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November 10, 2021

## PLANNING REVIEW CHECKLIST

**Subject Property:** 226 Salem Heights Avenue SE

**Ref#:** 21-119877-RP (Class 3 Site Plan Review)  
21-119878-DR (Class 1 Design Review)

**Applicant:** Cover Rowhouses LLC  
PO Box 3432  
Salem OR 97302

**Contact:** Sam Lapray  
[samhlapray@gmail.com](mailto:samhlapray@gmail.com)

The Class 3 Site Plan Review and Class 1 Design Review applications were officially received on October 22, 2021. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
<b><u>Application Items</u></b>	
<b>HOA Statement</b>	Please provide a statement indicating whether or not the property is currently subject to an active and duly incorporated Homeowner's Association (HOA) registered with the Oregon Secretary of State, pursuant to SRC <a href="#">300.210(a)(10)</a> .
<b>Elevations &amp; Site Plan</b>	The elevations submitted do not appear to match the design of the buildings on the proposed site plan. In addition, the development proposal indicates two duplexes and two triplexes, but all four buildings on the site plan appear the same. Please submit revised elevations, floor plans, and any site plan revisions necessary to accurately illustrate the proposed development.
<b>Landscape Plan</b>	A landscape plan is required as part of the Design Review application. Please submit a landscape plan indicating the location of natural features, trees, and plant materials



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	proposed to be removed, retained, or planted; the amount, height, type, and location of landscaped areas, planting beds, and plant materials and provisions for irrigation.
<b>Off-Street Parking</b>	The proposal appears to exceed the maximum parking allowed for the site (10 units x 1.75 = 17.5) and no adjustment has been requested. Please see comments on submitting for an adjustment below.
<b>Bicycle Storage</b>	The plans indicate four bicycle storage areas. Please provide details whether these are enclosed storage areas, or will include single racks as indicated by the bike parking info graphic. Please note: should these just be individual bike racks, please illustrate their location, orientation, and appropriate dimensions to demonstrate compliance with <a href="#">SRC 806.060</a> .
<b><u>Items of Concern:</u></b>	<b>*Failure to address issues could result in denial of the application</b>
<b>Adjustment(s)</b>	The plans and written statement submitted indicate the need for two adjustment applications. Please be aware that there was no application received for adjustments with the initial application materials. Please submit a Land Use Application indicating your specific adjustment request(s), and a confirmation email will be sent with instructions for payment of the additional fees.
<b>Written Statement</b>	The written statement provided does not specifically address the appropriate Adjustment criteria under <a href="#">SRC 250.005(d)(1)</a> or <a href="#">SRC 205.005(d)(2)</a> . Please note: there appears to be one Class 1 and one Class 2 request, which have slightly different criteria that must both be addressed. However, the applicant may choose to process both request as Class 2 Adjustments where the same criteria can be applied to both requests. Either way, the written statement should specifically indicate how the underlying purpose of the specific development standard proposed for the adjustment meets either item (i) or (ii) of their respective Class criteria. In addition, the applicant shall address <u>how</u> the criterion is met for the additional criteria items as well; more information is needed than "This criterion is met." Please feel free to call to discuss.



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<b>Public Works Comments</b>	Please see Public Works completeness review comments below. The applicant may contact Jennifer Scott in Public Works Development Services at 503-588-6211 with any questions.
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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":

1. The applicant shall provide additional findings to describe how the proposed development meets the standards of SRC Chapter 803.

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) 540-2328 or via email at [jdonaldson@cityofsalem.net](mailto:jdonaldson@cityofsalem.net).

**The Salem Revised Code may be accessed online at the following location:**  
<https://www.cityofsalem.net/Pages/salem-revised-code.aspx>

Sincerely,

Jamie Donaldson, Planner II