



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025  
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February 1, 2022

## PLANNING REVIEW CHECKLIST

**Subject Property:** 3995 Rickey Street SE

**Ref#:** 21-114799-RP (Class 2 Site Plan Review)

**Applicant/Contact:** Terrance Steenman ([terrance@magellanarchitects.com](mailto:terrance@magellanarchitects.com));

The Class 2 Site Plan Review application was received on August 5, 2021, additional materials were submitted on January 31, 2022. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
<b>Submittal Requirements</b>	
<b>Signing Authority</b>	We were unable to determine the signing authority of "Sherri Miller." We will need the owner and/or duly authorized representative to sign over authority to Sherri Miller and/or a representative of Magellan Architects.  <b><i>"Signatures of the applicant(s), owner(s) of the subject property, and/or the duly authorized representative(s) thereof authorizing the filing of the application(s)," per SRC 300.210(a)(1)(G).</i></b>
<b>Items of Concern</b> <b>*Failure to address issues could result in denial of the application</b>	
<b>Pedestrian Access Standards [SRC 800.065]*</b>	<b>SRC 800.065(a)(1) - A pedestrian connection shall be provided between the primary building entrance of each building on the development site and each adjacent street.</b> Where a building has more than one primary building entrance, a single pedestrian connection from one of the building's primary entrances to each adjacent street is allowed; provided each of the building's primary entrances are connected, via a pedestrian connection, to the required connection to the street (see Figure 800-11).  <b>No connection is shown to go to Rickey Street SE.</b>

	<p>SRC 800.065(b) – The submitted materials do not show “visually differentiated” walkways crossing the drive-aisle. The pedestrian walkways must be visually differentiated throughout the development site and as established in SRC 800.065(b). <b><i>“Striping does not meet this requirement, except when used in a parking structure or parking garage;”</i></b> however, striping with speed bumps would be sufficient. Lastly, <b>pedestrian walkways are required to be five-feet in width, per SRC 800.065(b)(1)(A),</b> and this standard must be met for all the proposed walkways.</p>
<b>Off-Street Parking, Loading, and Driveways</b> (SRC Chapter 806)	<p><b>Bicycle parking shall be provided in amounts not less than those set forth in Table 806-8. It is unclear based on the details provided whether the current site meets these standards or not. The <i>eating and drinking establishment</i> use requires the greater of the following: 4 spaces or 1 per 1,000 square feet per gross floor area. 4 bicycle spaces are needed meeting the bicycle parking standards of 806.060.</b></p> <p><b>Bicycle Parking shall meet the standards as established in <a href="#">SRC 806.060</a>.</b></p>
<b>Class 1 or 2 Adjustments</b>	<p>If standards cannot be met, please apply for a Class 1 or 2 Adjustment.</p> <p>Possible Adjustments:</p> <ul style="list-style-type: none"> <li>• Pedestrian access standards</li> </ul> <p>Please note: Addition of Class 2 Adjustment land use decision(s) would change the requirement from a Class 2 Site Plan Review to a Class 3 Site Plan Review, per SRC 220.005(b)(3).</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) 540-2313 or via email at [kkearns@cityofsalem.net](mailto:kkearns@cityofsalem.net).

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

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

Sincerely,

Kyle Kearns, AICP  
Planner II