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January 26, 2023

Ronald Ped
6850 Burnett Street SE
Salem, OR, 97317
rjp@rktect.com

RE: Class 1 Site Plan Review for 447 Ferry Street SE (AMANDA 23-102127-PLN)

Dear Mr. Ped,

I am reviewing your **Class 1 Site Plan Review** application for completeness. The following information is required for staff to deem the application complete.

- (1) Bicycle Parking. Pursuant to SRC 806.045(b), the bicycle parking requirements for a change of use of an existing building within the CB zone shall be met if there are a minimum of eight bicycle parking spaces located within the public right-of-way of the block face adjacent to the primary entrance of the building. If the minimum number of required bicycle parking spaces are not present within the block face, the applicant shall be required to obtain a permit to have the required number of spaces installed.

Preliminary background research on the property indicates that there may not be the minimum bike parking spaces located within the block face. The applicant will need to either display that these standards are met or work with Public Works to purchase said racks prior to issuance of site plan review.

Note: block face" means the area within the public street right-of-way located along one side of a block, from intersecting street to intersecting street.

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.



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(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.

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, Planner II