



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • TTY 503-588-6005  
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May 26, 2022

Ronald James Ped  
6850 Burnett Street SE  
Salem, OR 97317  
[rip@rktect.com](mailto:rip@rktect.com)

**RE: Completeness Review for Class 2 Site Plan Review for Property Located at 3130 22nd Street SE**

A land use application was received for the subject property on Apr. 26, 2022. Prior to deeming the application complete, modifications and/or additional information must be provided to address the following item(s):

Item	Description
<b>Deed(s)</b>	Please provide a copy or copies of the current property deed(s).
<b>Signing Authority</b>	Please provide a copy of the land use application which is signed by the appropriate party/parties. County records indicate the current owner is an LLC, so it's likely a copy of the LLC's articles of organization will be required.
<b>Building Elevations</b>	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.
<b>TGE Form</b>	Please provide a completed trip generation estimate (TGE) form, found here: <a href="https://www.cityofsalem.net/CityDocuments/trip-generation-estimate-form.pdf">https://www.cityofsalem.net/CityDocuments/trip-generation-estimate-form.pdf</a>
<b>Landslide Risk / Geological Assessment</b>	City records show the proposed development may be located in a moderate landslide hazard risk area. Under the current Class 2 Site Plan Review application, the applicant has the option to submit findings that ground slopes and geological map information demonstrate a low landslide hazard risk pursuant to SRC Chapter 810.

	<p>If the findings show that the development is a low landslide hazard risk, no further action is needed related to SRC Chapter 810. If the landslide hazard cannot be confirmed, the applicant is required to submit a Class 3 Site Plan Review application pursuant to SRC 220.005(b)(3) and either:</p> <ol style="list-style-type: none"> <li>a. Submit a geological assessment as required by SRC 220.005(b)(3)(B) and pursuant to SRC Chapter 810; or</li> <li>b. Submit a certification from an engineering geologist or a geotechnical engineer that landslide risk on the site is low, and that there is no need for further landslide risk assessment pursuant to SRC 220.005(e)(2)(H).</li> </ol>
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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.**

- **Proposed Use:** The plans do not appear to indicate a proposed use. Please indicate what the proposed use will be.
- **Amount Off-Street Parking:** Please provide evidence the proposal meets the minimum and maximum off-street parking standards set forth under SRC 806.015.
- **Amount Bicycle Parking / Building Entrance:** Please indicate on the plans how the standards of SRC 806.055 will be met. The spaces must meet the development standards of SRC 806.060. The primary building entrance will need to be shown on the plans to confirm compliance with these standards.
- **Amount Off-Street Loading:** Please provide evidence the proposal meets the minimum off-street loading standards set forth under SRC 806.075. The spaces must meet the development standards of SRC 806.080.
- **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 22nd Street meeting the standards of SRC 800.065(b) is required.
- 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 is a vehicular connection to the property to the west, a pedestrian connection meeting the standards of this section will also need to be provided unless either property qualifies for the exceptions under SRC 800.065(a)(5).
- SRC 800.065(c): *Lighting. The on-site pedestrian circulation system shall be lighted to a level where the system can be used at night by employees, customers, and residents.* The plans do not appear to show on-site lighting which would light the required pedestrian walkways.

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](#) using the appropriate [naming convention](#). If you have questions, please contact me at (503) 540-2326 or [bpike@cityofsalem.net](mailto:bpike@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