

Planning Division • 503-588-6173 555 Liberty St. SE / Room 305 • Salem, OR 97301-3503 • Fax 503-588-6005

PLANNING REVIEW CHECKLIST

Subject Property: 1292 Lancaster Drive NE

Reference Nos.:22-111718-RP (Class 3 Site Plan Review)
22-111720-ZO (Class 2 Zoning Adjustment)
22-111721-ZO (Class 2 Driveway Approach Permit)

Applicant: Michael Cadell Panda Express 1683 Walnut Grove Avenue Rosemead, CA 91770 Phone: 626-372-8952 E-Mail: michael.cadell@pandarg.com

Agent: Lupe Sandoval CRM Architects and Planners 5800 Stanford Ranch Road, Suite 720 Rocklin, CA 95765 Phone: 559-903-0336 E-Mail: <u>lupes@crmarchitects.com</u>

The Planning Division has conducted its completeness review of the proposed Class 3 Site Plan Review, Class 2 Adjustment, and Class 2 Driveway Approach Permit for property located at 1292 Lancaster Drive NE. In order to deem the application complete and to continue processing the application, modifications/and or additional information is needed to address the following item(s):

Item:	Description:
Proof of Application Signature Authority	The subject property is currently owned by Baez Brothers, LLC. As indicated in the "Agent for Owner Authorization Letter" that was submitted with the application, Lupe Sandoval is the authorized agent of the property owner for the proposed project.
	The Agent for Owner Authorization Letter was signed by Hector Baez. Because the property is currently owned by Baez Brothers, LLC, proof of signature of authority is needed demonstrating that Hector Baez is authorized to enter into and sign the submitted authorization letter on behalf of Baez Brothers, LLC.
List of LLC Members	The City's procedures ordinance, pursuant to SRC 300.210(a)(3), requires submittal of any information that would give rise to any potential conflict of interest under State or local ethics laws between an applicant and the Review Authority for the application. In order to fulfill this requirement for limited liability companies (LLCs), staff requires that a list of the names of the members of the LLC be submitted.
	A list of the members of Daez Diothers, LLC IS fielded.
Recorded Deed	SRC 300.210(a)(2) requires a copy of the current deed for the property to be submitted. A title report was submitted with the application but the recorded

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	deed for the property was not submitted. A copy of the current deed for the property is needed.
	The subject property was originally part of Lot 12 of the Heltzel's Garden Tracts subdivision plat. In reviewing the survey records for the subject property, however, it's currently unclear whether the subject property was lawfully created because no record of land division could be found that would have resulted in the creation of the property in its current configuration.
Legal Lot Status of Property	Please note, however, that prior to February 7, 1974, the property was not located within the City of Salem. As such, it's possible the property was created in its current configuration prior to being annexed into the City and therefore was subject to the applicable standards of the County, rather than the City, at the time of its original creation.
	In order to confirm that the subject property was lawfully created, evidence is needed demonstrating that the property was created in conformance with, and according to, any applicable land division requirements in effect at the time it was created in its current configuration.
	The City's tree preservation ordinance (SRC 808) requires the protection of:
	 Significant trees (Oregon white oaks 20 inches or greater in dbh (diameter of tree measured 4.5 feet above ground); and any other tree with a dbh of 30 inches or greater – with the exception of tree of heaven, empress tree, black cottonwood, and black locust);
	2) Trees and native vegetation in riparian corridors; and
	3) Trees on lots or parcels 20,000 square feet or greater.
	In addition, SRC Chapter 807 (Landscaping & Screening), specifically SRC 807.015(d)(1) & (2), requires the replanting of trees when existing trees are removed from a required setback or when more than 75 percent of the existing trees on a property are proposed for removal.
Existing Trees	There are six existing trees located along the north property line of the subject property that are identified to be preserved with the redevelopment of the site. In order to verify conformance with the requirements of SRC Chapter 808, the species and size (dbh) of these trees need to be shown on the site plan. If any of these trees are significant trees based on their species and size, they are protected and require 100 percent of their critical root zones to be protected. The critical root zone around the trees measures one-foot in radius for each one-foot of dbh .
	Pursuant to SRC 808.046(a)(3)(A), up to 30 percent of the critical root zone of protected tree may be disturbed in order to accommodate development of the property when a report from an arborist is submitted documenting that such disturbance will not compromise the long-term health and stability of the tree and all recommendations included in the report to minimize any impacts to the tree are followed.
Maximum Parking Adjustment	The proposed development exceeds the maximum allowed off-street parking requirements of SRC 806.015(d). Because of this, the application includes a requested Class 2 Adjustment to increase the maximum number of off-street parking spaces permitted for the proposed development.

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	Based on the identified square footage of the proposed building, the required off-street parking for the development is a minimum of 11 spaces with a corresponding maximum of 28 spaces.
	The proposed development provides a total of 46 spaces, which is more than a 64 percent increase to the maximum allowed parking. Based on the application materials provided with the requested Class 2 Adjustment, staff will not be able to recommend support for the maximum parking increase.
	SRC 800.065 establishes pedestrian access and connectivity standards for development sites. In order to comply with the applicable requirements of SRC 800.065, the following are required:
	Pedestrian connection between buildings on same development site. SRC 800.065(a)(2) requires a pedestrian connection between buildings on the same development site. SRC Chapter 111 (Definitions) defines development site as, " an individual lot or multiple contiguous lots accommodating a single development or a complex." Complex is defined under SRC 111 as, "a group of buildings, structures, or other development that is functionally or conceptually integrated, regardless of the ownership of the development or underlying land, and regardless of whether located on one or more lots or parcels."
	Based on the above identified definition of "development site" and the supporting definition of "complex", the subject property and the abutting property to the southeast are part of one development site due to the past and future proposed shared vehicular access between the properties.
Pedestrian Connectivity Standards	Because both properties are part of a larger development site, a pedestrian connection is required between the primary entrance of the proposed building and the primary entrance of the building on the abutting property to the southeast. However, because the properties which make up the development site are under separate ownership, SRC 800.065(d)(2) requires only that the required pedestrian connection between the two buildings be extended to the boundary of the subject property in order to allow for future extension.
	 <u>Pedestrian connection to abutting properties</u>. SRC 800.065(a)(2) requires a pedestrian connection to abutting properties whenever a vehicular connection is provided from a development site to an abutting property. Because the proposed development includes two proposed vehicular connections to the abutting property to the southeast, two pedestrian connections are also needed, one to the south and one to the east. Please note that the required connection to the east can be combined with the required connection between the two buildings because both of these connections require the path to generally go through the site to the east to make the future connections.
	As with the required connection between the two buildings, SRC 800.065(d)(2) requires the path to be extended only to the boundary of the subject property to allow for future extension.
Driveway Approach onto Lancaster Drive	As was discussed at the meeting between staff and the applicant on July 22, 2022, the proposed two-way driveway is not allowed in this location due to the

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	driveway approach requirements under SRC Chapter 804 and the proximity of the proposed driveway to a planned protected pedestrian crossing on Lancaster Drive.
	One potential solution discussed at the July 22 nd meeting was the provision of a right-in / right-out only driveway onto Lancaster Drive in order to alleviate safety concerns with the planned pedestrian crossing of Lancaster Drive.
	If a right-in / right-out driveway is proposed, a Class 2 Adjustment would still be required to the following driveway standards included under SRC Chapter 804:
	 <u>Permitted Access for Corner Lots (SRC 804.035(c)(2))</u>. The driveway will not provide access to the abutting street with the lower street classification (e.g. Weathers Street).
	 <u>Driveway Spacing (SRC 804.035(d))</u>. The driveway will not meet the minimum 370-foot spacing requirement.
	Upon further consideration of the right-in / right-out driveway option onto Lancaster Drive, Planning staff does not believe adequate findings can be made to support approval of a driveway approach onto Lancaster Drive, especially when the driveway would still require approval of adjustments to applicable driveway standards included under SRC Chapter 804 and there are alternative means to enter and exit the site in conformance with the applicable driveway standards included under SRC 804 without a variance or adjustment.
Sidewalk Location	SRC 803.035(I)(2)(A) requires sidewalks to be located parallel to and one-foot from the adjacent right-of-way. The existing curb line sidewalks along Lancaster Drive and Weathers Street do not meet street standards and will need to be relocated to conform to street standards.
	The Public Works Department reviewed the proposal and provided the following comments:
Public Works	 <u>Trip Generation Estimate Form.</u> A completed Trip Generation Estimate (TGE) form is required as part of the submittal packet pursuant to SRC 220.005(e)(1)(D). The form can be found on the City's website <u>here</u>.
Department Comments	 <u>Stormwater Management.</u> It is unclear from the submitted plans whether or not the proposal meets the definition of a large project pursuant to SRC 70.005. The applicant shall submit a written finding regarding the definition of large project and new/replaced impervious surfaces pursuant to SRC 70.005. If the proposal meets the definition of a large project, the applicant shall demonstrate that adequate green stormwater infrastructure facilities are being provided pursuant to Public Works Design Standards Appendix 4E.
Additional Comments on Plans	Please see the additional comments provided on the attached plans.

Unless otherwise noted, the above information is needed in order to deem the application complete. Pursuant to SRC 300.220, the application shall be deemed complete upon receipt of:

(1) All of the missing information;

- (2) Some of the missing information and written notice from the applicant that no other information will be provided; or
- (3) Written notice from the applicant that none of the missing information will be provided.

Please submit this information to the City of Salem Planning Division, located on the 3rd floor of City Hall, 555 Liberty Street SE, Room 305.

For questions regarding any of the above requirements, please feel free to contact me directly by calling (503) 540-2399 or via e-mail at <u>bbishop@cityofsalem.net</u>.

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

https://www.cityofsalem.net/government/laws-rules/salem-revised-code

Sincerely,

Bryce Bishop Planner III



Parking Lot Interior Landscaping:

-Min. 5% of off-street parking area required to be landscaped. -Parking lot area: 17,890.19 ft.²

-Min. required parking lot landscaping: 0.05 x 17,890.19 ft.² = Min. 894.51 ft.²

-Total development site landscaping provided: 793.02 ft.² (Not OK - 4.43% landscaping provided.

Additional 101.49 ft.² of interior parking lot landscaping required)

Parking Lot Trees Species:

42'

Parking lot trees are required to be **deciduous shade trees** per SRC 806.035(d)(3). The Pink Japanese Dogwood identified on the plan is not a shade tree. A shade tree is defined under SRC 807.005 as a deciduous tree planted primarily for its high crown of foliage or overhead canopy. The Pink Japanese Dogwood is instead an ornamental tree, which is defined as a relatively low growing tree typically reaching a height of 15 to 20 feet which usually provides color due to its flowers, leaves, or fruit. The tree species for the parking lot trees needs to be changed to a shade tree species.

IE IN (18"CONC,E) 200.4 Site plan does not show the dedicated right-of-way curve radius at the intersection of Weathers Street and Lancaster Drive. Site plan needs to be updated to show the curve radius.

Street trees required along Lancaster Drive in the landscape strip within the public street right-of-way as required under SRC 803.035(k), SRC Chapter 86, and the Public Works Design Standards.

AY)

Amount of right-of-way dedication incorrectly labeled. Site plan shows 8 ft. of right-of-way dedication, but it is labeled as 10 ft.





PLANT SCHEDULE

QTY.	COMMON NAME	BOTANICAL NAME	SIZE	REMARKS	SPACINO
	TREES	TREES	TREES	TREES	TREES
13	'NATCHEZ' CRAPE MYRTLE	LAGERSTROEMIA INDICA X FAUERI 'NATCHEZ'	1½" – 2" CAL./ 8–9' HT.	B&B SINGLE TRUNK; EVEN BRANCHING; VIGOROUS GROWTH	VARIES
3	COLUMNAR NORWAY MAPLE	ACER PLATANOIDES	2" CAL./ 8' HT.	B&B SINGLE TRUNK; EVEN BRANCHING; VIGOROUS GROWTH	VARIES
3	SLENDER HINOKI FALSE CYPRESS	CHAMAECYPARIS OBTUSA 'GRACILLIS'	7'-8' HT.	CONTAINER; CENTRAL LEADER; PYRAMIDAL; VIGOROUS GROWTH	VARIES
3	CORAL BARK JAPANESE MAPLE	ACER PALMATUM 'SANGOKAKU'	6'-7' HT.	B&B CENTRAL LEADER; EVEN BRANCHING; VIGOROUS GROWTH	VARIES
5	PINK JAPANESE DOGWOOD	CORNUS KOUSA 'SATOMI'	1½" - 2" CAL./ 8-9' HT.	B&B SINGLE TRUNK; EVEN BRANCHING; VIGOROUS GROWTH	VARIES
	SHRUBS	SHRUBS	I SHRUBS	SHRUBS	SHRUBS
0	CURLY LEAF PRIVET	LIGUSTRUM JAPONICUM 'RECURVIFOLIUM'	7 GAL.	FULL; VIGOROUS GROWTH	
28	RAMAPO RHODY	RHODODENDRON X 'RAMAPO'	2 GAL.	FULL: VIGOROUS GROWTH	<u> </u>
20	BLACK KNIGHT' BUTTERFLY BUSH	BUDDLEJA DAVIDII 'BLACK KNIGHT'	Z GAL. 7 GAL.	FULL; VIGOROUS GROWTH	4' 0.C.
0	EUROPEAN MEADOW RUSH	JUNCUS INFLEXUS	2 GAL.	FULL; VIGOROUS GROWTH	5' 0.C.
0	HEIRLOOM ROSES WHITE MEIDILAND®	ROSA X 'MEIDILAND'	2 GAL.	FULL; VIGOROUS GROWTH	VARIES
0	SPRING BOUQUET VIBURNUM	VIBURNUM TINUS 'COMPACTUM'		FULL; VIGOROUS GROWTH	3' 0.C.
9 10	SOFT TOUCH JAPANESE HOLLY	ILEX CRENATA 'SOFT TOUCH'	7 GAL. 3 GAL.	FULL; VIGOROUS GROWTH	<u> </u>
10	'RUBY' LOROPETALUM	LOROPETALUM CHINENSE 'RUBY'		FULL: VIGOROUS GROWTH	<u> </u>
10			J GAL.		5 0.6.
	GROUNDCOVERS / GRASSES & SEASONAL COLOR				
TBD	ASIATIC JASMINE	TRACHELOSPERMUM ASIATICUM	4" POT	FULL; VIGOROUS GROWTH; SPREADING	12" O.C.
TBD	ROSE QUEEN BISHOP'S HAT	EPIMEDIUM GRANDIFLORUM 'ROSE QUEEN'	1 GAL.	FULL; VIGOROUS GROWTH; SPREADING	18" O.C.
0	KARL FOERSTER FEATHER REED GRASS	CALAMAGROSTIS X ACUTIFLORA 'KARL FOERSTER'	2 GAL.	FULL; VIGOROUS GROWTH	18" O.C.
TBD	SEASONAL AND / OR PERENNIAL COLOR		4" POT – 1 GAL.	FULL; VIGOROUS GROWTH	VARIES
	LAWN	LAWN	LAWN	LAWN	LAWN

Scale 1" = 20' **L-1.0**

LANDSCAPE NOTES: 1. THE LANDSCAPE CONTRACTOR SHALL HAVE A SOILS FERTILITY TEST DONE WITH RECOMMENDATIONS. FOR BID PURPOSES PLANTING AREAS SHALL RECEIVE PER 1000 SQ.FT., 6 CU.YDS. OF ROCK MULCH, 10 LBS. OF 15-15-15 FERTILIZER TILLED INTO THE TOP 6" OF SOIL. ADJUSTMENTS TO THE CONTRACT SHALL BE MADE BASED ON THE RECOMMENDATIONS OF THE FERTILITY TEST. EXCEPTION: PLANTING AREAS TO RECEIVE 12" OR MORE OF PLANTING MEDIUM DO NOT REQUIRE A SOIL FERTILITY TEST. 2. PLACE A MINIMUM OF 18" OF GROWING MEDIUM IN ALL LANDSCAPE AREAS THAT HAVE BEEN OVER EXCAVATED. SEE DETAIL 1403, SHEET L-1.1 FOR GROWING MEDIUM. 3. AFTER PLANTS AND GROUND COVERS ARE PLANTED, BEFORE APPLICATION OF TOP DRESSING, APPLY RONSTAR PRE-EMERGENCE WEED KILLER PER MANUFACTURER'S DIRECTIONS. 4. ALL SHRUB AREAS SHALL HAVE A WEED BARRIER MAT INSTALLED PRIOR TO PLACING THE TOP DRESSING. 5. APPLY TOP DRESSING OF 2" OF ROCK MULCH AFTER APPLICATION OF PRE-EMERGENT. 6. LANDSCAPE CONTRACTOR SHALL GUARANTEE PLANTS FOR 60 DAYS AND TREES FOR 1 YEAR FROM THE DATE OF FINAL ACCEPTANCE. 7. LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR FINAL GRADING AND DRAINAGE IN ALL LANDSCAPED AREAS. FINISHED GRADES IN PLANTER AREAS SHALL BE INSTALLED SO THAT THEY ARE 1" LOWER THAN THE TOP OF THE ADJACENT SIDEWALK OR CURB. 8. PRIOR TO FINAL ACCEPTANCE THE LANDSCAPE CONTRACTOR SHALL PROVIDE TO OWNER OR OWNER'S AGENT THE ORIGINAL DELIVERY TAGS OF ALL PLANT MATERIALS, FERTILIZER, HUMUS, TOP DRESSING AND PRE-EMERGENCE WEED KILLER. 9. AFTER WRITTEN FINAL ACCEPTANCE BY THE OWNER, A MAINTENANCE PERIOD OF 60 DAYS WILL COMMENCE. AT THE END OF THE MAINTENANCE PERIOD ANY UNHEALTHY PLANTS SHALL BE REPLACED. AT THE END OF TREE GUARANTEE PERIOD ANY UNHEALTHY TREES SHALL BE REPLACED. 10. EXISTING TREES SHOWN ARE TO REMAIN AS NOTED. THE CONTRACTOR SHALL TAKE MEASURES TO MAINTAIN THE HEALTH OF THE TREES. AT A MINIMUM THE DRIP LINE SHALL BE TAPED OFF AND THE AREA INSIDE THE TAPE SHALL BE LEFT UNDISTURBED DURING DEMOLITION AND CONSTRUCTION. 11. PLANTING AREAS TO RECEIVE SOD SHALL HAVE LIME APPLIED AT THE RATE OF 50 POUNDS PER 500 SQUARE FEET AND TILLED INTO THE TOP 6" OF SOIL. 12. ALL PLANTING AREAS TO BE WATERED BY TIMER ACTIVATED IRRIGATION SYSTEM. TURF AREAS TO BE SPRINKLED, SHRUBS AND TREES TO BE DRIPPED. IRRIGATION SYSTEM IS DESIGN BUILD BY GENERAL CONTRACTOR. 13. SEE DETAILS 1401 AND 1402, SHEET L-1.1 FOR SHRUB AND TREE PLANTING REQUIREMENTS. 14. ALL LANDSCAPE AREAS THAT DO NOT CONTAIN SHRUBS OR GROUNDCOVER SHALL BE PLANTED WITH SOD INSTALLED PER THE PLANT SCHEDULE REQUIREMENTS. 15. SEE SHEET L-2.0 FOR IRRIGATION SLEEVE LOCATIONS AND IRRIGATION SYSTEM REQUIREMENTS. 16. PLANT SCHEDULE INDICATES QUANTITY OF NEW PLANTINGS ONLY. OTHER PLANTS LISTED ARE EXISTING AND SHOWN FOR REFERENCE. 17. ALL TREES, SHRUBS AND GROUNDCOVER SHALL BE HEALTHY GROWN NURSERY STOCK. ALL STOCK SHALL BE FREE OF INSECTS, DISEASES, MECHANICAL INJURY AND OTHER OBJECTIONABLE FEATURES WHEN PLANTED. TREES SHALL HAVE A SINGLE TRUNK, A WELL DEVELOPED LEADER WITH TOPS AND ROOTS CHARACTERISTIC OF THE CULTIVAR OR VARIETY AND MEET ANSI STANDARD Z60.1. 18. SEE PLANT SCHEDULE, DETAIL B, THIS SHEET. MAINTENANCE NOTES: 1. AERATE AND DE-THATCH TURF AREAS ONCE A YEAR. 2. REPLENISH MULCH IN THE SHRUB BEDS ON AN ANNUAL BASIS. 3. FERTILIZE TURF, GROUNDCOVER AND SHRUB BEDS WITH APPROPRIATE FERTILIZER ANNUALLY AND WHEN NEEDED. 4. PRUNE SHRUBS AS NECESSARY TO ALLOW FULL PERFORMANCE OF IRRIGATION SYSTEM AND PROVIDE SAFETY TO PEDESTRIANS AND VEHICLES. 5. CONTROL WEEDS IN LANDSCAPED AREAS BY REMOVING AS OFTEN AS NECESSARY. 6. MAINTAIN GRASS HEIGHT OF 3-4". MOW WEEKLY OR MORE OFTEN TO NOT REMOVE MORE THAN 3 OF THE GRASS HEIGHT DURING MOWING OPERATIONS.

PANDA EXPRESS, INC. 1683 Walnut Grove Ave. Rosemead, California 91770 Telephone: 626.799.9898 Facsimile: 626.372.8288 All ideas, designs, arrangement and plans indicated or represented by this drawing are the property of Panda Express Inc. and were created for use on this specific project. None of these ideas, designs, arrangements or plans may be used by or disclosed to any person, firm, or corporation without the written permission of Panda Express Inc. REVISIONS **ISSUE DATE:** LAND USE REVIEW 5/25/2022 DRAWN BY: CHEHALEM DIVERSIFIED, INC. PANDA PROJECT #: S8-23-D22360 ARCH PROJECT #: 2203 ENGR PROJECT #: 1603-10 Chehalem Diversified, Inc. 2800 E. 9th Street, Ste. 700 Newberg, OR 97132-3575 (503) 538-0337 18741PE PRELIMINARY OREGON M. STEL EXPIRES: <u>6/30/2024</u> Panda Express w/ Drive Through LANCASTER DRIVE NE & WEATHERS STREET NE SALEM, OR 97301 Panda Next Generation 2600 -1



NOTES A

NO SCALE **L-1**

LANDSCAPE PLAN