



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025
www.cityofsalem.net/planning • www.cityofsalem.net

April 3, 2023

PLANNING REVIEW CHECKLIST

Subject Property: 1205 Wallace Road NW

Reference #: 23-106871-PLN (Class 2 Site Plan Review)

Applicant: Jocelyn Cambier jocelynn@linealabarchitecture.com

The application referenced above was received on March 24, 2023. **Please note that 1205 Wallace Road NW and 1215 Wallace Road NW are considered a single development site**, as they share off-street parking and are under the same ownership. Prior to deeming your application complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
<u>Submittal Requirements</u>	
Property Owner Signature/Signatory Authority	Please provide documentation of signatory authority for the signor on the application.
Completed TGE Form Form completed & uploaded/sent.	Please complete the required TGE form linked on this webpage: https://www.cityofsalem.net/business/land-use-zoning/development-application-help/build-on-your-property
Site Plan See 000_Existing Site Plan for dimensions See REV_302_A002_Site Plan for add'l dimensions	A checklist of all required application materials for a Class 2 Site Plan Review application can be found here: https://www.cityofsalem.net/business/land-use-zoning/development-application-help/build-on-your-property . From the checklist linked above, the following items are missing from the site plan that was submitted: ▪ The total site area and dimensions.
Summary Table See 300_A00_Index for summary table, 301_A001_Code Summary and REV 302_A002_Site Plan for add'l land use specific items	A summary table shall be submitted which identifies the zoning designation for the subject property; total site area; gross floor area by use (i.e. manufacturing, office, retail, storage); 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.
Off-Street Loading Area <div style="border: 1px solid red; padding: 5px; color: red;">See REV. 302_A002_Site Plan</div>	SRC 806.075 indicates that one off-street loading space is required for a development site with 5,000 to 60,000 square feet of floor area dedicated to educational services uses. SRC 806.075(a) indicates that an off-street parking area may be used in place of a required off-street loading space when the use or activity does not require a delivery vehicle which exceeds a maximum combined vehicle and load rating of 8,000 pounds and the off-street parking area is located within 25 feet of the building or use it serves. Based on the floor areas and uses identified in your summary table, you may consider either of these options. Please indicate on your site plan or in a written statement which of these options you will provide.
Tree Preservation <div style="border: 1px solid red; padding: 5px; color: red;">See REV. 302_A002_Site Plan</div>	Please show the diameter at breast height (DBH) of all trees shown on the site plan, including those located on neighboring properties. Please show critical root zones of all significant trees as defined in SRC 808.005 .
Landscaping <div style="border: 1px solid red; padding: 5px; color: red;">See REV. 302_A002_Site Plan</div>	A minimum of 15% of the <u>development site</u> shall be landscaped within the CO zone, including required setback and vehicle use areas, per SRC 521.010(d) . Please provide landscape calculations for the entire development site.
<u>Items of Concern</u>	*Failure to address issues could result in denial of the application
Bicycle Parking <div style="border: 1px solid red; padding: 5px; color: red;">See REV. 302_A002_Site Plan</div>	The proposed new bicycle parking does not meet the standards of SRC 806.060 .
Off-Street Parking and Maneuvering <div style="border: 1px solid red; padding: 5px; color: red;">See REV. 302_A002_Site Plan</div>	SRC SRC 806.035(e) specifies that the width of a drive aisle providing two-way circulation for spaces at a 90 degree parking angle shall be a minimum width of 24 feet. There are multiple locations in the proposed parking area that do not meet this standard.
Pedestrian Connections <div style="border: 1px solid red; padding: 5px; color: red;">See REV. 302_A002_Site Plan & Class 2 Adjustment Application.</div>	The site appears to be non-conforming for required pedestrian connections. Please review requirements under SRC 800.065 . If you are unable to meet the requirements of this section, you may apply for an adjustment to the standards you cannot meet.

Your application, which is incomplete, will be deemed complete upon receipt of one of the following:

- (1) All of the missing information.



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025
www.cityofsalem.net/planning • www.cityofsalem.net

(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) 540-2431 or via email at aross@cityofsalem.net.

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

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

Sincerely,

Austin Ross, Planner II

aross@cityofsalem.net

(503) 540-2431