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March 30, 2022

## PLANNING REVIEW CHECKLIST

**Subject Property:** 3837 Portland Rd NE  
**Ref#:** 22-105209-RP  
**Applicant:** Doug Groat  
[dgroat@bluestaras.com](mailto:dgroat@bluestaras.com)  
**Contact:** Doug Groat  
[dgroat@bluestaras.com](mailto:dgroat@bluestaras.com)

Site Plan Review application was received on March 3, 2022. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
<b><u>Ownership</u></b> X	Please provide verification that Doug Groat has the authority to sign on behalf of property owner Sydia Realty Co.
<b><u>Lot Legality</u></b> ✓	Property does not appear to be part of an established land division. Deed from date of creation (chain of title) will be required in order to establish lot legality. Validation of Unit of land may be required if found to be illegally created.
<b><u>Written Statement (300.210)</u></b> X	(9) A written statement addressing <b>each</b> applicable approval criterion and standard; <b>missing DR - SRC 603.030</b>
<b><u>Site Plan 200.005(e)</u></b> X	-Please provide a site plan with the following: (i)The total site area (entire site, with clear property lines), dimensions, and orientation relative to north; (vi)All proposed landscape areas on the site, with an indication of square footage and their percentage of the total site area; (x)Identification of vehicle, pedestrian, and bicycle parking and circulation areas, including handicapped parking stalls, disembarking areas, accessible routes of travel, and proposed ramps.

	-Please provide existing conditions plan.
<b><u>Landscaping (551.010(d)) and Type A (807.015)</u></b> 	15% required to be landscaped per the Type A standard of 807; I will need information regarding plant units etc. in order to ensure compliance with this standard.  Note that 40% of landscaping must be from trees.
<b><u>Portland Fairgrounds Rd Overlay (603.020)</u></b> 	Development must provide four of the project enhancements found in 603.020(j); existing enhancements are acceptable, but verification they are provided/maintained is required.
<b><u>Public Works Completeness Items</u></b> 	There is a 15-foot public storm and drainage easement on the subject property. No structures will be permitted within the easement area. It is unclear based on the proposed site plan if the proposed structure will be within the easement area. The applicant shall submit a revised site plan showing existing easements on the site to ensure no encroachment exists.

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. Their completeness notes are included above.

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>

Sincerely,

Kirsten Straus, Planner I