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May 26, 2022

PLANNING REVIEW CHECKLIST

Subject Property: 4345 Sunnyside Rd SE

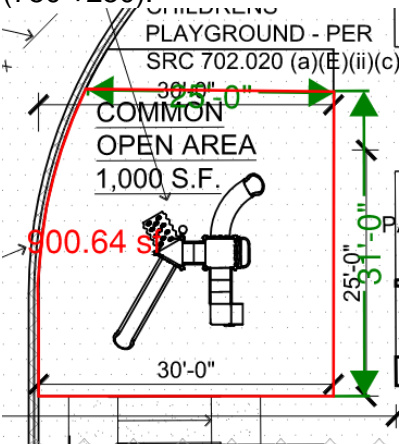
Ref#: 22-107215-RP (Class 3 Site Plan Review)
22-107216-ZO (Class 2 Adjustments)
22-107217-DR (Class 1 Design Review)
22-108312-ZO (Class 2 Driveway Approach Permit)

Contact: Sam Thomas
samt@lenityarchitecture.com

Applicant: Jake Buckendorf
jakeb@windermere.com

The above referenced consolidated applications were officially received on April 27, 2022. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
Written Statement	The written statement should also include how the proposed development meets the approval criteria for a Class 3 Site Plan Review and Class 2 Driveway. Please revise the statement to describe how the development meets the approval criteria under SRC 220.005(f)(3) and SRC 804.025(d) .
Adjustments	There appears to be four (4) adjustments requested, but five (5) indicated on the site plan. In addition, it seems Adjustment #2 references Figure 702-3 and is requesting a reduction to the tree canopy spacing, but the written statement addressing SRC 702.020(b)(7) indicates meeting the standards. Is the request due to the pedestrian walkway provided at the perimeter? It seems the initial adjustment requirement was for not meeting the 10-foot Type C landscape setback for the CO zone under SRC 521.010(b). Please be more specific in the adjustment request, and please feel free to call to discuss further.
Building Setback	The right-of-way dedication along Sunnyside Road SE has reduced the setback abutting the street from 12 feet to 6 feet. The 12 foot setback should be taken from the special setback, or a Class 2 Adjustment should be requested for this as well.

Trash Enclosure	<p>The orientation of the trash enclosure appears different on the proposed site plan than on the landscape and open space plans.</p> <p>In addition, what is proposed on the site plan does not indicate the required five-foot setback from the vehicle use area by a landscape strip or pedestrian walkway. Please revise to illustrate compliance with SRC 806.035(c)(4).</p>
Bicycle Parking	<p>The bike rack abutting the accessway to the building entrance does not appear to provide the minimum two-foot width. Please provide complete spacing dimensions bike rack design details for the proposed bicycle racks that illustrate compliance with the standards set forth in SRC 806.060.</p>
Open Space – 702.020(a)	<p>The north end of the open space area with the playground structure does not comply with the minimum horizontal dimension due to the curve of the retaining wall. As such, the open space does not meet the minimum 1,000 square feet required for 24 units (750 +250):</p> 
Floor Plans – 702.020(c)	<p>Not enough information to ensure compliance with:</p> <p>(1) Windows shall be provided in all habitable rooms, other than bathrooms, on each wall that faces common open space, parking areas, and pedestrian paths to encourage visual surveillance of such areas and minimize the appearance of building bulk.</p> <p>No floor plans were submitted to verify conformance with standards relating to windows, entryways, etc. While floor plans are not a completeness review item, please submit floor plans to verify conformance with design standards.</p>
Tree Replanting Requirements – 807.015(d)	<p>Please provide a summary table on Sheet C1.0 indicating the total number of trees on site, and the number of trees proposed for removal. If trees in the setback area, or more than 75 percent of the trees on site are removed from the subject property, additional tree replanting may be required.</p>

<u>Historic and Cultural Resources Protection Zone</u>	<p>The subject property is within the Historic and Cultural Resources Protection Zone. Please contact the Historic Preservation Program Manager, Kimberli Fitzgerald, at kfitzgerald@cityofsalem.net or at (503) 540-2397, to discuss applicable regulatory requirements.</p> <p>The City of Salem Historic and Cultural Resources Protection Zone Lookup map can be found at: https://www.cityofsalem.net/Pages/protecting-salem-historic-and-cultural-resources.aspx.</p>
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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 (October 24, 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