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September 22, 2022

*November 7, 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. *Updated plans and written statement, including applications for Class 2 Driveway Approach Permits were received on October 20, 2022. The following is a revised incomplete letter provided in red/italic.*

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

Item:	
<b>Stormwater Management</b>  <b>Not Addressed</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.  <i>The response provided does not adequately address replaced impervious surface. It appears this project will qualify as a Large Project.</i>
<b>Driveway Approaches SRC</b>	The proposed driveway approaches will be subject to the Class 2 Driveway Approach (DAP) requirements described in

<b>Chapter 804 – Driveway Approach Permit</b>  <b>Items Remaining</b>	SRC Chapter 804. The applicant shall submit an application and written findings to address SRC 804.025.  <i>Property owner authorized signature required on application form.</i>  <i>Application fee of \$1,250 due.</i>
<b>Easements</b>  <b>Okay</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>  <b>Okay</b>	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.
<b>SRC Chapter 604 – Pine Street Mixed Use Overlay Zone</b>  <b>Not Addressed, new item</b>	<u>Development Standards SRC 604.020:</u>  Per SRC 604.020(g)(1), planter bays or islands shall have a minimum planting area of 50 square feet.  <i>Proposed planter islands proposed are less than 50 square feet in size and shall be revised to comply with the minimum standard.</i>  <i>Okay</i>  <u>Design Standards SRC 604.030:</u>  (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><i>Proposed warehouse building does not have an entrance facing Smith Street.</i></p> <p><i>Okay</i></p> <p><i>(iv) Weather protection, in the form of awnings or canopies, shall be provided along a minimum of 50 percent of the length of the ground floor building façade adjacent to sidewalks or pedestrian connections. Awnings or canopies shall have a minimum clearance height above the sidewalk of eight feet, and may encroach into the street right-of-way as provided in SRC 76.160. Please address this standard for the new walkways added to the site, and for the Smith Street sidewalk that will be adjusted to the property line.</i></p> <p><i>(v) New buildings shall be a minimum of 25 feet in height.</i></p> <p><i>Top point of a shed roof is measured as an average between peak and eave.</i></p> <p><i>Okay</i></p> <p><i>(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. The fence, masonry wall, or hedge shall not encroach into the vision clearance area.</i></p> <p><i>Style of sight obscuring fencing not indicated in plans or narrative.</i></p> <p><i>Not addressed. Statement indicates six-foot ornamental fencing will be provided. Does not comply.</i></p>
<p><b>SRC Chapter 806 – Off-Street Parking Development Standards – Setbacks</b></p> <p><b>Not Addressed, New Item</b></p>	<p>The maximum parking allowance for Phase 1 is three parking spaces, the proposed site plan shows four spaces.</p> <p><i>Okay</i></p> <p>The maximum parking allowance for Phase 2 is 16 spaces. Six dwelling units, maximum 1.75 spaces per unit = 11 spaces. 7,500 sf of general warehousing, minimum 1 space</p>

	<p>per 5,000 sf = 2 spaces, maximum = 5 spaces. Total maximum for Phase 2 = 16 spaces, 23 spaces proposed.</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><i>Setback not met at intersection of Smith and Fairgrounds.</i></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> <p><i>Okay</i></p>
<b>SRC Chapter 806 – Bicycle Parking</b>  <i>Okay</i>	<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>  <i>Okay</i>	<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>  <i>Okay</i>	<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>  <i>Not Addressed</i>	<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> <p><i>The proposed site plan shows curblin sidewalk proposed along Smith Street NE which does not comply with applicable</i></p>

	<p><i>street standards for sidewalk placement. The applicant has not requested alternative street standards, and alternative street standards would not likely be approved. The sidewalk location shall be moved to property line.</i></p>
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<p><b>New Items:</b></p>	
<p><b>Multi-Family Residential Use</b></p>	<p>The proposed development includes a building housing two or more uses, multi-family residential and warehousing/motor vehicle services, and a motor vehicle sales use also occurs on the subject property. Per SRC 604.005, the proposal does not meet the definition of a mixed-use development.</p> <p>604.015 – Uses              Within the Pine Street Mixed-Use Overlay, and within the IC underlying zone, Multiple Family Uses require a Conditional Use Permit. Please apply for another Conditional Use Permit for this proposed use. A separate application fee of \$6,287.00 is due for this application.</p> <p>604.020 – Development Standards              Subsection (c) provides that the minimum dwelling unit density requirement for multi-family residential uses developed outside of mixed-use buildings is 20 units per acre. Dwelling unit density cannot be varied or adjusted. A minimum of 23 dwelling units are required for the development site to comply with minimum density requirements.</p> <p>Subsection (e) provides that multiple family uses are required to have a setback adjacent to a street of a minimum 12 feet, plus 1 foot for each 1 foot of height over 12 feet, and a maximum of 20 feet. The proposed multi-family residential building is placed on the property line and does not comply with the setback requirement.</p> <p>Subsection (h) provides that trash receptacles shall be screened from adjacent streets by a sight-obscuring fence, wall, or hedge. The applicant's statement indicates curbside cart containers will be used, but a storage/service area for the containers is not indicated on the plan. If a solid waste service area is provided, it must comply with applicable standards of SRC 800.055.</p>



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	<p><b>604.025 – Design Review</b> Multi-family development, other than multiple family development within a mixed-use building, shall only be subject to design review according to the multiple family design review standards set forth in SRC Chapter 702. Please apply for another Design Review application for the proposed multi-family residential use. A separate application fee of \$671 (Class 1 Design Review) is due for this application. Additional Adjustments to multi-family design standards may be needed.</p>
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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.

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