

Cascadia Planning + Development Services

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**MEMO****DATE:** March 15, 2024**TO:** Aaron Panko
Community Development Planning Division
City of Salem**FROM:** Steve Kay
Cascadia Planning + Development Services**RE:** Land Use Application Completeness Review
2561 Center Street NE
23-123424-PLN

The original application materials propose to divide Tax Lot 4000 or Tax Map 073W24CC into Parcel 1 and Parcel 2 and develop a total of 204 apartment units on the two properties. However, due to the discovery of culturally significant materials on proposed Parcel 2, the applicant has revised the land use application materials to only develop a 120-unit apartment complex on Parcel 1. A future land use application will be submitted for the development of additional multi-family units on Parcel 2. The following narrative summarizes the applicant's response to your December 28, 2023 Land Use Application Completeness Review, requesting additional items for the processing of the submitted Class 3 Site Plan, Partition, Property Line Adjustment, Class 2 Adjustment, Tree Removal, Tree Variance, Historic Clearance Review, Street Tree Removal, and a Class 2 Driveway Approach applications:

ITEM**APPLICANT'S RESPONSE****SRC 300.210(a)(1)(G) –
Signature of Property
Owners**

A complete application form signed by all property owners, including the City of Salem, has been submitted with the revised materials.

Vision Clearance (SPR Submittal Item)

The updated Site Plan includes vision clearance triangles to demonstrate that the proposed structures meet vision clearance standards.

Right-of-way Dedication – Radius (SPR and Partition Submittal Item)

The attached Tentative Partition Plat has been updated to include a 30-ft. radius at the corner of Center Street and 23rd Street.

Alternative Street Standard (SPR Submittal Item)

The updated narrative includes findings for alternative street standards under Section 803.065(a) since the proposed project does not meet City street spacing standards. The updated Site Plan indicates that a curb separated sidewalk along 23rd Street NE is currently proposed with the project.

Title Report (Partition Submittal Item)

A current title report has been submitted with the revised application materials.

Land Division Application Type

The applicant is currently requesting review of a Partition application to divide Tax Lot 4000 or Tax Map 073W24CC into Parcel 1 and Parcel 2. An additional Property Line Adjustment application has also been submitted to adjust the property line between Parcel 2 and Tax Lot 3900. The attached Tentative Partition Plat and Property Line Adjustment Map illustrate the proposed land use actions.

Sewer Capacity & UGA

After discussing this issue with City staff, it was discovered that further analysis will be required to determine if the existing sanitary sewer main line in D Street NE has the capacity to serve the proposed development. Therefore, the attached Civil Plans continue to show the extension of sanitary sewer service through Medical Center Drive from the existing main line in D Street NE. If future analysis determines that the D Street sewer line lacks capacity to serve the development, the applicant will extend a new sewer main from the 23rd Street/D Street intersection to serve northern structures on the site.

**Building Setback
Abutting a Street – SRC
Chapter 533**

The updated Site Plan indicates that the layout for Parcel 1 has been revised to locate Building H next to the 23rd Street right-of-way and site the GSI pond on the west side of the structure. The attached plan also adds a pedestrian path connection to the public sidewalk on the north side of the building.

**Solid Waste Service Area
Standards – SRC Chapter
800**

Additional trash enclosure plans and elevations have been included with the revised Architectural Plans to demonstrate compliance with Section 800.055 standards.

**Pedestrian Access
Standards – SRC Chapter
800**

The applicant is currently only proposing the development of Parcel 1 with the submitted land use applications. A separate land use application will be submitted for the development of Parcel 2. Since Parcel 2 fronts Franzen Street, a pedestrian connection will be made to the adjoining property when the future application is submitted.

**Electric Vehicle Charging
Spaces – SRC Chapter
806**

A total of 84 EV enabled parking spaces are required for the 120-unit apartment complex. The attached Site Plan has been revised to illustrate the location of 2 proposed charging stations and an additional 83 EV enabled spaces, meeting Chapter 806 standards.

**Vehicle Use Area Setback
Adjacent to an Interior
Property Line – SRC
Chapter 806**

Staff's comments regarding the property line pertains to the previously proposed development on Parcel 2. As mentioned earlier, the applicant has revised the proposal to develop 120 affordable housing units on Parcel 1. As required, the attached Site Plan has been updated so that minimum 5-ft. landscape areas are provided adjacent to the maintenance buildings and bike parking areas.

**Vehicle Use Area
Maneuvering
Requirements – SRC
Chapter 806**

The attached Site Plan has been revised so that drive aisles terminate with a turnaround area that meets Figure 806-6 and Table 806-9 standards.

**Landscape Plan
and Tree Replanting –
SRC Chapter 807**

The submitted Tree and Removal Plan with the Arborist Report illustrates that no trees within setback areas will be removed with the revised proposal. The Arborist Report determined that a total of 34.33% of the existing non-exempt and significant trees will be retained with the project. As required, the Planting Plan was also revised to conform with applicable multi-family design review standards, Chapter 533 perimeter setbacks standards, and Chapter 806 vehicle use area standards.

**Tree Identification – SRC
Chapter 808**

The applicant has submitted an Arborist Report and Tree Inventory that meets Chapter 808 standards.

**Significant Tree Removal
– SRC Chapter 808**

As discussed above, the proposed project is limited to the development of 120 apartment units on Parcel 1. The attached Arborist Report indicates that no significant trees will be impacted by the proposed development. As required, the narrative has been updated so that the Tree Removal Permit findings are consistent with the current proposal.

**Tree Protection Measures
During
Construction/Critical
Root Zones – SRC
Chapter 808**

A Tree Removal and Protection Plan has been submitted with the Arborist Report. This plan identifies critical root zones and protective measures to comply with Chapter 808 standards. Since more than 30% of the critical root zones of Trees 2419, 2420, 2429, and 4098 will be disturbed during construction activities, the narrative has also been revised to include a Tree Variance request.

**Curbline Sidewalk along
23rd Street SE**

The revised Site Plan indicates that the applicant is currently proposing a 5-ft. planter strip with new street trees and a 5-ft. curb separated sidewalk along the 23rd Street NE frontage. Since the applicant is proposing to remove the existing street trees, a Street Tree Removal application has been included with the proposal. The required Reasonable Alternatives Analysis has been included with the Site Plan and the narrative to address Salem Administrative Rule 109-500 Section 2-4 standards.

Street Tree Removal

As required, a Street Tree Removal application has been submitted for the proposed removal of street trees along 23rd Street NE. As mentioned above, the narrative and Site Plan provide the required Reasonable Alternatives Analysis.

**Existing Easements for
Public Utilities**

To demonstrate compliance with minimum utility easement widths, the attached Tentative Partition Plat and Site Plan have been updated.

Site Plan Comments

Prior to revising the utility easement widths and making adjustments to the Site Plan, the applicant discussed the required changes with Development Services.

All of the revised and supplemental materials described above have been submitted to the City's online land use application portal. Please let me know if any additional information is required for your review.