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February 16, 2022

PLANNING REVIEW CHECKLIST

- Subject Property: 1900 Block of Linwood Street NW (Polk County Assessor's Map and Tax Lot No: 082W07C000200)
- Ref#: 23-102162-PLN (Type II Application) Class 3 Site Plan Review / Class 2 Adjustment / Class 1 Design Review
- Applicant/Owner: MWSH West Salem LLC 3425 Boone Rd SE Salem, OR 97317
- Contact: John Eld jeld@livebsl.com

The above referenced applications were officially received on January 20, 2022. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
Submittal Requirements	
TGE Form	A Trip Generation Estimate (TGE) form must be completed by the applicant and submitted with the application to determine whether a Transportation Impact Analysis is required. Please also see completeness review comments from Public Works below.
Neighborhood Association Contact	A copy of the required e-mail or letter to the neighborhood association, and a list of the e-mail or postal addresses to which the e-mail or letter was sent shall be submitted. Please upload the neighborhood association contact to the folder.
Summary Table	A summary table shall be submitted which identifies the zoning designation for the subject property; total site area; gross floor area by use; building height; itemized number of full size, compact, and handicapped parking stalls, and the collective total number; total lot coverage proposed, including areas to be paved for parking and sidewalks.



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Site Plan	 Per <u>SRC 220.005(e)</u>, the following information is missing from the site plan submitted: Location, height, and material of fences, buffers, berms, walls, and other proposed screening as they relate to required setbacks and landscaping; Loading areas, if included with proposed development; and Identification of vehicle, pedestrian, and bicycle parking and circulation areas, including handicap. There appears to be only one compact stall proposed, and no handicap or bicycle parking indicated on the site plan. One space appears to be for loading but is not marked as such.
Number of Adjustments / Written Statement(s)	 The written statement submitted makes reference that several adjustments are requested, but only one adjustment has been requested for the setback requirement abutting Linwood Street NW to be reduced to 12 feet (where most buildings are setback at least 14 feet). The following might be additional adjustments to consider, provided they can meet the criteria under <u>SRC</u> <u>250.005(d)</u>: Density requirement (for total gross site area) Required setbacks (as listed below) Pedestrian connection(s) Buildable width (can be met with a revision) A fee was paid for only one adjustment; therefore, additional fees and a written statement addressing the approval criteria will be required for each additional adjustment requested.
Class 2 Driveway Approach Permit Application	A Class 2 Driveway Approach Permit application and fee is required for the proposed driveway onto Linwood Street NW. A written statement shall be provided how the proposal meets the criteria for each adjustment under <u>SRC 804.025(d)</u> . Please also see completeness review comments from Public Works below.
Items of Concern	Failure to address issues could result in denial of the application.
Density	There is a discrepancy in the reported acreage for the property (4.57 acres) and the County records for the property (4.86 acres) . As such, the development does not meet the minimum density requirement of 73 units $(4.86 \times 15 = 72.9)$. Please address the appropriate acreage, and apply for an adjustment to the density. Please note: Staff indicated in Pre-Ap22-111 that they would be supportive of an adjustment to the density in lieu of partitioning stormwater facilities.



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Setbacks	 The proposal does not appear to meet setbacks in several areas: Buildings abutting the RA/RS zone require a minimum Min. 1 foot for each 1 foot of building height, but in no case less than 20 ft (SRC 702.020(e)(2), Table 702-5); A 5-foot reduction is permitted provided that the height of the required fence is increased to eight feet tall. In no case shall a covered patio come closer than 8 ft. to the rear property line (SRC 800.035, Table 800-2).
Open Space	The development requires a minimum of 30 percent of the gross site area (not the net developable area) to be designated and permanently reserved open space, require a minimum of 63,510 square feet (211,701 x .3 = 63,510.3). The plans or written statement do not address at least one single common open space area to be provided that meets the size and dimension standards set forth in Table 702-3 (<u>SRC 702.020(a)</u>).
Landscaping	A minimum six-foot tall, decorative, sight-obscuring fence or wall shall be included for all areas where Type C landscaping is required (abutting RM-II zone), and meeting the requirements of <u>SRC 702.020</u> (b)(2) (abutting single family zones). Please indicate proposed fencing to verify conformance with screening standards. There appears to be stone, or something that is not indicated in the legend for the landscape plans, proposed between large expanses of driveway for the side-by-side two-car garages. Please revise this to include a permeable surface, or it will be conditioned to be landscaped rather than concrete or stone.
Site Design	Pursuant to <u>SRC 702.020(d)(4)</u> , pedestrian pathways shall be provided that connect to and between buildings, common open space, and parking areas, and that connect the development to the public sidewalks. A pedestrian path is required to connect the entrances and parking areas for the row of units along the north property line to the rest of the development and open spaces, as well as the public sidewalks. In addition, there appears to be a pedestrian path provided from the office to Linwood St NW, where there is no entry provided in this location.
Façade and building design	The building with the attached office exceeds dimension greater than 150 feet, and therefore does not meet <u>SRC 702.020(e)(1)</u> . In addition, the proposal does not meet <u>SRC 702.020(e)(4)</u> along Orchard Heights Rd NW, where a minimum of 40 percent of the

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	buildable width shall be occupied by building placed at the setback line.	
	It is recommended that the office be constructed as a stand-alone structure built at the setback line of Orchard Heights Rd NW, where both of these standards can then be met.	
Elevations	There is no indication on the site plan of which building floor plans and elevations belong to each building. In addition, there does not appear to be a building on the site plan that matches the configuration for entryways, garages, and driveways indicated for the elevations labeled "Plan E + G – 4 plex".	
Off-Street Parking	SRC 806.035(d) requires that any newly constructed building with five or more dwelling units on the same lot, including buildings with a mix of residential and nonresidential uses, a minimum of 40 percent of the off-street parking spaces provided on the site for the building shall be designated as spaces to serve electrical vehicle charging. In order to comply with this subsection, such spaces shall include provisions for electrical service capacity, as defined in ORS 455.417. Please indicate where these will be located on site.	
	There are multiple areas of the development site that do not meet $\underline{SRC 806.035}(f)(2)$ and the required turnaround area where a drive aisle terminates at a dead-end (see Figure 806-9).	
	Please note: an adjustment may be supported for the turnaround area of the interior drive aisle adjacent to driveways and no other off- street parking.	



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	Lastly, please include bumper guards or wheel barriers for all parking spaces abutting walkways or required landscaping so that no portion of a vehicle will overhang or project into required setbacks and landscaped areas or pedestrian accessways.
Bicycle Parking	Please indicate the location of required bicycle parking and the proposed bike rack details, including spacing dimensions and bike rack design, that illustrate compliance with the standards set forth in <u>SRC 806.060</u> .
Off-street Loading	Multiple family development of 50 to 99 dwelling units requires a minimum of one off-street loading space meeting the dimensions of 12 ft by 19 ft. The required loading space is not addressed in any written statement or on the plans; please revise.
Tree Inventory	There are trees identified on site that do not indicate the size or type of each tree. Per <u>SRC 808.025</u> these trees may be approved for removal through the site plan review, provided they are not significant trees. The size and type of each tree is required to determine whether a Tree Removal Permit is required.
	In addition, pursuant to <u>SRC 807.015(d)(1)</u> , when existing trees are proposed for removal from within required setbacks, two new trees shall be planted for each tree removed; or when more than 75 percent of the existing trees on a development site are proposed for removal, two new trees shall be planted for each tree removed in excess of 75 percent. Replanted trees shall be of either a shade or evergreen variety with a minimum 1.5-inch caliper. Please indicate this replanting requirement for the trees proposed for removal.
Historic and Cultural Resources Protection Zone	The subject property is within the Historic and Cultural Resources Protection Zone. Please contact the Historic Preservation Program Manager, Kimberli Fitzgerald, at <u>kfitzerald@cityofsalem.net</u> or at (503) 540-2397, to discuss applicable regulatory requirements.
	The City of Salem Historic and Cultural Resources Protection Zone Lookup map can be found <u>here</u> .
Public Works Comments	Please see Public Works completeness review comments below. For questions on the Public Works items listed, the applicant may contact Laurel Christian in Development Services at 503-588-6211 or by email at <u>LChristian@cityofsalem.net</u> .



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Public Works has completed a preliminary "Completeness" review of the application submitted for the above-mentioned project. The following items have been identified as required material to be provided by the applicant prior to accepting the application as "Complete":

- TGE Form: A Trip Generation Estimate (TGE) is required as part of the submittal packet pursuant to SRC 220.005(e)(1)(D). A form can be found online here: <u>https://www.cityofsalem.net/home/showpublisheddocument/5254/637799176234</u> 770000
- Class 2 DAP: The proposed driveway approach onto Linwood Street NW will be subject to the Class 2 Driveway Approach requirements described in SRC Chapter 804. The applicant shall submit written findings addressing SRC 804.025 and the appropriate application/fee. The proposed driveway onto Orchard Heights Road NW is limited to Emergency Service Access only and is not subject to a Class 2 DAP.
- 3. **Easements:** The plans do not reflect all PUEs or existing easements on the site. Please update the site plan to show accurately show all existing easements. In addition, the applicant shall show the proposed easement for the relocated sewer main to demonstrate that no obstructions exist. A minimum 20-foot-wide easement is required for public sewer mains at depths of up to 10-feet; if the proposed main is more than 10-feet deep additional width is required. Please review PWDS and provide an appropriate easement on the plan.

The following items are not listed in SRC as specific requirements for a complete application; however, the applicant should be aware that the following have been identified as items that will be considered by the Public Works Department while recommending conditions for the proposed development.

1. **Sewer:** The applicant is proposing to relocate an existing public sewer main on the subject property that lies within an easement platted through Partition Plat no. 12-02. The applicant is advised that because the easement was dedicated by plat, the easement must be vacated through the *Vacation of Public Property* process outlined in SRC 225.065. This will be a condition of approval.

Public Works staff performed a cursory technical review of the applicant's tentative plan. Those comments are being forwarded to the design engineer under separate cover as a courtesy.



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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 (July 19, 2023) from the date the application was first submitted (January 20, 2023) 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) 540-2328 or via email at <u>idonaldson@cityofsalem.net</u>.

The Salem Revised Code may be accessed online at the following location: https://www.cityofsalem.net/Pages/salem-revised-code.aspx

Sincerely,

Jamie Donaldson, Planner II