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January 7, 2022

PLANNING REVIEW CHECKLIST

Subject Property: 4500 Block of Mill Creek Drive SE
Ref#: 21-122676-RP (Class 3 Site Plan Review)
21-122677-ZO (Class 2 Driveway Approach Permit)

Applicant: Jake Kurth **Phone:** 612-280-4088
Scannell Properties, LLC **Email:** jakek@scannellproperties.com
294 Grove Lane East, Suite 140
Wayzata, MN 55391

A consolidated application for a Class 3 Site Plan Review and Class 2 Driveway Approach Permit was received on December 15, 2021 for property located at the 4500 Block of Mill Creek Drive SE.

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

Item:	
Neighborhood Association Contact – SRC 300.310	Submittal of a Class 3 Site Plan Review and Class 2 Driveway Approach Permit application requires Neighborhood Association Contact pursuant to SRC 300.310. Please provide evidence demonstrating that neighborhood contact, meeting applicable requirements of SRC 300.310, has been made.
Recorded Deed – SRC 300.210(a)(2) and Signature Authority – SRC 300.210(a)(1)(G)	Please provide a recoded deed/land sales contract with legal description for the subject property. In addition, please provide evidence that Darrin Brightman is authorized to sign the land use application on behalf of the current property owner, State of Oregon - Department of Administrative Services.

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:	
Pedestrian Access Standards – SRC 800.065	<p>The application does not comply with several pedestrian access standards of SRC Chapter 800. Please revise the site plan to demonstrate that the proposal complies with all applicable standards of SRC 800.065, including but not limited to:</p> <ol style="list-style-type: none"> 1) Pedestrian connections are required between primary building entrances and each abutting street. The proposal does not include a pedestrian connection to Mill Creek Drive SE. 2) Where there is an existing or planned transit stop along a street frontage, at least one of the required pedestrian connections shall connect to the street within 20 feet of the transit stop. Please indicate the location of any planned transit stops and demonstrate a pedestrian connection will be provided to the street within 20 feet of the planned transit stop. 3) Where there is more than one building on a development site, a pedestrian connection or pedestrian connections shall be provided to connect the primary building entrances of all of the buildings. The proposal does not include pedestrian connections between buildings on the same development site. 4) Required pedestrian pathways shall comply with the design and materials, as well as lighting standards in SRC 800.065. The application materials shall demonstrate that required pedestrian pathways are in compliance with all applicable design, materials, and lighting standards. <p>Alternatively, the applicant may request a Class 2 Adjustment to modify the pedestrian access development standards.</p>
Vehicle Use Area Setback Adjacent to Buildings and Structures – SRC 806.035(c)(4)	<p>Where an off-street parking or vehicular use area is located adjacent to a building or structure, the off-street parking or vehicular use area shall be setback from the exterior wall of the building or structure by a minimum five-foot-wide landscape strip, planted to the Type A Standard set forth in</p>

	<p>SRC Chapter 807, or by a minimum five-foot-wide paved pedestrian walkway.</p> <p>The site plan indicates that the north and south walls of the Dry Goods and Cold Storage Distribution Center building and the north, east, and south walls of the TMF building do not include the required five foot separation between the exterior wall of the building and the vehicle use area.</p> <p>In addition, the Mill Creek Corporate Center Design Standards and Guidelines for Phase IA state that:</p> <p>1.12.1 – Along building façade elevations where there are few or no surface penetrations, landscaping shall be provided of sufficient size or variety to visually break up the exterior of the building.</p> <p>Staff recommends that landscaping be provided along the northern wall of the Dry Goods and Cold Storage Distribution Center building. A Class 2 Adjustment may be requested to reduce or eliminate the required vehicle use area setback adjacent to other exterior walls.</p>
<p>Bicycle Parking Development Standards – SRC 806.060(a)</p>	<p>Bicycle parking located outside a building shall be located within a convenient distance of, and be clearly visibly from, the primary building entrance. In no event shall bicycle parking be located more than 50 feet from the primary building entrance, as measured along a direct pedestrian access route.</p> <p>Proposed bicycle parking spaces are located more than 50 feet from the primary building entrance. Either revise the bicycle parking location so all required bicycle parking spaces are within 50 feet, or request a Class 2 Adjustment to modify this bicycle parking location standard.</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.
- (3) Written notice from you (the applicant) that none of the missing information will be provided.



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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