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September 22, 2022

## PLANNING REVIEW CHECKLIST

**Subject Property:** 2410 Fairgrounds Road NE  
**Ref#:** 22-117397-PLN

**Applicant:** Tyrone and Angie Jones  
4045 State Street  
Salem, OR 97301

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Salem, OR 97317

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A consolidated application for a Class 3 Design Review, Conditional Use Permit, and Class 3 Site Plan Review was received on August 24, 2022, for property located at 2410 Fairgrounds Road SE.

The following information is required for staff to deem the applications complete.

Item:	
<b>Stormwater Management</b>	It is unclear from the submitted plans whether or not the proposal meets the definition of a large project pursuant to SRC 70.005. Based on preliminary review of the plans, staffs understanding is that the applicant is proposing ~13,000 SF of impervious surfaces to replace existing gravel surfaces, which would trigger the stormwater requirements for a Large Project. The applicant shall submit more clear plans showing the existing conditions versus what is proposed and a written findings regarding the definition of large project and new/replaced impervious surfaces pursuant to SRC 70.005.
<b>Driveway Approaches SRC Chapter 804 – Driveway Approach Permit</b>	The proposed driveway approaches will be subject to the Class 2 Driveway Approach (DAP) requirements described in SRC Chapter 804. The applicant shall submit an application and written findings to address SRC 804.025.
<b>Easements</b>	The site plan shall show all existing and proposed easements per SRC 220.005(e)(2)(C). Specifically, there is a public storm main on the southwest corner of the subject property that is not shown on the plans.

The following items are not listed in the SRC as specific requirements for a complete application; however, the applicant should be aware that after review of the application materials the following deficiencies have been identified which could result in a recommendation for denial of the applications if not properly addressed.

Item:	
<b>Class 3 Design Review Required</b>	<p>Please provide an updated written statement addressing the Design Guidelines of SRC Chapter 604. The statement provided incorrectly indicates that Class 2 Design Review is being requested and that all applicable design standards are met.</p>
<b>SRC Chapter 604 – Pine Street Mixed Use Overlay Zone</b>	<p><u>Development Standards SRC 604.020:</u></p> <p>Per SRC 604.020(g)(1), planter bays or islands shall have a minimum planting area of 50 square feet.</p> <p><i>Proposed planter islands proposed are less than 50 square feet in size and shall be revised to comply with the minimum standard.</i></p> <p><u>Design Standards SRC 604.030:</u></p> <p>(i) A primary building entrance shall be provided for each building facade facing a street. If a building has frontage on more than one street, a single primary building entrance may be provided at the corner of the building where the streets intersect (see Figure 604-2).</p> <p><i>Proposed warehouse building does not have an entrance facing Smith Street.</i></p> <p>(v) New buildings shall be a minimum of 25 feet in height.</p> <p><i>Top point of a shed roof is measured as an average between peak and eave.</i></p> <p>(i) Open sales areas for items such as vehicles, boats, recreational vehicles, satellites, hot tubs, and other similar items shall be screened from the public right-of-way with a minimum three-foot tall sight-obscuring fence, masonry wall, or hedge, and a minimum three-foot wide landscape strip.</p>

	<p>The fence, masonry wall, or hedge shall not encroach into the vision clearance area.</p> <p><i>Style of sight obscuring fencing not indicated in plans or narrative.</i></p>
<b>SRC Chapter 806 – Off-Street Parking Development Standards – Setbacks</b>	<p>The maximum parking allowance for Phase 1 is three parking spaces, the proposed site plan shows four spaces.</p> <p>The proposed off-street parking area does not comply with the minimum setback of 6-10 feet required adjacent to a street per SRC 806.035(c)(2).</p> <p>The proposed vehicle use area does not comply with the minimum setback of five feet adjacent to the western façade of the exterior wall of the warehouse building per SRC 806.035(c)(4).</p>
<b>SRC Chapter 806 – Bicycle Parking</b>	<p>A minimum of four bicycle parking spaces are required for the proposed warehouse building in compliance with the development standards of SRC Chapter 806.</p>
<b>SRC Chapter 806 – Loading Space</b>	<p>A minimum of one loading space is required for the proposed development in compliance with the development standards of SRC Chapter 806.</p>
<b>Approved Point of Discharge</b>	<p>The applicant calls out an existing drainage swale with a 5% slope along the north side of the site. This swale is not mapped on the City’s GIS website, and the existing contours shown on their plans do not support the elevation change for a ~228-foot long swale at a 5% slope (this results in a ~11-foot drop from swale start to swale end). It also looks like this “swale” discharges to the northeast off the project site, but it is not clear where the runoff will ultimately end up, which may be detrimental to adjacent properties during large storm events. The applicant is advised that an approved point of discharge will be required pursuant to SRC Chapter 71.</p>
<b>Smith Street NE</b>	<p>The existing street condition along the frontage of Smith Street NE is under improved. The applicant should be aware that a condition of development will be right-of-way dedication and the construction of half-street improvements along the entire frontage of Smith Street NE to local street standards.</p>

Your application, which is incomplete, will be deemed complete upon receipt of one of the following:



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- (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.

For questions regarding the above requirements, feel free to contact me directly by calling (503) 540-2356 or via email at [apanko@cityofsalem.net](mailto:apanko@cityofsalem.net). The Salem Revised Code may be accessed by clicking [HERE](#).

Sincerely,

Aaron Panko, Planner III