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November 12, 2021

## PLANNING REVIEW CHECKLIST

**Subject Property:** 4000 Deerhaven Dr NE

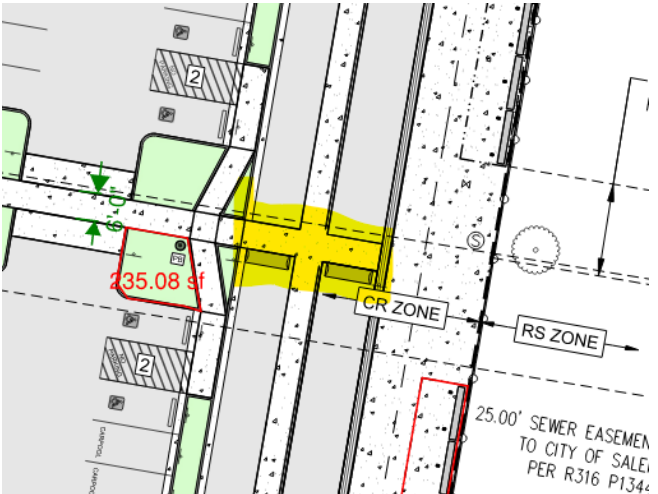
**Ref#:** 21-119953-RP and 21-119956-ZO

**Applicant:** Salem-Keizer School District  
[Ssmallwood\\_joel@salkeiz.k12.or.us](mailto:Ssmallwood_joel@salkeiz.k12.or.us)

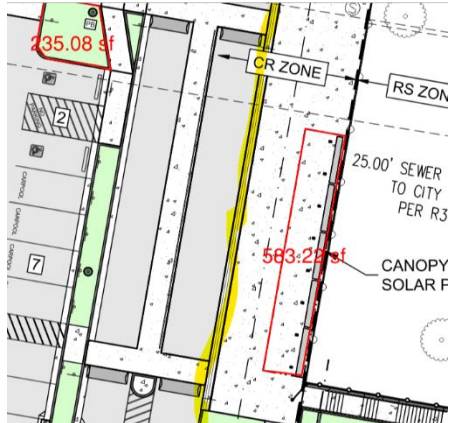
**Contact:** Saalfeld Griggs  
[mshipman@sglaw.com](mailto:mshipman@sglaw.com), [Margaret@sglaw.com](mailto:Margaret@sglaw.com),  
[hstevenson@sglaw.com](mailto:hstevenson@sglaw.com)

Site Plan Review and Zoning Adjustment application was received on October 25, 2021  
Prior to deeming your applications complete, modifications and/or additional information  
must be provided to address the following item(s):

Item:	
<b><u>Lot Legality</u></b>	Both pieces of property have been found to be illegally created, in order to move forward with development, both must be validated. Additionally, the lots will need to be consolidated in order to meet setback requirements adjacent to property lines. Staff is not generally supportive of adjustments to setbacks. These requests (two validations and property line adjustment/replat) could be consolidated and evaluated at the same time as the rest of the proposal to speed up review time.  Previous Zoning provisions can be requested via the Public Records Request process -- <a href="https://www.cityofsalem.net/public-records">https://www.cityofsalem.net/public-records</a>
<b><u>RS Development Standards (SRC 511.010) / Special Use Provisions (SRC 700.010) *</u></b>	New building height – please provide elevation or confirm building height of classroom addition.
<b><u>Portland-Fairgrounds Rd Overlay (SRC 603)</u></b>	<ul style="list-style-type: none"><li>- Not enough information to ensure compliance with 603.020(f)(2), please provide a tree plan (see notes regarding SRC Ch. 807 as well)</li></ul>

	<ul style="list-style-type: none"> <li>- Please provide height of light structures per 603.020(f)(5)</li> <li>- Please note type of fencing used where indicated, no concertina or barbed wire allowed within 60 ft. of ROW and/or must be screened (SRC603.020(g)(2-3))</li> <li>- 603.020 Project Enhancements             <ul style="list-style-type: none"> <li>o Can you clarify if walkway is elevated in this section?</li> </ul> </li> </ul>  <ul style="list-style-type: none"> <li>o Please clarify use of canopy to meet standard in (j)(4) – identified canopies do not appear to be located adjacent to building. This standard may not be able to count towards these requirements as there are no buildings built within the Overlay and therefore nowhere this could applicable.</li> <li>o Please provide landscaping plan design by Oregon landscape architect.</li> </ul> <ul style="list-style-type: none"> <li>• Design Review Standards             <ul style="list-style-type: none"> <li>o Accessory structures located closer to the street than the main building do not meet the standards of the Design Review section and will require a Class 3 Design Review in front of the Planning Commission, findings regarding the applicable guidelines will be required.</li> </ul> </li> </ul>
<p><b><u>Parking/Driveway - SRC</u></b> <b><u>806.035-040</u></b></p>	<p>806.05(i) Bumper guards or wheel barriers. Off-street parking and vehicle use areas shall include bumper guards or wheel barriers so that no portion of a vehicle will overhang or project into required setbacks and landscaped areas. Please</p>

	ensure these are provided for landscaping on western side of new parking lot.
<b><u>Landscaping - 807.015-020</u></b>	<ul style="list-style-type: none"> <li>- Please submit a landscaping plan which shows what plantings you are using to meet the Type A Landscaping standard.</li> <li>- Please revise landscaping plan to include existing landscaping (including section that is located in RA).</li> </ul>
<b><u>Adjustment Requests</u></b>	<ul style="list-style-type: none"> <li>- Adjustment to zone to zone setback appears unnecessary. Setbacks are measured from property lines so no additional setback to zoning division will be required (if properties are consolidated).</li> <li>- Adjustment to 522.020(d) appears unnecessary – entire setback just needs to have enough foliage to meet Type A landscaping, including the paved area for the ped. path.</li> <li>- Adjustment to maximum parking standard may not be supportable. The intent of the Portland Overlay is to provide a better pedestrian experience. The request is for nearly a 40% increase over the required minimum, which is a significant increase, and parking spaces do not generally provide a pleasant pedestrian experience. If the applicant would like to pursue this adjustment, additional information regarding the approval criteria will be required and effects could be potentially mitigated via additional improvements per the Portland Rd/Fairgrounds Rd overlay improvement section.</li> <li>- Adjustment to bicycle parking standard may not be supportable – could there be additional bike parking spaces available adjacent to the western entrance? Anyone who arrived via bike on the western side of the site would have no available bike parking, especially with the requested adjustment to the pedestrian connection standard.</li> </ul>
<b><u>General Comments</u></b>	<ul style="list-style-type: none"> <li>- It would be helpful if you could include a total sq. ft., height, and location of all accessory structures to be located in CR and RA zones (canopies, play equipment).</li> </ul>

	<p>- Please clarify what the yellow highlight structure is on the site plan, stairs?:</p> 
<p><b><u>Additional Land Use Applications Required (send application to <a href="mailto:kstraus@cityofsalem.net">kstraus@cityofsalem.net</a> for setup)</u></b></p>	<p>Validation of Units of Land (two properties)</p> <p>Property Line Adjustment or Replat</p> <p>Driveway Approach Permit</p> <p>Design Review – <i>As currently proposed, the project will require a Class 3 Design Review with a hearing in front of the Planning Commission.</i></p>

\* Review done assuming the consolidation of two lots.

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.**

Public Works has completed a preliminary "Completeness" review of the application submitted for the above-mentioned project. The following items will be required prior to acceptance of the application.

1. 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 shall provide a storm drainage system

that provides treatment and flow control as required by the 2014 PWDS, by one of three means:

- a. Runoff from the new and replaced impervious surfaces flows into one or more locations that have been set aside for installation of Green Stormwater Infrastructure (GSI) and the locations have a total area of at least ten percent of the total new plus replaced impervious surface area; or
- b. GSI is used to mitigate the impacts of stormwater runoff from at least 80 percent, but less than 100 percent, of the total new plus replaced impervious surfaces; or
- c. Under a design exception from the City Engineer, GSI is used to mitigate the impacts of stormwater runoff from less than 80 percent of the total new plus replaced impervious surfaces and the factor(s) limiting implementation (SRC 71.095).

2. The proposed driveway approach will be subject to the Class 2 Driveway Approach requirements described in SRC Chapter 804.

For questions regarding the above requirements, feel free to contact me directly by calling (503) 540-2347 or via email at [kstraus@cityofsalem.net](mailto:kstraus@cityofsalem.net).

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

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

Sincerely,

Kirsten Straus, Planner I