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November 18, 2021

## PLANNING REVIEW CHECKLIST

**Subject Property:** 4700 Block of Battle Creek Road SE

**Ref#:** 21-119893-RP (Class 3 Site Plan Review)  
21-119895-ZO (Class 2 Driveway Approach Permit)  
21-119896-ZO (Class 2 Adjustment)  
21-120142-DR (Class 1 Design Review)

**Applicant:** Allison May **Phone:** (503) 713-6294  
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Portland, OR 97229

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1155 13<sup>th</sup> Street SE  
Salem, OR 97302

A consolidated application for a Class 3 Site Plan Review, Class 2 Driveway Approach Permit, Class 2 Adjustment, and Class 1 Design Review was received on October 27, 2021 for property located at the 4700 Block of Battle Creek Road SE.

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

Item:	
<b>Recorded deed/land sales contract – SRC 300.210(a)(2)</b>	Please provide a current recorded deed/land sales contract with legal description, the deed and legal description provided is out of date and no longer describes the subject property.
<b>Existing Conditions Plan/Site Plan – SRC 220.005(e)</b>	No trees are identified on the existing conditions plan or on the site plan. Please provide an updated existing conditions plan noting the location of all existing trees on the subject property and noting the location of all existing trees to be protected.
<b>Driveway Approach Permit – Fee</b>	The proposal includes three new driveway approaches, however the fee paid was for only one driveway approach permit. Please pay the full fee for the requested driveway approach permits (see 21-119895-ZO).
<b>Stormwater Report – SRC Chapter 71</b>	The stormwater report submitted is lacking a description of the regional stormwater management system. Design

	information does not need to be included, but the description and a comparison of how much impervious and pervious areas were assumed to how much is being proposed is needed. See attached report with comments. The report shall be updated to include the required elements.
<b>Traffic Impact Analysis – SRC 803.015</b>	The proposed 200-unit multi-family development requires a Traffic Impact Analysis (TIA) pursuant to SRC 803.015. The submitted TIA was previously approved for single family development whereas the current proposal is for multi-family development. The applicant shall provide a TIA that represents the newly proposed development for the entire site. The applicant may contact Kevin Hottmann, City Traffic Engineer, with any questions.

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:	
<b>Multi-Family Design Review Standards – SRC Chapter 702</b>	<p>Design Issues:</p> <ul style="list-style-type: none"> <li>Per SRC 702.020(a)(1)(B), a maximum of 15 percent of open space area can be on slopes exceeding 25 percent. <i>Please revise page SDR4 to identify all open space areas on slopes exceeding 25 percent. Page SDR4 also incorrectly identifies only the building setbacks adjacent to proposed internal streets in the open space totals. Please revise this page to include interior building setbacks and the setback area adjacent to Kuebler Boulevard.</i></li> <li>SRC 702.020(c)(1) requires windows to be provided in all habitable rooms, other than bathrooms, on each wall that faces common open space, parking areas, and pedestrian paths. <i>Windows are not provided in habitable rooms at the end elevations for Buildings 14, 17, 18, and 19. Please revise the building design to include windows on each wall in all habitable rooms other than bathrooms.</i></li> <li>SRC 702.020(d)(3) provides that when a development site abuts and it located uphill from property zoned RA or RS, and the slope of the development site within 40</li> </ul>

	<p>feet of the abutting RA and RS zoned property is 15 percent or greater, parking areas shall be setback not less than 20 feet from the property line of the abutting RA or RS zone.</p> <p><i>The proposed parking area along the northern boundary of the property is located uphill from an abutting RA zoned property and has a slope exceeding 15 percent. Please revise the site plan to show a minimum setback of 20 feet for the off-street parking area in this location in compliance with SRC 702.020(d)(3).</i></p> <ul style="list-style-type: none"> <li>• SRC 702.020(d)(4) requires that safe pedestrian access is provided throughout a development site connecting to and between buildings, common open space, and parking areas, and that connect the development to the public sidewalks.</li> </ul> <p><i>The proposed site plan lacks pedestrian connectivity to proposed public streets. Pedestrian connections should be provided to Kuebler Boulevard SE and at least one major pathway should be provided at the north end of the main site to M Street or O Street. In addition, buildings 17-19 are separated from the main site by public streets that lack pedestrian crossings. Please provide mid-block pedestrian crossings on O Street and P Avenue to provide a safe route for residents in these buildings to access common facilities located at the main site.</i></p>
<b>Solid Waste Service Area Standards – SRC 800.055(f)(2)</b>	<p>Per SRC 800.055(f)(2), vehicle operation areas shall be designed so that waste collection service vehicles are not required to back onto a public street or leave the premises.</p> <p>The proposed solid waste service area adjacent to Building 17 requires the collection service vehicle to back out onto a street. Please revise the site plan to comply with all applicable standards of SRC 800.055, or request an adjustment to the standard. Notice to the haulers is required is an adjustment is requested to any standard in SRC 800.055.</p>
<b>Perimeter Setbacks and Landscaping Requirement – SRC 806.035(c)(4)</b>	<p>Per SRC 806.035(c)(4), where an off-street parking or vehicular use area is located adjacent to the exterior wall of a building or structure, the off-street parking or vehicle use area shall be setback from the exterior wall of the building or</p>

	<p>structure by a minimum 5-foot wide landscape strip or five-foot-wide paved pedestrian pathway.</p> <p>Please provide a minimum five-foot separation between the proposed trash enclosure walls and adjacent off-street parking spaces at the east and south end of the site.</p>
<b>Proximity of Bicycle Parking to Use or Activity Served – SRC 806.050</b>	<p>Per SRC 806.050, bicycle parking shall be located on the same development site as the use or activity it serves.</p> <p>Bicycle parking is only proposed on the larger development site. The two satellite sites do not have bicycle parking spaces. Please revise the site plan to include a minimum of four bicycle parking spaces at each satellite location.</p>
<b>Amount of Off-Street Loading – SRC 806.075, Table 806-9</b>	<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 200-unit multi-family apartment complex requires a minimum of three off-street loading spaces. One off-street loading spaces are provided on the site plan. Please revise the site plan to comply with the minimum off-street loading standard, or request and adjustment to the amount of required off-street loading spaces.</p>
<b>Land Division</b>	<p>The combined application does not include a partition or subdivision but does propose dedication of right-of-way that splits the subject property into five distinct pieces. Dedication of right-of-way does not legally divide the subject property into separate lots. Staff recommends that the applicant submit a subdivision to divide the subject property into five separate lots.</p>
<b>Airport Overlay Zone – SRC Chapter 602</b>	<p>The subject property is located within the Horizontal Surface of the Airport Overlay Zone. In the Horizontal Area, no building, structure, object, or vegetative growth shall have a height greater than that established by a horizontal plane 150 feet above the airport elevation (210 feet above mean sea level). The property itself currently exceeds 360 feet above mean sea level, an Airport Overlay Zone Height Variance is required prior to building permit issuance.</p>

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.



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(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](mailto:apanko@cityofsalem.net). The Salem Revised Code may be accessed by clicking [HERE](#).

Sincerely,

Aaron Panko, Planner III