

Planning/Permit Application Center

City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301-3513

503-588-6173 * planning@cityofsalem.net

If you need the following translated in Spanish, please call 503-588-6256.

Si usted necesita lo siguiente traducido en español, por favor llame 503-588-6256.

(For office use only)

Permit #: 22 111718 00 RP

22 111720 00 ZO

22 111721 00 ZO

Application type

Please describe the type of land use action requested:

CLASS 3 SITE PLAN REVIEW; ONE CLASS 2 ADJUSTMENT; ONE CLASS 2 DRIVEWAY

Work site location and information

Street address or location of subject property	1292 LANCASTER DR NE
Total size of subject property	43,152 S.F.
Assessor tax lot numbers	072W19CA0620001
Existing use structures and/or other improvements on site	Existing restaurant building (2,990 S.F.)
Zoning	Commercial Retail (CR)
Comprehensive Plan Designation	Commercial
Project description	DEMOLITION OF THE EXISTING BUILDING AND NEW CONSTRUCTION OF A PANDA EXPRESS RESTAURANT WITH DRIVE THRU

People information

	Name	Full Mailing Address	Phone Number and Email address
Applicant	MICHAEL CADELL	1683 WALNUT GROVE AVE, ROSEMEAD, CA 91770	626.372.8952 - Michael.Cadell@PandaRG.com
Agent	LUPE SANDOVAL	5800 STANFORD RANCH RD STE 720, ROCKLIN, CA 95765	559.903.0336 - LupeS@CRMArchitects.com
Paid By	PANDA EXPRESS	1683 WALNUT GROVE AVE, ROSEMEAD, CA 91770	626.372.8952 - Michael.Cadell@PandaRG.com

Project information

Project Valuation for Site Plan Review	1,950,000.00
Neighborhood Association	ELNA
Have you contacted the Neighborhood Association?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date Neighborhood Association contacted	5/20/2022
Describe contact with the affected Neighborhood Association (The City of Salem recognizes, values, and supports the involvement of residents in land use decisions affecting neighborhoods across the city and strongly encourages anyone requesting approval for any land use proposal to contact the affected neighborhood association(s) as early in the process as possible.)	Email contact, the project will be discussed at the next ELNA meeting on June 2nd at 7pm, please see attached emails for confirmation.
Have you contacted Salem-Keizer Transit? planning@cherriots.org	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date Salem-Keizer Transit contacted	6/1/2022
Describe contact with Salem-Keizer Transit	No bus stops will be affected by this construction, nearest bus stop is across Weathers near the Olive Garden - Spoke with Jolynn
Type the name and address of the Homeowners Association (If none, type "N/A".)	N/A

Authorization by property owner(s)/applicant

***If the applicant and/or property owner is a Limited Liability Company (LLC), please also provide a list of all members of the LLC with your application.**

Copyright release for government entities: I hereby grant permission to the City of Salem to copy, in whole or part, drawings and all other materials submitted by me, my agents, or representatives. This grant of permission extends to all copies needed for administration of the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities.

Authorizations: Property owners and contract purchasers are required to authorize the filing of this application and must sign below.

- All signatures represent that they have full legal capacity to and hereby do authorize the filing of this application and certify that the information and exhibits herewith submitted are true and correct.
- I (we) hereby grant consent to the City of Salem and its officers, agents, employees, and/or independent contractors to enter the property identified above to conduct any and all inspections that are considered appropriate by the City to process this application.
- I (we) hereby give notice of the following concealed or unconcealed dangerous conditions on the property:

Electronic signature certification: By attaching an electronic signature (whether typed, graphical or free form) I certify herein that I have read, understood and confirm all the statements listed above and throughout the application form.

Authorized Signature: 

Print Name: Lupe Sandoval Date: 6/3/22

Address (include ZIP): 5800 Stanford Ranch Rd Ste 720, Rocklin, CA 95765

Authorized Signature:

Print Name: Date:

Address (include ZIP):

(For office use only)		
Received by Brandon Pike	Date: June 3, 2022	Receipt Number: 22 111718 00 RP 22 111720 00 ZO 22 111721 00 ZO

Not using Internet Explorer?

Save the file to your computer and email to planning@cityofsalem.net.



Thursday, June 2, 2022

RE: Proposed New Panda Express Restaurant with Drive-Through Service
Southeast corner of Lancaster Dr NE and Weathers Street NE
1292 Lancaster Drive NE
Salem, Oregon 97301

Project Narrative

The project being proposed is for a new 2,623 square foot Panda Express restaurant with drive-thru service to be located on an existing 43,362 square foot parcel (0.99 Acre) at the Northeast corner of Lancaster Dr NE and Weathers Street. The address for the parcel is 1292 Lancaster Dr NE. The proposed Panda Express restaurant will be replacing the existing 'Casa Baez' Restaurant which is currently in operation. The existing building will be demolished; and replaced with new construction of a Panda Express. The subject parcel is bounded on the West by Lancaster Dr NE and to the North by Weathers St NE. To the North across Weathers St NE is an 'Olive Garden' Restaurant. The adjacent parcel to the South is occupied by 'Black Rock' Coffee Bar. East of the project site is the Willamette Career Academy; recently opened and privately gated from the rest of the center with no cross access allowed (formerly a Toy's R Us). There is an existing 25'-0" pylon sign at the corner of the intersection; this will be removed and replaced with a new 25'-0" pylon sign for the Panda Express.

Vehicular access to the subject site will be reduced from four existing driveway approaches down to two. The primary driveway access to the site is along Lancaster Dr NE; this driveway will be relocated +/- 5'-10' to the North to better align with the driveway access across N Lancaster Dr NE. The existing power pole on the public right of way will also be relocated. Additional coordination with the utility company will be necessary. The secondary access is an existing driveway along Weathers St NE; this secondary driveway access along Weathers St NE will remain. The remaining two existing driveway access will be blocked off to improve traffic flow of parking circulation and safety, one is along Lancaster Dr NE and the other is along Weathers St NE.

The proposed site plan layout provides 46 off-street parking spaces along the internal East West two-way vehicular circulation aisle and along the existing North South access aisle, serving the center on the parcel's East boundary. The proposed site plan is overparked from the maximum allowed parking. A variance is requested for the overparked site with justification being provided for review and consideration. The 1-2-1 drive-thru service lane configuration allows for total queuing of 21 car lengths. Additional site improvements include required setback site landscaping along the perimeter borders and new internal planter areas at the drive-thru. The expanded landscaping along Lancaster Dr NE will replace the existing meager landscaping on site and be more contiguous with the parcels to the South and North. The proposed site plan provides accessible pedestrian access from each of the streets, Lancaster and Weathers. Provisions for bicycle parking will be provided near the building.

The restaurant is designed to serve Gourmet Chinese Food. Panda Restaurant Group, Inc. proposes to build a facility that will provide great operations and a casual dining experience. Panda Restaurants are designed with the customer's pleasant experience in mind when visiting their restaurants. The open stainless-steel kitchen appeals to good quality and healthy food choices. The proposed restaurant will provide dine-in seating for 66 patrons. The building plan consists of the open kitchen area, two single accommodation restrooms, customer service for dining area and drive-thru station, a manager's area, dry storage and refrigerated storage.

The proposed design, material, and color selections will stand out and bring interest by contrasting with the neighboring structures. The architecture of the building represents Panda Restaurant Group's cultural brand identity utilizing contrasting finishes of clean white cement plaster and stacked cultured stone veneer wainscot grounding the building firmly in place. The bold color palette is complimented with warm simulated wood cladding wrapping around the building. A dark frieze trim horizontal banding delineates the window head height. The modern Asian influenced vernacular is evident in the moon gate inspired main entrance and the arched roof form. The colorful logo medallions are complimented by wall art of mandarin characters bringing interest at the human scale. The buildings furnishings and decor will continue this theme to the interior to provide patrons with a casual yet elegant dining experience.

Carissimi Rohrer McMullen Architects & Planners, Inc.

5800 Stanford Ranch Road – Suite 720 – Rocklin, CA 95765 PH: 916.451.1500 FAX: 916.451.1600

www.crmarchitects.com

The proposed layout of parking, the building and drive-thru are specific to the site geometrics and provide a prospective design that will enhance and blend with the existing adjacent developments. The proposed design will follow all current design guidelines ordinances and resolutions as set forth by the City of Salem Planning Department, Building Department, Fire Department, the local Health Department and all other governing authorities.

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Application Packet: Site Plan Review – Class 3

PURPOSE

Site plan review provides a consistent means to review proposed development to ensure that the development meets all applicable requirements of the Salem Revised Code (SRC). Site Plan Review applies to development that requires a building permit, expansions, alterations, paving, re-striping or modifications of parking areas and to building façade changes in the Mixed Use-I (MU-I) and Mixed Use-II (MU-II) zones. Single-family, duplex residential, and installation of signs are exempt from site plan review.

Examples of issues reviewed as part of site plan review include: property zoning, parking lot layout and landscaping, pedestrian connectivity, landscaped buffer yards, and transportation and utility infrastructure. Certain decisions made by City staff while reviewing site plans are discretionary in nature, thereby meeting the definition of a limited land use decision under ORS 197.015(12). These types of discretionary decisions require an opportunity for public comment and appeal under state law. The Class 3 site plan review process satisfies these requirements, thereby eliminating the threat of further appeals after building permit issuance.

Requirements pertaining to Class 3 Site Plan Review are contained in SRC Chapter 220.

PROCEDURE TYPE

An application for Class 3 Site Plan Review is processed as a **Type II procedure** under SRC Chapter 300.

PROCESS

- Neighborhood association contact is required prior to submitting this land use application. The applicant shall contact the City-recognized neighborhood association(s) whose boundaries include, or are adjacent to, the subject property, pursuant to [SRC 300.310](#).
- Applicant submits application (including all items in the attached checklist). The site plan review application may be submitted for review prior to or concurrent with the building permit application.
- Staff reviews application for completeness within 30 days of submittal. If the application is not complete, the applicant will be notified as to what information is missing and allowed 180 days to submit the additional information.
- Applicant may track the status of their application online at the City of Salem permit tracking webpage: <https://permits.cityofsalem.net>
- After all required information is submitted and the application is deemed complete, staff sends notice of application, indicating a public comment period of 14 days, to the applicant, property owner, neighborhood association, property owners within 250 ft., all addresses within 250 ft., all addresses on the subject property, and any active and duly incorporated Homeowner's Association (HOA) involving the subject property.
- The Planning Administrator issues a decision to grant or deny the application based upon whether the site plan meets the applicable criteria for a Class 3 Site Plan Review under SRC 220.005(f)(3).
- Staff sends copy of decision (*noting 15-day appeal period*) to the applicant, property owner, neighborhood association, property owners within 250 ft., all addresses within 250 ft., all addresses on the subject property, and any active and duly incorporated Homeowner's Association (HOA) involving the subject property.

- The appeal procedure for Class 3 Site Plan Review is found in SRC 300.520(f).
- **The associated building permit for the proposed development will not be issued until the site plan review is approved.**

NOTE: This packet is supplemental to the Salem Revised Code (SRC). In the event of a conflict between a statement in this document and the SRC applicable to a particular development, the SRC shall apply. The full version of the SRC is available online at www.cityofsalem.net, under "Revised Codes."

APPLICATION CHECKLIST

An application for Class 3 Site Plan review shall contain the following:

- ☒ **COMPLETED APPLICATION FORM.** 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), please also provide a list of all members of the LLC with your land use application.
- ☒ **APPLICATION FEE.** The application fee must be paid at the time of filing your application.
- ☒ **NEIGHBORHOOD ASSOCIATION CONTACT.** Neighborhood association contact, pursuant to [SRC 300.310](#), is required prior to submitting this land use application. A copy of the required e-mail or letter to the neighborhood association, and a list of the e-mail or postal addresses to which the e-mail or letter was sent shall be submitted or the land use application will not be accepted.
- ☒ **RECORDED DEED/LAND SALES CONTRACT WITH LEGAL DESCRIPTION.** A copy of the recorded deed/land sales contract of the total contiguous ownership of the applicant.
- ☐ **HOMEOWNERS ASSOCIATION INFORMATION.** A statement indicating whether the subject property is subject to an active and duly incorporated Homeowner's Association (HOA) registered with the Oregon Secretary of State. If so, the applicant shall provide the HOA name, name of the registered agent and the mailing address for the registered agent.
- ☐ **TRIP GENERATION ESTIMATE (TGE) FORM.** A Trip Generation Estimate (TGE) form must be completed by the applicant and submitted to the Department of Public Works, Traffic Engineering Section, Room 325, to determine whether a Transportation Impact Analysis (TIA) is required for the application.
- ☐ **TRANSPORTATION IMPACT ANALYSIS (TIA).** If required for the development, a TIA shall be provided in the format, and based on thresholds, specified in standards established by the Director of Public Works.
- ☐ **GEOLOGICAL ASSESSMENT OR GEOTECHNICAL REPORT.** If required by SRC Chapter 810, or a statement from an engineer certifying that landslide risk on the site is low, and that there is no need for further landslide risk assessment.
- ☒ **SITE PLAN.** The site plan must include the following information:
 - The total site area, dimensions, and orientation relative to north;
 - The location of all proposed primary and accessory structures and other improvements, including fences, walls, and driveways, indicating distance from the structures and improvements to all property lines and adjacent on-site structures;
 - Loading areas, if included with proposed development;
 - The size and location of solid waste and recyclables storage and collection areas, and amount of overhead clearance above such enclosures, if included with proposed development;
 - An indication of future phases of development on the site, if applicable;

- All proposed landscape areas on the site, with an indication of square footage and their percentage of the total site area (*complete landscape and irrigation plans are required with the building permit application*);
- The location, height, and material of fences, berms, walls, and other proposed screening as they relate to landscaping and screening required by SRC Chapter 807;
- The location of all trees and vegetation required to be protected pursuant to SRC Chapter 808;
- The location of all street trees, if applicable, or proposed location of street trees required to be planted at time of development pursuant to SRC Chapter 86; and
- Identification of vehicle, pedestrian, and bicycle parking and circulation areas, including handicapped parking stalls, disembarking areas, accessible routes of travel, and proposed ramps.



EXISTING CONDITIONS PLAN. The existing conditions plan must include the following information:

- The total site area, dimensions, and orientation relative to north;
- The location of existing structures and other improvements on the site, including accessory structures, fences, walls, and driveways, noting their distance from property lines;
- The location of the 100-year flood plain, if applicable.
- The zoning district, comprehensive plan designation, and land uses for all properties abutting the site;
- Driveway locations, public and private streets, bike paths, transit stops, sidewalks, and other bike and pedestrian pathways, curbs, and easements;
- The elevation of the site at 2-foot contour intervals, with specific identification of slopes in excess of 15 percent; and
- The location of drainage patterns and drainage courses, if applicable.



PRELIMINARY UTILITY PLAN. A preliminary utility plan shall be submitted showing capacity needs for municipal water, stormwater management, and sewer service, and schematic location of connection points to existing municipal water and sewer services. It is suggested that the utility plan contain the following items:

- Existing drainage plan and drainage courses;
- Water service connection and meter location;
- Maximum water meter size required;
- Maximum fire flow needs for development;
- Sanitary sewer location and connection to public main;
- Maximum sanitary sewer service size required; and
- Storm drain service location and point of disposal.



PRELIMINARY GRADING PLAN. A preliminary utility plan shall be submitted depicting proposed site conditions following completion of the proposed development, when grading of the subject property will be necessary to accommodate the proposed development.



ARCHITECTURAL DRAWINGS. For development in the Mixed Use-I (MU-I) and Mixed Use-II (MU-II) zones, architectural drawings, renderings, or sketches showing all elevations of the existing buildings and the proposed buildings as they will appear on completion.



SUMMARY TABLE. A summary table shall be submitted which identifies the zoning designation for the subject property; total site area; gross floor area by use (i.e. manufacturing, office, retail, storage); building height; itemized number of full size, compact, and handicapped parking stalls, and the collective total number; total lot coverage proposed, including areas to be paved for parking and sidewalks.



WRITTEN STATEMENT. A written statement is recommended to be submitted describing how the proposed development meets the following approval criteria for Class 3 Site Plan Review:

- The application meets all applicable standards of the UDC;
- The transportation system provides for the safe, orderly, and efficient circulation of traffic into and out of the proposed development, and negative impacts to the transportation system are mitigated adequately;
- Parking areas and driveways are designed to facilitate safe and efficient movement of vehicles, bicycles, and pedestrians; and
- The proposed development will be adequately served with City water, sewer, storm drainage, and other utilities appropriate to the nature of the development.