

NOTICE OF DECISION

PLANNING DIVISION
555 LIBERTY ST. SE, RM 305
SALEM, OREGON 97301
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Si necesita ayuda para comprender esta información, por favor llame 503-588-6173

DECISION OF THE PLANNING ADMINISTRATOR

CLASS 2 SITE PLAN REVIEW

APPLICATION NO.: 24- 102562-PLN

NOTICE OF DECISION DATE: July 1, 2024

REQUEST: A Class 2 Site Plan Review for interior and exterior improvements, including new awnings, solid waste service area, pedestrian path, and changes to existing ADA parking spaces for a property totaling approximately 1.2 acres in size, zoned MU-III (Mixed Use-III), and located at 3485 Commercial Street SE (Marion County Assessor Map and Tax Lot: 083W03BD03800).

APPLICANT: Phylcia Vance

LOCATION: 3485 Commercial Street SE

FINDINGS: The findings are in the attached Decision dated July 1, 2024.

DECISION: The **Planning Administrator APPROVED** the application based upon the submitted materials and the findings as presented in the decision.

The rights granted by the attached decision, which are effective as of the date of this decision, must be exercised by July 1, 2028, or this approval shall be null and void.

Case Manager: Abigail Pedersen, Planner I, apedersen@cityofsalem.net, 503-540-2309

This decision is final; there is no local appeal process. Any person with standing may appeal this decision by filing a "Notice of Intent to Appeal" with the Land Use Board of Appeals, 775 Summer St NE, Suite 330, Salem OR 97301, **not later than 21 days** after July 1, 2024. Anyone with questions regarding filing an appeal with the Oregon Land Use Board of Appeals should contact an attorney.

The following items are submitted to the record: 1) All materials and evidence submitted by the applicant, including any applicable professional studies; and 2) All materials, evidence, and comments from City Departments and public agencies. The application materials are available on the City's online Permit Application Center at <https://permits.cityofsalem.net>. To view the materials without registering, you may use the search function and enter the permit number listed here: 24 102562.

<http://www.cityofsalem.net/planning>

BEFORE THE PLANNING ADMINISTRATOR OF THE CITY OF SALEM

DECISION

IN THE MATTER OF APPROVAL OF) FINDINGS & ORDER
CLASS 2 SITE PLAN REVIEW)
23-102562-PLN)
3485 COMMERCIAL STREET SE) July 1, 2024

In the matter of the application for a Class 2 Site Plan Review, the Planning Administrator, having received and reviewed the evidence and application materials, makes the following findings and adopts the following order as set forth herein.

REQUEST

A Class 2 Site Plan Review for interior and exterior improvements, including new awnings, a solid waste service area, a pedestrian path, and changes to existing ADA parking spaces for a property totaling approximately 1.2 acres in size, zoned MU-III (Mixed Use-III) and located at 3485 Commercial Street SE (Marion County Assessor Map and Tax Lot: 083W03BD03800).

PROCEDURAL FINDINGS

1. On January 25, 2024, an application for a Class 2 Site Plan Review was submitted for property located at 3485 Commercial Street SE.
2. After additional requested information was provided by the applicant, the application was deemed complete on June 27th, 2024.

SUBSTANTIVE FINDINGS

1. Proposal

The proposed Class 2 Site Plan Review affects property located at the 3485 Commercial Street SE (**Attachment A**). The Class 2 Site Plan Review proposes interior and exterior improvements including a new awning, a solid waste service area, a pedestrian path, and changes to existing ADA parking spaces. The proposed development plans are included as **Attachment B**.

2. City Department Comments

Development Services Division – Reviewed the proposal and provided a memo included as **Attachment C**.

Building and Safety Division – Reviewed the proposal and indicated no concerns.

Salem Fire Department – Reviewed the proposal and indicated no concerns.

DECISION CRITERIA FINDINGS

3. Analysis of Class 2 Site Plan Review Approval Criteria

The purpose of Site plan review is to provide a unified, consistent, and efficient means to review for development activity that requires a building permit, to ensure that such development meets all applicable standards of the UDC, including, but not limited to, standards related to access, pedestrian connectivity, setbacks, parking areas, external refuse storage areas, open areas, landscaping, and transportation and utility infrastructure.

Pursuant to SRC 220.005(b)(2), Class 2 Site Plan Review is required for any development that requires a building permit, other than development subject to Class 1 Site Plan Review, and that does not involve a land use decision or limited land use decision, as those terms are defined in ORS 197.015.

SRC 220.005(f)(2) provides that an application for Class 2 Site Plan Review shall be granted if:

(a) Only clear and objective standards which do not require the exercise of discretion or legal judgment are applicable to the application.

Finding: Only clear and objective standards apply to the proposed development. Complete findings addressing the proposal's conformance with these standards are included within the findings addressing approval criterion SRC 220.005(f)(2)(B) below. This approval criterion is met.

(b) The application meets all the applicable standards of the UDC.

Finding: The proposal is a renovation of an existing building housing a *postal services and retail financial services* use. The subject property is zoned MU-III (Mixed Use III); therefore, the proposed development is subject to the use and development standards of the MU-III (Mixed Use III) zone, SRC Chapter 535. The following is a summary of the applicable use and development standards of the MU-III zone.

Development Standards – MU-III (Mixed Use III) Zone

SRC 535.010(a) – Uses:

The permitted, special, conditional, and prohibited uses in the MU-III zone are set forth in Table 535-1.

Finding: The proposal includes interior and exterior improvements including new awnings, a solid waste service area, a pedestrian path, and changes to existing ADA parking spaces for an existing bank. *Postal services and retail financial services* is a permitted use in the MU-III zone.

SRC 535.015(a) – Lot Standards:

There is no minimum lot size, lot width or lot depth for all uses in the MU-III Zone. The minimum street frontage requirement for uses other than single family is 16 feet.

Finding: The existing lots comply with the minimum lot standards of the MU-III zone and no changes to the lot size or dimensions are proposed.

SRC 535.010(c) – Setbacks:

Setbacks within the MU-III zone shall be provided as set forth in Table 535-3 and Table 535-4.

Abutting Street

East: The subject property is adjacent to Commercial Street SE to the East. For non-residential uses there is a minimum five-foot setback and a maximum 30-foot setback.

South: The subject property is adjacent to Madrona Avenue SE to the South. For non-residential uses there is a minimum five-foot setback and a maximum 30-foot setback.

Finding: The proposed façade alteration of the new canopies on the existing building does not alter the setbacks of the existing building; therefore, this standard is not applicable. The proposed development does not alter the setbacks for vehicle use areas; therefore, this standard is not applicable.

Interior Front, Side and Rear

North: The subject property is adjacent to a MU-III zone to the north. There is a minimum five-foot vehicle use area setback required adjacent to MU-III zoned property. There is no minimum setback for buildings and accessory structures for non-residential uses abutting a mixed-use zone.

West: The subject property is adjacent to a MU-III zone to the west. There is a minimum five-foot vehicle use area setback required adjacent to MU-III zoned property. There is no minimum setback for buildings and accessory structures for non-residential uses abutting a mixed-use zone.

Finding: The proposed solid waste service area meets the setbacks for accessory structures accessory to a non-residential to a non-residential use. The canopies proposed on the existing building also meet the setback requirement. The proposed development does not alter the setbacks for vehicle use areas. This standard has been met.

SRC 535.010(d) – Lot Coverage & Height:

There is no maximum lot coverage requirement for all uses in the MU-III zone and the maximum building height allowance is 70 feet.

Finding: The applicant's building elevations indicate that the new and existing portions of the building are less than 20 feet in height. This standard is met.

SRC 535.010(e) - Landscaping:

(1) Setbacks. Setbacks, except setback areas abutting a street that provide pedestrian amenities, shall be landscaped to conform to the following standards:

(A) The required setback abutting a street for development that is exclusively residential shall meet the standard of a minimum of one plant unit per 16 square feet of landscaped area. Landscaping shall conform to the standards set forth in SRC chapter 807.

- (B) For all other uses, landscaping shall conform to the standards set forth in SRC chapter 807.*
- (2) Vehicle use areas. Vehicle use areas shall be landscaped as provided under SRC chapters 806 and 807.*
- (3) Development site. A minimum of 15 percent of the development site shall be landscaped. Landscaping shall meet the Type A standard set forth in SRC chapter 807. Other required landscaping under the UDC, such as landscaping required for setbacks or vehicle use areas, may count towards meeting this requirement.*
- (4) Gasoline stations. In addition to the landscaping requirements set forth in this section, gasoline stations shall be required to provide a minimum of one plant unit per 16 square feet of landscaped area. The landscaped area shall conform to the standards set forth in SRC chapter 807.*

Finding: There are no landscaping requirements for the proposed development.

General Development Standards (SRC Chapter 800)

SRC 800.055(a) – Applicability.

Solid waste service area design standards shall apply to all new solid waste, recycling, and compostable services areas, where use of a solid waste, recycling, and compostable receptacle of 1 cubic yard or larger is proposed.

Finding: The applicant has indicated one that the new solid waste enclosure is for receptacles smaller than one cubic yard in size, therefore this standard is not applicable.

SRC 800.065 – Pedestrian Access.

Except where pedestrian access standards are provided elsewhere under the UDC, all developments, other than single family, two family, three family, four family, and multiple family developments, shall include an on-site pedestrian circulation system developed in conformance with the standards in this section. For purposes of this section development means the construction of, or addition to, a building or accessory structure or the construction of, or alteration or addition to, an off-street parking or vehicle use area. Development does not include construction of, or additions to, buildings or accessory structures that are less than 200 square feet in floor area.

When a development site is comprised of lots under separate ownership, the pedestrian access standards set forth in this section shall apply only to the lot, or lots, proposed for development, together with any additional contiguous lots within the development site that are under the same ownership as those proposed for development.

Finding: The proposed development does not trigger adding pedestrian connections, the accessory structure is less than 200 square feet and the pedestrian paths, ADA parking and the removing of two spaces for the new solid waste service area do not count as an alteration to an off-street vehicle use area.

Off-Street Parking, Loading, and Driveways (SRC Chapter 806)

SRC 806.015 – Amount Off-Street Parking.

- (a) Maximum Off-Street Parking.* Except as otherwise provided in this section, and unless otherwise provided under the UDC, off-street parking shall not exceed the amounts set

forth in Table 806-1. For the purposes of calculating the maximum amount of off-street parking allowed, driveways shall not be considered off-street parking spaces.

Finding: The proposal includes the restriping of an existing 50 spaces of an off-street parking area resulting in 48 spaces. The proposed development removes two parking spaces for the solid waste service area, the new pedestrian path connection results in the removal of one parking space and the restriping of an ADA parking space results in one additional parking space for a net loss of two parking spaces. Per SRC 806.015(a), Table 806-2, a *Postal services and retail financial services* use is limited to one space per 350 square feet of floor area; therefore, the proposed development is limited to thirteen spaces ($4,466/350=12.7$). The proposed development does not result in any new spaces and reduces the total number of spaces from 50 to 48 parking spaces. The proposal is reducing the number of existing non-conforming parking spaces bringing the total closer to the standard; therefore, this standard has been met.

(a) *Compact parking.* Up to 75 percent of the off-street parking spaces provided on a development site may be compact parking spaces.

Finding: No spaces are proposed to be compact; therefore, this standard is not applicable.

(b) *Carpool and vanpool parking.* New developments with 60 or more off-street parking spaces, and falling within the public services and industrial use classifications, and the business and professional services use category, shall designate a minimum of five percent of their total off-street parking spaces for carpool or vanpool parking.

Finding: The development has less than 60 off-street parking spaces; therefore, this standard is not applicable.

(c) *Required electric vehicle charging spaces.* For any newly constructed building with five or more dwelling units on the same lot, including buildings with a mix of residential and nonresidential uses, a minimum of 40 percent of the off-street parking spaces provided on the site for the building shall be designated as spaces to serve electrical vehicle charging. In order to comply with this subsection, such spaces shall include provisions for electrical service capacity, as defined in ORS 455.417.

Finding: The development does not include residential uses; therefore, this standard is not applicable.

SRC 806.035 – Off-Street Parking and Vehicle Use Area Development Standards.

(a) *General Applicability.* The off-street parking and vehicle use area development standards set forth in this section apply to:

- (1) The development of new off-street parking and vehicle use areas;
- (2) The expansion of existing off-street parking and vehicle use areas, where additional paved surface is added;
- (3) The alteration of existing off-street parking and vehicle use areas, where the existing paved surface is replaced with a new paved surface; and
- (4) The paving of an unpaved area.

Finding: The proposal does not create a new add on to an existing or substantially alter an off-street parking and vehicle use area; therefore, this section is not applicable.

Bicycle Parking

SRC 806.045 – General Applicability.

- (a) Bicycle parking shall be provided as required under this chapter for each proposed new use or activity, any change of use or activity, or any intensification, expansion, or enlargement of a use or activity.
- (b) Applicability to change of use of existing building in Central Business District (CB), West Salem Central Business District (WSCB), Mixed Use-I (MU-I), Mixed Use-II (MU-II), Mixed Use-III (MU-III), Mixed Use-Riverfront (MU-R), and Edgewater/Second Street Mixed-Use Corridor (ESMU) zone. Notwithstanding any other provision of this chapter, the bicycle parking requirements for a change of use of an existing building within the CB, WSCB, MU-I, MU-II, MU-III, MU-R, and ESMU zones where at least 75 percent of the width of the lot at the front setback line is occupied by existing buildings shall be met if there are a minimum of eight bicycle parking spaces located within the public right-of-way of the block face adjacent to the primary entrance of the building. If the minimum number of required bicycle parking spaces are not present within the block face, the applicant shall be required to obtain a permit to have the required number of spaces installed. For purposes of this subsection, "block face" means the area within the public street right-of-way located along one side of a block, from intersecting street to intersecting street.
- (c) *Applicability to nonconforming bicycle parking area.* When bicycle parking is required to be added to an existing bicycle parking area that has a nonconforming number of spaces, the number of spaces required under this chapter for any new use or activity, any change of use or activity, or any intensification, expansion, or enlargement of a use or activity shall be provided, in addition to the number of spaces required to remedy the existing deficiency.

SRC 806.050 – Proximity of Bicycle Parking to use or Activity Served.

Bicycle parking shall be located on the same development site as the use or activity it serves.

SRC 806.055 – Amount of Bicycle Parking.

Unless otherwise provided under the UDC, bicycle parking shall be provided in amounts not less than those set forth in Table 806-9.

Finding: The existing building is approximately 4,466 square feet in size. The *postal services and retail financial services* use requires the greater of four bicycle parking spaces or one space per 5,000 square feet; therefore, the minimum required bicycle parking is four spaces ($4,466 / 5,000 = 0.89$). The existing bike rack provides four spaces meeting the standard.

SRC 806.060 - Bicycle Parking Development Standards.

Bicycle parking areas shall be developed and maintained as set forth in this section.

(a) Location.

- (1) *Short-term bicycle parking.* Short-term bicycle parking shall be located outside a building within a convenient distance of, and clearly visible from, the primary building entrance. In no event shall bicycle parking be located more than 50 feet

from the primary building entrance, as measured along a direct pedestrian access route
(2) *Long-term bicycle parking.*

Finding: The existing bicycle parking areas are within 50 feet of a primary entrance; therefore, this standard is met.

(b) *Access.* Bicycle parking areas shall have direct and accessible access to the public right-of-way and the primary building entrance that is free of obstructions and any barriers, such as curbs or stairs, which would require users to lift their bikes in order to access the bicycle parking area.

Finding: The existing bicycle parking rack has direct access to a primary building entrance, free of obstruction or barriers, in conformance with the requirements of SRC 806.060(b).

(c) *Dimensions.* All bicycle parking areas shall meet the following dimension requirements:

(1) *Bicycle parking spaces.* Bicycle parking spaces shall conform to the minimum dimensions set forth in Table 806-10.

(2) *Access aisles.* Bicycle parking spaces shall be served by a minimum four-foot-wide access aisle. Access aisles serving bicycle parking spaces may be located within the public right-of-way.

Finding: Existing bicycle parking spaces are existing non-conforming therefore this standard does not apply.

(d) *Surfacing.* Where bicycle parking is located outside a building, the bicycle parking area shall consist of a hard surface material, such as concrete, asphalt pavement, pavers, or similar material, meeting the Public Works Design Standards.

Finding: The existing bicycle parking spaces are placed on a hard surface material; therefore, the standard is met.

(e) *Bicycle Racks.* Where bicycle parking is provided in racks, the racks may be floor, wall, or ceiling racks. Bicycle racks shall meet the following standards:

(1) Racks must support the bicycle frame in a stable position, in two or more places without damage to wheels, frame, or components.

(2) Racks must allow the bicycle frame and at least one wheel to be locked to the rack with a high security, U-shaped shackle lock;

(3) Racks shall be of a material that resists cutting, rusting, and bending or deformation; and

(4) Racks shall be securely anchored.

(5) Examples of types of bicycle racks that do, and do not, meet these standards are shown in Figure 806-11.

Finding: The existing racks are existing non-conforming; therefore, this standard does not apply.

Off-Street Loading Areas

SRC 806.065 – General Applicability.

Off-street loading areas shall be provided and maintained for each proposed new use or activity; any change of use or activity, when such change of use or activity results in a greater number of required off-street loading spaces than the previous use or activity; or any intensification, expansion, or enlargement of a use or activity.

SRC 806.070 – Proximity of Off-Street Loading Areas to use or Activity Served.

Off-street loading shall be located on the same development site as the use or activity it serves.

SRC 806.075 – Amount of Off-Street Loading.

Unless otherwise provided under the UDC, off-street loading shall be provided in amounts not less than those set forth in Table 806-11.

Finding: Per Table 806-11, a *retail sales and service* use category less than 5,000 square feet in size does not require an off-street loading space.

Natural Resources

Floodplain Overlay Zone (SRC Chapter 601)

The Floodplain Administrator has reviewed the Flood Insurance Study and Flood Insurance Rate Maps and has determined that no floodplain or floodway areas exist on the subject property.

Wetlands (SRC Chapter 809)

According to the Salem-Keizer Local Wetland Inventory (LWI) the subject property does not contain any wetland areas or hydric soils.

Landslide Hazards (SRC Chapter 810)

According to the adopted landslide hazard maps, there are category 2-point landslide hazards on the subject property. SRC 810.020 requires a geological assessment or report when regulated activity is proposed in a mapped landslide hazard area. The applicant's proposal does not disturb any portion of a mapped landslide hazard area; therefore, a geological assessment is not required.

4. Conclusion

Based on the conformance with the preceding requirements the Planning Administrator certifies that the proposed Class 2 Site Plan Review is in conformance with the UDC and the approval criteria provided in SRC 220.005(f)(2), provided compliance occurs with any applicable items noted above.

Please Note: Findings included in this decision by the direction of the Salem Fire Department are based on non-discretionary standards. Fire Code related findings are intended to inform the applicant of the clear and objective Fire Prevention Code standards of SRC Chapter 58 that will apply to this development proposal on application for building permit(s). Additional or different Fire Prevention Code standards may apply based on the actual building permit application submitted.

If a building permit application has not already been submitted for this project, please submit a copy of this decision with your building permit application for the work proposed.

IT IS HEREBY ORDERED

The proposed Class 2 Site Plan Review is consistent with the provisions of SRC Chapter 220 and is hereby **APPROVED** subject to the applicable standards of the Salem Revised Code and the findings contained herein.



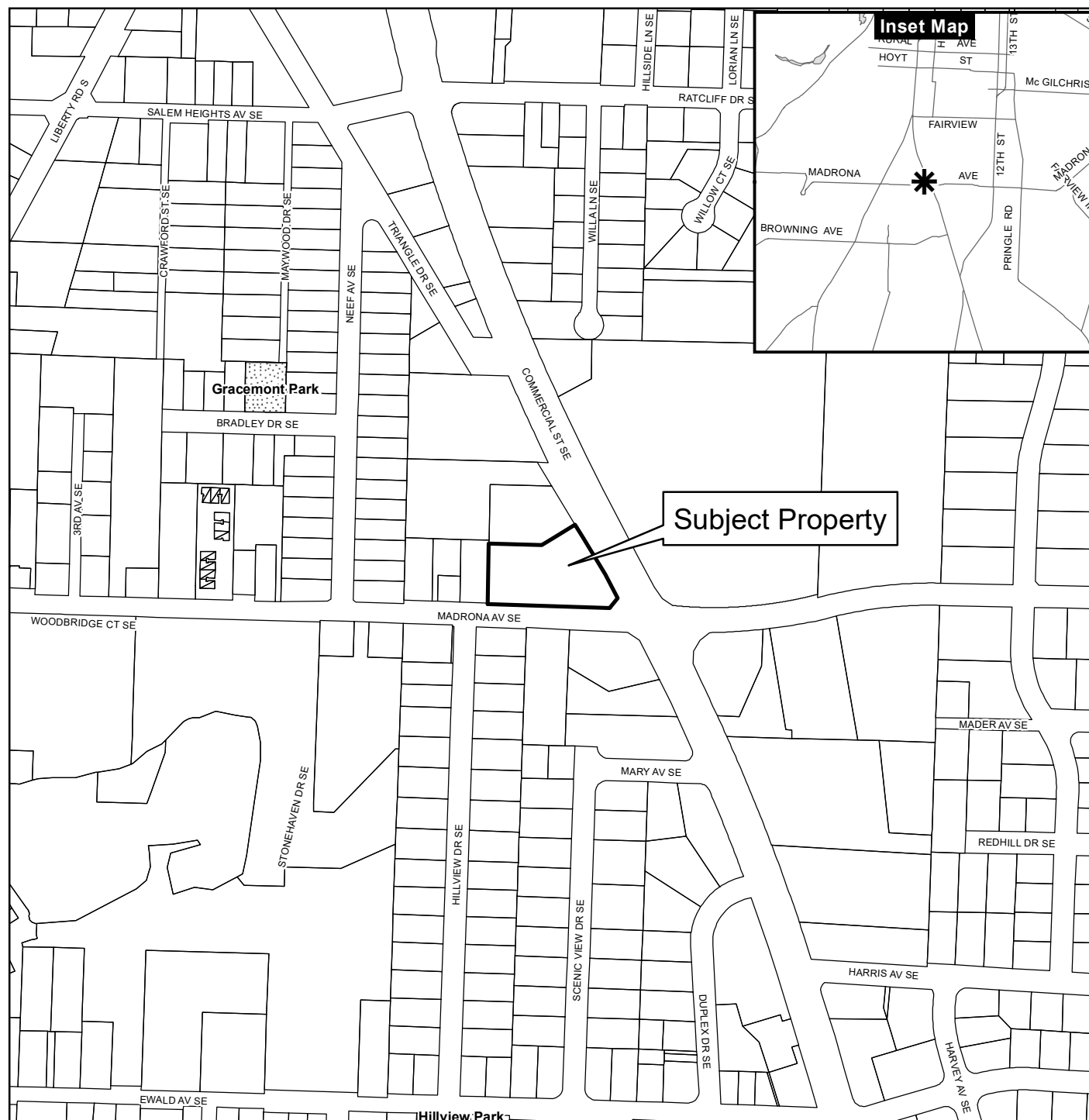
Abigail Pedersen, Planner I, on behalf of
Lisa Anderson-Ogilvie, AICP
Planning Administrator

Attachments: A. Vicinity Map
 B. Proposed Site Plan
 C. Development Services Memo

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Vicinity Map

3485 Commercial Street SE



Legend

- | | |
|-----------------------|---------------------------|
| Taxlots | Outside Salem City Limits |
| Urban Growth Boundary | Historic District |
| City Limits | Schools |

Parks

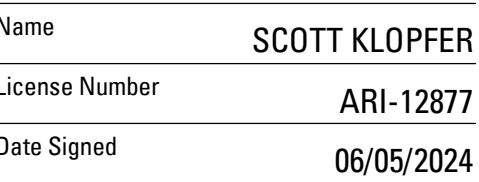
CITY OF Salem
AT YOUR SERVICE
Community Development Dept.

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0 100 200 400 Feet



Certification



Project No.	1485459ED4
Drawn By	NM
Checked By	BP
Date	12/08/2023

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Sheet Issues / Revisions


**ALL BIDDING QUESTIONS TO BE
DIRECTED TO THE JLL PROJECT
MANAGERS. SEE SHEET G000.**

A001

1. ACCESSIBLE ROUTES TO BE VERIFIED IN THE FIELD FOR COMPLIANCE WITH ACCESSIBLE REQUIREMENTS.
2. LANDSCAPING TO BE SHAPED TO PROVIDE USE OF SIDEWALKS AND VISIBILITY OF SIGNAGE AND WINDOWS.
3. TO THE BEST OF OUR KNOWLEDGE, THE EXISTING PATH OF TRAVEL FROM STREET SIDEWALK AND EXISTING ACCESSIBLE PARKING STALLS TO THE BUILDING ENTRANCE COMPLIES WITH THE 2022 OREGON STRUCTURAL SPECIALTY CODE (OSSC) CHAPTER 11 - SECTION 1104 REQUIREMENTS.
4. TO THE BEST OF OUR KNOWLEDGE, NO ABRUPT CHANGES IN ELEVATION EXIST ALONG THE PATH OF TRAVEL AND THE SLOPE AND CROSS-SLOPE ALONG THE PATH OF TRAVEL DOES NOT EXCEED 5% AND 2% RESPECTIVELY.
5. 8'-2" CLEAR VERTICAL CLEARANCE PROVIDED FOR ACCESSIBILITY TO ACCESSIBLE PARKING.
6. ALL PARKING STALLS AND SIGNAGE ARE EXISTING. TO THE BEST OF OUR KNOWLEDGE, EXISTING STALLS AND SIGNAGE COMPLY WITH CURRENT REQUIREMENTS SHOWN ON THIS SHEET.
7. IF EXISTING ELEMENTS ARE FOUND TO BE NON-COMPLIANT, PROVIDE NEW ELEMENTS COMPLYING WITH CURRENT REQUIREMENTS SHOWN ON THIS SHEET.
8. REFER TO CIVIL DRAWINGS FOR ADDITIONAL INFORMATION
9. REFER TO US BANK'S SIGNAGE VENDOR DRAWINGS FOR ALL SITE AND BUILDING SIGNAGE. SUBMITTED UNDER SEPARATE PERMIT SUBMISSION
10. UPGRADE SITE LIGHTING TO LED

NO.	DESCRIPTION
1	OUTLINE OF CANOPY ABOVE
2	CUSTOMER PARKING SIGNAGE - UNDER SEPARATE SIGNAGE PACKAGE BY US BANK'S SIGNAGE VENDOR (STRATUS)
3	BUILDING FOOTPRINT
4	EXISTING BIKE RACK - REPAINT TO MATCH BUILDING
5	EXISTING COLUMN, TYP
6	NEW BOLLARD W/ WAVE SENSOR
7	NEW PYLON SIGN - UNDER SEPARATE SIGNAGE PACKAGE BY US BANK'S SIGNAGE VENDOR (STRATUS)
8	EXISTING LIGHT POLE
9	EXISTING TRASH ENCLOSURE - SEPARATE TENANT
10	NEW CANOPY
11	NEW TRUNCATED DOMES
12	NEW STRIPING AT DRIVE THRU - SEE CIVIL
13	NEW WALL MOUNTED ACCESSIBLE PARKING SIGNAGE - SEE CIVIL
14	NEW ACCESSIBLE POST MOUNTED SIGNAGE - SEE CIVIL
15	NEW DIRECTIONAL SIGNAGE - UNDER SEPARATE PACKAGE BY US BANK'S SIGNAGE VENDOR (STRATUS) - EXISTING SIGNAGE TO BE REMOVED.
16	NEW EMPLOYEE PARKING SIGNAGE - UNDER SEPARATE SIGNAGE PACKAGE BY US BANK'S SIGNAGE VENDOR (STRATUS)
17	NEW "DO NOT ENTER" SIGNAGE - UNDER SEPARATE SIGNAGE PACKAGE BY US BANK'S SIGNAGE VENDOR (STRATUS)
18	ADD 2' - 3" CONTRASTING STAIR EDGE STRIPS TO EACH STAIR TREAD
19	REMOVE EXISTING STAIR RAILING AND PROVIDE TWO NEW METAL STAIR RAILINGS
20	NEW ACCESSIBLE CURB RAMP - SEE CIVIL
21	NEW STRIPING FOR ACCESSIBLE PATH - SEE CIVIL
22	NEW CONCRETE CURB - SEE CIVIL
23	NEW CONCRETE WHEEL STOP - SEE CIVIL
24	SETBACK LINES - SEE LAND SURVEY FOR MORE INFORMATION.
25	LOCATION OF EASEMENT - SEE LAND SURVEY FOR MORE INFORMATION.

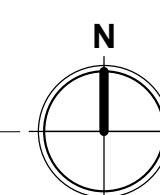
LANDSCAPE LEGEND

 LANDSCAPE AREA

TOTAL SITE AREA: 54,245 SF

LANDSCAPE AREA: 18,500 SF - 34% OF TOTAL AREA (15% MINIMUM)

5 SECTION AT TRASH ENCLOSURE
3/4" = 1'-0"



TO: Abigail Pedersen, Planner I
Community Planning and Development Department

FROM: Laurel Christian, Infrastructure Planner III
Community Planning and Development Department

DATE: July 1, 2024

SUBJECT: Infrastructure Memo
CLASS 2 SITE PLAN REVIEW (24-102562-PLN)
3485 Commercial Street SE
Interior and Exterior Improvement to US Bank



PROPOSAL

A Class 2 Site Plan Review for, interior and exterior improvements including a new awning, trash receptacle, pedestrian path, and changes to an existing ADA parking spaces for a property totaling approximately 1.2 acres in size, zoned MU-III (Mixed Use-III), and located at 3485 Commercial Street SE (Marion County Assessor Map and Tax Lot: 083W03BD03800).

SUMMARY OF FINDINGS

1. **Pursuant to SRC 802.020:** Prior to issuance of a Building Permit, the applicant shall obtain *Revocable License to Encroach into a Pipeline Easement* for the proposed trash enclosure within the City's easement on the subject property.
2. **Pursuant to SRC 800.040(b):** The property is subject to a special setback of 36 feet measured from the centerline of Madrona Avenue SE.
3. **Pursuant to SRC 86.015(e):** Install street trees to the maximum extent feasible along Commercial Street SE.

EXISTING CONDITIONS – INFRASTRUCTURE

The existing conditions of streets abutting the subject property are described in the following table:

Streets			
Street Name		Right-of-way Width	Improvement Width
Commercial Street SE (Major Arterial)	Standard:	96-feet	68-feet
	Existing Condition:	103-feet	86-feet
Madrona Avenue SE (Minor Arterial)	Standard:	72-feet	46-feet
	Existing Condition:	62-feet	40-feet

The existing conditions of public utilities available to serve the subject property are described in the following table:

Utilities	
Type	Existing Conditions
Water	Water Service Level: S-1
	A 8-inch S-1 water main is located in Commercial Street SE.
	A 8-inch S-2 water main is located in Madrona Avenue SE.
Sanitary Sewer	An 18-inch sanitary sewer main is located on the subject property in an easement.
	A 8-inch sanitary sewer main is located in Madrona Avenue SE.
Storm Drainage	A 10-inch storm main is located on the subject property in an easement.
	A 54-inch storm main is located on the subject property in an easement.
	A 10-inch storm main is located in Madrona Avenue SE.

CRITERIA AND FINDINGS

SRC 220.005 indicates the criteria that must be found to exist before an affirmative decision may be made. The applicable criteria and the corresponding findings are as follows:

SRC 220.005(f)(2)(B): The application meets all applicable standards of the UDC (Unified Development Code)

SRC Chapter 200 (Urban Growth Management): SRC Chapter 200 (Urban Growth Management) requires issuance of an Urban Growth Preliminary Declaration (UGA) prior to development of property located outside the City's Urban Service Area.

Finding: The subject property is located inside the Urban Service Area and adequate facilities are available. No Urban Growth Area permit is required.

SRC Chapter 601 (Floodplain): Development in the floodplain shall be regulated to preserve and maintain the capability to the floodplain to convey the flood water discharges and to minimize danger to life and property.

Finding: The Floodplain Administrator has reviewed the Flood Insurance Study and Flood Insurance Rate Maps and has determined that no floodplain or floodway areas exist on the subject property.

SRC Chapter 802 (Public Improvements): Pursuant to SRC 802.015 all development shall be served by city utilities that are designed and constructed according to all applicable provisions of the Salem Revised Code (SRC) and the Public Works Design Standards (PWDS).

Finding: The water, sewer, and storm infrastructure are available within surrounding streets/areas and appear to be adequate to serve the proposed development. At time of building permit review, the applicant shall Design and construct all utilities (sewer, water, and storm drainage) according to the PWDS and to the satisfaction of the Public Works Director. The applicant is advised that a sewer monitoring manhole may be required, and the trash area shall be designed in compliance with Public Works Standards. Construction plans shall be approved and secured per SRC Chapter 77 prior to building permit issuance, and the improvements shall be completed and accepted to the satisfaction of the Public Works Director prior to occupancy.

According to SRC 802.020, no buildings, structures, or other obstructions are allowed within easements for City infrastructure. There are existing public sanitary and stormwater mains on the subject property in easements. The proposed trash enclosure is within a City-owned easement. Prior to issuance of a building permit, the applicant shall obtain a *Revocable License to Encroach into a Pipeline Easement* which permits the encroachment into the City's easement with the stipulation that the trash enclosure may need to be removed in order for the City to access and maintain their infrastructure within the easement.

Pursuant to SRC 802.020: Prior to issuance of a Building Permit, the applicant shall obtain *Revocable License to Encroach into a Pipeline Easement* for the proposed trash enclosure within the City's easement on the subject property.

SRC Chapter 71 – Stormwater: The proposed development is subject to SRC Chapter 71 and the revised Public Works Design Standards (PWDS) as adopted in Administrative Rule 109, Division 004.

Finding: The applicant shall be required to design and construct a storm drainage system in compliance with SRC Chapter 71 and PWDS at the time of development. The application shall provide an evaluation of the connection to the approved point of discharge for new areas of impervious surface per SRC 71.075.

SRC Chapter 803 (Street and Right-of-way Improvements): Pursuant to SRC 803.025, except as otherwise provided in this chapter, right-of-way width and pavement width for streets and alleys shall conform to the standards set forth in Table 803-1 (Right-of-way Width) and Table 803-2 (Pavement Width). In addition, SRC 803.040 requires dedication of right-of-way for, and construction or improvement of, boundary streets up to one-half of the right-of-way and improvement width specified in SRC 803.025 as a requirements for certain development.

Finding: Commercial Street SE abuts the eastern property boundary and meets the right-of-way width and pavement width standards pursuant to the Salem TSP; therefore, no additional street improvements are required as a condition of the proposed development.

Madrona Avenue SE abuts the southern property boundary. The existing condition of Madrona Avenue SE does not meet current standards for its classification of street per the *Salem Transportation System Plan* for right-of-way width or improvement width. The existing street system is adequate to serve the proposed development and the development is not proposing a building addition subject to 803.040(a); therefore, no right-of-way dedication or street improvements are required.

Madrona Avenue SE is classified as a minor arterial street according to the Salem TSP. The ultimate right-of-way width for a minor arterial street is 72-feet and the existing right-of-way width is 62-feet. The proposed development is subject to a special setback equal to 36-feet from centerline on the development side of Madrona Avenue SE pursuant to SRC 800.040(b).

Pursuant to SRC 800.040(b): The property is subject to a special setback of 36 feet measured from the centerline of Madrona Avenue SE.

SRC 803.035(k) (Street Trees): Pursuant to SRC 803.035(k) and SRC 86.015(e), anyone undertaking development along public streets shall plant new street trees to the maximum extent feasible.

Finding: Commercial Street SE has is fully improved and has adequate right-of-way width to accommodate street trees behind the back of the sidewalk. Street trees are required along the frontage of Commercial Street SE. Madrona Avenue SE is underimproved for it's street classification according to the Salem TSP. Along Madrona Avenue SE, street trees are not required as they may conflict with future street widening at the Commercial Street SE and Madrona Avenue SE intersection street tree installation will be reviewed for conformance with the requirements of SRC 86 at the time of building permit review.

Pursuant to SRC 86.015(e): Install street trees to the maximum extent feasible along Commercial Street SE.

SRC 804 (Driveway Approaches): Development standards for Driveway Approaches are established in SRC chapter 804 to ensure safe, orderly, and efficient movement of vehicles from the public way to private property.

Finding: The development site is served by an existing driveway approach onto Madrona Avenue SE. The existing driveway approach serving the site meets applicable sections of SRC Chapter 804 and does not warrant modification.

SRC 805 (Vision Clearance): SRC Chapter 805 establishes vision clearance standards in order to ensure visibility for vehicular, bicycle, and pedestrian traffic at the intersections of streets, alleys, flag lot accessways, and driveways.

Finding: The proposal does not cause a vision clearance obstruction per SRC Chapter 805.

SRC Chapter 809 (Wetlands): Grading and construction activities within wetlands are regulated by the Oregon Department of State Lands (DSL) and US Army Corps of Engineers. State and Federal wetlands laws are also administered by the DSL and Army Corps, and potential impacts to jurisdictional wetlands are addressed through application and enforcement of appropriate mitigation measures. SRC Chapter 809 establishes requirements for notification of DSL when an application for development is received in an area designated as a wetland on the official wetlands map.

Finding: According to the Salem-Keizer Local Wetland Inventory (LWI) the subject property does not contain any wetland areas or hydric soils.

SRC Chapter 810 (Landslide Hazards): The City's landslide hazard ordinance (SRC Chapter 810) establishes standards and requirements for the development of land within areas of identified landslide hazard susceptibility.

Finding: According to the adopted landslide hazard maps, there are category 2-point landslide hazards on the subject property. SRC 810.020 requires a geological assessment or report when regulated activity is proposed in a mapped landslide hazard area. The applicant's proposal does not disturb any portion of a mapped landslide hazard area; therefore, a geological assessment is not required.

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