



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • TTY 503-588-6005  
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Feb. 15, 2022

Winterbrook Planning  
610 SW Alder Street Suite 810  
Portland, OR 97205  
[ben@winterbrookplanning.com](mailto:ben@winterbrookplanning.com)

**RE: Completeness Review for Class 3 Site Plan Review, Class 2 Driveway Approach Permit, Class 2 Adjustment, and Class 1 Design Review for Property Located at 5205 Battle Creek Road SE**

A land use application was received for the subject property on Jan. 25, 2022. Prior to deeming the application complete, modifications and/or additional information must be provided to address the following item(s):

Item	Description
<b>Signing Authority</b>	Please provide evidence that Jessica Woodruff has authority to sign the application on behalf of the property owner(s). It's not clear based on County Assessor records who the current property owner is. Additionally, the provided sale agreement lists California-based Community Development Partners, Inc. as the owner, but the application form includes a member list of Oregon limited liability company CDP Oregon, LLC.
<b>TGE Form</b>	Please provide a completed trip generation estimate (TGE) form, found here: <a href="https://www.cityofsalem.net/CityDocuments/trip-generation-estimate-form.pdf">https://www.cityofsalem.net/CityDocuments/trip-generation-estimate-form.pdf</a>
<b>Site Plan Features</b>	Pursuant to SRC 220.005(e)(1)(A), the submitted site plan is missing the following information: <ul style="list-style-type: none"><li>• <i>The location of all street trees, if applicable, or proposed location of street trees required to be planted at time of development pursuant to SRC chapter 86. New street trees along Battle Creek Road should be shown on the site plan.</i></li></ul>



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The following items are identified deficiencies in your application and will need to be addressed. **Failure to address issues could result in denial of the application.**

- **Detention Basin:** The submitted plan shows expansion of a City owned detention basin along Salal Street. The applicant is advised to coordinate stormwater design alternatives with Public Works staff prior to finalizing the land use application to determine if expansion of the existing facility is appropriate. The applicant also has the option to submit a written statement describing the reasoning behind the request for review by City Staff.
- **Alternative Street Standards:** The application appears to include an alternative street standard proposed for the typical street section of Teal, Salal, and Foxhaven. The applicant is encouraged to submit written findings discussing how the proposed cross section meets the criteria of SRC 803.065.
- **Multiple Family Design Standards:** The proposal does not appear to meet the following multiple family design review standard(s):
  - SRC 702.020(b)(3): *To define and accentuate primary entryways, a minimum of two plant units shall be provided adjacent to the primary entryway of each dwelling unit, or combination of dwelling units.* The proposed landscape plans do not show full conformance with this standard.
  - SRC 702.020(b)(5): *Shrubs shall be distributed around the perimeter of buildings at a minimum density of one plant unit per 15 linear feet of exterior building wall.* The proposed landscape plans do not show full conformance with this standard.
  - SRC 702.020(c)(1): *Windows shall be provided in all habitable rooms, other than bathrooms, on each wall that faces common open space, parking areas, and pedestrian paths to encourage visual surveillance of such areas and minimize the appearance of building bulk.* This is not met in the following location(s):
    - Building A: Sheet A2.11, Unit 2.2 in lower righthand corner
    - Building B: Sheet A2.11, Unit 3.1 in lower righthand corner
    - Building C: Sheet A2.11, Unit 3.5 in lower righthand corner
    - Building D: Sheets A2.11 and A2.12, Unit 2B1: windows required on wall which faces opposite side of the building, one per room.
  - SRC 702.020(c)(3): *Fences, walls, and plant materials shall not be installed between street-facing dwelling units and public or private streets in locations that obstruct the visibility of dwelling unit entrances from the street. For purposes of this standard, the term "obstructed visibility" means the entry is not in view from the street along one-half or more of the*

*dwelling unit's frontage.* The proposed walls which surround ground-floor patios of the dwelling units which face Salal Street appear to conflict with this standard. If the walls are reduced in height to a max. of three feet, that should meet this standard as well as 702.020(c)(4).

- SRC 702.020(e)(1): *To preclude long monotonous exterior walls, buildings shall have no dimension greater than 150 feet.* The south elevation of Building D exceeds this standard.
- SRC 702.020(e)(4): *On sites with 75 feet or more of buildable width, a minimum of 40 percent of the buildable width shall be occupied by building placed at the setback line to enhance visual interest and activity along the street. Accessory structures shall not apply towards meeting the required percentage.* The Community Building is not placed at the setback line.
- SRC 702.020(e)(5): *To orient buildings to the street, any ground-level unit, cluster of units, interior lobbies, or portions thereof, located within 25 feet of the property line abutting a street shall have a building entrance facing that street, with direct pedestrian access to adjacent sidewalks.* The community building needs an entrance with a direct pedestrian connection to Salal Street.
- SRC 702.020(e)(6): *A porch or architecturally defined entry area shall be provided for each ground level dwelling unit. Shared porches or entry areas shall be provided to not more than four dwelling units. Individual and common entryways shall be articulated with a differentiated roof, awning, stoop, forecourt, arcade or portico.*
  - Building A does not appear to meet this standard.
  - Buildings B and C contain metal blade canopies which meet this standard.
  - The covered walkway/entry area on the senior building does not meet this standard.
- SRC 702.020(e)(8): *To reinforce the residential character of the neighborhood, flat roofs, and the roof ridges of sloping roofs, shall not exceed a horizontal length of 100 feet without providing differences in elevation of at least four feet in height. In lieu of providing differences in elevation, a cross gable or dormer that is a minimum of four feet in length may be provided. (See Figure 702-4).* Buildings B and D exceed this standard.
- SRC 702.020(e)(9): *To minimize the appearance of building bulk, each floor of each building's vertical face that is 80 feet in length or longer shall incorporate one or more of the design elements below (see examples in Figure 702-5). **Design elements shall vary from other wall surfaces by a minimum of four feet and such changes in plane shall have a***

**minimum width of six feet.** Examples: (A) Offsets (recesses and extensions). (B) Covered deck. (C) Covered balcony. (D) Cantilevered balcony, provided at least half of its depth is recessed. (E) Covered entrance. Not met on west façade of building C.

- SRC 702.020(e)(10): *To visually break up the building's vertical mass, the first floor of each building, except for single-story buildings, shall be distinguished from its upper floors by at least one of the following (see examples in Figure 702-6): (A) Change in materials. (B) Change in color. (C) Molding or other horizontally-distinguishing transition piece.* The inner facades on Building D do not meet this standard.
- **Solid Waste Service Area Standards:** Please revise the plans to address the following:
  - The submitted materials reference plans for the proposed trash enclosures, but Staff was unable to locate these through our Portal. Plans will need to be submitted to show adherence with each standard of SRC 800.055.
- **Protected Trees:** Further information regarding trees and/or vegetation protected under SRC chapter 808 is required to address the following:
  - By my calculation and based on the submitted tree plan, the proposal includes the removal of four significant Oregon white oak trees on the subject property (tree IDs 2, 187, 189, and 271). To receive approval for these removals, **the applicant shall apply for a tree variance under SRC 808.045**, showing how the proposed removal meets the approval criteria set forth in that section.
  - The applicant is advised that no tree removal on the portion of the subject property not subject to the proposed development (i.e., Lots 2, 3, and 4) will be approved with this application. Only trees on Lot 1 are reviewed with this application. Any removal on the other lots will require prior approval through our office.

The application will be deemed complete upon receipt of one of the following:

- (1) All the missing information;
- (2) Some of the missing information and written notice from the applicant that no other information will be provided;
- (3) Written notice from the applicant that none of the missing information will be provided.

**You have 180 days from the date the application was submitted to respond in one of the three ways listed above, or the application will be deemed void.**



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Please submit the above requested materials and/or information to our office through the [PAC Portal](#). If you have questions, please contact me at (503) 540-2326 or [bpik@cityofsalem.net](mailto:bpik@cityofsalem.net).

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

Sincerely,

Brandon Pike, Planner I