



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • TTY 503-588-6005
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May 12, 2022

Brandie Dalton
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**RE: Completeness Review for Class 3 Site Plan Review and Class 1
Adjustment for Property Located at 5775 Commercial Street SE**

A consolidated land use application was received for the subject property on Apr. 12, 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 LLC's articles of organization, for instance, that Bo Rushing has authority to sign the application on behalf of the property owners of the development site.
Site Plan Features	<p>Pursuant to SRC 220.005(e)(1)(A), the submitted site plan is missing the following information:</p> <ul style="list-style-type: none">• The location of all trees and vegetation required to be protected pursuant to SRC chapter 808. There appears to be additional trees along the creek which are not shown on the existing conditions plan, specifically in the northwest portion of the property. The plans should be revised to show these trees and to indicate if they will be preserved.

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.**

- **Exercise Room:** Staff was unable to locate the proposed exercise room on the floor plans. Please advise.
- **Development Site Parking Count:** With the removal of parking spaces to accommodate the proposed solid waste service area, this impacts the off-

street parking totals for the development site. Please provide a parking summary for the development site showing compliance with the standards of SRC chapter 806.

- **Case No. SUB-ADJ19-07:** Note that, without plat approval for this subdivision, there are potential issues between the proposal and the existing property lines. The applicant is advised to review the conditions of approval from this case and ensure their plat can be recorded prior to approval of building permits (or occupancy, at the least) for this proposal.
- **Setbacks:** The proposal does not appear to meet the following setback standard(s):
 - SRC 522.010(b): A minimum setback of 10 feet with Type C landscaping and screening is required to the perimeter setback line to the west of the proposed building.
- **Landscaped Areas:** The landscape plan appears to show an old configuration, with the trash/recycling area in a different location than what's shown on the site plan.
- **Conditional Use Permit:** The proposal does not appear to meet the following condition(s) of approval of case no. 20-08:
 - *Condition 3: Windows shall be provided in all habitable rooms of the dwellings, other than bathrooms, on each wall that faces common open space, parking areas, and pedestrian paths.* Some bedrooms do not contain windows where required.
 - *Condition 4: An offset of at least 4 feet in depth shall be provided along all exterior walls greater than 75 feet in length or width at 40-foot intervals, but shall not be required on the first floor.* Not met on east and west elevations.
 - *Condition 5: Weather protection in the form of awnings or canopies shall be provided along the ground floor building façade for a minimum of 75 percent of the length of the building façade for any wall which includes entrances for non-residential uses. Awnings or canopies shall have a minimum clearance height above the sidewalk or ground surface of 8 feet.* Required on north and east facades. Plans don't seem to show this.
- **Amount Off-Street Parking:** Please provide evidence the proposal meets the minimum and maximum off-street parking standards set forth under SRC 806.015 for the entire development site. Note: No uses were provided for the proposed commercial spaces.
- **Bicycle Parking Amount / Standards:** The proposal does not show adherence with the bicycle parking amount or development standards of SRC 806.055 or 806.060.
- **Amount Off-Street Loading:** Please provide evidence the proposal meets the minimum off-street loading standards set forth under SRC 806.075.

- **Solid Waste Service Area Standards:** The proposal does not show adherence with the standards of SRC 800.055. The plans will need to be revised accordingly, or a condition of approval can be included on the land use decision.
- **Pedestrian Access:** The proposal does not appear to meet the following pedestrian access standard(s):
 - SRC 800.065(a)(1)(A): *A pedestrian connection shall be provided between the primary building entrance of each building on the development site and each adjacent street. Where a building has more than one primary building entrance, a single pedestrian connection from one of the building's primary entrances to each adjacent street is allowed; provided each of the building's primary entrances are connected, via a pedestrian connection, to the required connection to the street (see Figure 800-11).* This standard is not met in the following location(s):
 - A connection to Commercial Street SE is required.
 - SRC 800.065(a)(2): *Connection between buildings on the same development site. Where there is more than one building on a development site, a pedestrian connection, or pedestrian connections, shall be provided to connect the primary building entrances of all of the buildings.* Connections between buildings on the development site will be required, or an Adjustment obtained.
 - SRC 800.065(a)(3): *Surface parking areas. Except as provided under subsection (a)(3)(A)(iii) of this section, off-street surface parking areas greater than 25,000 square feet in size or including four or more consecutive parallel drive aisles shall include pedestrian connections through the parking area to the primary building entrance or where there is no building, through the parking area as provided in this subsection.* The existing parking areas on the development site do not appear to meet this standard.

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.



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Please submit the above requested materials and/or information to our office through the [PAC Portal](#) using the appropriate [naming convention](#). 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>

Sincerely,

Brandon Pike, Planner I