



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

## PLANNING REVIEW CHECKLIST

**Subject Property:** 795 Church Street SE

**Reference Nos.:** 22-117577-PLN

(Conditional Use Permit)

**Applicant:** Brandon Fahlman and Quinn Burke  
295 Patterson Street NW  
Salem, OR 97304

**Phone:** 503-930-2786

**E-Mail:** [bfahlman@gmail.com](mailto:bfahlman@gmail.com)

**Agent:** Same as Applicants

**Phone:**

**E-Mail:**

The Planning Division has conducted its completeness review of the proposed Conditional Use Permit for property located at 5205 Battle Creek Road SE. 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:
<b>Additional Property Owner Signatures</b>	The property is owned by Brandon Fahlman, Whitney Fahlman, Quinn Burke, and Katelyn Burke. The application form has been signed by Brandon Fahlman and Quinn Burke but because the application form needs to be signed by all of the owners of the property it must also be signed by Whitney Fahlman and Kaetlyn Burke.
<b>Legal Lot Status</b>	<p>The subject property is located within Block 13 of the Salem plat. In reviewing the Marion County survey records it appears that the subject property and the abutting property to the north (<i>757 Church Street NE</i>) were one property dating back to 1937 (<i>see attached survey</i>). At some point subsequent to 1937, however, the original property was divided into the two properties that exist today. In review of Planning Division records there is no evidence of a partition being approved to divide the property; as such, it's currently unclear whether the subject property was lawfully created.</p> <p>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. In order to determine when the original property was divided and sold off as two separate units of land a chain of title report is needed identifying when the subject property was first established in its current configuration. Staff will then use that date to determine what, if any, land division requirements were applicable at that time.</p>
<b>Off-Street Parking &amp; Impacts of</b>	Per SRC 806.015(a) – Table 806-1, the minimum off-street parking requirement for short-term commercial lodging uses is 1 space per guest room or suite.

Item:	Description:
<b>Special Setback Abutting Mission Street</b>	<p>Because the existing single-family dwelling has four bedrooms that will serve as guest rooms, the proposed short-term rental is required to have a minimum of 4 off-street parking spaces. The site plan indicates that a total of 5 off-street parking spaces will be provided (<i>2 in the paved area in front of the garage, 2 in the paved area between the side of the house and Mission Street, and one in the single car garage</i>).</p> <p>Although five spaces are identified as being provided, the number of spaces able to be provided on site will be impacted by a required 12-foot special setback along Mission Street. Mission Street is designated as a minor arterial street under the City's Transportation System Plan (TSP) requiring a minimum right-of-way width of 72 ft. The existing right-of-way width of Mission Street abutting the property, however, is only 60 ft. As such, Mission Street is 12 ft. short of its required right-of-way width under the TSP. As such a 12-foot special setback applies along the southern portion of the subject property.</p> <p>Per <a href="#">SRC 800.040(d)</a>, the only parking allowed within a special setback (<i>with a removal agreement</i>) is non-required off-street parking. As shown on the site plan it appears that three of the four minimum required off-street parking spaces are within the special setback, which is not allowed per SRC 800.040.</p>
<b>Off-Street Parking in Side Yard Abutting Street</b>	<p>Per SRC 806.025(a)(2), within a side yard abutting a street off-street parking is allowed but it must be screened from all public areas, public streets, and abutting residential uses by a minimum 6-foot-tall sight-obscuring fence, wall, or hedge. The existing unscreened paved parking pad between the house and Mission Street does not conform to required screening standards. Because the subject property is located within the Gaeity Hill/Bush's Pasture Park Historic District, any fencing provided to screen parking in the side yard will require historic design review.</p> <p>Any fencing or landscaping provided to screen parking must also comply with the vision clearance requirements of SRC Chapter 805. Per SRC 805.005(b)(1)(B), there is a required 10 ft. by 50 ft. vision clearance area where the existing driveway intersects Mission Street.</p>
<b>Bike Parking</b>	<p>Per SRC 806.055(a) – Table 806-9, the minimum bicycle parking required for short-term commercial lodging uses is the greater of 4 spaces or 1 space per 50 rooms. Based on the four guest rooms within the home, a minimum of 4 bike parking spaces are required. The bike parking spaces must be developed in conformance with the standards included under SRC 806.060. There are currently no bike parking spaces identified on the site plan.</p>

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 3<sup>rd</sup> 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 [bbishop@cityofsalem.net](mailto:bbishop@cityofsalem.net).

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

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

Sincerely,

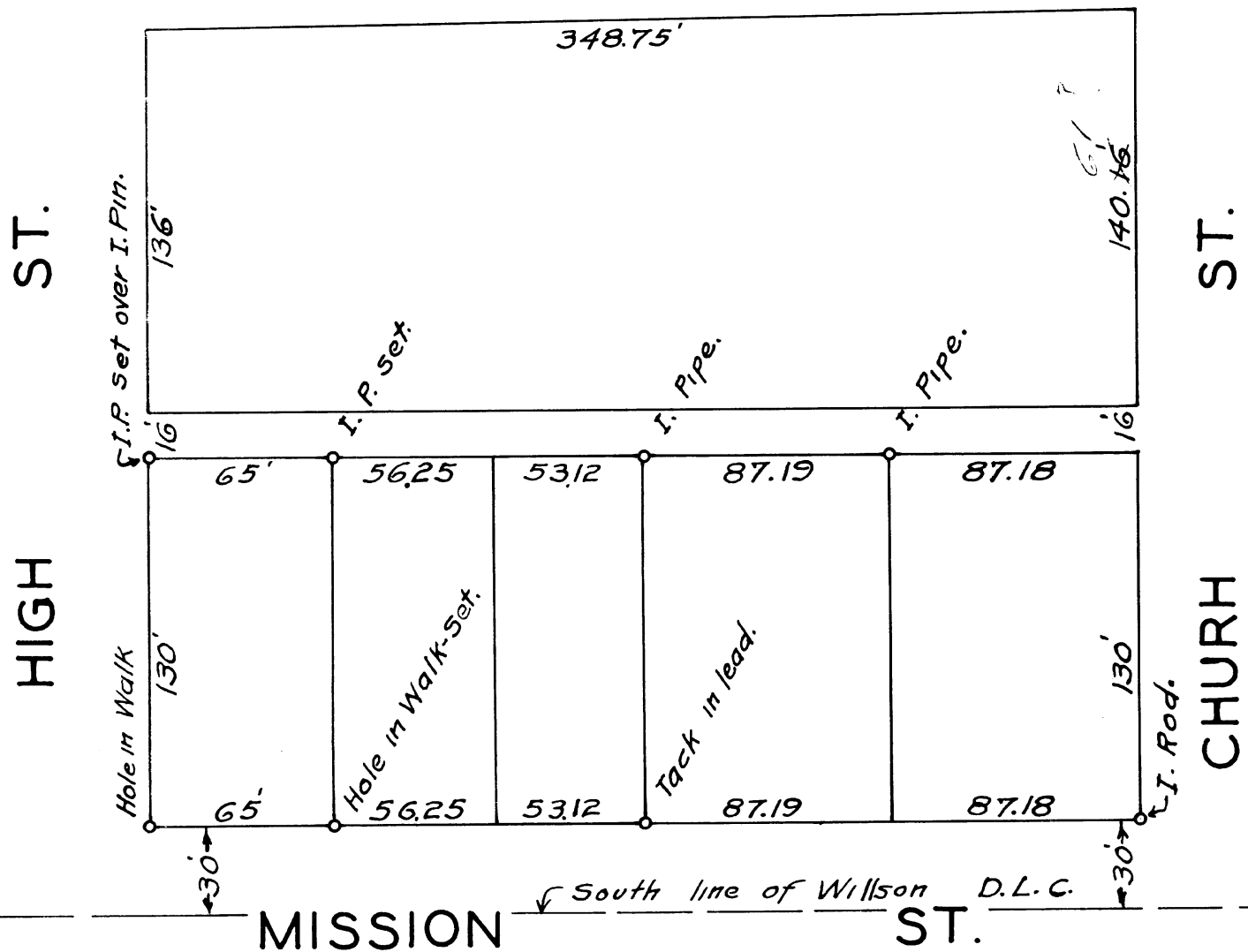
Bryce Bishop  
Planner III

376

SURVEY FOR  
ELIZABETH LORD  
IN BLOCK 13 SALEM

LESLIE

ST.



Survey by J.H. Davis 9-17-37.

8542

8542



Applicants: Brandon Fahlman & Quinn Burke  
Location: 795 Church St SE, Salem, OR 97301  
Site Area: 6264 square feet - no protected trees or vegetation - Landscaped area: approximately 2931 square feet

Site conditions are existing;  
no changes proposed

Total of five existing standard on-site  
parking spaces

Scale: 3/32"=1'

**Bike Parking:**  
-Min. 4 bike parking spaces required for short-term commercial lodging use. Bike parking must be developed in conformance with the standards included under SRC 806.060 and shown on the site plan.

One standard parking space inside Garage

Two Standard parking spaces

Per SRC 800.040(d)(4), required off-street parking cannot be located within a special setback.

**Minor Arterial Street**  
72 ft. ROW required.  
60 ft. ROW existing.  
**12 ft. special setback applies along north side of street.**

