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August 12, 2022

## PLANNING REVIEW CHECKLIST

**Subject Property:**155 Cottage St NE

**Ref#:** 22-113442-RP (Class 3 Site Plan Review)  
22-113443-ZO (Class 2 Driveway Approach Permit)

**Applicant:** Nicole Holt  
Sera Architects  
[nicoleh@seradesign.com](mailto:nicoleh@seradesign.com)

**Contact:** Karen Greene  
[karen.a.greene@oregon.gov](mailto:karen.a.greene@oregon.gov)

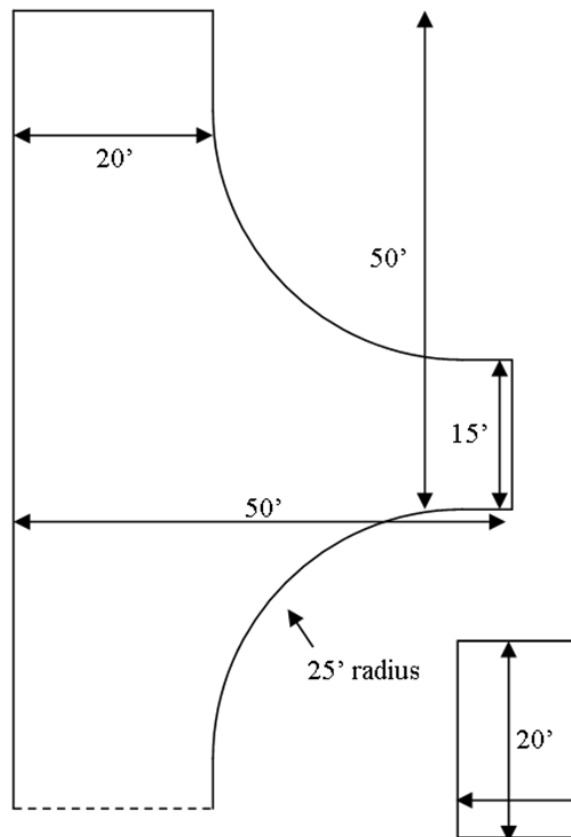
Class 3 Site Plan Review and Class 2 Driveway Approach Permit application was received on June 30, 2022. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

Item:	<b>SEE ATTACHED RESPONSE SHEET</b>
<b><u>Solid Waste Service Area</u></b>	<p><i>SRC 800.055(b)(1) – Pad Area.</i></p> <p>The pad area shall extend a minimum of one foot beyond the sides and rear of the receptacle; and the pad area shall extend a minimum three feet beyond the front of the receptacle. In situations where receptacles face each other, a minimum four feet of pad area shall be required between the fronts of the facing receptacles.</p> <p><i>SRC 800.055(e)(3) – Enclosure Gates.</i></p> <p>Any gate across the front opening of an enclosure shall swing freely without obstructions. For any enclosure opening with an unobstructed width of less than 15 feet, the gates shall open a minimum of 120 degrees. For any enclosure opening with an unobstructed width of 15 feet or greater, the gates shall open a minimum of 90 degrees. All gates shall have restrainers in the open and closed positions.</p> <p><b>Please show that the pad area extends a minimum of three feet beyond the front of the receptacle and gate restrainers for the open position on the plan.</b></p>

***SRC 800.055(f)(1)(E) – Enclosure Gates.***

(E) In the event that access to the vehicle operation area is not a direct approach into position for operation of the service vehicle, a turnaround, in conformance with the minimum dimension and turning radius requirements shown in Figure 800-10, shall be required to allow safe and convenient access for collection service.

**FIGURE 800-10. VEHICLE OPERATION AREA PARALLEL TO FRONT OF ENCLOSURE**



**Because the receptacles are larger than 2 cubic yards, direct approach is required to the solid waste service area. The code may be addressed, including but not limited to, by the following options:**

- 1. Reduce the size of the receptacles to 2 cubic yards or less;**



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	<b>2. Provide the turnaround as shown in Figure 800-10 (the solid waste service area would be adjacent to the 15' measurement); or</b>  <b>3. Apply for a Class 2 Adjustment (SRC 250)</b>
<b><u>Class 2 Adjustment</u></b>	An additional application folder will be opened for the driveway spacing Class 2 Adjustment with a fee of \$1,807. I will wait to set up the folder until I hear from you if you are going to apply for the additional Class 2 Adjustment to the Solid Waste Service vehicle operation area. The additional adjustment will be an additional \$250.

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) 540-2363 or via email at [eolmstead@cityofsalem.net](mailto:eolmstead@cityofsalem.net).

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

<https://www.cityofsalem.net/Pages/salem-revised-code.aspx>

Sincerely,

Liz Olmstead, AICP  
Planner III

# Memorandum



**Date** February 03, 2023  
**Project Name** Executive Building Renovation  
**Project No.** Application Number – 23-103081-00-PLN (formerly 22-113442-RP, 22-113443-ZO)  
**Attention** TBD (formerly Liz Olmstead)

**Address** City of Salem Community Development Planning Division  
555 Liberty Street SE, Room 305  
Salem, OR 97301

**Email** eolmstead@cityofsalem.net

**Subject** Class 3 Site Plan Review and Class 2 Driveway Approach Permit Application -  
Completeness Letter Responses

**Remarks** **Solid Waste Service Area**

1. Please show that the pad area extends a minimum of three feet beyond the front of the receptacle.  
  
SRC 800.055(b)(1) – Pad Area  
**Response: The trash enclosure dimensions have been revised to show a minimum of 3'-0" in front of each receptacle as shown in the Enlarged Plan 4/LU-G16.**
2. Please show gate restrainers for the open position on the plan.  
  
SRC 800.055(e)(3) – Enclosure Gates  
**Response: Enlarged Plan – 4/LU-G16 has been updated to show the location of the gate restrainers in plan when the doors are in an open position.**
3. Because the receptacles are larger than 2 cubic yards, direct approach is required to the solid waste service area. The code may be addressed, including but not limited to, by the following options:
  - a. Reduce the size of the receptacles to 2 cubic yards or less
  - b. Provide the turnaround as shown in Figure 800-10
  - c. Apply for a Class 2 Adjustment (SRC 250)  
SRC 800.055(f)(1)(E) – Vehicle Access  
**Response: The narrative for section 800.055 has been expanded upon to clarify the limitations for meeting the requirements of a direct approach to the trash enclosure and that a Class 2 Adjustment will be applied for if needed. The narrative includes a response stating how the proposed design meets the required approval criteria under the Class 2 Zoning Adjustment section 250.055(d)(2) to the extent possible.**

**Class 2 Adjustment**  
**Response: We plan to apply for both the Class 2 Adjustment for the driveway spacing as well as the Class 2 Adjustment for the Solid Waste Service vehicle access.**

### **Additional Revisions**

**LU-G14**

- Revised background to show exterior patio south of building

**LU-G15**

- Revised background to show exterior patio south of building
- Revised east wall of utility yard to show chain link fencing with plastic slatting

**LU-G16**

- Revised background to show exterior patio south of building
- Revised trash enclosure elevations and sections to show structure without roof
- Revised trash enclosure elevation to show location of irrigation panel
- Revised descriptions of walls around utility yard. East wall changed to chain link with plastic slatting.

**LU-C11**

- Revised background to show exterior patio south of building
- Added keynote for trash enclosure for source control to be managed via TAMP

**LU-C12**

- Revised background to show exterior patio south of building
- Revised trash enclosure keynote to reference source control requirements
- Removed outline for heat pump

**LU-L11**

- Added patio space south of building
- Revised grading at patio area
- Added site walls and revised grading south and west of the patio

**LU-L12**

- Revised planting composition in meadow and select species in other areas
- Revised plant unit calculations
- Revised retaining SW exterior stairs in existing condition. Current scope is to replace railing only

Revised Drawings: LU-G14, LU-G15, LU-G16, LU-C11, LU-C12, LU-L11, LU-L12, Narrative sections 800.055 and 807.040

**From**

Nicole Holt, SERA Architects

A handwritten signature in black ink, appearing to read "Nicole Holt", with a long horizontal flourish extending to the right.