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March 11, 2022

## 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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 12700 NW Cornell Road  
 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; additional materials were provided on February 10, 2022.

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

Item:	
<b>Existing Conditions Plan/Site Plan – SRC 220.005(e)</b>	Some existing trees are not 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. Most notably is a significant tree (40-dbh Oregon White Oak) missing that was identified in TCP19-04 near Reed Road Park.

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 and/or **conditions of approval** if not properly addressed.

<p>Item:</p> <p><b>Multi-Family Design Review Standards – SRC Chapter 702</b></p>	<p>Design Issues:</p> <ul style="list-style-type: none"> <li> <p>• SRC 702.020(b)(1) requires one tree be planted for every 2,000 square feet of site area.</p> <p><i>The gross site area is 560,617 square feet which requires a minimum of 280 trees (i.e. 560,617 / 2,000 = 280.3). 240 trees are displayed on the submitted materials and street trees do not count towards this standard.</i></p> </li> <li> <p>• SRC 702.020(b)(2) requires specific landscaping and screening standards for the portions of the development site that abut RA and RS zoned land that are not met throughout a majority of the development site.</p> <p><i>Screening and the number of trees required in this standard are deficient on almost all of the interior side property lines.</i></p> </li> <li> <p>• SRC 702.020(b)(3-5) requires specific landscaping standards in regards to the specific buildings and entryways throughout the site.</p> <p><i>The level of detail provided on the landscaping plans was not sufficient to determine conformance with this standard. Conditions of approval will be required for this development proposal to ensure conformance with this standard.</i></p> </li> <li> <p>• SRC 702.020(b)(6) requires specific landscaping standards for each ground level entry for individual dwelling units.</p> <p><i>It appears that not every ground level unit has this proposed on the landscape plan. Conditions should be expected.</i></p> </li> </ul>
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	<ul style="list-style-type: none"><li>● SRC 702.020(b)(7) requires specific landscaping standards for the perimeter of the off-street parking areas. <i>Much of the landscaping proposed on the permitter of the off-street parking areas do not meet the distancing and spacing requirements outlined in this standard.</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(c)(2) requires lighting to be provided that illuminates all exterior dwelling unit entrances, parking areas, and pedestrian paths. <i>Building 17 does not appear to have sufficient lighting proposed in the off-street parking areas.</i></li> <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. <i>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. Please display how pedestrians will be able to safely cross the street through the use of specific traffic calming measures.</i></li> <li>● SRC 702.020(d)(5) requires that buildings be oriented to the street and 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.</li></ul>
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	<p><i>Staff notes that an adjustment to this standard was received. Staff supports the orientation of the buildings along O and M Streets, staff does not support the orientation as it relates to P Avenue. Additionally, staff does not support removing the required pedestrian connections from the ground level entryways.</i></p> <p><b>Staff has provided a recommended site design that would better meet the intent of this standard (see attached document “City Comments_03.11.22”).</b></p>
<p><b>Perimeter Setbacks and Landscaping Requirement – SRC 806.035(c)(4)</b></p>	<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 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>
<p><b>Bicycle parking development standards – SRC 806.060</b></p>	<p>Per SRC 806.060(a), bicycle parking shall be located within 50 feet from the primary building entrance. This standard is not met for Buildings 18-19.</p>
<p><b>Airport Overlay Zone – SRC Chapter 602</b></p>	<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.
- (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](mailto:apanko@cityofsalem.net). The Salem Revised Code may be accessed by clicking [HERE](#).

Sincerely,

Aaron Panko, Planner III