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January 4, 2023

Britany Randall  
12150 Jefferson Highway 99E SE  
Jefferson OR 97352  
britany@brandlanduse.com

RE: Class 3 Site Plan Review, Class 1 Design Review, UGA, Class 2 Adjustments, and a Class 2 Driveway Approach Permit for 3480 Blossom Drive NE (AMANDA 22-123981-PLN)

Dear Randall,

I am reviewing your **Class 3 Site Plan Review, Class 1 Design Review, UGA, Class 2 Adjustments, and a Class 2 Driveway Approach Permit** application for completeness. The following information is required for staff to deem the application complete.

- (1) Solid Waste Service Areas. Please include the additional information on your site plan materials:
  - Pursuant to SRC 800.055(f)(1), a vehicle operation area shall be at least 15 feet in width. The location of the existing trash enclosures has been recessed, with the width of new paved area equating to approximately 12 feet. The applicant will need to widen this area to ensure at least 15 feet in width to show compliance.
  - Pursuant to SRC 800.055(f)(4), the applicant will need to indicate "No Parking" signs will be placed in a prominent location on the enclosure or painted on the pavement in front of the enclosure or receptacle, to ensure unobstructed and safe access for the servicing of receptacles.
  
- (2) Design review standards for multiple family development with thirteen or more units. Please include the additional information on your site plan materials:
  - Pursuant to SRC 702.020(c)(1), all walls facing open space, parking areas and pedestrian paths shall have a window in habitable rooms. Bedrooms are habitable, which include closets. I have provided an attachment with window locations.

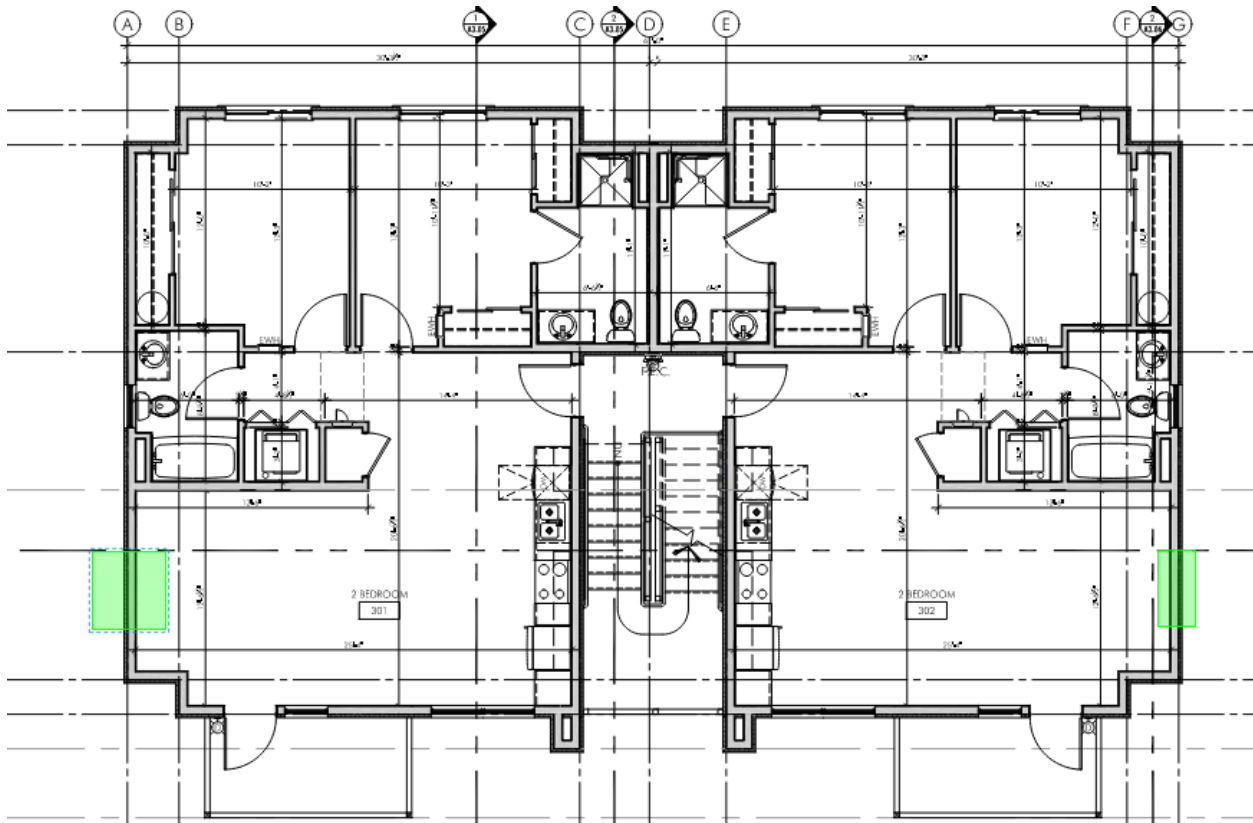


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- Pursuant to SRC 702.020(c)(2), the applicant will need to provide indication on their site plan and elevations that the proposed project meets these regulations. Submitted elevations show a majority of dwelling unit entrances will have exterior lighting, except it is unclear if lighting will be provided on the third level. Additionally, the applicant will need to provide lighting plans for both the parking area, pedestrian pathway, and other relevant areas within the development to ensure compliance with applicable code sections.
- Pursuant to SRC 702.020(c)(4), a review of the preliminary landscaping plans indicates that there are species of plants – Sherwood Glossy Abelia - that extend beyond the three-foot height limit at maturity for parking area, specifically around the bicycle parking area towards the southern portion of the proposed development. The applicant will need to adjust these plans to indicate conformance to these standards.
- Pursuant to SRC 702.020(d)(1), landscaped planter bays provided will need to be at least a minimum of nine feet in width, and physically and visually separated to prevent the appearance of continuous pavement. Currently, the proposal does not meet these standards, and bays around the common open space in the center are less than the minimum width standard, likely as a result of the pedestrian walkways crossing through those areas. Pedestrian walkways split the bay, since walkways are not landscaping; the applicant will either widen or redirect the pedestrian walkways to conform to this standard.
- Pursuant to SRC 702.020(d)(2), the applicant has proposed an adjustment that cannot be supported by staff. The Pre-Application conference showed a building at the street with parking behind the buildings. The findings indicate the need for the stormwater to be located near the front of the property, but there is no evidence that that is the ONLY LOCATION the stormwater can be located making meeting the standard impossible. In addition, the site is providing more parking than the minimum, removal of parking in front of units would meet standards, including parking.
- Pursuant to SRC 702.020(e)(6); The current elevations do not show primary entrances with porches or architecturally defined entry. Primary entrances cannot be blocked by fences and need a differentiated roof. The third-floor roofline does not meet this standard. Additionally, the applicant has six units sharing an entry way for the primary entrance, where only four is allowed by Code.
- The applicant has indicated on their written statement that, Pursuant to SRC 702.020(e)(10), the proposed color and horizontal molding will break up the building's vertical mass of the proposed structures but does not display this on the site plans or elevations. These will need to be either further notated or the

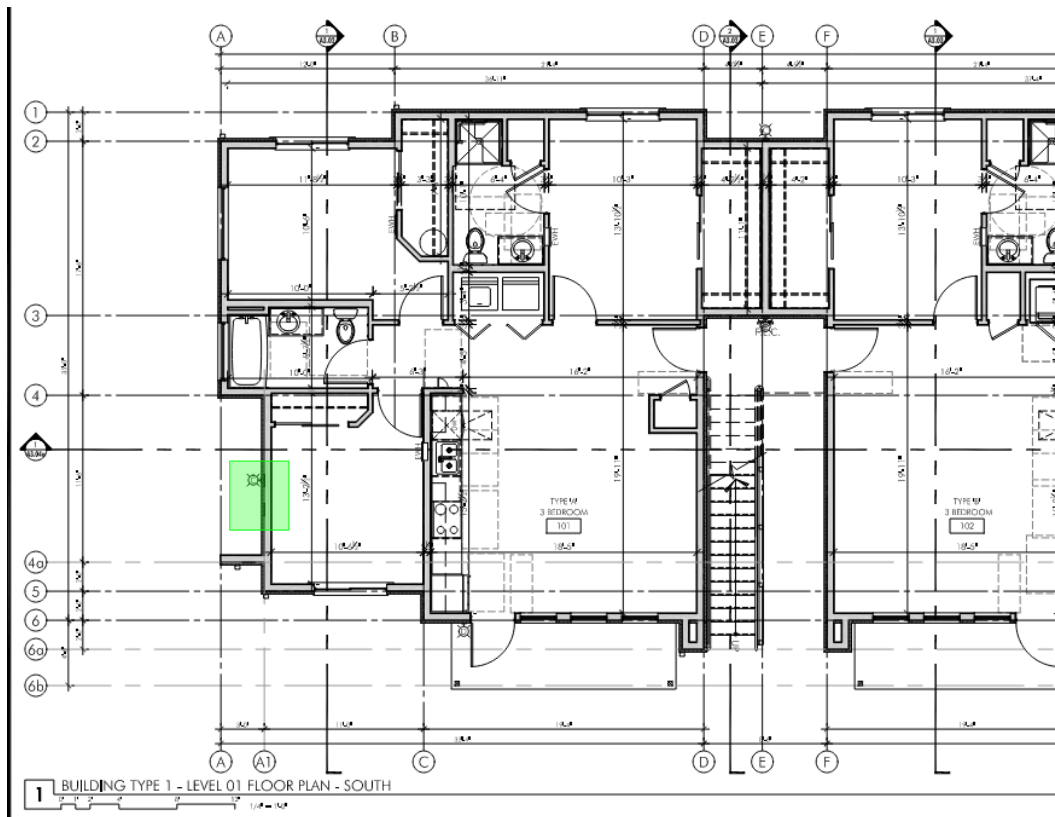
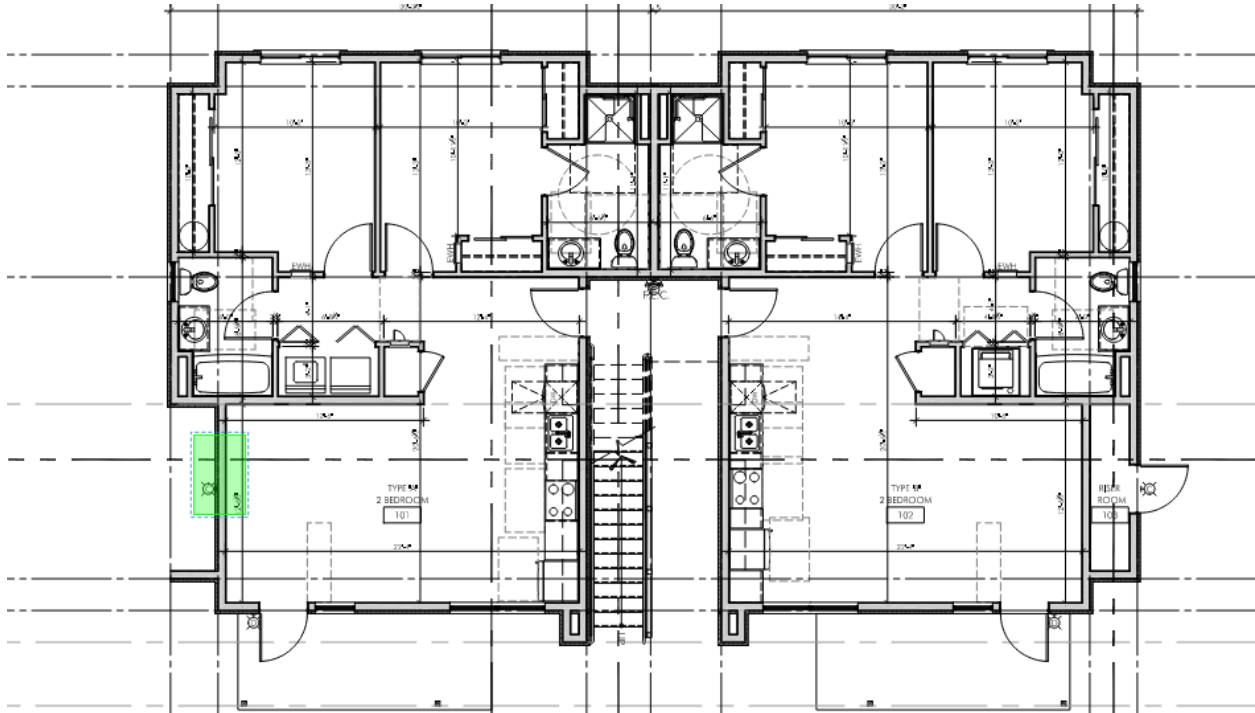
applicant will need to provide greater visual details to confirm this is meeting the standard.

- (3) Missing Window. The applicant will need to revise the submitted floor plans to include windows on each wall of each room. These area's have been highlighted in green to provide further illustration.



CITY OF *Salem*  
AT YOUR SERVICE  
**Community Development  
Planning Division**

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❖ ADA Accommodations Will Be Provided Upon Request ❖  
Servicios razonables de accesibilidad se facilitarán por petición



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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) 540-2313 or via email at [Hagosto@cityofsalem.net](mailto:Hagosto@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,

*Hugo Agosto*

Hugo Agosto, Planner II