



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025
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February 16, 2021

PLANNING REVIEW CHECKLIST

Subject Property: 4600 Block of Truax Drive SE
(Tax lots 082W08 / 0109 & 0111)

Ref#: 22-101856-RP (Class 3 Site Plan Review)
22-101857-ZO (Class 2 Driveway Approach Permit)
22-101858-ZO (Class 2 Adjustment)

Applicant: Matthew Oyen
matto@pactrust.com

Contact: Josh Wells
jwells@westech-eng.com

The above referenced applications were officially received on January 18, 2022. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
<u>Submittal Requirements</u>	A checklist of all required application materials for a Class 3 Site Plan Review application can be found here: https://www.cityofsalem.net/CityDocuments/site-plan-review-class-3-application-packet.pdf
Deeds	<p>A copy of the recorded deed/land sales contract of the total contiguous ownership of the applicant is required.</p> <p>Please note: The Property Line Adjustment (PLA) application currently in review (Case No. 21-118404-LD) made the following note regarding the submitted deeds on an Incomplete Letter issued October 21, 2021:</p> <p>“There are discrepancies between the submitted site plan boundary and the boundaries described in the proposed Deeds: the site plan shows the boundary of the subject property to the east line of proposed Truax Street while PLA 1 of 2, Exhibit B describes all of Lot 4, Mill Creek Corporate Center.</p>

	Please note: all proposed PLA exhibits will need to be written to describe the post Partition lands.”
TGE Form	A Trip Generation Estimate (TGE) form must be completed by the applicant and submitted with the application to determine whether a Transportation Impact Analysis is required. Please also see completeness review comments from Public Works below.
Written Statement	Please provide a written statement addressing all applicable criteria for the development, including Class 3 Site Plan Review criteria under SRC 220.005(f)(3) and Class 2 Driveway Approach Permit criteria under SRC 804.025(d).
Salem-Keizer Transit District Comments	Pursuant to SRC 300.210(a)(8), please provide a statement and summary of contact with the Salem-Keizer Transit District. Please be aware that Cherriots has requested either a marked crosswalk and/or signalized intersection at Truax Drive SE and Aumsville Hwy SE, or a new bus stop on Truax Drive SE adjacent to the subject property.
<u>Site Plan Review Items</u>	
Pedestrian Access	Pedestrian connections shall be provided meeting the design and material standards under SRC 800.065(b). Please provide visually differentiated walkways crossing drive aisles and wheel stops, where applicable, to meet these standards.
Solid Waste Service Area	Please provide dimensions and design details for the proposed trash enclosure(s) that illustrate compliance with the standards set forth in SRC 800.055, as well as SRC 550.015(a)(6).
Bicycle Parking	<p>It appears the bicycle parking requirement is 32 spaces as opposed to the 17 indicated in the summary table, due to the dual uses of Office and General Warehousing. Please review the required bicycle parking requirements in Table 806-8 and adjust accordingly, providing additional bicycle parking to meet the minimum requirement.</p> <p>Please also provide spacing dimensions and bike rack design details for the proposed bicycle racks that illustrate compliance with the standards set forth in SRC 806.060.</p>
Landscaping	Pursuant to SRC 550.015(a)(4), required setbacks and vehicle use areas, (save excepted areas under (B)(i)-(iii)), shall be landscaped to meet the Type A ¹ standard set forth in SRC Chapter 807.

¹ Type A landscaping requires one plant unit per 20 square feet of landscaped area.

	<p>Please be aware that the landscape plan shall include the following at the time of building permit review:</p> <ul style="list-style-type: none"> • Plant unit count, distribution, and density • Diameter at Breast height (DBH), species, and quantity for each tree.
<u>Items of Concern</u>	Failure to address issues could result in denial of the application.
Mill Creek Corporate Center Land Division	<p>Building 221 is proposed over an existing property line. For purposes of the building code, new development cannot be constructed over legal lot lines. The PLA application currently in review for the subject properties (Case No. 21-118404-LD) was issued an Incomplete Letter on October 21, 2021 with the following comments:</p> <p>“Based on the site plan provided, the proposed PLA is set up to record after the recording of the Partition/Creation of Truax Street. As such, the proposed PLA cannot be approved for pieces of land that do not currently exist; <u>the Partition must be completed prior to approval of this PLA.</u> Please feel free to call to discuss options for this application.”</p> <p>It appears Partition Plat 2022-10 for Lot 4 of Mill Creek Corporate Center was received as recorded on February 12, 2022. However, there has been no response to the above referenced Incomplete Letter to date, and the PLA application is set to expire on March 29, 2022.</p>
Mill Creek Corporate Center – CC&R Review	<ol style="list-style-type: none"> 1. Please indicate the height of the building(s) to verify conformance with CC&R setback standards. 2. Building elevations were submitted for Buildings 221 & 222; please submit the elevations for Building 223.
Public Works Comments	<p>Please see Public Works completeness review comments below. The applicant may contact Laurel Christian in Public Works Development Services at 503-588-6211 with any questions.</p>

Public Works has completed a preliminary "Completeness" review of the application submitted for the above-mentioned project. The following items have been identified as required material to be provided by the applicant prior to accepting the application as "Complete":



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1. A Trip Generation Estimate (TGE) is required as part of the submittal packet pursuant to SRC 220.005(e)(1)(D).
2. Pursuant to SRC 803.015(b)(1), a Traffic Impact Analysis (TIA) is required. The applicant's traffic engineer is advised to review the MCCC TIA and amend to reflect the proposed use and existing uses within the study area. The applicants traffic engineer is advised to contact Tony Martin, Assistant City Traffic Engineer, at 503-588-6211 or tmartin@cityofsalem.net to discuss the scope needed and if there are any questions about the TIA requirements.

The following items are not listed in SRC as specific requirements for a complete application, however the applicant should be aware that the following have been identified as items that will be considered by the Public Works Department while recommending conditions for the proposed development.

1. In order to demonstrate the transportation system provides for safe and efficient circulation into and out of the proposed development [SRC 220.005(f)(3)(B)], the applicant is advised that a sight distance analysis will be required to demonstrate that semi-trucks and other vehicles can turn safely out of the proposed driveways. If the sight distance analysis demonstrates a lack of safety, then the driveways will need to be modified. Staff recommends that the analysis be completed prior to site plan review approval. The applicant's traffic engineer is advised to contact Tony Martin, Assistant City Traffic Engineer, at 503-588-6211 or tmartin@cityofsalem.net to discuss the scope needed and if there are any questions.

Public Works staff has performed a cursory technical review of the applicant's site plan and stormwater report. Those comments are being forwarded to the design engineer under separate cover as a courtesy.

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.



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For questions regarding the above requirements, feel free to contact me directly by calling (503) 540-2328 or via email at jdonaldson@cityofsalem.net.

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

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

Sincerely,

Jamie Donaldson, Planner II