



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025
www.cityofsalem.net/planning • www.cityofsalem.net

October 26, 2022

PLANNING REVIEW CHECKLIST

Subject Property: 3365 Marietta Street SE

Ref#: 22-119636-PLN
Class 3 Site Plan Review & Class 2 Adjustments

Applicant/Contact: Jordan Sparks
jordan@opendental.com

The Class 3 Site Plan Review application was received on September 27, 2022. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
<u>Submittal Requirements</u>	A checklist of all required application materials for a Class 3 Site Plan Review application can be found here: https://www.cityofsalem.net/CityDocuments/site-plan-review-class-3-application-packet.pdf
Deed	The document provided for the deed does not appear to be the recorded vesting deed for the property. A copy of the recorded deed/land sales contract of the total contiguous ownership of the applicant is required. Please upload the entire recorded deed for all properties under contiguous ownership, including legal description and signatures, per SRC 300.210(a)(2) .
Site Plan	Per SRC 200.005(e) , the following information is missing from the site plan submitted: <ul style="list-style-type: none">• The total site area and dimensions;• The size and location of solid waste and recyclables storage and collection areas, and amount of overhead clearance above such enclosures, if included in the proposed development;• The location of all trees and vegetation required to be protected pursuant to SRC chapter 808; and• The location of all street trees, if applicable, or proposed location of street trees required to be planted at time of development pursuant to SRC chapter 86.



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025
www.cityofsalem.net/planning • www.cityofsalem.net

Summary Table	A summary table shall be submitted which identifies the zoning designation for the subject property; total site area; gross floor area by use (i.e. manufacturing, office, retail, storage); building height; itemized number of full size, compact, and handicapped parking stalls, and the collective total number; total lot coverage proposed, including areas to be paved for parking and sidewalks.
Written Statement Addressing Approval Criteria	The written statement submitted does not address the approval criteria for the adjustments requested. Please submit a written statement describing the proposal, including the type of uses proposed, business operations, and the requested adjustments, and how each adjustment requested conforms to the approval criteria in SRC 250.005(d)(2) . Please also address the approval criteria for the Class 3 Site Plan Review under SRC 220.005(f)(3) .
<u>Items of Concern</u>	*Failure to address issues could result in denial of the application
Trash Enclosure	Please provide dimensions and design details for the proposed trash enclosure(s) that illustrate compliance with the standards set forth in SRC 800.055 .
Pedestrian Access	<p>Per SRC 800.065(a)(3), pedestrian connections through off-street parking areas shall be connected to a pedestrian connection, or pedestrian connections, that lead to the primary building entrance. Where there is no building, the pedestrian connections shall connect to the street either at the sidewalk or at the public street right-of-way when there is no sidewalk. The pedestrian connection through Lot 2 appears to stop short of the sidewalk adjacent to the street. In addition, the pedestrian connection through the parking lot of Lot 3 does not extend all the way to the east side of the lot. Please revise the connections to extend all the way through each parking lot.</p> <p>In addition, several pedestrian connections are not shown to connect across parking lot drive aisles. Please illustrate how all pedestrian walkways will connect between and over parking lot drive aisles, meeting the design standards under SRC 800.065(b).</p> <p>Please also provide clarification of the building on the west side of Lot 2. There was some discussion about it during the Pre-Application Conference, but it currently appears a pedestrian connection is required to the entrance of this building as well as the properties are under same ownership.</p>

Off-Street Parking	The parking summary provided does not appear to include the existing barn building in the calculations, or the covered car wash area; all covered structures shall count towards the total gross floor area for parking. In addition, the plan used on the parking summary does not match the parking plans in the civil set submitted. Please revise the parking summary to show an accurate count of parking stalls that match the civil set, and include a breakdown of the gross floor area per use for the required amount of parking.
Bicycle Parking	Please indicate the amount of required bicycle parking per each proposed use, and the proposed bike rack details, including spacing dimensions and bike rack design, that illustrate compliance with the standards set forth in SRC 806.060 .
Off-Street Loading Area	SRC 806.075 (a) indicates that an off-street parking area may be used in place of a required off-street loading space when the use or activity does not require a delivery vehicle which exceeds a maximum combined vehicle and load rating of 8,000 pounds and the off-street parking area is located within 25 feet of the building or use it serves. In addition, most uses occupying less than 5,000 square feet do not require an off-street loading space. It is recommended that the off-street loading requirement for the development site is re-evaluated using these two provisions when applicable, and the request for an adjustment to this standard is reconsidered. Should the applicant move forward with any of the above referenced provisions, please be sure to include a statement of such with the Site Plan Review Development Standards criteria.
<u>Other Items</u>	
Landscaping & Screening	<p>Pursuant to SRC 551.010(d), a minimum of 15% of the development site shall be landscaped, as well as required setbacks and vehicle use area shall meet the Type A¹ standard set forth in SRC Chapters 806 and 807. The landscape percentages appear to be met, but please be aware that the following items will be required and shall be included at the time of building permit review:</p> <ul style="list-style-type: none"> • Plant unit count, distribution, and density • Diameter at Breast height (DBH), species, and quantity for each tree.

¹ Type A landscaping requires one plant unit per 20 square feet of landscaped area.



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025
www.cityofsalem.net/planning • www.cityofsalem.net

<u>Historic and Cultural Resources Protection Zone</u>	<p>The subject property is within the Historic and Cultural Resources Protection Zone. If it has not been done already, please be sure to contact the Historic Preservation Program Manager, Kimberli Fitzgerald, at kfitzgerald@cityofsalem.net or at (503) 540-2397, to discuss applicable regulatory requirements.</p> <p>The City of Salem Historic and Cultural Resources Protection Zone Lookup map at https://www.cityofsalem.net/Pages/protecting-salem-historic-and-cultural-resources.aspx indicates that the site is within the Historic and Cultural Resources Protection Zone.</p>
---	---

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 (March 26, 2023) 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) 540-2328 or via email at jdonaldson@cityofsalem.net.

The Salem Revised Code may be accessed online at the following location:
<https://www.cityofsalem.net/Pages/salem-revised-code.aspx>

Sincerely,

Jamie Donaldson, Planner II