building, we will expand the landscape area to the east of the Subway building per initial Sherwin submission and will add a pedestrian connection to the east from the Subway entry and provide the required bike rack.

Off-street parking area, trash enclosure, bicycle rack, and landscaping to the south and west of the Subway building. Based on permit history and aerial imagery, it appears a trash enclosure, bicycle rack, and some landscaped areas were removed, and the off-street parking area was reconfigured, sometime around 2011-2012. The proposal will need to include returning this area to the approved layout (see **Attachment A**), or this portion of the development site will need to be reviewed under the current standards of the SRC along with the area containing the proposed Sherwin Williams building. The applicant can also submit evidence this work was done with the necessary approval from the City, though I was unable to locate anything in our system which would indicate this.

- **Pedestrian Access:** The proposal does not appear to meet the following standard(s):

Please see adjustment request narrative in separate file.

- SRC 800.065(a)(1)(A): This standard will require a connection to Cunningham Ln S.
- SRC 800.065(a)(1)(B): *Where an adjacent street is a transit route and there is an existing or planned transit stop along street frontage of the development site, at least one of the required pedestrian connections shall connect to the street within 20 feet of the transit stop (see Figure 800-12).* There is a transit stop along the development site's street frontage, which will require a pedestrian connection meeting this standard.
- SRC 800.065(a)(2): Connections between US Bank, Subway, and Cozumel's/Hero's are required to the rest of the development site.
- SRC 800.065(a)(3): The development site contains, by my measurements, two off-street parking areas (the area south of Subway and the area north of the proposed Sherwin Williams) which require a pedestrian connection under this section. The plan will need to be revised to meet this standard, or an adjustment will need to be requested.

- SRC 800.065(b): It doesn't appear based on aerial photos, and it's not clear from the proposed plans, if the proposal will meet the design and materials standards of this section.

- **Solid Waste Enclosure Detail:**

- If the proposed trash enclosure requires a building permit (or permits), a minimum 5-foot setback would be required between the enclosure and adjacent vehicle use area (per SRC 806.035(c)(4)). Please confirm if building permits will be required for the trash enclosure.
- SRC 800.055(e)(2): It's unclear if the proposal meets this standard.

- **Parking Space Dimensions:**

Some of the proposed spaces located between the bank and Roth's do not meet the minimum dimensions for a standard parking space, but are not marked as *compact*.

- **Amount Bicycle Parking:**

Please provide evidence the proposal meets the minimum bicycle parking requirement for the development site. If it does not, an adjustment will be required, though we would expect the minimum required spaces for the proposed building to be provided.

- **Amount Off-Street Loading:**

Please provide evidence the proposal will meet the minimum off-street loading standards of this chapter for the development site.

The following are suggestions from Staff which could help justify the adjustments which will likely be requested by the applicant:

- A pedestrian connection should be provided between Subway and the main portion of the development (to the west), or to the street to the east.
- The existing pedestrian connection (not shown on the plans) which leads to Cunningham Lane could be upgraded to meet the standards of SRC 800.065(b).
- A pedestrian connection between the street/transit stop along Liberty Road and the Roth's entrance could be provided.

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.



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Please submit the above requested materials and/or information to our office through the [PAC Portal](#). 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

Attachments:

A. Approved Plans for Application No. 09-11716-RP

From separate email:

Public Works has completed a preliminary "Completeness" review of the application submitted for the above-mentioned project. The following items have been identified as required material to be provided by the applicant prior to accepting the application as "Complete":

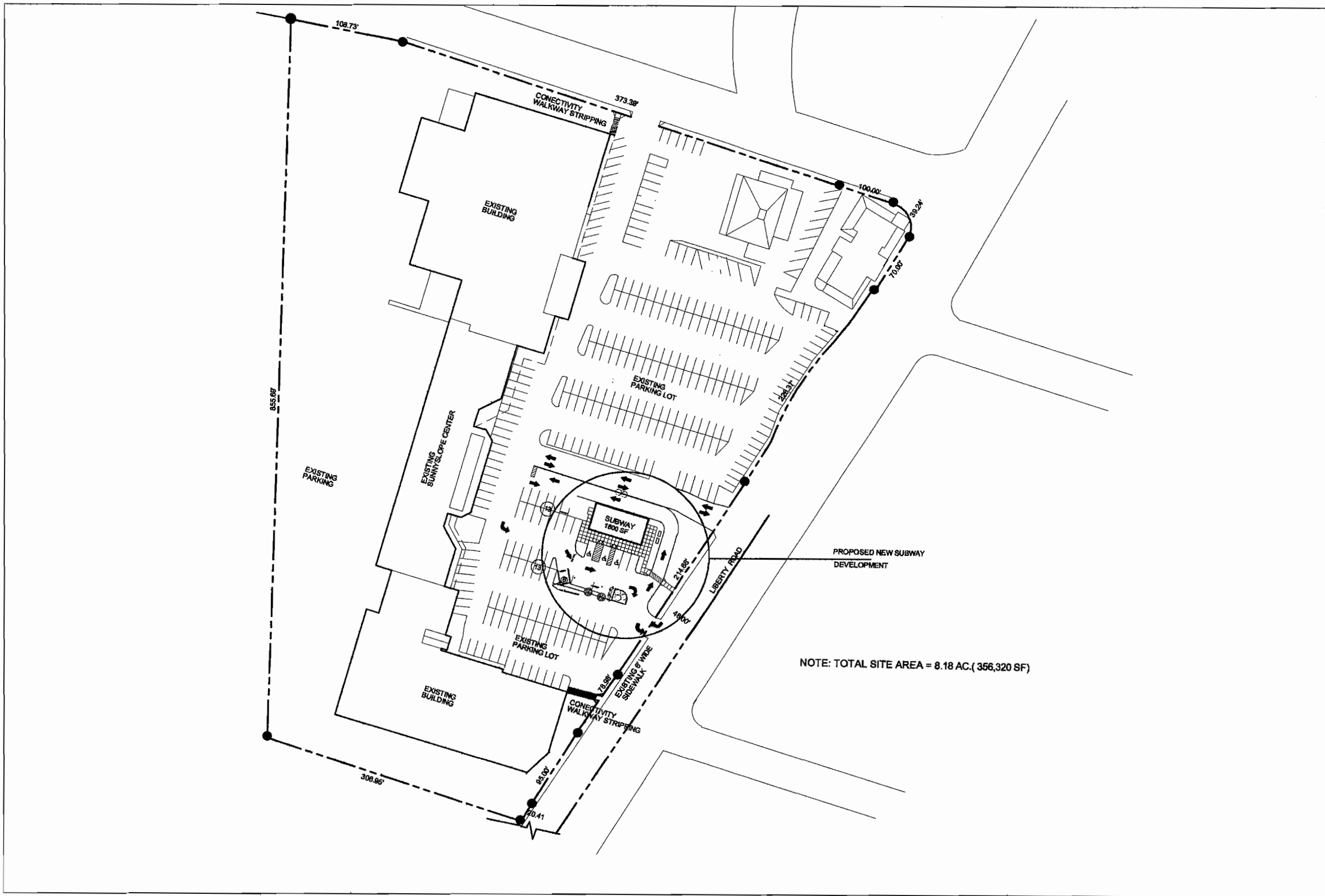
Dedication will
be provided

1.The property is subject to a special setback equal to 48-feet measured from the centerline on the development side of Liberty Road S. The application materials shall show the special setback line on the submitted plans. The applicant is also required to dedicate right-of-way along Liberty Road S up to 48-feet from centerline along the entire frontage of the subject property to accommodate future public infrastructure, per SRC 803.040(a)(5).

Trees have been
added to the site
plan

2.The proposed development is required to plant street trees along Liberty Road S to the maximum extent feasible pursuant to SRC 86.015. The proposed site plan shall be updated to include the location of proposed street trees pursuant to SRC 220.005(e)(ix).

ATTACHMENT A



SITE PLAN

SCALE 1" = 60'-0"



ARCHITECTS, L.L.C.
2043 9TH WEST LANE SAN ANTONIO PRIMO GE
BELLEVUE, WA 98008
TEL: 425-641-0870
FAX: 425-641-2701

REVISIONS

[illegible]

OWNERSHIP OF DOCUMENTS

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SUBWAY
SUNNYSLOPE CENTER
4555 LIBERTY RD. SOUTH
SALEM OREGON

FULL SITE PLAN

JOB NO: 2009.13
DRAWN: Sconzo
CHECKED: TAS
DATE: SEPT. 15, 2009

A1.0

