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April 26, 2023

PLANNING REVIEW CHECKLIST

Subject Property: 1035 Commercial Street SE and 160 Bush Street S
Ref#: 23-101981-PLN (Class 3 Design Review and Class 2 Adjustment)

Applicant/Owner: Gretchen Stone **Phone:** (503) 480-8700
CB Two Architects **Email:** gretchen@cbtwoarchitects.com
500 Liberty Street SE, Suite 100
Salem, OR 97301

Contact: Customer Care Inc **Phone:** (503) 362-8422
575 Mission Street SE **Email:**
Salem, OR 97302

A consolidated application for a Class 3 Design Review and Class 2 Adjustment was received on January 19, 2023, for property located at 1035 Commercial Street SE and 160 Bush Street S.

The following information is required for staff to deem the applications complete.

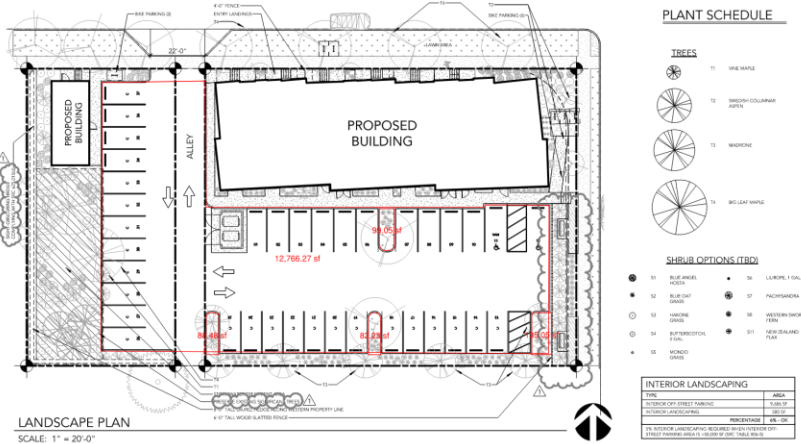
Item:	
Submittal Requirements Site Plan Review – SRC 300.210(a)(1)(G) – Owner Signature Required	Please provide an update land use application form including a signature from the authorized property owner.
Submittal Requirements Site Plan Review – SRC 300.210(a)(6) – Neighborhood Association Contact	For applications requiring neighborhood association contact under SRC 300.310, 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.
Submittal Requirements Site Plan Review – SRC 220.005(e)(1)(A)(viii) – Existing Conditions Plan	<p>The existing conditions plan and site plan shall include the species and diameter of all existing trees on the subject property with an indication of which trees will be protected or removed.</p> <p>Any tree to be protected shall include the critical root zone per SRC 808.046.</p>

Submittal Requirements – SRC 300.210(a)(14) – Payment of Application Fees	<p>An estimated project valuation is required to correctly calculate the Site Plan Review fee.</p> <p>An indication of the number of Adjustments being requested is required to correctly calculate the Class 2 Adjustment fee.</p>

*****The missing items are required information for the City to begin review of the application. Once the completeness items are provided, the City will begin review and may have additional completeness or fatal flaw items to share.***

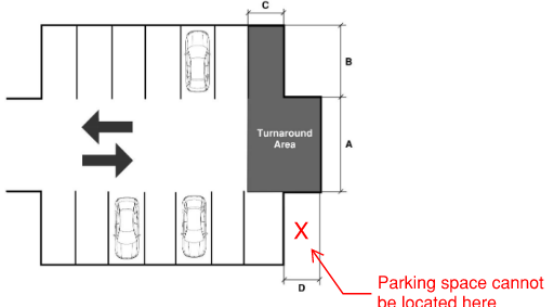
The following items are not listed in the SRC as specific requirements for a complete application; however, the applicant should be aware that after review of the application materials the following deficiencies have been identified which could result in a recommendation for denial of the applications if not properly addressed.

Item:	
MU-I Zone SRC Chapter 533 - Minimum Height Requirement	<p>Table 533-5 provides that new buildings in the MU-I zone shall have a minimum height requirement of 20 feet. The proposed office building is approximately 13 feet in height, less than the minimum standard.</p> <p>An Adjustment is needed to reduce the minimum height allowance for this building.</p>
MU-I Zone SRC Chapter 533 – Weather Protection	<p>Table 533-6 provides that weather protection is required in the form of canopies or awnings along building ground floors adjacent to a street for a minimum of 75 percent of the building façade. Awnings or canopies shall have a minimum clearance height above the sidewalk or ground surface of 8 feet.</p> <p>The proposed office building does not comply with this standard adjacent to Bush Street SE. An Adjustment is needed to reduce or remove this standard.</p>
Saginaw Street Overlay Zone – SRC Chapter 625 – Tree Preservation	SRC 625.015(f) provides that trees with a dbh of ten inches or greater shall be preserved wherever possible. Please provide a statement addressing how the site layout complies with this requirement.
Off-Street Parking, Loading, and Driveways – SRC Chapter 806 –	The proposed vehicle use area setback to Commercial Street SE is approximately 8 feet.

<p>Vehicle Use Area Setback</p>	<p>SRC 806.035(c)(2) provides the minimum setback adjacent to a street is 10 feet, however, the setback may be reduced to six feet as provided by SRC 806.035(c)(2)(D). The applicant indicates that method D will be used, including a minimum three-foot-tall wall between the vehicle use area and Commercial Street SE, however, the application materials indicate the use of a six-foot tall fence.</p> <p>Please clarify. An adjustment may be needed to reduce the vehicle use area setback if the requirements of Method D cannot be meet.</p>										
<p>Off-Street Parking, Loading, and Driveways – SRC Chapter 806 – Interior Parking Area Landscaping</p>	<p>The proposed site plan does not appear to comply with the minimum interior landscape. An approximate calculation indicates 12,760 square feet of parking area and 415 square feet of interior landscape area (3.2%), less than the minimum required. Please clarify how the minimum interior landscape for the site was determined.</p> <div style="text-align: center;">  <p>LANDSCAPE PLAN SCALE: 1" = 20'-0"</p> <p>PLANT SCHEDULE</p> <p>TREES</p> <ul style="list-style-type: none"> T1: WHITE BARK T2: REDWOOD COLUMNAR FORM T3: REDWOOD T4: BIG LEAF MAPLE <p>SHRUB OPTIONS (TBD)</p> <ul style="list-style-type: none"> S1: BLUE ANGELO S2: BLUE OAT S3: LAUREL S4: SUBSPICUOUS S5: BURNING S6: LAUREL S7: PACIFIC GARDEN S8: WESTERN GARDEN S9: NEW GARDEN S10: LAUREL <p>INTERIOR LANDSCAPING</p> <table border="1"> <thead> <tr> <th>TYPE</th> <th>AREA</th> </tr> </thead> <tbody> <tr> <td>INTERIOR OFF STREET PARKING</td> <td>12,766.27</td> </tr> <tr> <td>INTERIOR LANDSCAPING</td> <td>415</td> </tr> <tr> <td>TOTAL INTERIOR LANDSCAPING REQUIRED BY SRC CHAPTER 806</td> <td>12,766.27</td> </tr> <tr> <td>STREET PARKING AREA IS 12,766.27</td> <td>12,766.27</td> </tr> </tbody> </table> <p>COZY RESIDENTIAL 1035 COMMERCIAL ST SE SALEM, OR 97302</p> <p>SP-3 DATE: 03.18.2021</p> </div>	TYPE	AREA	INTERIOR OFF STREET PARKING	12,766.27	INTERIOR LANDSCAPING	415	TOTAL INTERIOR LANDSCAPING REQUIRED BY SRC CHAPTER 806	12,766.27	STREET PARKING AREA IS 12,766.27	12,766.27
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<p>Off-Street Parking, Loading, and Driveways – SRC Chapter 806 – Off-Street Parking Area Access and Maneuvering</p>	<p>The proposed vehicle use area does not comply with the turnaround requirement in SRC 806.035(f), Figure 806-9. Please revise the layout to comply with the requirements of SRC Chapter 806.</p>										

CITY OF *Salem*
AT YOUR SERVICE
**Community Development
Planning Division**

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	<p style="text-align: center;">FIGURE 806-9. OFF-STREET PARKING AREA TURNAROUND</p> 
<p>Off-Street Parking, Loading, and Driveways – SRC Chapter 806 – Bicycle Parking</p>	<p>SRC 806.050 provides that bicycle parking shall be located on the same development site as the use or activity is serves.</p> <p>Required bicycle parking spaces are indicate as being provided in the right-of-way. Permission to locate bicycle parking spaces needs to be provided from the Public Works Department. In addition, an adjustment to SRC 806.050 is needed to provide required bicycle parking spaces in a location other than the development site.</p>
<p>Preservation of Trees and Vegetation – SRC Chapter 808 – Significant Tree</p>	<p>The applicant statement indicates that one significant tree is located on the subject property to be protected. Please indicate the location of the significant tree on the existing conditions plan and site plan, including the required critical root zone per SRC 808.046.</p>

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) 540-2356 or via email at apanko@cityofsalem.net. The Salem Revised Code may be accessed by clicking [HERE](#).

Sincerely,



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Aaron Panko, Planner III