



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • TTY 503-588-6005
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Apr. 28, 2022

Lani Hickey, Rhine-Cross Group, LLC
PO Box 909
Klamath Falls, OR 97601
lani@rc-grp.com

RE: Completeness Review for Class 2 Site Plan Review for Property Located at 1010 Hawthorne Avenue SE

A land use application was received for the subject property on Mar. 30, 2022. Prior to deeming the application complete, modifications and/or additional information must be provided to address the following item(s):

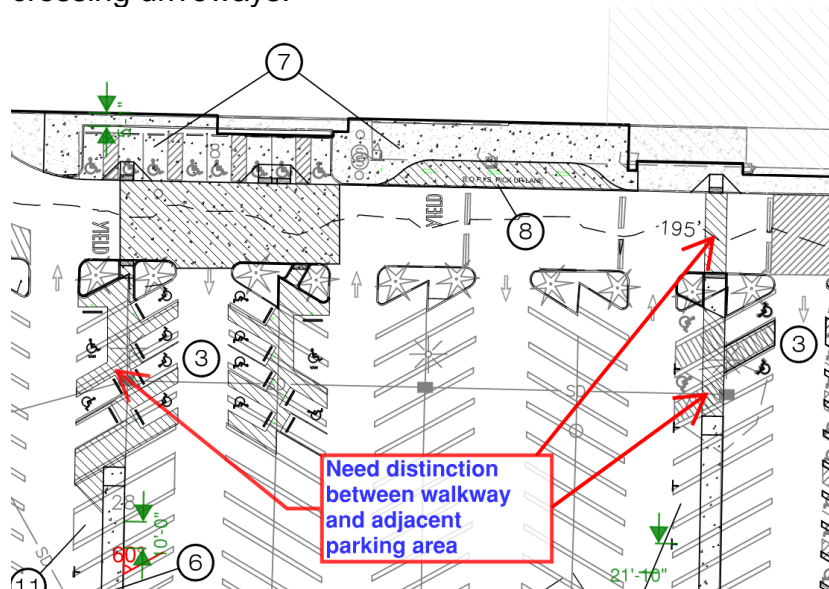
Item	Description
Signing Authority	Please provide evidence, through the corporation's bylaws or resolution of the board of directors, for instance, that Bruce Coffey has authority to sign the application on behalf of the property owner(s).
Deed(s)	Please provide a copy or copies of the current property deed(s). According to the Marion County Assessor's website, the most current property deed was recorded in 1998.
Building Elevations	SRC 220.005(e)(1)(E) requires building elevation drawings for any proposed new buildings and any exterior additions or alterations to existing buildings when the height of the building, or a portion of the building is changed.

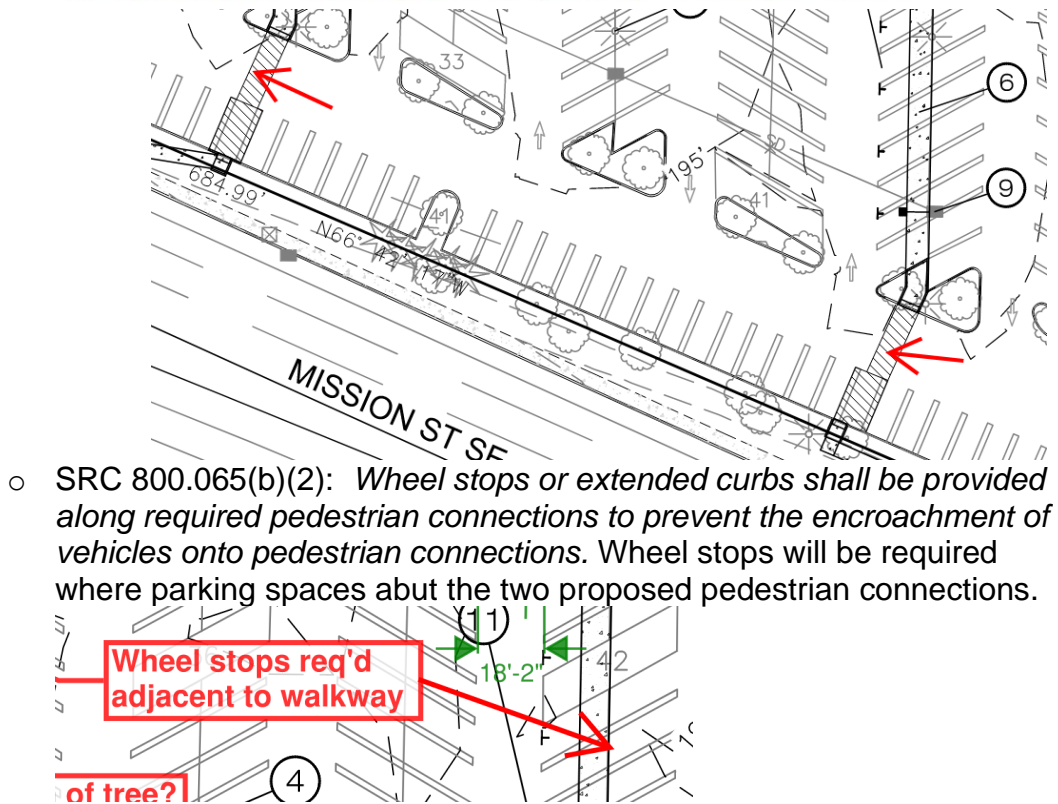
The following items are identified deficiencies in your application and will need to be addressed. **Failure to address issues could result in denial of the application.**

- **Retention of Trees:** The proposed pedestrian walkways come very close to some of the existing trees within landscaped islands. Please provide species and diameter at breast height (dbh) information for each tree adjacent to the walkways to ensure they are not protected under SRC chapter 808. If not protected under SRC 808, every effort should be made to preserve each of

these trees, but if some of them will need to be removed, please provide a statement that these trees will be replaced at a ratio of one to one in the same locations. If protected under SRC chapter 808, other location(s) for the walkway(s) may be required.

- **Pedestrian Access:** The proposal does not appear to meet the following pedestrian access standard(s):
 - SRC 800.065(a)(5): *Connection to abutting properties. Whenever a vehicular connection is provided from a development site to an abutting property, a pedestrian connection shall also be provided except as otherwise provided within this subsection.* Because there are vehicular connections to the property to the north, pedestrian connection meeting the standards of this section will also need to be provided.
 - SRC 800.065(b)(1)(b): *Where a walkway crosses driveways, parking areas, parking lot drive aisles, and loading areas, the walkway shall be visually differentiated from such areas through the use of elevation changes, a physical separation, speed bumps, a different paving material, or other similar method. Striping does not meet this requirement, except when used in a parking structure or parking garage.* This does not appear to be met in the following location(s):
 - For the two connections through the parking lot, in the areas where there is only striping near the ADA spaces **and** where crossing driveways.





- SRC 800.065(b)(2): *Wheel stops or extended curbs shall be provided along required pedestrian connections to prevent the encroachment of vehicles onto pedestrian connections. Wheel stops will be required where parking spaces abut the two proposed pedestrian connections.*

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.

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.

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



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Sincerely,

Brandon Pike, Planner I