



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025  
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March 29, 2022

## PLANNING REVIEW CHECKLIST

**Subject Property:** 4400 Block Market Street NE

**Ref#:** 22-106214-ZO (Class 2 Adjustment; North Property)  
22-106226-ZO (Class 2 Adjustment; East Property)  
22-106227-ZO (Class 2 Adjustment; West Property)

**Applicant:** United Way Mid-Willamette Valley  
[rwolf@unitedwaymwv.org](mailto:rwolf@unitedwaymwv.org)

**Contact:** Britany Randall  
[britany@brandlanduse.com](mailto:britany@brandlanduse.com)

Three Class 2 Adjustment applications were received on March 17, 2022. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
<b><u>Additional Items</u></b>	
<b><u>Driveway Approach Permits</u></b>	All three properties will need Class 2 Driveway Approach Permits for the proposed driveways. Since both applications go out for public notice, Staff recommends consolidating the applications.

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.



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(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.**

**22-106214-ZO;4400 Block Market Street NE (North):**

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 during review of the Building Permit application for the proposed development:

1. It is unclear from the submitted plans whether or not the proposal meets the definition of a large project pursuant to SRC 70.005. At building permit submittal, the applicant shall submit a written finding regarding the definition of large project and new/replaced impervious surfaces pursuant to SRC 70.005. If the proposal meets the definition of a large project, the applicant has three options for submittal: set aside 10 percent of the total new plus replaced impervious surface area for GSI facilities, submit a preliminary stormwater report demonstrating that GSI is used to mitigate the impacts of at least 80 percent of the stormwater runoff, or apply for a design exception from the City Engineer.
2. Pursuant to SRC 86.015(e), any person undertaking development adjacent to public streets shall provide street trees along street frontages to the maximum extent feasible in accordance with the standards and specifications set forth in SRC Chapter 86 and applicable administrative rules.

**22-106227-ZO;4396 Market Street NE (West):**

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 during review of the Building Permit application for the proposed development:

1. The proposed driveway location may cause operational and safety issues with access to the school. The solution to the potential safety issue will be restricting the driveway to right-in and right-out by either constructing a raised



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median or reconfiguring the site to move the driveway westerly to align with the existing median. Please contact the Assistant City Traffic Engineer, Tony Martin, if you have questions. He can be reached at 503-588-6211 or [tmartin@cityofsalem.net](mailto:tmartin@cityofsalem.net).

2. Pursuant to SRC 86.015(e), any person undertaking development adjacent to public streets shall provide street trees along street frontages to the maximum extent feasible in accordance with the standards and specifications set forth in SRC Chapter 86 and applicable administrative rules

22-106227-ZO;4396 Market Street NE (East):

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 during review of the Building Permit application for the proposed development:

1. Pursuant to SRC 86.015(e), any person undertaking development adjacent to public streets shall provide street trees along street frontages to the maximum extent feasible in accordance with the standards and specifications set forth in SRC Chapter 86 and applicable administrative rules

For questions regarding the above requirements, feel free to contact me directly by calling (503) 540-2343 or via email at [odias@cityofsalem.net](mailto:odias@cityofsalem.net).

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

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

Sincerely,

Olivia Dias, Current Planning Manager