



Planning Division • 503-588-6173  
555 Liberty St. SE / Room 305 • Salem, OR 97301-3503 • Fax 503-588-6005

**February 2, 2023**

## **PLANNING REVIEW CHECKLIST**

**Subject Property:** 3985 Lindburg Road SE  
**Reference Nos.:** 22-125120-PLN  
(Class 3 Site Plan Review, Class 2 Adjustment, & Class 2 Driveway Approach Permit)

**Applicant:** Reid Saunders Association  
P.O. Box 4275  
Salem, OR 97302

**Phone:** 503-851-7394  
**E-Mail:** [lisa@reidsaunders.org](mailto:lisa@reidsaunders.org)

**Agent:** Sarah Rose  
AC+CO Architecture Community  
1100 Liberty Street SE, Suite 200  
Salem, OR 97302

**Phone:** 503-581-4114  
**E-Mail:** [srose@accoac.com](mailto:srose@accoac.com)

The Planning Division has conducted its completeness review of the proposed Class 3 Site Plan Review, Class 2 Adjustment, and Class 2 Driveway Approach Permit for property located at 3985 Lindburg Road SE. In order to deem the application complete and to continue processing the application, modifications/and or additional information is needed to address the following item(s):

Item:	Description:
<b>Application Fee</b>	<p>The application fee currently submitted does not include the required fees for the four Class 2 Adjustments that have been requested and the required Class 2 Driveway Approach Permit. The additional required application fees are as follows:</p> <ul style="list-style-type: none"><li>▪ Class 2 Adjustment: \$2,557.00</li><li>▪ Class 2 Driveway Approach Permit: \$1,250.00</li><li>▪ Automation Surcharge: \$5.00</li><li>▪ <b>Total: \$3,812.00</b></li></ul> <p>The above additional fees have been billed to Application Folder No. <b>22-125120-PLN</b> and are ready to be paid.</p>
<b>Application Form</b>	<p>The application form needs to be revised to address the following:</p> <ul style="list-style-type: none"><li>▪ <u>Type of Land Use Application Requested.</u> The application form submitted currently identifies only a Class 3 Site Plan Review application as being requested, but an application for a Class 2 Adjustment and Class 2 Driveway Approach Permit are also required. The application form needs to be revised</li></ul>

Item:	Description:
	<p>to add Class 2 Adjustment and Class 2 Driveway Approach permit to the list of applications requested for the development.</p> <ul style="list-style-type: none"> <li>▪ <u>Neighborhood Association Contact.</u> The application form submitted indicates that the neighborhood association was not contacted. However, based on the application materials submitted, the Morningside Neighborhood Association was contacted via e-mail on December 29, 2022. The application form needs to be corrected to indicate that the neighborhood association was contacted along with a brief description of the contact provided (e.g. Morningside Neighborhood association contacted via e-mail on December 29, 2022).</li> <li>▪ <u>Homeowners' Association.</u> The section of the application form requiring the applicant to identify whether the property is located within a Homeowner's Association needs to be completed.</li> </ul>
<b>Proof of Application Signature Authority</b>	The subject property is currently owned by Reid Saunders Evangelistic Association and the application has been signed by Reid Saunders. Proof of signature authority is needed demonstrating that Reid Saunders is authorized to sign the application on behalf of the property owner.
<b>List of Organization Members</b>	<p>SRC 300.210(a)(3) requires the submittal of any information that would give rise to an actual or potential conflict of interest under state or local ethics laws for any member of a Review Authority that will or could make a decision on the application.</p> <p>In order to implement this submittal requirement we require applicants to submit a list of the names of all of the members of any company, LLC, or organization that is the applicant or an owner of a property subject to a land use application. This allows the members of any potential Review Authority at the City who may end up reviewing the application to be able to identify whether any potential conflict of interest exists with the applicant and/or property owner.</p> <p>Because the applicant for the proposal is the Reid Saunders Association, a list of the members of the organization is required to be submitted.</p>
<b>Confirmation of Proposed Use</b>	The applicant for the proposed development is the Reid Saunders Association and the site plan indicates that the proposed use of the site is for an office use. Confirmation is needed that the proposed use is for office rather than religious assembly.
<b>Site Plan</b>	<p>The site plan needs to be revised to address the following:</p> <ul style="list-style-type: none"> <li>▪ <u>Property dimensions.</u> Per SRC 220.005(e)(1)(A)(i), site plans are required to include the dimensions of the property. The site plan submitted currently doesn't identify the exterior dimensions of the property. The site plan needs to be revised to show the exterior property dimensions.</li> </ul>
<b>Building Elevations</b>	Pursuant to SRC 220.005(e)(2)(A) and SRC 220.005(e)(1)(E), building elevation drawings are required for any proposed new buildings. No building elevation drawings have been provided but are required.
<b>Transit Improvements</b>	The Salem-Keizer Transit District ( <i>Cherriots</i> ) provided comments regarding required transit improvements along Lindberg Road and Strong Road as part of the prior pre-application conference held to discuss the proposed development (Pre-Application Conference Case No. PRE-AP22-12). A copy of those comments are provided for reference. In review of this site plan, the location of the required

Item:	Description:
	transit stops have not been identified. The site plan needs to be revised to show how the two required transit stops will be provided.
<b>Class 2 Adjustment – Parking Lot Setbacks</b>	<p>The proposed surface parking lot does not meet the minimum required 20-foot setback from Lindburg Road or from the proposed internal street. A Class 2 Adjustment has been requested for the required 20-foot setback abutting Lindburg Road, but not abutting the private street. Staff feels that an adjustment can be supported between the parking lot and the private street, but based on the information currently provided it is not clear that staff can support the requested parking lot setback adjustment adjacent from Lindburg Road unless it can be demonstrated that the proposed development equally or better meets the underlying purpose of the standard.</p> <p>One way the underlying purpose of the standard could be equally or better met is by providing a 3-foot-tall decorative screening wall between the parking lot and the street to provide additional vertical visual screening of the parking lot to offset the reduced setback depth.</p>
<b>Class 2 Adjustment – Landscape Strip Along Private Street</b>	A Class 2 Adjustment has been requested to reduce the width of the 7-foot landscape street along a portion of the private street. Because the requested reduction affects the configuration of the private street, an alternative street standard, pursuant to SRC 803.065, is required instead of a Class 2 Adjustment. The written statement for the Class 2 Adjustment therefore needs to be revised to remove the request to reduce the 7-foot landscape strip and instead address the alternative street standard approval criteria under SRC 803.065.
<b>Class 2 Adjustment – FAR &amp; Lot Frontage</b>	<p>Based upon the information currently provided for the requested adjustments to Lot Frontage and FAR, it does not appear staff will be able to support the requested reductions unless it can be demonstrated that the proposed development equally or better meets the underlying purpose of those standards.</p> <p>In order for the development to equally or better meet the underlying purpose of the standards, staff recommends the building design be modified to include the following elements that are required for buildings in the City’s MU-I (Mixed-Use-I) zone:</p> <ul style="list-style-type: none"> <li>▪ A minimum ground floor building height of 14 ft.</li> <li>▪ Ground floor windows on a minimum of 65 percent of the ground floor facades of the building facing Strong Road and Lindburg Road.</li> <li>▪ A primary building entrance on each building façade facing Strong Road and Lindburg Road, or a primary building entrance at the corner of the building where the two streets intersect.</li> <li>▪ Weather protection in the form of a canopy or awning along a minimum of 75 percent of the ground floor façade of the building facing Strong Road and Lindburg Road.</li> </ul> <p>The above recommended building elements would serve to offset the smaller building size and reduced lot frontage by ensuring that those portions of the building which do occupy the required setbacks along the public street are designed to visually reinforce and support an active and inviting pedestrian environment at the intersection of Strong Road and Lindburg which is the key most prominent and significant street intersection within the Fairview Training Site located in the core of the Village Center area.</p>
<b>Public Works</b>	The Public Works Department reviewed the proposal and provided the following

Item:	Description:
<b>Department Comments</b>	<p>comments:</p> <ul style="list-style-type: none"> <li>▪ <u>Stormwater Management:</u> The application does not provide sufficient details to identify how the site is compliant with SRC 71, specifically the requirements for Green Stormwater Infrastructure (GSI) pursuant to PWDS Appendix 4E. Area is set aside for GSI, but no storm report or 10% calculation has been provided. The applicant shall provide a storm drainage system that provides treatment and flow control as required by the 2014 PWDS, by one of two means: <ul style="list-style-type: none"> <li>a. Runoff from the new and replaced impervious surfaces flows into one or more locations that have been set aside for installation of Green Stormwater Infrastructure (GSI) and the locations have a total area of at least ten percent of the total new plus replaced impervious surface area; or</li> <li>b. GSI is used to mitigate the impacts of stormwater runoff from at least 80 percent, but less than 100 percent, of the total new plus replaced impervious surfaces.</li> </ul> </li> <li>▪ <u>Driveway Approach Permit:</u> The proposed driveway approach will be subject to the Class 2 Driveway Approach requirements described in SRC Chapter 804. Please submit the application, fee, and applicable written findings.</li> <li>▪ <u>Public Utility Easement (PUE):</u> A small corner of the building along Strong Road SE appears to encroach into the 10' PUE. New structures will not be permitted within the PUE.</li> </ul>
<b>Additional Comments on Plan</b>	<p>Please see the additional comments included on the attached site plan.</p>

Unless otherwise noted, the above information is needed in order to deem the application complete. Pursuant to SRC 300.220, the application shall be deemed complete upon receipt of:

- (1) *All of the missing information;*
- (2) *Some of the missing information and written notice from the applicant that no other information will be provided; or*
- (3) *Written notice from the applicant that none of the missing information will be provided.*

Please submit this information to the City of Salem Planning Division, located on the 3<sup>rd</sup> floor of City Hall, 555 Liberty Street SE, Room 305.

For questions regarding any of the above requirements, please feel free to contact me directly by calling (503) 540-2399 or via e-mail at [bbishop@cityofsalem.net](mailto:bbishop@cityofsalem.net).

**The Salem Revised Code may be accessed online at the following location:**

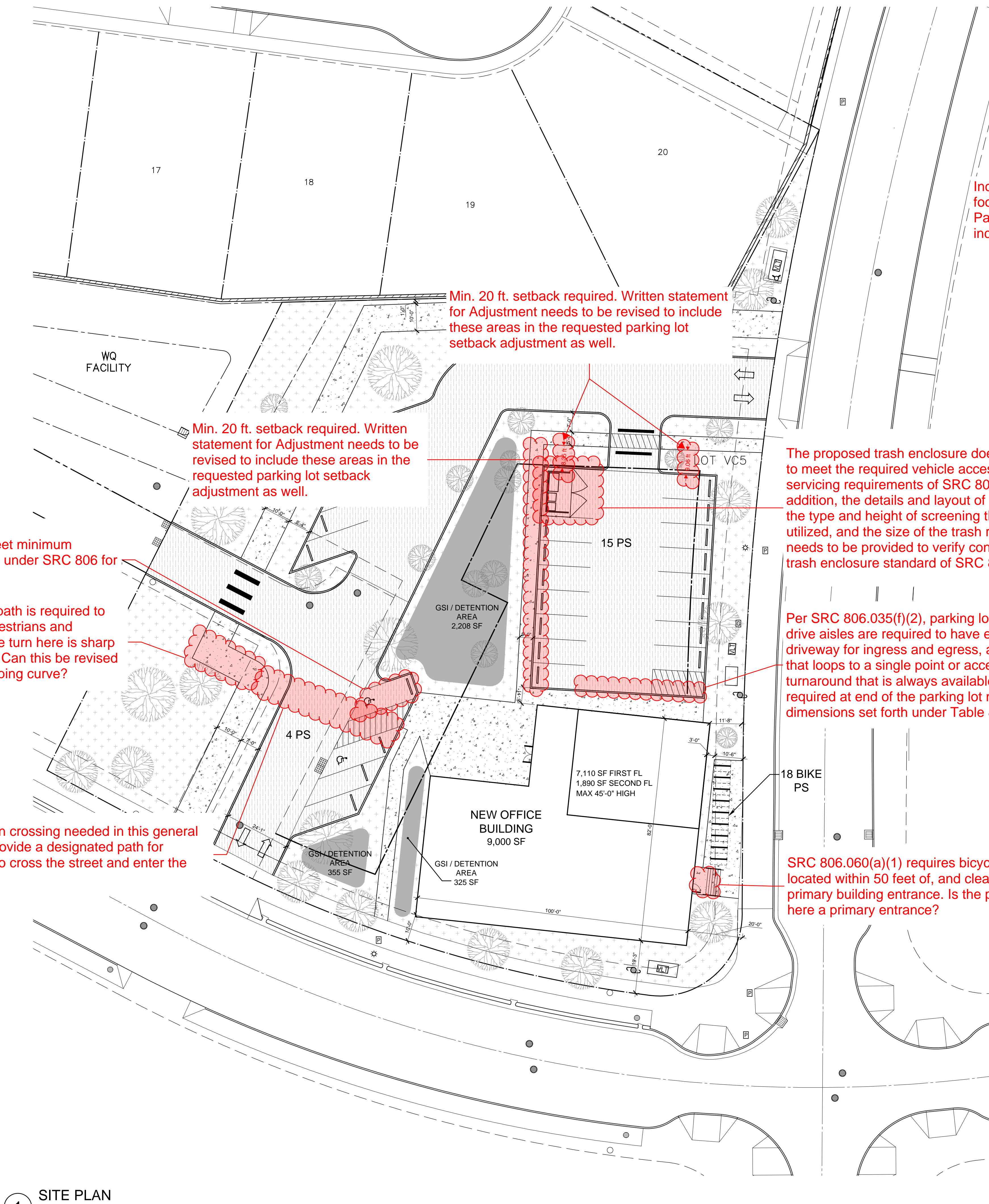
<https://www.cityofsalem.net/government/laws-rules/salem-revised-code>

Sincerely,

Bryce Bishop

## Planner III





SITE SUMMARY:	
TOTAL SITE AREA	= 52,093 SF
GROSS FLOOR AREA	= 10,180 SF
GROSS VEHICLE USE AREA	= 16,845 SF
GROSS PARKING AREA	= 7,161 SF
TOTAL LANDSCAPE AREA	= 19,779 SF
PERCENTAGE	= 38%
PARKING LANDSCAPE	= 8,864 SF
PERCENTAGE	= 17%

PARKING REQUIRED:	1 PS PER 500 SF OF BUILDING AREA = 10,180 SF / 500 = 21 PS MIN. MIN. IS >20 PS; MAX = MIN. x 1.75 = 21 x 1.75 = 37 PS MAX.
MIN.:	
MAX.:	
PROVIDED:	
FULL/COMPACT	= 22 SPACES
HANDICAP	= 2 SPACE
TOTAL	= 24 SPACES
FRONTAGE LENGTH	
LINDBURG DR	= 323 LF
STRONG RD	= 272 LF

DEFICIENCIES:	
FLOOR AREA RATIO	
REQUIRED	= 0.75; REQUIRES A 40,000 SF BUILDING ON THIS SITE
PROVIDED	= 9,000 SF / 52,093 SF
DEFICIENT	= 0.17
FRONTAGE	
REQUIRED	= 70% FRONTAGE ALONG STRONG ROAD AND LINDBURG DRIVE
PROVIDED	= 37% FRONTAGE ALONG STRONG ROAD AND 25% FRONTAGE ALONG LINDBURG DRIVE
DEFICIENT	= 33% ALONG STRONG ROAD AND 45% ALONG LINDBURG DRIVE
SETBACKS	
REQUIRED	= 10'-0" TO 20'-0" FROM PRIVATE DRIVE AND PROPERTY LINES
PROVIDED	= BETWEEN 22'-0" TO 59'-0" FROM WEST FACADE TO PRIVATE DRIVE; BETWEEN 95'-0" AND 100'-0" FROM NORTH FACADE TO PRIVATE DRIVE; BETWEEN 10'-0" TO 20'-0" ALONG EAST AND SOUTH FACADES
DEFICIENT	= WEST FACADE BETWEEN 2'-0" TO 39'-0" DEFICIENT; NORTH FACADE BETWEEN 75'-0" TO 80'-0" DEFICIENT EAST SIDE OF PARKING LOT

SITE LEGEND	
	NEW CONCRETE PAVEMENT, REFER TO CIVIL DRAWINGS
	NEW A. C. PAVEMENT, REFER TO CIVIL DRAWINGS
	NEW LANDSCAPED AREA
	NEW GSI / DETENTION AREA
	EXISTING CURB TO REMAIN, REFER TO CIVIL DRAWINGS
	NEW CONCRETE CURB, REFER TO CIVIL DRAWINGS
	PROPERTY BOUNDARY
	NEW CONCRETE PAVEMENT EXPANSION JOINT, REFER TO DETAIL
	NEW CLEAN OUT, (E) DESIGNATES EXISTING TO REMAIN, REFER TO CIVIL DRAWINGS
	NEW MAN HOLE, (E) DESIGNATES EXISTING TO REMAIN, REFER TO CIVIL DRAWINGS
	NEW DOWN SPOUT, REFER TO CIVIL DRAWINGS
	NEW CATCH BASIN, (E) DESIGNATES EXISTING TO REMAIN, (D) DENOTES TO BE REMOVED, REFER TO CIVIL DRAWINGS
	NEW WATER METER, (E) DESIGNATES EXISTING TO REMAIN, REFER TO CIVIL DRAWINGS
	NEW FIRE HYDRANT (E) DESIGNATES EXISTING TO REMAIN, REFER TO CIVIL DRAWINGS
	EXISTING POWER POLE TO REMAIN
	EXISTING ELECTRICAL BOX TO REMAIN, (D) DENOTES TO BE REMOVED
	EXISTING POWER JUNCTION BOX TO REMAIN, (D) DENOTES TO BE REMOVED
	EXISTING LIGHT POLE TO REMAIN, (D) DENOTES TO BE REMOVED
	NEW SIGN, (E) DENOTES EXISTING TO REMAIN
	NEW TREE TO BE PLANTED

1 SITE PLAN  
SCALE: 1"=20'-0"

DESIGN DEVELOPMENT  
NOT FOR CONSTRUCTION  
AC+CO ARCHITECTURE COMMUNITY DEC 02 2022

In the event conflicts are discovered between the original signed and sealed documents prepared by the Architects and/or their Consultants, and any copy of the documents transmitted by mail, fax, electronically or otherwise, the original signed and sealed documents shall govern.

JOB NO. 2022.0003  
DATE 12.02.2022  
DRAWN SR  
REVISIONS

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SHEET

A1.1





## RESPONSE TO REQUEST FOR COMMENTS

**DATE:** Monday, February 14, 2022

**CASE/APP NUMBER:** PRE-AP22-12 / 22-102685-PA

**PROPERTY LOCATION:** Strong Rd NE & Lindburg Rd SE - 97302

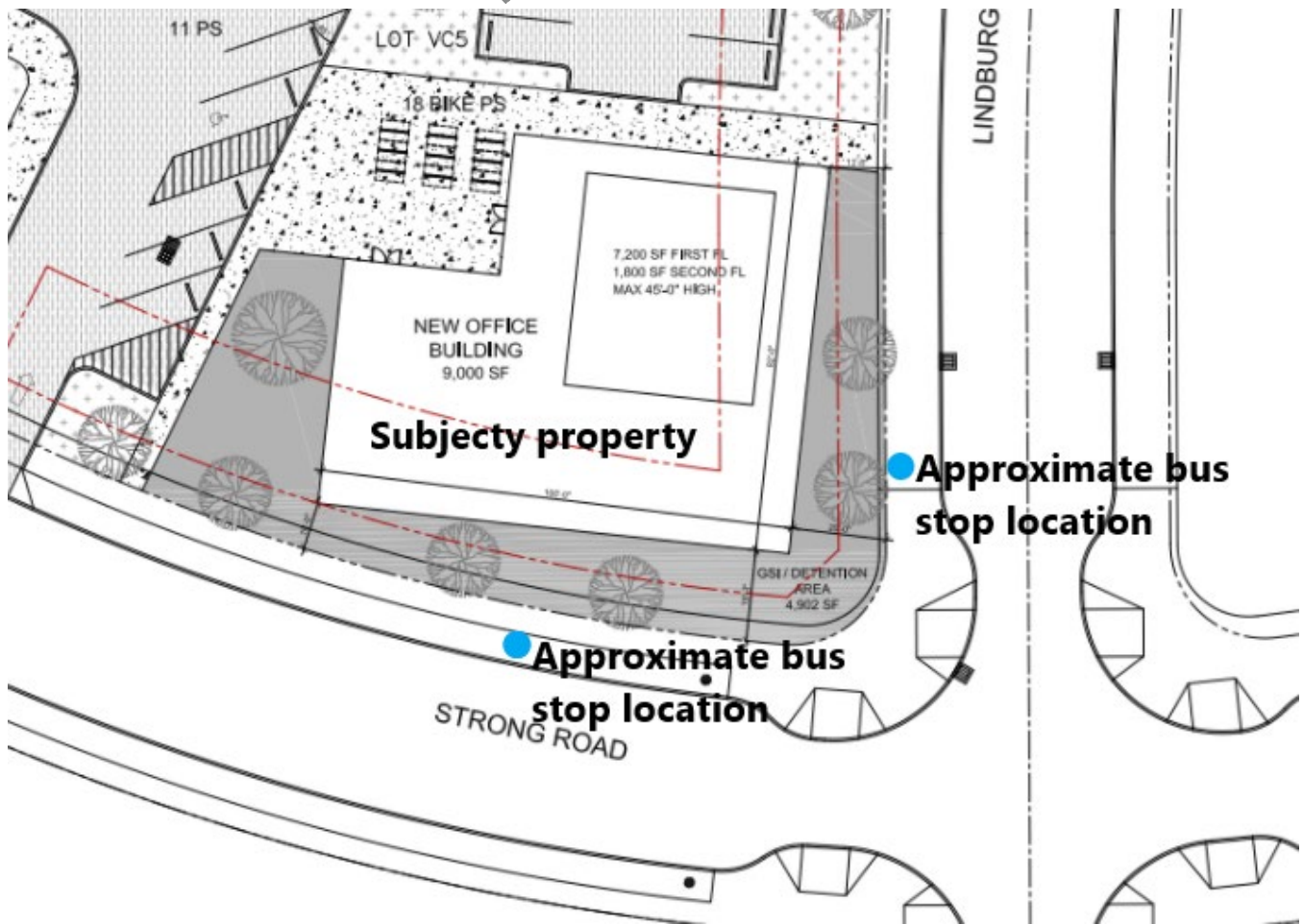
**CASE MANAGER:** Bryce Bishop, Planner III, City of Salem

**Email:** [bbishop@cityofsalem.net](mailto:bbishop@cityofsalem.net)

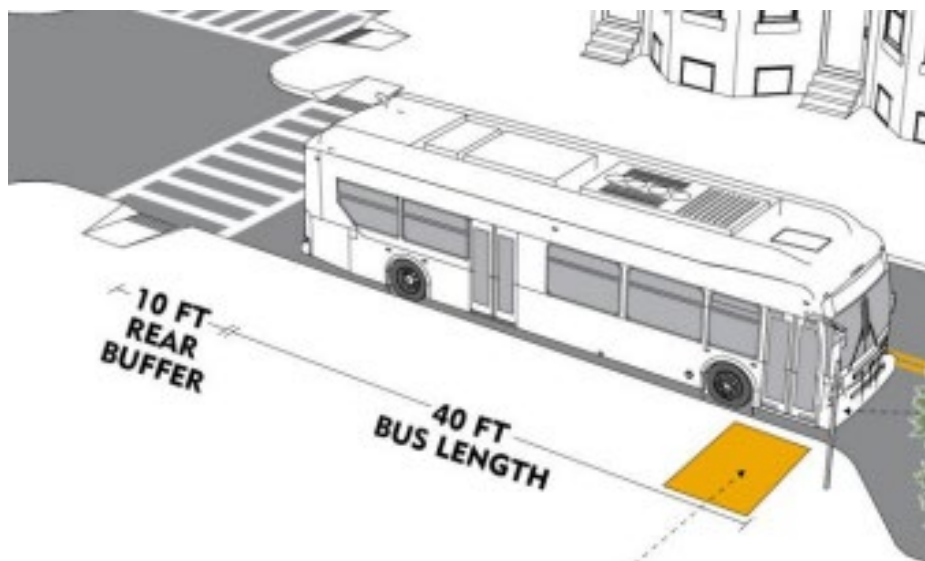
**COMMENTS FROM:** Jolynn Franke, Transit Planner I, Cherriots

**Email:** [planning@cherriots.org](mailto:planning@cherriots.org)

**COMMENTS:** Cherriots is exploring options to connect the new businesses and residences in the former Fairview Training Center site with south Salem, southeast Salem, and downtown Salem via public transportation and transportation options. The first step in realizing those connections is to establish bus stops in a centralized area that would see the most use. The office building in this application will host employees and customers, and is located in the heart of the Fairview Refinement area. Therefore, Cherriots requests two ADA compliant bus stops to be included in the plans for this development – one stop on Strong Rd for a bus traveling in the westerly direction and one stop on Lindburg Rd for a bus traveling in the southerly direction. The approximate locations are identified in the screenshot on the next page. The bus stop on Strong Rd should be located 50 feet from the stop line or crosswalk at the intersection with Lindburg Rd. The bus stop on Lindburg Rd should be located no less than 10 feet from the stop line or crosswalk at the intersection with Strong Rd. Because of the separated sidewalks, both bus stops will require a 6 foot by 8 foot boarding area at the front door of the bus as well as a landing pad at the rear door of the bus in order to bridge the planter strip/storm water ditch between the curb and sidewalk. Attached are three basic design examples for reference. Alternatively, the bulb-out design of the curb ramps at the intersection could be extended back from the from the curb ramps approximately 50 feet to create boarding bulb bus stops. Screenshots of boarding bulb bus stop examples are also included on the following pages.

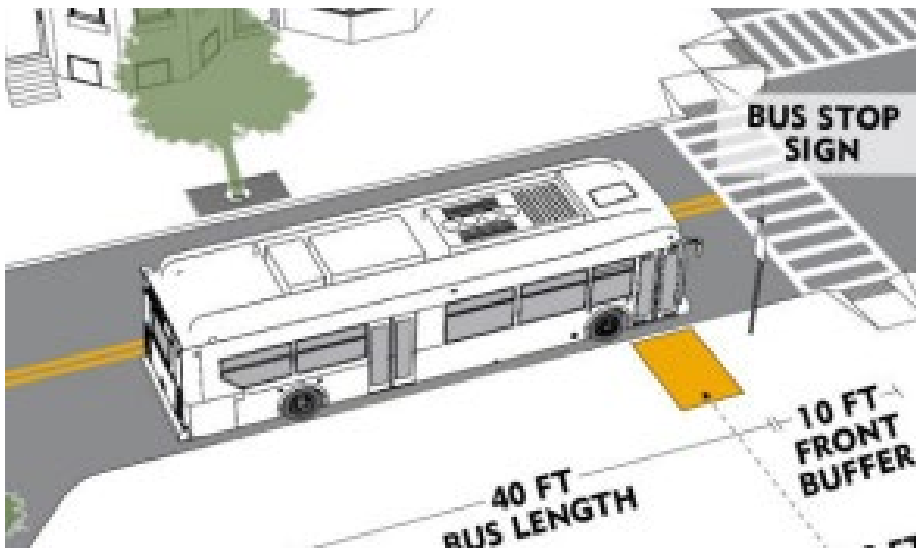


Far-side boarding bulb stop example for the bus stop on Strong Rd:

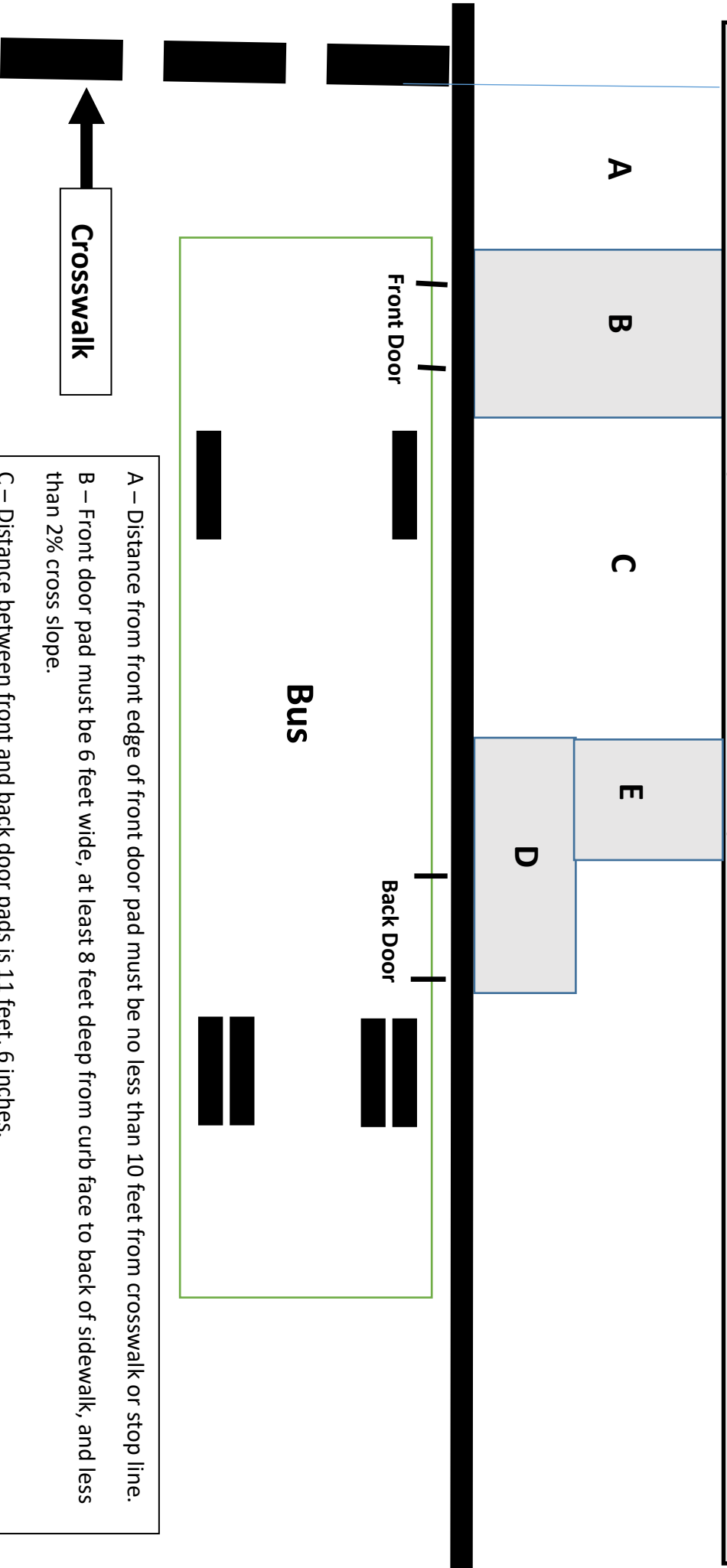




Near-side boarding bulb stop example for the stop on Lindburg Rd:



## Existing Sidewalk (Option 1 – Sidewalk Separated from Curb)



A – Distance from front edge of front door pad must be no less than 10 feet from crosswalk or stop line.

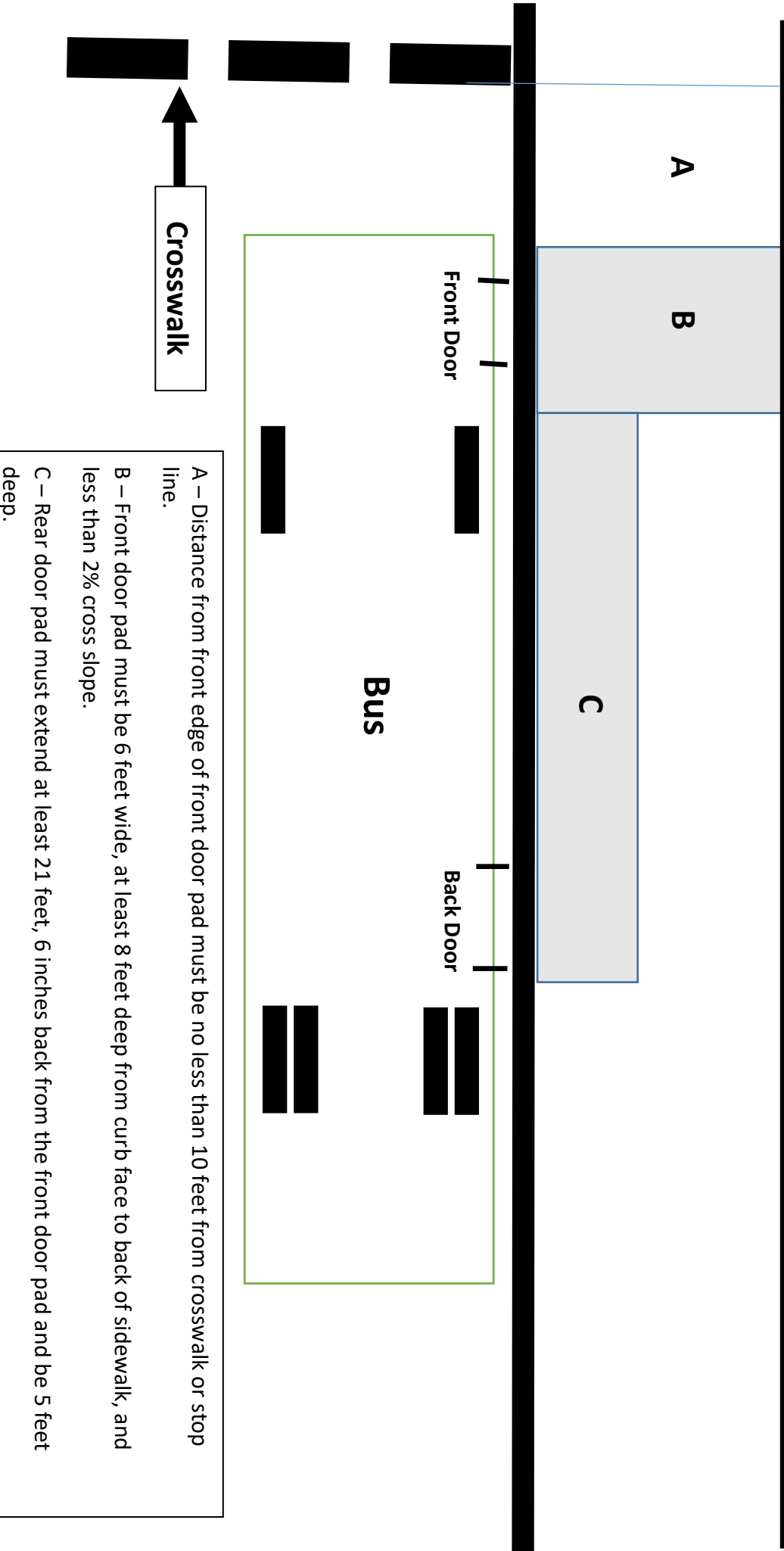
B – Front door pad must be 6 feet wide, at least 8 feet deep from curb face to back of sidewalk, and less than 2% cross slope.

C – Distance between front and back door pads is 11 feet, 6 inches.

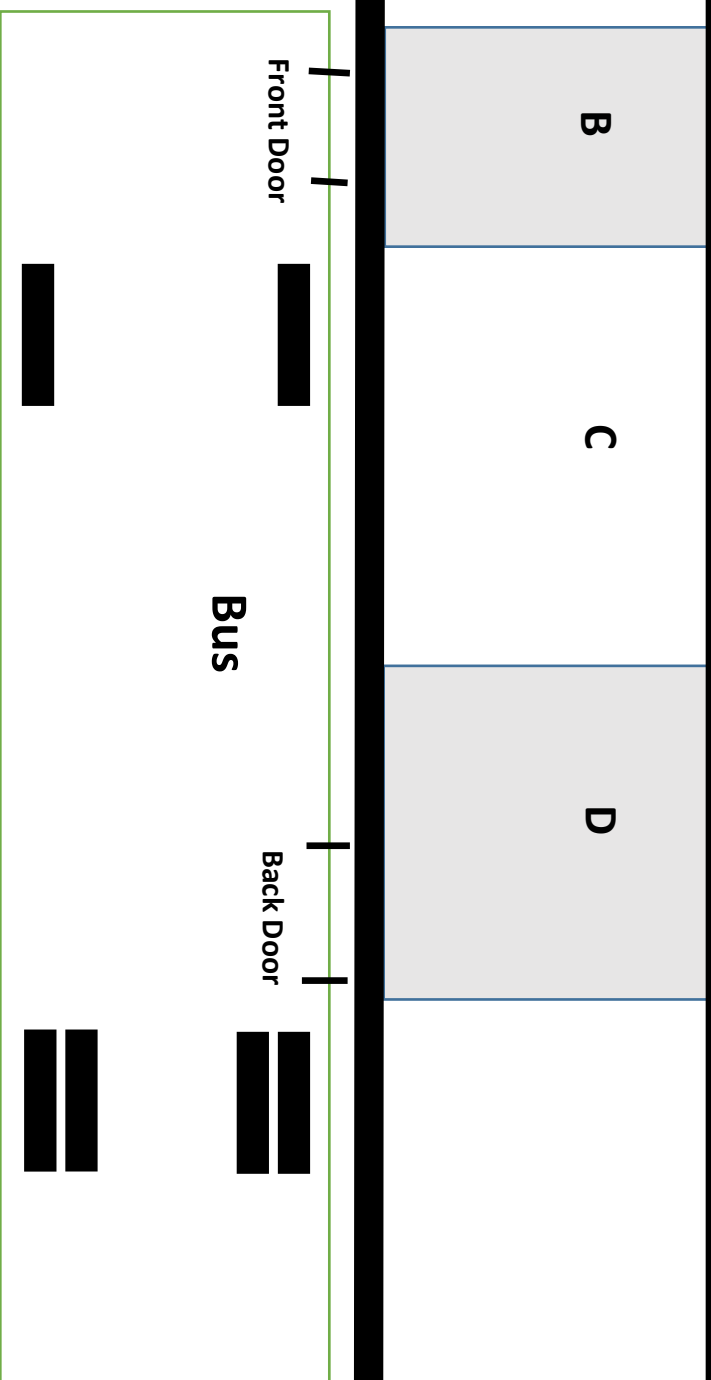
D – Rear door pad must be 10 feet wide and 5 feet deep.

E – A connecting pad at least 5 feet wide to connect the door pad to the sidewalk with less than 2% cross slope.

## Existing Sidewalk (Option 2 – Sidewalk Separated from the Curb)



## Existing Sidewalk (Preferred Design / Sidewalk Separated from the Curb)



**Crosswalk**

- A – Distance from front edge of front door pad must be no less than 10 feet from crosswalk or stop line.
- B – Front door pad must be 6 feet wide, at least 8 feet deep from curb face to back of sidewalk, and less than 2% cross slope.
- C – Distance between front and back door pads is 11 feet, 6 inches.
- D – Rear door pad must be 10 feet wide and the same depth and slope requirements for the front door pad.