



Pre-Application Report

Community Development Department
Planning Division

555 Liberty Street SE/Room 305
Phone: 503-588-6173
www.cityofsalem.net/planning

Case Number / AMANDA No. PRE-AP23-80 / 23-119180-PA
Conference Date October 23, 2023
Applicant Britany Randall
BRAND Land Use
12150 Jefferson Hwy 99E SE
Jefferson, OR 97352
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Representative Lindsey King
BRAND Land Use
lindsey@brandlanduse.com
Case Manager Bryce Bishop

Mandatory Pre-Application Conference: ☒ Yes ☐ No

Project Description & Property Information	
Project Description	Conditional Use Permit for proposed expansion of an existing Room and Board Facility to serve 16 persons.
Property Address	1243 to 1245 Peace Street SE
Assessor's Map and Tax Lot Number	073W35CC03400
Property Size	Approximately 0.36 acres
Existing Use	Transitional housing facility
Comprehensive Plan Map Designation	Commercial
Zoning	CO (Commercial Office)
Overlay Zone(s) / Historic Districts	None
Urban Service Area	The subject property is located inside the City's Urban Service Area. Note: When property is located inside the City's Urban Service Area an Urban Growth Preliminary Declaration is not required for development of the property.
Urban Renewal Area(s)	None
Other Department / Agency Contacts	Building & Safety: Noelle Hall NHall@cityofsalem.net / 503-540-2406
	Fire Department: Sean Mansfield SMansfield@cityofsalem.net / 503-589-2130
	Public Works: Shelby Guizar SGuizar@cityofsalem.net / 503-588-6211 ext. 7349

Portland General Electric (PGE): Ken Spencer Kenneth.Spencer@pgn.com
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Planning Division Comments

Proposal

Pre-application conference to discuss a Conditional Use Permit for the proposed expansion of an existing Room and Board Facility to serve 16 persons on property approximately 0.36 acres in size, zoned CO (Commercial Office), and located at 1243 to 1245 Peace Street SE (Marion County Assessor Map and Tax Lot Number: 073W35CC03400).

Past Land Use Decisions

Staff reviewed the Planning Division's records to determine if there were any prior land use approvals for the subject property. In review of those records, the following land use decision was found:

- **Class 3 Site Plan Review / Class 1 Adjustment Case No. SRP-ADJ13-08:** A Class 3 Site Plan Review for a change of use from a duplex to a residential care facility (SIC 836), and a Class 1 Adjustment for a parking determination for the proposed use, for property approximately 0.36 acres in size, zoned CO (Commercial Office), and located at 1243-1245 Peace Street SE, 97302 (Marion County Assessor's Map and Tax Lot number: 073W35CC / 3400).

Legal Unit(s) of Land

Based on review of Marion County survey records, it doesn't appear the subject property was ever part of any recorded subdivision or partition plat. Surveys were found, however, that appear to show the property in its current configuration dating back to February of 1953 (Survey No. 12640). Copies of the surveys are attached to this report for your reference.

Based on the survey information available, it appears the subject property is likely a lawfully created unit of land. However, in order to verify this, a chain of title report for the property will be needed tracing back its creation to the first deed that established it in its current configuration. Staff will then be able to use the dates from those deeds to determine what land division requirements were in place at that time and whether the property was created in conformance with those requirements. If the properties were not lawfully created, a Validation of Unit(s) of Land will be required to establish it as a legal lot.

Required Land Use Applications

The land use applications checked in the table below have been preliminarily identified as being required for development of the subject property based upon the information provided by the applicant at the time of the pre-application conference. Additional land use applications may be required depending on the specific proposal at the time of future development.

Required Land Use Applications			
Zoning		Site Plan Review	
<input checked="" type="checkbox"/>	Conditional Use (SRC 240.005)	<input type="checkbox"/>	Class 1 Site Plan Review (SRC 220.005)
<input type="checkbox"/>	Comprehensive Plan Change (SRC 64.020)	<input type="checkbox"/>	Class 2 Site Plan Review (SRC 220.005) (Applicable if the development will meet the triggers for Class 2 Site Plan Review under SRC 220.005(b)(2)).

<input type="checkbox"/>	Zone Change (SRC 265.000)	<input checked="" type="checkbox"/>	Class 3 Site Plan Review (SRC 220.005) <i>(Applicable if the development will meet the triggers for Class 3 Site Plan Review under SRC 220.005(b)(3)).</i>	
<input type="checkbox"/>	Temporary use Permit – Class 1 (SRC 701.010)	Design Review		
<input type="checkbox"/>	Temporary Use Permit – Class 2 (SRC 701.010)	<input type="checkbox"/>	Class 1 Design Review (SRC 225.005)	
<input type="checkbox"/>	Non-Conforming Use Extension, Alteration, Expansion, or Substitution (SRC 270.000)	<input type="checkbox"/>	Class 2 Design Review (SRC 225.005)	
<input type="checkbox"/>	Manufactured Dwelling Park Permit (SRC 235.010)	<input type="checkbox"/>	Class 3 Design Review (SRC 225.005)	
Land Divisions		Historic Design Review (SRC 230.020)		
<input type="checkbox"/>	Property Line Adjustment (SRC 205.055)	<input type="checkbox"/>	Major Commercial	<input type="checkbox"/> Minor Commercial
<input type="checkbox"/>	Replat (SRC 205.025)	<input type="checkbox"/>	Major Public	<input type="checkbox"/> Minor Public
<input type="checkbox"/>	Partition (SRC 205.005)	<input type="checkbox"/>	Major Residential	<input type="checkbox"/> Minor Residential
<input type="checkbox"/>	Subdivision (SRC 205.010)	Wireless Communication Facilities		
<input type="checkbox"/>	Phased Subdivision (SRC 205.015)	<input type="checkbox"/>	Class 1 Permit (SRC 703.020)	
<input type="checkbox"/>	Planned Unit Development Tentative Plan (SRC 210.025)	<input type="checkbox"/>	Class 2 Permit (SRC 703.020)	
<input type="checkbox"/>	Manufactured Dwelling Park Subdivision (SRC 205.020)	<input type="checkbox"/>	Class 3 Permit (SRC 703.020)	
<input type="checkbox"/>	Middle Housing Land Division (SRC 205.051)	<input type="checkbox"/>	Temporary (SRC 703.100)	
<input checked="" type="checkbox"/>	Validation of Unit of Land (SRC 205.060)	<input type="checkbox"/>	Adjustment (SRC 703.090)	
Relief				
<input checked="" type="checkbox"/>	Adjustment – Class 1 (SRC 250.005) <i>(Applicable when a proposed deviation from standards is within 20 percent of the standard)</i>	Other		
<input checked="" type="checkbox"/>	Adjustment – Class 2 (SRC 250.005) <i>(Applicable when a proposed deviation from standards exceeds 20 percent of the standard)</i>	<input type="checkbox"/>	Annexation – Voter Approval (SRC 260.035)	
<input type="checkbox"/>	Variance (SRC 245.005)	<input type="checkbox"/>	Annexation – Voter Exempt (SRC 260.035)	
Natural Resources		<input type="checkbox"/>	Sign Adjustment (SRC 900.035)	
<input type="checkbox"/>	Tree Conservation Plan (SRC 808.035)	<input type="checkbox"/>	Sign Conditional Use (SRC 900.045)	
<input type="checkbox"/>	Tree Conservation Plan Adjustment (SRC 808.040)	<input type="checkbox"/>	Sign Variance (SRC 900.040)	
<input type="checkbox"/>	Tree Removal Permit (SRC 808.030)	<input type="checkbox"/>	SWMU Zone Development Phasing Plan (SRC 531.015)	
<input type="checkbox"/>	Tree Variance (SRC 808.045)	<input type="checkbox"/>	Urban Growth Preliminary Declaration (SRC 200.020)	
<input type="checkbox"/>	Willamette Greenway Permit – Class 1 (SRC 600.015)	<input checked="" type="checkbox"/>	Historic Clearance Review- High Probability Archaeological Zone (SRC 230.100)	
<input type="checkbox"/>	Willamette Greenway Permit – Class 2 (SRC 600.015)			

		<input type="checkbox"/>	Fairview Refinement Plan Minor Amendment (SRC 530.035)
		<input type="checkbox"/>	Fairview Refinement Plan Major Amendment (SRC 530.035)
		<input checked="" type="checkbox"/>	Class 2 Driveway Approach Permit (SRC 804.025)
		<input type="checkbox"/>	Landscaping Permit (SRC 807.020(b))

Staff Comments

- **Validation of Unit of Land:** If the subject property is not lawfully established units of land, an application for a Validation of Unit of Land, per [SRC 205.060](#), will be required to establish it as legal unit of land. An application for a Validation of Unit of Land is intended to provide a process whereby properties which were not lawfully created can be approved as legal units of land if the lots would have otherwise met the applicable land division and lot standards in place at the time they were originally created.
- **Adjustments:** Depending on the final design and layout of the proposed development, not all of the applicable development standards of the SRC may be able to be met. If the proposed development will not be able to meet an applicable development standard, either a Class 1 or Class 2 Adjustment will be required. A Class 1 Adjustment applies when a requested deviation from a development standard does not exceed 20 percent and a Class 2 Adjustment applies when a requested deviation from a development standard exceeds 20 percent. In order for an adjustment to be approved, the approval criteria must be satisfied. It is the applicant's burden to demonstrate that the approval criteria are met.
- **Class 2 Driveway Approach Permit:** As discussed at the pre-application conference, an application for a Class 2 Driveway Approach Permit, per [SRC 804.025](#), will be required for the required widening of the existing driveway approach serving the development onto Peace Street SE.
- **Archeological Review:** The subject property is located within the City's [Historic and Cultural Resources Projection Zone](#) due to the possibility of archaeological resources being present on the site. Because of this, archeological review, in addition to the land use applications identified above, may also be required in connection with the grading and ground disturbing activity that will be conducted with the proposed development. Prior to issuance of any City grading permits, an [Inadvertent Discovery Plan \(IDP\)](#) will also be required. The purpose of the IDP is to establish the process and protocols that must be followed, as required by law, in the event an archaeological resource is discovered during any ground disturbing activity being conducted on the site.

Kimberli Fitzgerald, the City's Historic Preservation Officer and City Archaeologist, is available to answer any questions you may have regarding the requirements associated with the potential for archeological resources being present on the property. Kimberli can be reached at 503-540-2397 or KFitzgerald@cityofsalem.net.

Online Application Submittal Packets

The City has electronic application submittal guides for the applications identified above. The webpages include a summary of the review procedure, submittal requirements, and approval criteria. The submittal guides can be found on the City's website at the following location:

- **Conditional Use Permit:**

<https://www.cityofsalem.net/business/land-use-zoning/development-application-help/apply-for-a-conditional-use-permit>

- **Site Plan Review:**

<https://www.cityofsalem.net/business/land-use-zoning/development-application-help/build-on-your-property>

▪ **Class 1 and Class 2 Adjustments:**

<https://www.cityofsalem.net/business/land-use-zoning/development-application-help/seek-an-adjustment-to-land-use-standards>

▪ **Validation of Unit of Land:**

<https://www.cityofsalem.net/business/land-use-zoning/development-application-help/validate-property-boundaries>

Land Use Application Fees

The applicable land use application fees for these applications can be found on the City's website at the location below. Land use application fees and descriptions start on **page 22** of the document.

<https://www.cityofsalem.net/home/showpublisheddocument/1124/638041198777300000>

Consolidated Land Use Application Procedures

When multiple land use applications are required or proposed for a development, the City's land use procedures ordinance (SRC Chapter 300) provides alternative methods for how such applications may be processed.

The applications may be processed individually in sequence, concurrently, or consolidated into a single application. Where multiple applications proposed to be consolidated include an application subject to review by the Historic Landmarks Commission, the application subject to Historic Landmarks Commission review may be processed individually in sequence or concurrently.

Multiple land use applications consolidated into a single application shall be accompanied by the information and supporting documentation required for each individual land use action. Review of the application shall be according to the highest numbered procedure type and the highest Review Authority required for any of the land use applications proposed to be consolidated.

Multiple applications processed concurrently require the filing of separate applications for each land use action. Each application shall be reviewed separately according to the applicable procedure type and Review Authority, and processed simultaneously.

Zoning

The zoning of the subject property has been identified in the table below. For specific requirements of the applicable zone(s), click on the zone(s) in the table.

Base Zones			
<input type="checkbox"/>	EFU – Exclusive Farm Use (SRC 500.000)	<input type="checkbox"/>	MU-II – Mixed Use II (SRC 534.000)
<input type="checkbox"/>	RA – Residential Agriculture (SRC 510.000)	<input type="checkbox"/>	MU-III – Mixed Use III (SRC 535.000)
<input type="checkbox"/>	RS – Single Family Residential (SRC 511.000)	<input type="checkbox"/>	MU-R – Mixed Use Riverfront (SRC 536.000)
<input type="checkbox"/>	RM-I – Multiple Family Residential (SRC 513.000)	<input type="checkbox"/>	EMSU – Edgewater/Second Street Mixed-Use Corridor (SRC 537.000)
<input type="checkbox"/>	RM-II – Multiple Family Residential (SRC 514.000)	<input type="checkbox"/>	PA – Public Amusement (SRC 540.000)
<input type="checkbox"/>	RM-III – Multiple Family Residential (SRC 515.000)	<input type="checkbox"/>	PC – Public/Private Cemetery (SRC 541.000)
<input checked="" type="checkbox"/>	CO – Commercial Office (SRC 521.000)	<input type="checkbox"/>	PE – Public/Private Education (SRC 542.000)
<input type="checkbox"/>	CR – Retail Commercial (SRC 522.000)	<input type="checkbox"/>	PH – Public/Private Health Services (SRC 543.000)
<input type="checkbox"/>	CG – General Commercial (SRC 523.000)	<input type="checkbox"/>	PS – Public Service (SRC 544.000)

<input type="checkbox"/>	CB – Central Business District (SRC 524.000)	<input type="checkbox"/>	PM – Capitol Mall (SRC 545.000)
<input type="checkbox"/>	WSCB – West Salem Central Business District (SRC 525.000)	<input type="checkbox"/>	EC – Employment Center (SRC 550.000)
<input type="checkbox"/>	FMU – Fairview Mixed-Use (SRC 530.000)	<input type="checkbox"/>	IC – Industrial Commercial (SRC 551.000)
<input type="checkbox"/>	SWMU – South Waterfront Mixed-Use (SRC 531.000)	<input type="checkbox"/>	IBC – Industrial Business Campus (SRC 552.000)
<input type="checkbox"/>	NH – Neighborhood Hub (SRC 532.000)	<input type="checkbox"/>	IP – Industrial Park (SRC 553.000)
<input type="checkbox"/>	MU-I – Mixed Use I (SRC 533.000)	<input type="checkbox"/>	IG – General Industrial (SRC 554.000)
Overlay Zones			
<input type="checkbox"/>	Willamette Greenway (SRC 600.000)	<input type="checkbox"/>	Oxford-West Nob Hill (SRC 622.000)
<input type="checkbox"/>	Floodplain (SRC 601.000)	<input type="checkbox"/>	Oxford-Hoyt (SRC 623.000)
<input type="checkbox"/>	Airport (SRC 602.000)	<input type="checkbox"/>	Hoyt-McGilchrist (SRC 624.000)
<input type="checkbox"/>	Portland Fairgrounds Road (SRC 603.000)	<input type="checkbox"/>	Saginaw Street (SRC 625.000)
<input type="checkbox"/>	Chemawa-I-5 Northeast Quadrant Gateway (SRC 618.000)	<input type="checkbox"/>	McNary Field (SRC 629.000)
<input type="checkbox"/>	Superior-Rural (SRC 621.000)	<input type="checkbox"/>	
Staff Comments			

Proposed Use: The proposal includes the expansion of an existing transitional housing facility (Grace House) to serve 16 persons. As discussed at the pre-application conference, the applicant's representative indicated that Grace House primarily serves single women without dependents who are in need of transitional housing after being released from prison. The website for Grace House indicates that in addition to providing transitional housing for the residents, staff also works with them to provide an individualized self-sufficiency program to empower them and lead them towards fully self-sufficient lifestyles.

The applicant's representative indicated that staff associated with the use generally include an on-site staff member who's present on-site 24 hours, together with a handful of additional staff members who are there during the day to help manage the house and serve residents.

As discussed at the pre-application conference, in 2013 a consolidated Class 3 Site Plan Review and Class 1 Zoning Adjustment application was approved to change the use of the former duplex on the property to a residential care facility (*Standard Industrial Classification System (SIC) No. 836*). Pursuant to the City's Use Classification Chapter (SRC 400), **Residential Care** uses are described as being characterized by:

"...group living facilities where any combination of personal care, training, or treatment is provided to children, the elderly, or individuals with disabilities or limits on their ability for self-care, but where medical care is not a major element."

Examples of types of Residential Care uses identified under SRC 400.035(b)(2) include assisted living facilities; group foster homes for six or more individuals; homes for the deaf or blind; orphanages; residential facilities, as defined under ORS 197.660; and permanent supportive housing facilities where self-contained dwelling units are not provided.

In comparison, the characteristics of a **Room and Board** use, per SRC 400.035(a), include:

"...group living facilities where no personal care, training, and/or treatment requiring a license from the State is provided."

Examples of types of Room and Board uses included under SRC 400.035(a)(2) include boarding houses; communes; dormitories; fraternities and sororities; monasteries and convents; single-room occupancy housing for long-term residency where self-contained dwelling units are not provided.

Based on a comparison of the characteristics and examples of both Residential Care and Room and Board, the proposed use has more characteristics in common with Room and Board than Residential Care. Although residents of Grace House do receive help and counseling through an individualized self-sufficiency program to empower them and lead them towards fully self-sufficient lifestyles, the home is not licensed by the state and the guidance/assistance provided to residents to help them lead self-sufficient lives does not rise to the level of personal care, training, and treatment associated with State-licensed residential care, training, or treatment homes and facilities whose services are generally more designed for individuals with intellectual and developmental disabilities; mental, emotional, or behavioral disturbances; or alcohol or drug dependence.

As such, the proposed use is classified as a Room and Board use under SRC 400.035(a) and any services provided on-site by staff to the residents is accessory and provided in support of that use. Under the property's CO zoning (*per SRC 521.005, Table 521-1*), Room and Board facilities serving 6 to 75 persons is allowed as a Conditional Use and therefore requires a conditional use permit.

Development Standards

The proposed development will be primarily subject to the requirements of the [CO zone](#) and the provisions of the chapters identified in the table below. For specific requirements, click on chapters in the table.

Development Standards			
<input type="checkbox"/>	Multiple Family Design Review Guidelines and Standards (SRC 702.000)	<input checked="" type="checkbox"/>	Off-Street Parking, Loading and Driveways (SRC 806.000)
<input checked="" type="checkbox"/>	General Development Standards (SRC 800.000)	<input checked="" type="checkbox"/>	Landscaping and Screening (SRC 807.000)
<input checked="" type="checkbox"/>	Public Improvements (SRC 802.000)	<input checked="" type="checkbox"/>	Preservation of Trees and Vegetation (SRC 808.000)
<input type="checkbox"/>	Streets and Right-Of-Way Improvements (SRC 803.000)	<input type="checkbox"/>	Wetlands (SRC 809.000)
<input checked="" type="checkbox"/>	Driveway Approaches (SRC 804.000)	<input type="checkbox"/>	Landslide Hazards (SRC 810.000)
<input checked="" type="checkbox"/>	Vision Clearance (SRC 805.000)	<input type="checkbox"/>	Sign Code (SRC 900.000)
Staff Comments			
<p>❖ <u>CO Zone Setbacks Abutting Street:</u> Within the CO zone, buildings, accessory structures, and parking and vehicle use areas are required to be setback a minimum of 12 feet from the street. As shown on the proposed site plan, the existing building exceeds the minimum required setback from the street but the proposed new parking lot, however, does not meet the minimum required 12-foot setback from the street. The site plan will therefore need to be revised to meet the minimum required parking and vehicle use area setback from Peace Street SE.</p> <p>❖ <u>CO Zone Development Site Landscaping:</u> The CO zone, pursuant to SRC 521.010(d)(3), requires a minimum of 15 percent of the development site to be landscaped. As discussed at the pre-application conference, documentation will be required that a minimum of 15 percent of the development site is landscaped in conformance with this standard.</p> <p>❖ <u>Off-Street Parking:</u> The City's development code was recently amended to eliminate minimum off-street parking requirements. As such, there is no minimum off-street parking requirement applicable to the proposed development.</p> <p>Maximum off-street parking requirements, however, are established under SRC 806.015. Pursuant to SRC 806.015(a)(1), Table 806-1, the maximum off-street parking requirement applicable to Room and Board is one space per guest room or suite.</p> <p>❖ <u>Off-Street Parking & Vehicle Use Area Separation from Building:</u> Pursuant to SRC 806.035(c)(4), where an off-street parking area or vehicle use area is located adjacent to a building or structure, the off-street parking or vehicle use area shall be setback from the exterior wall of the building or structure by a minimum 5-foot-wide landscape strip (<i>planted to Type A landscaping standards</i>) or by a minimum 5-foot-wide paved pedestrian walkway.</p> <p>As discussed at the pre-application conference, there are portions of the proposed new parking lot that don't meet the minimum required 5-foot separation from the existing building. The site plan will need to be revised to meet this standard.</p> <p>❖ <u>Maximum Compact Parking Spaces:</u> SRC Chapter 806 limits the total number of compact spaces that may be included within a development. SRC 806.015(b) specifically provides that up to 75 percent of the off-street parking spaces provided on a development site may be compact parking spaces.</p> <p>As shown on the proposed site plan, 100 percent of the off-street parking spaces included with the development are proposed to be compact in size. As indicated at the pre-application conference, staff would be supportive of an adjustment to this standard since a minimum number of off-street parking space is no longer required under the development code.</p> <p>❖ <u>Parking Lot Drive Aisle Width:</u> SRC 806.035(e), Table 806-5, requires parking lot drive aisles serving all compact sized stalls to be a minimum of 22 feet in width. As shown on the proposed site plan, the southern portion of the parking lot drive aisle serving the proposed compact parking stalls is 22 feet in</p>			

width in conformance with this standard but the northern portion of the parking lot drive aisle adjacent to the existing building narrows to less than 22 feet. As identified at the pre-application conference, the proposed parking lot drive aisle will need to be revised so that it's a minimum of 22 feet in width along its entire length.

- ❖ **Parking Lot Turnaround Area:** SRC 806.035(f) requires parking lots to be designed so that vehicles enter and exit the site in a forward motion with no backing or maneuvering within the street. Where a drive aisle terminates at a dead-end, a turnaround area is required that conforms to the minimum dimensions required under Table 806-6.

As discussed at the pre-application conference, the proposed new parking lot is currently designed as a dead-end without a turnaround area being provided. In order to comply with the requirements of SRC 806.035(f), the design of the parking lot will need to be revised to provide a turnaround in conformance with this standard. As identified at the pre-application conference, the striped area associated with the proposed ADA space cannot be utilized as part of the required turnaround area.

- ❖ **Bicycle Parking:** The minimum number of bicycle parking spaces required for the proposed development is established under [SRC 806.055\(a\)](#), Table 806-8. The minimum bicycle parking space requirement for Room and Board is the **greater of 4 spaces or 1 space per 50 rooms**.

As discussed at the pre-application conference, a minimum of four bicycle parking spaces are required for the proposed development and all of the spaces can be located and designed according to the long-term bike parking standards included under [SRC 806.060](#).

- ❖ **Pedestrian Connectivity Standards (SRC 800.065):** Pursuant to [SRC 800.065](#), the proposed development is required to provide the following pedestrian connection(s):

- ❖ Between building entrance and street.

Connection between building entrances and streets. SRC 800.065(a)(1)(A) requires a pedestrian connection(s) to be provided between the primary building entrance of each building on a development site and each adjacent street.

The applicant's representative indicated at the pre-application conference that the western entrance into the building is the primary entrance and that there is an existing pedestrian connection provided to Peace Street from this entrance in the form of a ramp and stone path. As identified at the pre-application conference, required pedestrian connections must be a minimum of 5 feet in width. The applicant's representative indicated, however, that the existing pedestrian connection is not a minimum of 5 feet in width and the portion of the path consisting of the ramp cannot easily be widened without also having to make structural changes to the existing covered porch which is attached to the building. At the pre-application conference staff indicated that an adjustment will be needed to this standard to allow the width of the existing ramp to be less than 5 feet in width, but the portion of the path from the proposed new concrete landing area to the street will need to be widened to conform to the minimum required 5-foot width under SRC 800.065(b)(1)(A).

Pedestrian connection design and materials. Pedestrian connections are required to conform to the design and material requirements of SRC 800.065(b). The connections are required to be paved with a hard-surface material meeting the Public Works Design Standards and must be a minimum of 5 feet in width.

Where a pedestrian connection crosses driveways, parking areas, parking lot drive aisles, and loading areas, the walkway shall be visually differentiated from such areas through the use of elevation changes, a physical separation, speed bumps, a different paving material, or other similar method. **Striping does not meet this requirement.**

Where a pedestrian connection is located adjacent to an auto travel lane, the pedestrian connection shall be raised above the auto travel lane or separated from it by a raised curb, bollards, landscaping or other physical separation. If the pedestrian connection is raised above the auto travel lane it must be raised a

minimum of four inches in height and the ends of the raised portions must be equipped with curb ramps. If the pedestrian connection is separated from the auto travel lane with bollards, bollard spacing must be no further than five feet on center.

Natural Resources

Trees (SRC Chapter 808): The City's tree preservation ordinance ([SRC Chapter 808](#)) protects:

- 1) Heritage Trees;
- 2) Significant Trees (including Oregon White Oaks with diameter-at-breast-height (*dbh*) of 20 inches or greater and any other tree with a *dbh* of 30 inches or greater, with the exception of tree of heaven, empress tree, black cottonwood, and black locust);
- 3) Trees and native vegetation in riparian corridors; and
- 4) Trees on lots or parcels 20,000 square feet or greater.

The tree preservation ordinance defines "tree" as, "any living woody plant that grows to 15 feet or more in height, typically with one main stem called a trunk, which is 10 inches or more *dbh*, and possesses an upright arrangement of branches and leaves." Development of the property is required to comply with all applicable tree preservation requirements of SRC Chapter 808.

In review of aerial photos, and as shown on the site plan, there are existing trees located on the subject property, including what appear to be trees and vegetation located within the riparian corridor of Clark Creek which runs through the abutting property to the north.

Based on the size and species of the existing trees identified on the site plan, none of the trees appear to be classified as significant trees under SRC 808; and based on the location of the proposed new development on the site, no trees or vegetation within the riparian corridor of Clark Creek will be impacted.

Based upon review of the proposed site plan it appears that seven existing trees, however, will be impacted by the proposed development. Three of the existing trees that will be impacted have a *dbh* of less than 10 inches while the remaining trees impacted have a *dbh* of 10 inches or greater. Because these impacted trees are not significant trees, because they're not located within the riparian corridor of Clark Creek, and because they're not located on a lot that's 20,000 square feet or greater in size, their removal is not regulated under SRC Chapter 808.

SRC Chapter 807 Tree Planting Requirements: As discussed at the pre-application conference, the City's Landscaping Chapter, pursuant to SRC 807.015(d)(1) & (2), requires the replanting of trees when existing trees are removed from within required setbacks and when more than 75 percent of the existing trees are removed from a property. When replanting requirements are triggered, two new trees are required to be planted for each tree removed and the replanted trees must be of a shade or evergreen variety with a minimum caliper of 1.5 inches.

As discussed at the pre-application conference, it appears that the proposed development will require the removal of two existing trees with a *dbh* of 10 inches or greater from within the required 12-foot setback abutting Peace Street SE. As such, four trees will be required to be replanted in conformance with SRC 807.015(d)(1).

Tree Protection Measures: [SRC 808.046](#) requires the protection of the **critical root zone** of all trees required to be preserved or protected under the UDC. Protection measures include the installation of an above ground silt fence, or its equivalent, around 100 percent of the critical root zone of the tree. The critical root zone measures **one-foot in radius for each one-inch of *dbh* of the tree**. In the case of non-significant trees, the critical root zone may alternatively be determined by a certified arborist through submittal of an arborist report.

Within the critical root zone, the tree's trunk, roots, branches, and soil shall be protected to ensure the health and stability of the tree; and there shall be no grading, placement of fill, storage of building materials, or parking of vehicles. Up to 30 percent of the critical root zone of a tree may be disturbed in order to accommodate development of a property but only in conjunction with the submittal of a report from a certified arborist documenting that such disturbance will not compromise the long-term health and stability of the tree and all recommendations included in the report to minimize any impacts to the tree are followed.

*****Please Note:** When there are trees located on **abutting properties** that qualify for protection under the City's tree preservation ordinance, the required critical root zone protections established under SRC 808.046 also apply to the trees on the abutting properties. If there are any trees required to be protected under SRC 808 located on abutting properties, those trees must also be shown on the site plan together with their corresponding critical root zone to ensure that the proposed development will not impact them.

Wetlands (SRC Chapter 809):

According to the Salem-Keizer Local Wetland Inventory (LWI), there are no mapped wetlands or waterways located on the subject property.

Landslide Hazard Susceptibility (SRC Chapter 810):

The topography of the subject property is flat. According to the City's adopted landslide hazard susceptibility maps, there are no areas of mapped landslide hazard susceptibility points located on the subject property. As such, a geologic assessment is therefore not required in conjunction with the proposed development.

Open House / Neighborhood Association Contact Information

Applicants are required to contact the applicable neighborhood association for certain types of land use applications prior to application submittal. For a limited number of application types, an open house or presentation at a neighborhood association meeting is required. This allows the neighborhood association to be involved early in the process and helps to identify any potential issues that might arise.

The table below indicates if the proposed development must meet either the neighborhood association contact requirement or open house/neighborhood association meeting requirement prior to application submittal. For specific requirements, see [SRC 300](#).

Pre-Submittal Requirement			
<input checked="" type="checkbox"/>	Neighborhood Association Contact (SRC 300.310)	<input type="checkbox"/>	Open House (SRC 300.320)
Staff Comments			
Neighborhood Association Contact is required for Conditional Use Permits and Class 3 Site Plan Review applications. Please refer to SRC 300.310 for requirements for contacting the neighborhood association(s).			

When a land use application requires neighborhood association contact, the applicant must contact the City-recognized neighborhood association(s) whose **boundaries include**, and are **adjacent to**, the subject property via e-mail or letter.

The e-mail or letter must be sent to **both** the Neighborhood Association Chair(s) and Land Use Chair(s) of the applicable neighborhood association and contain the following information:

- 1) The name, telephone number, and e-mail address of the applicant;
- 2) The address of the subject property;
- 3) A summary of the proposal;

- 4) A conceptual site plan, if applicable, that includes the proposed development; and
- 5) The date on which the e-mail or letter is being sent.

Note: Land use applications requiring neighborhood association contact will not be accepted unless they are accompanied by a copy of the e-mail or letter that was sent to the neighborhood.

Neighborhood Association Information

For your convenience, contact information for the neighborhood association(s) is provided below. Please note that the identified neighborhood association chair(s) and land use chair(s), and their corresponding contact information, is current as of the date of the pre-application conference, but this information is subject to change if the chair(s) or their contact information has changed subsequent to the date of the pre-application conference.

Up-to-date contact information for neighborhood representatives may also be obtained by visiting the City's website at the following location:

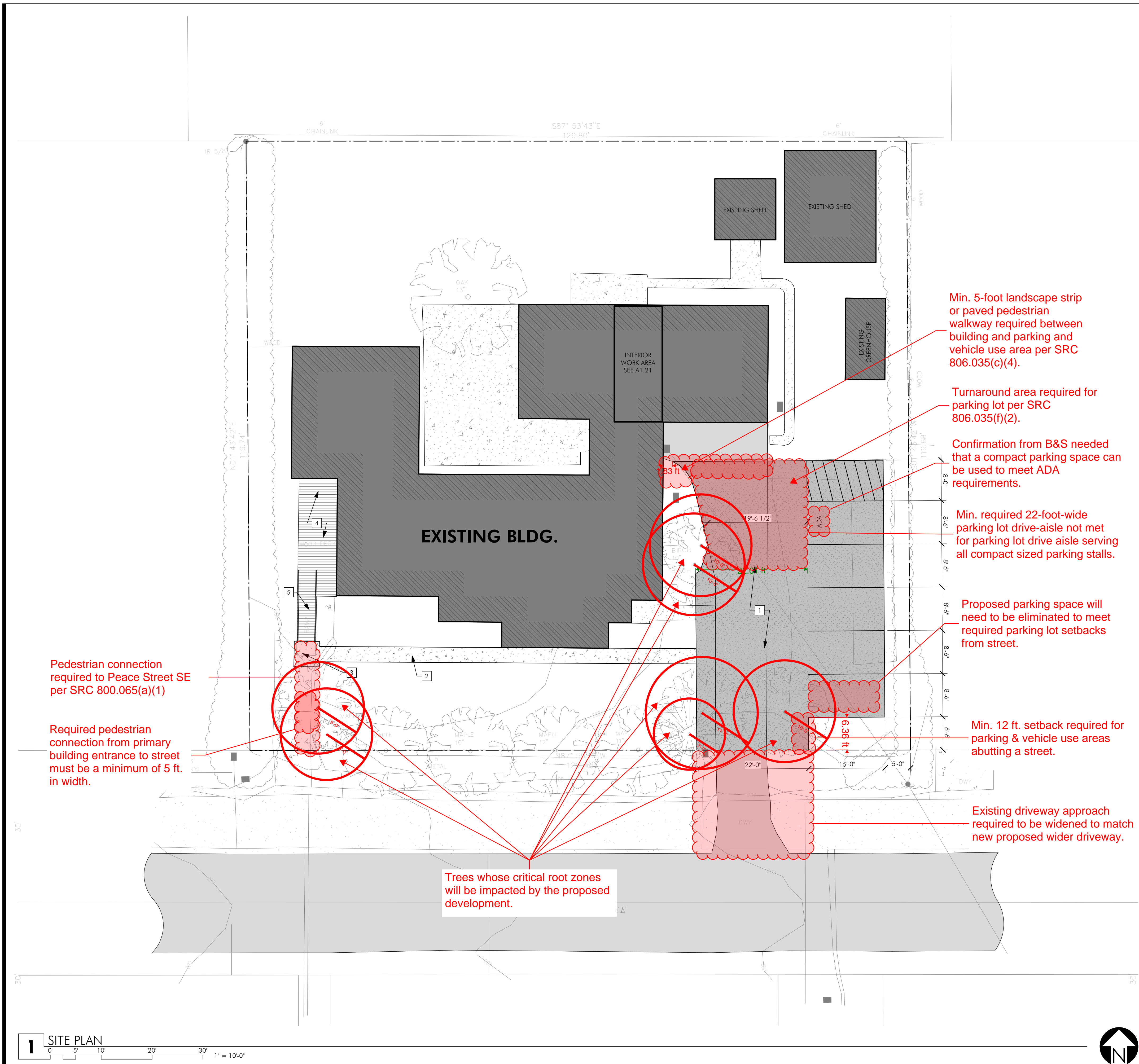
<https://www.cityofsalem.net/community/neighborhoods/neighborhood-associations>

Applicable Neighborhood Association(s):	Meeting Date, Time, & Location	Neighborhood Association Chair(s) & Land Use Chair(s)
Morningside Neighborhood Association	Meetings are held the second Wednesday of each month at 6:30 p.m. <i>*Note: Please check the calendar here for specific meeting information.</i>	Chair(s)
		Pamela Schmidling sidrakdragon@live.com
		Land Use Chair(s)
		Geoffrey James geoffreyjames@comcast.net

Salem Revised Code Available Online

The entire Salem Revised Code can be accessed online through the City's website at:

<https://www.cityofsalem.net/government/laws-rules/salem-revised-code>



SITE PLAN GENERAL NOTES:

- THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVES. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTORS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.
- EXTREME CARE SHOULD BE TAKEN TO PRESERVE EXISTING ROOTS OF TREES TO REMAIN.
- REFER TO CIVIL DRAWINGS FOR GRADING. SITE IS REQUIRED TO MEET THE LAWS OF FHA AND ADA. ACCESSIBLE ROUTES SHALL NOT EXCEED 5% (1 IN 20) OR CROSS SLOPES SHALL NOT EXCEED 2% (1 IN 50). ALL AT GRADE SIDEWALKS ARE ACCESSIBLE ROUTES.
- JOINTS IN CONCRETE WALKS NOTED AS E.J. ARE TO BE CONSTRUCTED AS EXPANSION JOINTS. ALL OTHER JOINTS SHOWN, TO BE TOOLED CONTROL JOINTS, SEE CIVIL.
- SEE LANDSCAPE DRAWINGS FOR LANDSCAPE AND IRRIGATION ELEMENTS.
- SEE ELECTRICAL DRAWINGS FOR SITE LIGHTING.

SITE PLAN NOTES:

- NEW PAVED PARKING AREA
- NEW 3' WIDE CONCRETE PATHWAY. ENSURE MAX 5% SLOPE.
- NEW 5' X 5' CONCRETE LANDING.
- EXISTING WOOD DECK. REPLACE SURFACE DECKBOARDS.
- ADJUST RAMP TO TERMINATE AT NEW LANDING. ADD 1 1/2" DIAMETER STEEL PIPE HANDRAILS BOTH SIDES OR RAMP.

Development Site Landscaping:
-Min. 15% of development site required to be landscaped.
-Documentation will be required that a minimum of 15 percent of the development site is landscaped to the Type A standard of SRC Chapter 807.
-Landscaping Required: 15,681.6 ft.² x 0.15 = **Min. 2,352.24 ft.²**

Off-Street Parking:
-Min. Off-Street Parking: None
-Max. Off-Street Parking (Room & Board): 1 per guest room or suite

Compact Parking:
-Max. 75% of off-street spaces provided may be compact.
-Compact Spaces Provided: **100% of spaces provided are compact.**

Bike Parking:
-Min. Bike Parking (Room & Board): The greater of 4 spaces or 1 per 50 rooms
-Bike Parking Required: Min. 4 spaces (100 percent of the spaces can be long-term spaces)

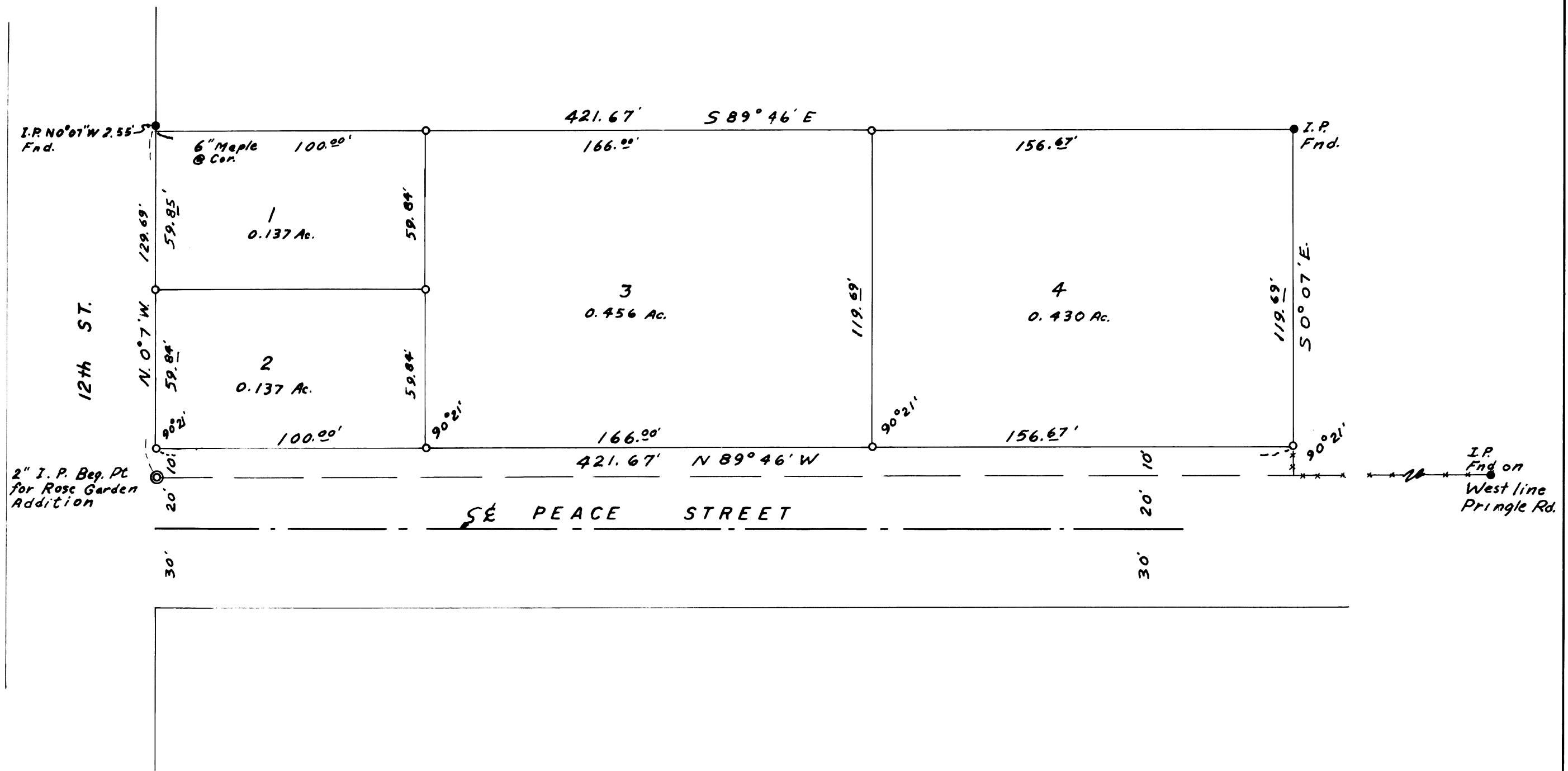
Pedestrian Connections (SRC 800.065):
-Building Entrance to Street: Required (Not OK - no connection provided from building entrance to street)

SRC 807 Tree Planting Requirements:
-Trees removed from within required setbacks: Two trees with a dbh of 10 inches or greater will be removed from within the required setback abutting Peace Street. Two new trees required to be planted for each tree removed (trees must be a shade or evergreen variety with a min. caliper of 1.5 inches).

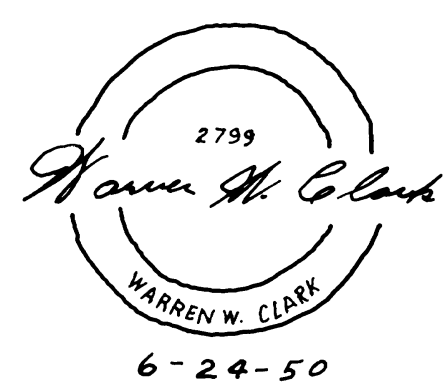
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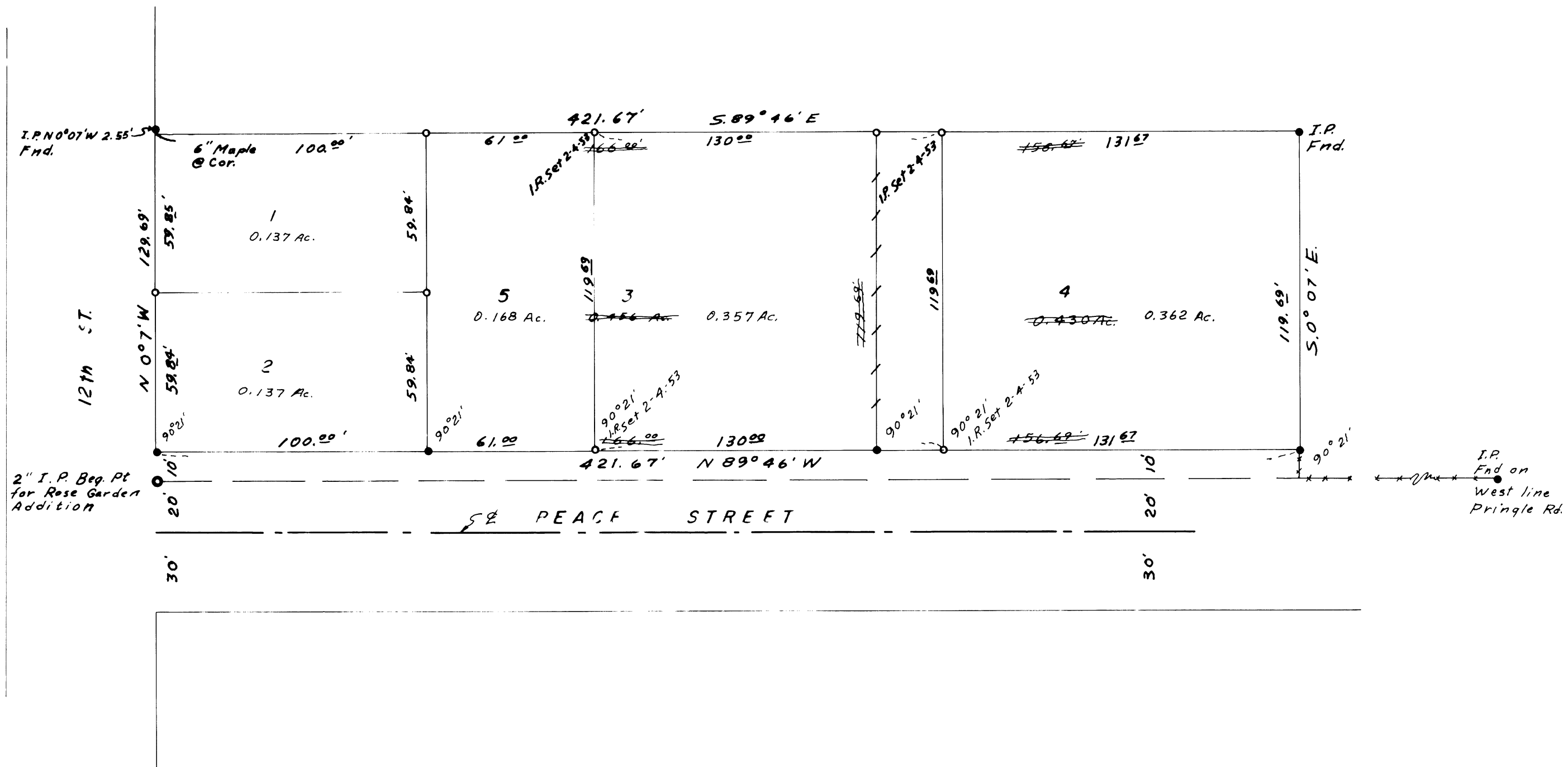


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GROFF & CLARK ENGINEERS		
SURVEY FOR C.A. & ANNA BODIGHEIMER, GENE & YVONNE McCann T.B.S., R.3 W.W.M., MARION COUNTY, OREGON		
SCALE: 1" = 40'	DRG. BY: <i>HC</i>	SHT. NO 1 OF 1
DATE: June 24, 1950		NO. 527-617

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Revised February 4, 1953, As Shown • I.P. Found
• I.P. Set

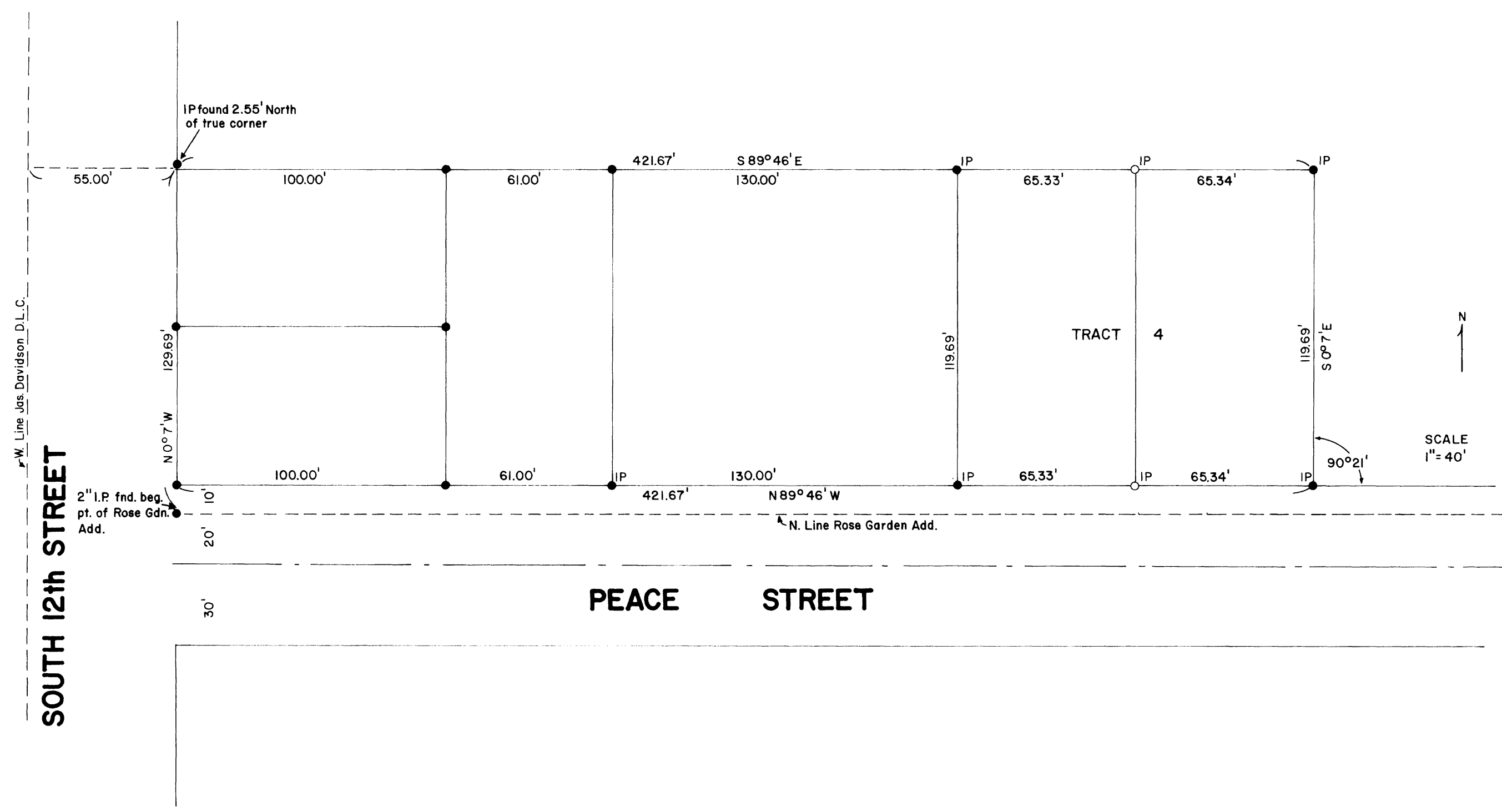
GROFF & CLARK
ENGINEERS

SURVEY FOR
C.A. 9 ANNA BODIGHEIMER, GENE & YVONNE McCann
T.B.S., R.3 W.W.M., MARION COUNTY, OREGON

SCALE 1" = 40'	DRG. BY: <i>WEC</i>	SHT NO. 1 OF 1
DATE: June 24, 1950		NO. 527-617

A circular ink stamp. The outer ring contains the text "WARREN W. CLARK" in capital letters. Inside the ring, the name "Warren W. Clark" is handwritten in cursive. Below the stamp, the dates "6-24-50" and "2-4-53" are handwritten.

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013939

Warren W. Clark
(Seal)
May 11, 1948

C. A. BOEDIGHEIMER - SURVEY		
TRACT NO. 4 - DIVIDED INTO HALVES		
T8S, R3W WM. MARION COUNTY, OREGON		
Jan. 8, 1954	Clark and Groff Engineers 3245 S. Commercial St. Salem, Oregon	541-17
Survey: W.C.		sht. 1 of 1
Drawing: W.C.		SCALE: 1" = 40'

Traced by GLADS, 2/26/80

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