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February 8, 2023

Gretchen Stone
500 Liberty Street SE, Suite 100
Salem OR 97301
gretchen@cbtwoarchitects.com

RE: Class 3 Site Plan Review and Class 2 Adjustments for 1035 Commercial Street SE
(AMANDA 23-101981-PLN)

Dear Mrs. Stone,

I am reviewing your **Class 3 Site Plan Review and Class 2 Adjustments** application for completeness. The following information is required for staff to deem the application complete.

- (1) Solid Waste Service Areas. Please include or revise the following on your site plan materials:
 - Pursuant to SRC 800.055(b), the applicant will need to display that the pad area extends a minimum of one foot beyond the sides and rear of the receptacle and a minimum three feet beyond the front of the receptacle.
 - Pursuant to SRC 800.055(b)(2), the applicant will need to display that there is a minimum separation of at least 1.5 feet shall be provided between the receptacle and the side wall of the enclosure.
 - Pursuant to SRC 800.055(f)(4), the applicant shall place "No Parking" signs 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.

Note: Public works does not support the proposed location of the trash enclosure which opens into the public right-of-way of the alley. If the trash enclosure cannot be redesigned to have the gates not open into the alley, it should be relocated to provide safe maneuvering area outside of the public right-of-way.

- (2) Requested Adjustment. The applicant has requested an adjustment to 533.015(d), pertaining to a 75 percent building frontage requirement, along the highest road classification, for proposed development projects. This is an adjustment staff cannot support. Unfortunately, the requested adjustment does not appear to meet or exceed the standard. Staff believe that development site configuration can be altered to adequately satisfy the requirement and intent of this code section.



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(3) Pedestrian Access. Please include or revise the following on your site plan materials:

- Pursuant to SRC. 800.065(b)(1)(A), preliminary review of the proposed pedestrian walkways indicated they're below the minimum five feet width standards. The applicant will need to ensure that all proposed walkways meet this requirement.
- Pursuant to SRC. 800.065(b)(2), wheel stops, or extended curbs shall be provided along required pedestrian connections to prevent the encroachment of vehicles. Preliminary review of the site plan shows that only a couple off-street parking spaces abutting a pedestrian accessway indicate wheel stops or extended curbs. The applicant will need to ensure that these are shown on the submitted materials.

Note: Pursuant to SRC. 800.065(c), on-site pedestrian circulation system shall be lighted to a level where the system can be used at night by employees, customers, and residents.

(4) Off-Street Parking, Loading, and Driveways. Please include or revise the following on your site plan materials:

- Pursuant to SRC 806.035(d)(4), Landscape islands and planter bays shall have a minimum planting area of 25 square feet and shall have a minimum width of five feet. It is not clear if the applicant is proposing a planter bay to separate the trash enclosure and the adjacent off-street parking stall. Review of the preliminary landscaping plans show landscaping proposed in that section. The applicant will need to ensure that this is clearer, and if a landscaping strip is proposed, then it meets the minimum dimensional standards.
- Pursuant to SRC 806.035(e), off-street parking areas shall conform to the minimum dimensions set forth in Table 806-6. Preliminary measurements of the standard off-street parking stalls appear to be below the minimum 9' foot width requirement, resting at roughly 8'feet- 8-inches. The applicant will need to ensure that the proposed off-street parking meets the minimal dimensional standards set forth in this section. Additionally, the stall to curb dimension for the standard sized off-street parking appear to be below the minimum 19' foot requirement, resting at roughly 17'feet- 6"-inches.
- Pursuant to SRC 806.035(f)(2), the proposed off-street parking of the eastern lot terminates at a dead end. The applicant will have to incorporate a turnaround, conforming to the minimum dimension standards set forth in table 806-7, meeting all applicable requirements.



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- Pursuant to SRC 806.035(j), off-street parking and vehicle use areas shall include bumper guards or wheel barriers so that no portion of a vehicle will overhang or project into required setbacks and landscaped areas, pedestrian accessways, streets or alleys, or abutting property. Submitted site plan only indicates partial bumper guards/wheel barrier are provided for off-street parking. The applicant will need to display all proposed off-street parking stalls are in compliance with this standard.

(5) Bicycle Parking. Please include or revise the following on your site plan materials:

- Pursuant to SRC. 806.055(a), bicycle parking shall be provided in amounts not less than those set forth in Table 806-9. The applicant indicated that only 45 bike parking stalls are provided. Based on the proposed mixed uses, both multiple family and office, the applicant will need to provide at least four additional bike parking stalls for each commercial unit provided. All short-term bicycle parking shall be located outside of building within a convenient distance of, and clearly visible from, the primary building entrance, and cannot be located more than 50 feet from a primary building entrance
- Pursuant to SRC. 806.060(c), all bicycle parking areas shall meet the dimensional requirements outlined in table 806-10. Preliminary measurements indicate the proposed vertical bicycle storage spaces, located within the primary mixed-use structure, are below the minimum access aisle width, requiring at least five feet. The applicant will need to extend the width to show compliance with all applicable standards. Additionally, these dedicated spaces are below the minimum space height requirement, requiring at least 4'-feet. Preliminary measurements show only an approximately 2'-feet-2 inches. Finally, the applicant will need to ensure that there is at least a 6'-foot spaced length to adequately fit bicycles.

Note: long-term vertical bike racks shall be supported in a stable vertical position in two or more places without damage to the wheels, frame, or components

- To ensure compliance with other bicycle development standards, as outlined in SRC 806.060, the applicant is going to provide a portion of the required bicycle parking inside individual resident units, they will need to show them on the corresponding floor plan to ensure dimensional standards.
- It appears that short-term bicycle parking provided at the eastern lot is disjointed from the pedestrian walkway. The applicant will need to display more clearly that Access Aisle Width can support at least a 4' feet access aisle width.

(6) Pedestrian Oriented Design. Please include or revise the following on your site plan materials:



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- Pursuant to SRC 533.015(h), the ground floor height minimum is 14 feet; ground floor height is measured from the floor to the ceiling of the first floor. Based on preliminary measurements of the perceived ground floor, based on elevations provided, it appears that the proposed development is below this standard, at approximately 12'-feet 10" inches.

Note: Pursuant to SRC 533.015(h), specifically rooftop mechanical equipment, with the exception of solar panels and wind generators, shall be set back or screened so as to not be visible to a person standing at ground level 60 feet from the building.

- (7) Saginaw Street Overlay Zone – Trees. Preliminary review of the sites existing conditions in contrast with the preliminary landscaping plan show there are multiple trees located in the path of development. Pursuant to SRC. 625.015(f) Trees with a dbh of ten inches or greater shall be preserved wherever possible. The applicant will have to display that these trees are being proposed for preservation and incorporated into the site plan.
- (8) Saginaw Street Overlay Zone – Screening. Pursuant to SRC. 625.015(d), nonresidential uses shall be screened along Saginaw Street by a minimum six-foot-high sight-obscuring hedge. The sight-obscuring hedge shall be of a species capable of attaining a height of eight feet within two years after planting. The sight-obscuring hedge shall conform to the vision clearance requirements set forth in SRC chapter 805. The applicant has displayed this screening towards the western property line but will also need to provide screen at the southern property line, in conformance with these standards, due to the abutting residential use.
- (9) Neighborhood association Contact. Pursuant to SRC. 300.310, Prior to submitting a land use application requiring neighborhood association contact, the applicant shall contact the City-recognized neighborhood association(s) whose boundaries include, or are adjacent to, the subject property via e-mail or mailed letter. **The applicant has not submitted a neighborhood association contract in conformance with code requirements. The applicant will need to address this item prior to moving forward.**
- (10) Stormwater Management. 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. The applicant shall provide a storm drainage system that provides treatment and flow control as required by the 2014 PWDS. Please see the following requested information from Public Works:



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- Please provide a storm report that demonstrates the basis for determining the proposed location and size of the stormwater facility.
- A preliminary review of the applicants plans shows that proposed storm pipe slopes don't meet minimum velocity requirements. This might indicate challenges making the storm design work due to the pond's location on highest part of site, farthest away from public storm connections.

(11) Road Access & widening. As a condition of utilizing the alley for primary access for compact parking spaces and primary access, the applicant is required to widen the alley to Bush Street S in order to meet a minimum two-way driveway approach width of 24 feet pursuant to Table 804-2 and Table 806-6 in the *Salem Revised Code*. The applicant shall revise their proposed site plan to either show additional drive aisle width or reconfigure the plan to provide an alternative.

Note: The applicant has the option to convert all the off-street parking spaces to the western parking area to compact, which would reduce the widening requirement to 22 feet, pursuant to Table 804-2 and Table 806-6.

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.

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

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



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Sincerely,

A handwritten signature in green ink that reads "Hugo Agosto". The signature is written in a cursive style with a long horizontal stroke at the end.

Hugo Agosto, Planner II