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4/21/2022

Corrected 4/28/2022

## PLANNING REVIEW CHECKLIST

**Subject Property:** 900 Court St NE

**Ref#:** 22-106467-RP

**Applicant:** Chris Habel, OPRD, [chris.havel@opr.oregon.gov](mailto:chris.havel@opr.oregon.gov)  
Steve Bates

**Contact:** Mike Abbate, Abbate Design  
[mike@abbatedesigns.com](mailto:mike@abbatedesigns.com)  
Ben Johnson  
[benj@greenworkspc.com](mailto:benj@greenworkspc.com)

Class 2 Site Plan Review application was received on March 25, 2022. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

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| Item:  |  |
| <b><u>Land Use Application</u></b>                                 | Application must be signed by the property owner or please provide verification that you are able to sign on their behalf. |
| <i>Application with Owner's signature is in Class-3 File.</i>      |  |
| <b><u>Site Plan Review Requirements (SRC Ch. 220)</u></b>          | 220(e)(1)(E) requires elevations for proposed improvements.  |
| <i>Elevations are included in the submittal - 60-Site-Plan-03.</i> |  |

**PA Zoning (SRC Ch. 540)**

Table 540-5, Lot Coverage and Height

- Not enough information to confirm compliance with lot coverage for development site.
- Not enough information to confirm compliance with height limitation for zone.

540.010 (d) Landscaping (see also comment below for Chapter 807)

- Not enough information to ensure compliance with landscaping requirements for development site. Required setbacks are to be landscaped per 807.

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| <b><u>Fence/Walls (SRC800.050)</u></b>  | <p>Not enough information to verify compliance with this section:</p> <p>(B)Nonresidential zones. Except for fences and walls on property used for uses falling under household living, fences and walls within nonresidential zones shall not exceed a maximum height of 12 feet; provided, however:</p> <p>(i)Front, side, and rear yards abutting street. Fences and walls within a front, side, or rear yard abutting a street shall not exceed a maximum height of eight feet when located within ten feet of a property line abutting a street; provided, however, any portion of the fence or wall above 30 inches in height shall be less than 25 percent opaque when viewed at any angle at a point 25 feet away from the fence or wall.</p> |
| <p><b><i>We are seeking an adjustment for this condition. The Historic Review recognized that the design of the Vietnam Memorial reflected the same geometry and placement of the existing WWII Memorial at the corner of Cottage and Court Street and approved the design. There is a small segment of the decorative, stone wall running perpendicular to State Street behind a light standard within 10' of the property line. This wall is 36" high to frame the spaces within the memorial and creates a surface for interpretive signs. Because of the minimal height above 30" and the fact it is running perpendicular to the property line, this wall will not adversely impact adjacent uses.</i></b></p> <p><i>See elevations locating all elements within 10' of the property line abutting a State Street NE.</i></p> <p><i>- 60-Site-Plan-03.</i></p> |   |

**Landscaping (SRC 807)**

807.015(d)

*Tree replanting requirements.* In addition to the landscaping required under this chapter, when existing trees, as defined under SRC [chapter 808](#), are proposed for removal from within required setbacks or from a development site, replanting shall be required as provided in this subsection. The provisions of this subsection do not apply to lots used for single family uses, two family uses, three family uses, four family uses, or cottage clusters.

*Several trees appear to be proposed for removal from the required setbacks (min 20 feet for property lines adjacent to the street). **Please provide replanting/landscaping plan.***

- (1) *Removal of trees within required setbacks.* When an existing tree or trees, as defined under SRC [chapter 808](#), within a required setback are proposed for removal, two new trees shall be planted for each tree removed. Replanted trees shall be of either a shade or evergreen variety with a minimum 1.5 inch caliper.

*Three trees are proposed for removal within 20' setback – (6) new trees are required. See reissued pdf file 60-Site-Plan-01 (sheet L2.01) for proposed trees.*

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| <b><u>Preservation of Trees and Vegetation (SRC 808)</u></b>   | Not enough information to verify compliance with SRC 808.046(a)(3)(A). It appears that more than 30% of the critical root zones of several significant trees are being affected by the proposal. |
| <p><i>We are submitting for a Variance for each tree as part of the <b>22 113625 00 PLN</b> application. Three significant trees are within the project limits:</i></p> <p><i>Tree 1109: 40" Douglas Fir</i><br/><i>Tree 10642: 45" Blue Atlas Cedar</i><br/><i>Tree 11091: 31" Western Red Cedar</i></p> <p><i>A project arborist, Bartlett Tree Experts, reviewed the trees and root conditions of these trees and provided recommendations in an arborists memo and outlined below. The project arborist will provide prescriptive measures for working around the significant roots which will be included on the final Permit Drawings.</i></p> <p><i>Tree #1109 (40" Douglas Fir) This tree is primarily surrounded by softscape with some pathways in the outer half of the root zone. The pathways will be elevated above the roots with drain rock between the roots and pavement to allow good air and moisture exchange. Prescriptive measures for working around the significant roots shall be included on the final Permit Drawing.</i></p> <p><i>Tree # 10642 (45" Blue Atlas Cedar) Per the arborists recommendations, the design shall incorporate permeable pavers at an elevation above the roots in order to provide drain rock between the roots and base rock of the permeable pavers. This system will allow good air and moisture exchange. Prescriptive measures for working around the significant roots shall be included on the final Permit Drawing.</i></p> <p><i>Tree # 11091 (31" Western Red Cedar) The design proposes using elevated decking to minimize impact to the root zone. Per the arborists findings and recommendations, footings will be placed to avoid impacts to significant roots and steel joists will be used to frame the decking with footings located to avoid impacts to the significant roots.</i></p> |  |
| <b><u>Sign Code (SRC 900)</u></b>  | The minimum setback for a freestanding sign is 3 ft.; it appears there are only 2 feet provided between the southern property line and the proposed art piece.                                   |
| <p><i>The vertical columns of the memorial have been moved to be 3 ft. setback from the property line along State Street NE. See updated Plans in the Class-3 Application.</i></p>   |  |

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|---|--|
| <b><u>Additional Land Use Actions Required</u></b>  | <ol style="list-style-type: none"><li>1. Sign variance required for additional freestanding signs/art visible from the ROW. This can not be consolidated with other Land Use Action.<ol style="list-style-type: none"><li>a. An alternative option: Contact Heather Dimke with the Salem Art Commission. A proposal in front the art commission may allow Art that is accepted into the Public Art Commission to be exempted from sign permit requirements. 503-588-6063 x7389 or <a href="mailto:hdimke@cityofsalem.net">hdimke@cityofsalem.net</a>.</li></ol></li><li>2. There are several standards where you could potentially ask for an adjustment rather than meeting the standard, as this is a unique site. Any requested adjustments would require the resubmittal of this application as a Class 3 Site Plan Review as it would no longer be approvable as a Class 2.</li></ol> |
| <p><i>The memorial is on the Capital Mall and is approved by OPRD. We understand that the City intends to amend the requirement for a sign variance for projects on the Capital Mall that have OPRD approval.</i></p> |  |

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 to respond in one of the three ways listed above, or the application will be deemed void.**

Public Works has completed a preliminary "Completeness" review of the application submitted for the above-mentioned project. No further items are required by Public

Works in order to deem the application complete.

For questions regarding the above requirements, feel free to contact me directly by calling (503) 540-2347 or via email at [kstraus@cityofsalem.net](mailto:kstraus@cityofsalem.net).

**The Salem Revised Code may be accessed online at the following location:**

<https://www.cityofsalem.net/Pages/salem-revised-code.aspx>