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October 4, 2022

PLANNING REVIEW CHECKLIST

Subject Property: 676 17th Street SE

Ref#: 22-118818-PLN (Class 3 Site Plan Review and Class 1 Design Review)

Applicant: Ronald Ped
6850 Burnett Street SE
Salem, OR 97317

Phone: (503) 363-1456
Email: rjp@rktect.com

A consolidated application for a Class 3 Site Plan Review and Class 1 Design Review was received on September 14, 2022, for property located at 676 17th Street SE.

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

Item:	
Property Owner Signature	Please provide evidence that Servando Garcia is authorized to sign the land use application on behalf of S & V Garcia Investments LLC.
Neighborhood Association Contact	Per SRC 300.310(d), A land use application requiring neighborhood association contact shall not be accepted, as provided under SRC 300.210, unless it is accompanied by a copy of the e-mail or letter that was sent to the neighborhood association, and a list of the e-mail or postal addresses to which the e-mail or letter was sent.
Submittal Requirements – Design Review – Landscape and Floor Plans	<p>Per SRC 225.005(d)(2)(C), please provide a landscape plan showing the location of natural features, trees, and plant materials proposed to be removed, retained, or planted; the amount, height, type, and location of landscaped areas, planting beds, and plant materials and provisions for irrigation.</p> <p>Per SRC 225.005(d)(2)(B), floor plans shall be provided for each of the proposed buildings.</p>
Stormwater	The application does not provide sufficient details to identify how the site is compliant with SRC 71, specifically the requirements for Green Stormwater Infrastructure (GSI) pursuant to PWDS Appendix 4E. The applicant shall provide

	a storm drainage system that provides treatment and flow control as required by the PWDS.
Driveway Approach Permit	The proposed driveway approach will be subject to the Class 2 Driveway Approach (DAP) requirements described in SRC Chapter 804. The applicant shall submit an application and written statement addressing the criteria in SRC Chapter 804.
Lot Configuration	<p>The applicant is required to provide evidence that the existing lots were legally created, a validation of unit of land may be necessary if the existing lots were not legally created.</p> <p>There appear to be seven interior lot lines within the boundary of the subject property that will need to be removed prior to building permit issuance, likely requiring a replat.</p> <p>However, the resulting lot will not comply with the lot standards of SRC Chapter 514, due to the depth of lot exceeding the width by more than 300 percent. An adjustment to lot standards will be necessary with the replat application.</p>

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:	
SRC Chapter 702 – Multiple Family Design Review	<p>1) Per SRC 702.020(a)(1), all newly constructed multiple family developments shall provide a minimum of 30 percent of the gross site area in designated and permanently reserved open space.</p> <p><i>Less than 30% open space is provided.</i></p> <p>2) Per SRC 702.020(a)(1)(A), to ensure usable open space that is of sufficient size, at least one common open space area shall be provided that meets the size and dimension standards set forth in Table 702-3.</p> <p><i>Open space dimension less than 25 feet.</i></p>

- 3) Per SRC 702.020(a)(1)(E), to encourage active recreational opportunities for residents, the square footage of an improved open space area may be counted twice toward the total amount of required open space, provided each such area meets the standards set forth in this subsection (including, the open space area shall have minimum dimension of 25 feet on all sides).

Open space area provided with food garden is not compliant with minimum dimensions to be eligible for this reduction.

- 4) Per SRC 020(d)(2), to minimize the visual impact of on-site parking and to enhance the pedestrian experience, off-street surface parking areas and vehicle maneuvering areas shall be located behind or beside buildings or structures.

Off-street parking is provided between proposed buildings and Oak Street SE and Mission Street SE.

- 5) Per SRC 702.020(d)(4), to ensure safe pedestrian access to and throughout a development site, pedestrian pathways shall be provided that connect to and between buildings, common open space, and parking areas, and that connect the development to the public sidewalks. Pedestrian pathways shall be a minimum of five feet in width.

Pedestrian pathways are not provided between buildings, leading to the solid waste service area, or leading to abutting streets.

- 6) Per SRC 702.020(e)(2), where a development site abuts property zoned RS (Single Family Residential), buildings shall be setback a minimum distance of one foot for each one foot of building height.

If the existing alley is required to be vacated, the buildings may not comply with the minimum setback requirement.

	<p>7) Per SRC 702.020(e)(3), to enhance compatibility between new buildings on site and abutting residential sites, balconies located on building facades that face RS zoned properties, unless separated by a street, shall have fully sight-obscuring railings.</p> <p><i>Please provide details for balconies facing RS zoned property.</i></p> <p>8) Per SRC 702.020(e)(6), a porch or architecturally defined entry area shall be provided for each ground level dwelling unit. Shared porches or entry areas shall be provided to not more than four dwelling units. Individual and common entryways shall be articulated with a differentiated roof, awning, stoop, forecourt, arcade or portico.</p> <p><i>Please provide entry area detail.</i></p> <p>9) Per SRC 702.020(e)(10), to visually break up the building's vertical mass, the first floor of each building, except for single-story buildings, shall be distinguished from its upper floors.</p> <p><i>Please provide additional façade detail demonstrating compliance with this standard.</i></p>
SRC Chapter 800 - Fencing	<p>SRC 800.050(a)(1)(A)(i) provides that within front yards abutting a street, fences shall not exceed a maximum height of four feet when located within 20 feet of a property line abutting the street; provided, however, within ten feet of the property line abutting the street 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.</p> <p><i>Please revise the site plan.</i></p>
SRC Chapter 800 – Solid Waste Service Area And, SRC Chapter 514, Solid Waste Enclosure Setbacks	<p>SRC 800.055(e)(1) provides that the front opening of the enclosure shall be unobstructed and shall be a minimum of 12 feet in width.</p> <p><i>Please revise the site plan.</i></p>

	<p>SRC 800.055(f)(1)(E) provides that in the event that access to the vehicle operation area is not a direct approach into position for operation of the service vehicle, a turnaround, in conformance with the minimum dimension and turning radius requirements shown in Figure 800-10, shall be required to allow safe and convenient access for collection service.</p> <p><i>Please revise the site plan.</i></p> <p>SRC 514.010(d) provides that accessory structures greater than four feet in height shall have a minimum setback of 20 feet adjacent to an arterial street.</p> <p><i>Please revise the site plan.</i></p>
SRC Chapters 514 and 806 – Off-Street Parking Development Standards – Setbacks	<p>SRC 806.035(c)(2) provides that off-street parking areas shall be setback a minimum of 6-10 feet adjacent to a street, in addition, SRC 514.010(d) requires a minimum 12-foot setback for vehicle use areas adjacent to a street.</p> <p>The proposed vehicle use area does not comply with minimum setback requirements of Chapters 514 or 806 adjacent to Mission Street SE to the south and Oak Street to the North.</p> <p><i>Please revise the site plan.</i></p>
SRC Chapter 806 – Off-Street Parking Development Standards – Setbacks	<p>Per SRC 806.035(c)(4), the vehicle use area is required to comply with the minimum setback of five feet adjacent to the exterior wall of all buildings or structures.</p> <p><i>Please revise the site plan.</i></p> <p>Per SRC 806.035(e), off-street parking areas shall conform to the minimum dimensions set forth in Table 806-6. A minimum maneuvering depth of 24 feet is required for standard size parking spaces, this distance is not provided, and may be further reduced if the alley is vacated.</p> <p><i>Please revise the site plan.</i></p>
SRC Chapter 808 – Preservation of Trees and Native Vegetation	<p>Per SRC 808.020 provides that no person shall remove a tree in a riparian corridor or native vegetation in a riparian corridor.</p>

	<i>Please identify all trees and native vegetation within the riparian corridor and provide a statement demonstrating the proposal complies with all applicable requirements of Chapter 808.</i>
Open Channel Easement	Pursuant to Public Works Design Standards 1.8(d), the application is subject to open channel drainage easements to be dedicated along the creek, allowing for access and maintenance. The easement width shall be either 15-feet from the channel centerline, or 10-feet from the top of the recognized bank, whichever is greatest. The applicant is advised to show the required easement on the site plan.
Floodplain Development	The site plan shows pavement and a trash enclosure within the FEMA Regulatory Floodway. No obstructions are permitted in the floodway.
Street Improvements	The existing condition of Oak Street SE is underimproved. Right-of-way dedication (30-feet from the centerline of Oak Street SE) and streetscape improvements (including sidewalks, streetlights, and street trees) will be required. The applicant is advised to show the required right-of-way dedication on the plans to establish accurate setbacks.
Alley Access	The preliminary plan shows the applicant utilizing an existing unimproved alley as part of their parking and circulation area. The alley cannot currently be connected to a public street except through the subject property. Use of the alley for a private parking lot may not be permitted except under certain conditions. The applicant is advised to coordinate with Public Works staff to identify available options for the alley.
Lot Legality and Existing Lot Lines	The survey section has reviewed the information. The subject property appears to be made up of multiple units of land under separate ownership. Please see the attached marked up <i>Existing Conditions Plan</i> by the Survey Department.

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.



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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. The Salem Revised Code may be accessed by clicking [HERE](#).

Sincerely,

Aaron Panko, Planner III