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May 6, 2022

PLANNING REVIEW CHECKLIST

Subject Property: 3815 Center Street NE
(Marion County Assessor's Tax Lot No: 072W19CC/ 5403 & 5404)


Ref#: 22-107351-RP (Class 3 Site Plan Review)
22-107352-ZO (Class 2 Adjustment)
22-107353-ZO (Class 1 Adjustment)

Applicant: JCK Enterprises LLC
875 Country Club Road
Eugene, OR 97401

Contact: DOWL (Mike Towle)
mtowle@dowl.com

The above referenced applications were officially received on April 8, 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>	
Complete Application	<p>The application form must be signed by the applicant(s), property owner(s), and/or duly authorized representative(s). If the applicant and/or property owner is a Limited Liability Company (LLC), a list of all members of the LLC must be provided with your land use application.</p> <p>The application indicates the application was submitted by JCK Enterprises LLC. An operating agreement was provided for the owner (Lancaster Development Company LLC), but please also provide a list of LLC members for the applicant, JCK Enterprises LLC.</p>
Recorded Deed(s)	<p>The submitted deed references Property Line Adjustment Deeds for PLA19-11 and PLA20-28, which indicates two tax lots in their current configuration. The Jersey Mikes building appears to be built over the property line of the two abutting tax lots 5403 and 5404. An application for a Property Line Adjustment is required to allow building over the existing property line.</p>

Written Statement	<p>The narrative submitted makes reference to a Class 1 Adjustment for the reduction of required landscape under SRC 522.010(d)(3); however, the reduction appears to be greater than 20% and would require a Class 2 Adjustment, as previously done under SPR-ADJ-DAP20-26. Please clarify why this would be a Class 1 Adjustment; or confirm that this should be a Class 2 Adjustment and the folders and fees will be adjusted accordingly. Should this standard qualify as a Class 2 Adjustment, please revise the narrative addressing the appropriate approval criteria accordingly.</p>
<u>Site Plan Review Items</u>	
Pedestrian Access	<p>Per Condition 2 of SPR-ADJ-DAP20-26, the pedestrian connection at the eastern edge of the parking lot shall provide a pedestrian connection of at least 5 feet in width, by either widening the paved area west of the minimum 4-foot-wide planters to 7 feet or through some other configuration that meets the standard. Currently, the planters here are proposed at 3 by 3 feet wide and do not meet the minimum 4-foot-wide planters. Please redesign this pedestrian connection to provide the minimum 4-foot-wide planters with a minimum 5-foot-wide pedestrian connection.</p>
Bicycle Parking	<p>Please provide complete 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>
Elevations	<p>The elevations for the Jersey Mike building indicate a door on the north end of the building (facing mall), which appears to be located either where the bike rack or landscaping are proposed, which is not illustrated on the floor plan. Please revise the elevations to accurately reflect the entrance(s).</p>
Landscaping	<p>Please submit an existing conditions plan for all existing landscaped areas. The landscape plan submitted only shows some existing areas in conjunction with new areas and does not indicate the specific areas where trees and/or landscaping are proposed to be removed, as highlighted below. Please be sure to include size and species type of trees proposed for removal.</p> 



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<u>Items of Concern</u>	Failure to address issues could result in denial of the application.
Class 2 Driveway Approach Permit	A Class 2 Driveway Approach Permit application is required in coordination with the proposed modifications to the driveway. A written statement shall be provided how the proposal meets the criteria for approval under SRC 804.025(d) .
Property Line Adjustment	The application is submitted for both tax lots 5403 and 5404 and proposes a building over an existing property line. An application for a Property Line Adjustment is required to allow development of a new building over an existing property line.
Public Works Comments	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.

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":

1. Applicants written statement says a storm report is included as an exhibit; no report has been submitted. Therefore, the application does not provide sufficient details to identify how the site is compliant with SRC 71, specifically the requirements for Green Stormwater Infrastructure (GSI) pursuant to PWDS Appendix 4E. The applicant shall indicate the design and location of Green Stormwater Infrastructure (GSI) facilities for onsite stormwater treatment and the plan for offsite disposal.
2. The proposed modifications to the driveway approach will be subject to the Class 2 Driveway Approach requirements described in SRC Chapter 804. Please submit an application for a Class 2 DAP application and associated findings.
3. There is an existing property line that runs through one of the proposed buildings. The applicant shall submit evidence that this line has been or is intended to be removed.

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



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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 (August 22, 2022) 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) 540-2328 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