



COMPLETENESS REVIEW RESPONSE

October 24, 2023

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

PROJECT NAME	SITE ADDRESS	CASE NO.
DISTRICT 10	2710 BROADWAY STREET NE	23-113096-PLN

The following is our response to comments provided as part of the Completeness Review for the subject project. Your comments as well as those that were provided by Public Works are provided in *gray Italics* with responses following in Navy with a **BOLD** header.

All modifications to the drawings described in this response letter are included with the resubmittal package.

SUBMITTAL REQUIREMENTS

Requirements Sit Plan Review – SRC 300.210(a)(1)(G) – Owner Signature. Please provide an updated land use application form including a signature from the authorized property owner.

RESPONSE: An updated application signed by the property owner is included with the submittal package as required.

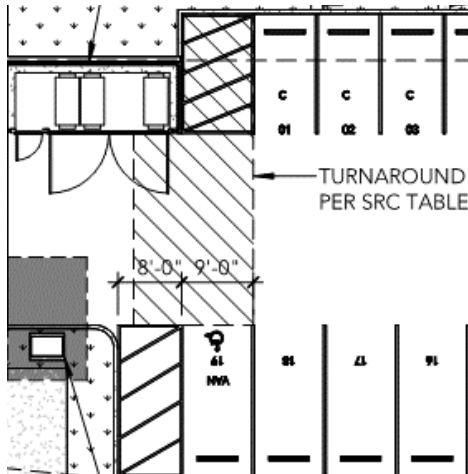
Driveway Approach Permit Application and Fee – SRC Chapter 804. A Class 2 Driveway Approach Permit is required for the proposed driveway access to Tryon Avenue NE. The application has been added to 23-113096-PLN. The fee has been billed and is ready for payment through the PacPortal.

RESPONSE: The applicant is aware of the fee and will be paying it as required.

COMMENTS

Off-Street Parking, Loading, and Driveways – SRC Chapter 806 – Off-Street Parking Area Access and Maneuvering. 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.

RESPONSE: The vehicle maneuvering layout has been revised to comply with SRC 806.035(f), Figure 806-9 as illustrated below. This revision can be found on the updated Site Plan, Sheet SP-01.



Off-Street Parking, Loading, and Driveways – SRC Chapter 806 – Interior Parking Area Landscaping.

The proposed site plan does not appear to comply with the minimum interior landscape. An approximate calculation indicates 5,616 square feet of parking area and 35 square feet of interior landscape area (<1%), less than the minimum requires.

SRC 806.035(d)(2) provides that perimeter landscaped setbacks and required landscape strips separating off-street parking areas from buildings and structures shall not count towards satisfying minimum interior landscaping requirements.

Per SRC 806.035(d)(4), interior landscape islands and planter bays shall have a minimum planting area of 25 square feet, and shall have a minimum width of five feet.

Please update the site plan to comply with the minimum standard.

RESPONSE: A landscape planter has been added within the off-street parking area, and the amount of proposed parking has been reduced. However, the developer would have to lose needed parking to provide more landscape planters in order to provide the 5% required. An adjustment to the standard is requested to allow for deviation to the standard. The REVISED Written Statement Narrative includes the requested adjustment and provides a detailed explanation of how the criteria are met.

Driveway Spacing Adjustment. The applicant submitted an Adjustment for driveway spacing, however; this is not required for access onto a local street. SRC 803.030© applies to access onto collector streets.

RESPONSE: The Driveway Spacing Adjustment has been removed from the consolidated land use review.

Lot Legality. Survey has reviewed the information submitted by the applicant and provides the following comment:

ODOT conveyed fractional lots 14 and 15, outside of a land use action in 1988. The applicant has two options.

- 1) Complete two separate validation plats, one for lot 14 and one for lot 15.
- 2) Replat the fractional lots into one lot. This can either be consolidated into the current application, or applied for separately.

RESPONSE: The applicant will be pursuing a replat of the fractional lots into one lot. This application will be submitted separately by the applicant and their surveyor.

Thank you,

Gretchen Stone