

**SALEM-KEIZER SCHOOL DISTRICT 24J
CENTRAL SERVICES CENTER
CLASS 2 SITE PLAN REVIEW
WRITTEN STATEMENT**

APPLICANT:

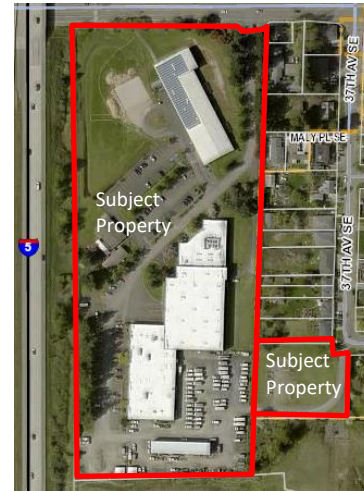
Salem-Keizer School District 24J
3630 State Street
Salem, OR 97317

OWNER:

School District 24-J, Marion County &
School District 24J, Marion County, Oregon
3630 State Street
Salem, OR 97317

APPLICANT'S REPRESENTATIVE:

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SUBJECT PROPERTY INFORMATION:

The subject property is approximately 13.25 acres in size, is located at 3630 State Street and 3700 Mahrt Avenue SE, in Salem, Oregon, 97317, and is designated by the Marion County Assessor as Tax Lots 4400 and 4800 on Tax Map No. 7S-2W-31BB, with the northern portion of Tax Lot 4800 lying within Tax Map No. 7S-2W-30CC (the “**Subject Property**”), as shown above and further depicted on the attached **Exhibit “A.”** The Subject Property is developed as the Salem-Keizer School District’s (herein “**Applicant**”) Robert’s High School and Central Services Center. The City of Salem’s (herein the “**City**”) Comprehensive Plan Map designates the Subject Property as “Community Services Government” (CGE) and it is zoned “Public Services” (PS). (For Current Comprehensive Plan Designation and Zoning Map, See **Exhibit “B”**). The Subject Property is located within the City limits and the City’s Urban Service Area (“**USA**”).

The surrounding properties have the following zoning designations:

DIRECTION	ZONING	DESIGNATION	USE
North	PH	General Services Government	Fire Station
West	NA	NA	I-5
East	RM2/RM1/RS/County	Multiple Family/Single Family Residential	Residential Use
South	CG	Commercial	CarMax

The Subject Property is located within the Southeast Salem Neighborhood Association (“**SESNA**”). Neighborhood association contact and a pre-application conference are not required for a Class 2 Site Plan Review.

OWNERSHIP OF THE PROPERTY:

Applicant is the owner of the Subject Property and has provided a copy of the vesting deeds of record as part of this Application.

PREVIOUS LAND USE ACTIONS:

- 22-118514-PLN to construct a quad building and related site improvements.

BACKGROUND INFORMATION:

Prior to filing this Application, Applicant filed for a Pre-Application Conference to discuss the anticipated applications needed for the renovation of the Subject Property as a part of the 2018 school bond. The Pre-Application Conference request was granted and a meeting with the Applicant, Applicant’s representatives and City Staff was held on April 7, 2022. However, the scope of this project has changed significantly and, as indicated above, a pre-application conference is not required.

SUMMARY OF PROPOSAL:

Applicant proposes the addition of a fenced concrete equipment slab along with the addition of an access door and modifications to existing pedestrian pathway (the “**Proposed Development**”). Under Section 220.005 of the Salem Revised Code (“**SRC**”), Applicant is required to obtain Site Plan Review approval for the Proposed Development (the “**Application**”).

EXISTING SITE CONDITIONS:

The Subject Property has approximately five hundred twenty four (524’) feet of frontage along State Street and approximately thirty one (31’) feet of frontage along Mahrt Avenue SE. The Subject Property is currently the location of Applicant’s Central Services Center and Robert’s High School (the “**Existing Use**”). The Existing Use (basic education and government services) are permitted use in the PS Zone, which is the implementing zone for Community Service, the Comprehensive Plan Designation. The site is generally level and is not mapped with any wetlands. The Subject Property is fully served by necessary facilities. An Existing Conditions Plan has been submitted as part of this Application.

SITE PLAN:

A proposed site plan (the “**Site Plan**”) has been submitted as part of this Application.

APPLICABLE DETAIL PLANS:

Detailed plans are prepared as policy guides to the Salem Area Comprehensive Plan (“**SACP**”) and are specific plans for a particular geographic area of the City, or for the provision or performance of some particular service or function. SESNA has an adopted neighborhood plan. The NEN-SESNA Neighborhood Plan, which designates the Subject Property as “Public Service.” This Application is consistent with the associated goals and policies therein.

SALEM TRANSPORTATION SYSTEM PLAN (STSP):

The STSP uses a Street Classification System to determine the functional classification of each street within the City's street system. Access to the Subject Property is provided State Street, classified as a major arterial under the City's Functional Street Classification Map ("**SCM**"), as well as having secondary access onto Mahrt Avenue SE, classified as a local street.

HOMEOWNERS ASSOCIATION INFORMATION:

The Subject Property is not subject to an active homeowner's association (HOA). This Application does not require notice or approval from an HOA.

FINDINGS APPLYING TO THE APPLICABLE SALEM REVISED CODE CRITERIA FOR A CLASS 2 SITE PLAN REVIEW

Under Section 220.005(a) of the SRC, Applicant is required to obtain a Class 3 Site Plan Review for the Proposed Development. The criteria for Class 3 Site Plan Review are set out in the SRC in Chapter 220. The applicable provisions are set out in bold and italics below with Applicant's proposed findings following in plain type.

Land Use Application & Development Review Chapters

- SRC Chapter 220 - Site Plan Review
- SRC Chapter 250 – Adjustment

Zoning & Development Standards Chapters

- SRC Chapter 544 - PS (Public Service)
- SRC Chapter 800 - General Development Standards
- SRC Chapter 802 - Public Improvements
- SRC Chapter 803 - Streets and Right-of-Way Improvements
- SRC Chapter 804 - Driveway Approaches
- SRC Chapter 805 - Vision Clearance
- SRC Chapter 806 - Off-Street Parking, Loading, and Driveways
- SRC Chapter 807 - Landscaping and Screening
- SRC Chapter 808 - Preservation of Trees and Vegetation
- SRC Chapter 809 – Wetlands
- SRC Chapter 810 - Landslide Hazards
- All other applicable provisions of the Salem Revised Code

Sec. 220.005. - Site plan review.

(f) Criteria.

(3) Class 3 site plan review. An application for Class 3 site plan review shall be granted if:

(A) The application meets all applicable standards of the UDC;

PS Zone (SRC Chapter 544)

SRC 544.005(a)- Uses

Proposed Finding: The existing use on the Subject Property is the site of the Salem-Keizer School District's Central Services Offices as well as the location of the Robert's High School, a public school, which are classified under SRC Chapter 400 as "Governmental Services," "Office," and "Basic Education," respectively. These uses are classified as permitted uses in the PS zone. The Application meets this standard.

SRC 544.010(a)- Lot Standards. Lots within the PS zone shall conform to the standards set forth in Table 544-2.

The PS zone requires a minimum lot size of 10,000 square feet, a minimum lot width of 50 feet, a minimum lot depth of 80 feet, and a minimum street frontage of 16 feet.

Proposed Finding: The Subject Property is approximately 13.25 acres in size (577,360 SQFT), is approximately one thousand, one hundred fifty eight (1,158') feet deep at its narrowest point by five hundred twenty four (524') feet wide, with frontage along both the width of the Subject Property along State Street. The Subject Property exceeds the applicable lot standards.

SRC 544.010(b)- Setbacks. Setbacks within the PS zone shall be provided as set forth in Tables 544-3 and 544-4.

(b) Setbacks.

Abutting Streets: Buildings and Accessory Structures under thirty-five (35') feet must be setback a minimum of twenty (20') feet from the street and 20', plus one (1') foot for each foot of height over 35', but not to exceed fifty (50') feet. Vehicle use areas must be set back a minimum of ten (10') feet from the public right of way and landscaped with Type A landscaping. SRC 806.035 (c)(2)(A).

Abutting Property Lines for: Buildings, Accessory Structures, and Vehicle Use Areas are subject to zone-to-zone setbacks established in Table 544-4. The zone-to-zone setback for the Residential Zone is twenty (20') feet for buildings, accessory structures, and vehicle use areas not more than thirty-five (35') feet in height and a minimum of thirty (30') feet for buildings and accessory structures greater than thirty-five (35') feet in height. Buildings abutting Commercial properties do not have a setback requirement. Vehicle use areas have a setback requirement of five (5') feet for both commercial and residential properties.

Landscaping & Screening: The applicable landscaping and screening requirement is Type A.

Proposed Finding: The maximum building height for the Proposed Development is twelve (12') feet, four (4") inches within the thirty-five (35') foot maximum which would trigger wider setbacks.

North: The Subject Property abuts State Street and the Existing Building is setback approximately fifty feet from the northern property line.

West: The Subject Property is adjacent to properties zoned by Marion County as Single Family Residential (SR) to the West which are developed with single family residences. The applicable setback in these areas is 20' for buildings, accessory structures and 5' for vehicle use areas. Table 524-4 requires that these setbacks be landscaped with Type A landscaping. There is an approximately ten (10') foot setback along

the eastern property line adjacent to these residential properties which have fencing in place, providing screening of the existing use. Development is not proposed in this area.

South: The property to the south of the Subject Property is a commercial property, developed with a CarMax (commercial use). The applicable setback is a five (5') foot setback for the parking areas, which is fenced and screened from the adjacent use. Development is not proposed in this area.

East: Along the eastern property line the Subject Property abuts the I-5 corridor ROW, which is treated as an interior side setback with a five (5') foot setback under SRC 800.035(d).

The Proposed Development is outside of all of the setbacks. Applicant requests that any non-conformance regarding the setback landscaping requirements be deemed a pre-existing non-conforming element which is not being changed or expanded as a result of the Proposed Development.

SRC 544.010(c)- Lot Coverage, Height: Buildings and accessory structures within the PE zone shall conform to the lot coverage and height standards set forth in Table 542-5.

The PS zone limits lot coverage by all buildings and accessory structures to a maximum of sixty (60%) percent. The maximum height for buildings and accessory structures within the PS zone is established under SRC 544.010(c), Table 544-5. The maximum height for buildings within the PE zone is seventy (70') feet.

Proposed Finding: The Proposed Development and existing buildings are within the 70-foot restriction, the highest point of building will be the existing school buildings, all of which are less than thirty feet high (30'), which is well within the 70-foot restriction. The Proposed Development meets this standard.

Landscaping (SRC 544.010(d)):

- 1) Setbacks. Required setbacks shall be landscaped. 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 Chapter 806 and SRC Chapter 807.***

Proposed Finding: The Proposed Development is outside of all of the setbacks. Applicant requests that any non-conformance regarding the setback landscaping requirements be deemed a pre-existing non-conforming element which is not being changed or expanded as a result of the Proposed Development. The Applicant is proposing additional landscaping units adjacent to the pedestrian pathway. These units are not required under the Code, but are noted on the Site Plan.

SRC 800.055. – Solid waste service areas.

Solid waste service areas shall provide for the safe and convenient collection of solid waste and recyclable and compostable materials by the local solid waste collection franchisee.

(a) Applicability. Solid waste service area design standards shall apply to:

- (1) All new solid waste, recycling, and compostable service areas, where use of a solid waste, recycling, and compostable receptacle of one cubic yard or larger is proposed; and***
- (2) Any change to an existing solid waste service area for receptacles of one cubic yard or larger that requires a building permit.***

Proposed Finding: Applicant is not proposing a new solid waste service area or modifying the existing solid waste service areas as part of the Proposed Development. 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, and multiple family developments, shall include an on- site pedestrian circulation system developed in conformance with the standards in this section.

(a) Pedestrian connections required. The on-site pedestrian circulation system shall provide pedestrian connectivity throughout the development site as follows:

(1) Connection between building entrances and streets.

- (A) A pedestrian connection shall be provided between the primary building entrance of each building on the development site and each adjacent street. Where a building has more than one primary building entrance, a single pedestrian connection from one of the building's primary entrances to each adjacent street is allowed; provided each of the building's primary entrances are connected, via a pedestrian connection, to the required connection to the street (see Figure 800-11).***

Proposed Finding: The Proposed Development is replacing a portion of an existing pedestrian pathway but is otherwise not modifying the pedestrian pathways on the Subject Property. Applicant requests that any non-conformance regarding the setback landscaping requirements be deemed a pre-existing non-conforming element which is not being changed or expanded as a result of the Proposed Development.

- (B) Where an adjacent street is a transit route and there is an existing or planned transit stop along street frontage of the development site, at least one of the required pedestrian connections shall connect to the street within 20 feet of the transit stop (see Figure 800-7).***

Proposed Finding: There is a transit route along State Street with a transit stop along the northern frontage of the Subject Property. There is an existing pedestrian walkway that connects to the public sidewalk, within 20 feet of the transit stop. This standard is met.

(2) Connection between buildings on the same development site.

(A) Except as otherwise provided in this subsection, where there is more than one building on a development site, a pedestrian connection, or pedestrian connections, shall be provided to connect the primary building entrances of all of the buildings.

(B) A pedestrian connection, or pedestrian connections, is not required between buildings on the same development site if:

(i) The buildings have a primary building entrance that is located within 20 feet of, and has a pedestrian connection to, the property line abutting a street; and

(ii) A public sidewalk within the adjacent street right-of-way provides pedestrian access between the primary building entrances; or

(iii) The buildings are service, storage, maintenance, or similar type buildings not primarily intended for human occupancy.

Proposed Finding: The Proposed Development is replacing a portion of an existing pedestrian pathway but is otherwise not modifying the pedestrian pathways on the Subject Property. Applicant requests that any non-conformance regarding the setback landscaping requirements be deemed a pre-existing non-conforming element which is not being changed or expanded as a result of the Proposed Development.

(3) Connection through off-street parking areas.

(A) Surface parking areas. Except as provided under subsection (a)(3)(A)(iii) of this section, off-street surface parking areas greater than 25,000 square feet in size or including four or more consecutive parallel drive aisles shall include pedestrian connections through the parking area to the primary building entrance as provided in this subsection.

(iv) Regardless of the size of the off-street parking area, pedestrian connections are not required through off-street surface parking areas that have a depth, in all locations, of not more than 124 feet. For purposes of this subsection, parking area depth is measured through the parking area from its outside edge towards the building.

Proposed Finding: The off-street parking areas are not being modified as part of this Application, therefore the Applicant requests that the City view these areas as a pre-existing non-conforming element of the Development Site.

(b) Design and materials. Required pedestrian connections shall be in the form of a walkway, or may be in the form of a plaza.

(c) Lighting. The on-site pedestrian circulation system shall be lighted to a level where the system can be used at night by employees, customers, and residents.

Proposed Finding: The Proposed Development is replacing a portion of an existing pedestrian pathway but is otherwise not modifying the pedestrian pathways on the Subject Property. Lighting is provided along the face of the building adjacent to this pathway, providing pedestrian level lighting.

Public Improvements (SRC Chapter 802)

SRC. 802.010. – Design standards and specifications.

Proposed Finding: Applicant has provided a detailed Site Plan developed by its Architect. The Applicant's Proposed Development does not trigger additional stormwater management. This standard is not applicable.

Streets and Right-of-Way Improvements (SRC Chapter 803)

SRC. 803.010. - STREETS, GENERALLY.

Except as otherwise provided in this chapter, all streets shall be improved to include the following: adequate right-of-way, paving, curbing, bike lanes (where required), sidewalks, street lighting, stormwater facilities; utility easements, turnarounds, construction strips, landscape strips, parking lanes, adequate right-of-way geometry, paving width, grade, structural sections and monumentation, that conforms to the Public Works Design Standards.

Proposed Finding: State Street is classified as a Major Arterial, requiring a minimum of ninety six (96') feet of right of way. State Street measures approximately eighty (80') feet from sidewalk edge to sidewalk edge and is presently developed with curbs, street lighting, and stormwater facilities. There is a bus turnout along the majority of the Subject Property's frontage there are no landscaping strips, although there are trees along frontage of the Property. The adjacent sidewalks appear to meet Public Works development standards. Applicant is not proposing any modifications to this portion of the Property and the Proposed Development does not result in an increased impact on the surrounding street system and is exempt from this chapter.

SRC. 803.015. - TRAFFIC IMPACT ANALYSIS.

(b) Applicability. An applicant shall provide a traffic impact analysis if one of the following conditions exists:

- (1) The Development will generate 200 or more daily vehicle trips onto a local street or alley, or 1,000 daily vehicle trips onto a collector, minor arterial, major arterial, or parkway. Trips shall be calculated using the adopted Institute of Transportation Engineer's Trip Generation Manual. In developments involving a land division, the trips shall be calculated based on the Development that will occur on all lots that will be created by the land division.***
- (2) The increased traffic resulting from the Development will contribute to documented traffic problems, based on current accident rates, traffic volumes or speeds, and identified locations where pedestrian and/or bicyclist safety is a concern.***
- (3) The City has performed or reviewed traffic engineering analyses that indicate approval of the Development will result in levels of service of the street system that do not meet adopted level of service standards.***

Proposed Finding: Applicant's Proposed Development while not result in additional trips to and from the Property. Applicant has provided a Trip Generation Estimate form as part of this Application. A traffic impact analysis is not required. This criterion is not applicable.

Driveway Approaches (SRC Chapter 804)

Sec. 804.015. - Driveway approach permit required.

- (a) Except as otherwise provided in this chapter, a driveway approach permit shall be obtained prior to constructing, relocating, reconstructing, enlarging, or altering any driveway approach.***

Proposed Findings: Applicant is not modifying the driveway approaches that provide access to the Subject Property. This standard is not applicable.

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

SRC 806.005 - Off-Street Parking; When Required.

- (a) General applicability. Except as otherwise provided in this section, off-street parking shall be provided and maintained as required under this chapter for:***

- (1) Each proposed new use or activity.***
- (2) Any change of use or activity, when such change of use or activity results in a parking ratio requiring a greater number of spaces than the previous use or activity.***
- (3) Any intensification, expansion, or enlargement of a use or activity.***

Proposed Finding: The Proposed Development supports an existing use, which is not an intensification, expansion, or enlargement of that existing use, these standards are not triggered.

SRC 806.035 - Off-street parking and vehicle use area development standards for uses or activities other than single family, two family, three family, and four family.

Unless otherwise provided under the UDC, off-street parking and vehicle use areas, other than driveways and loading areas, for uses or activities other than single family, two family, three family, and four family shall be developed and maintained as provided in this section.

- (a) General applicability. The off-street parking and vehicle use area development standards set forth in this section shall 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.***

Proposed Finding: The Applicant is not modifying the onsite parking as part of this development and is not developing the Property in a manner that will require additional parking. These standards are not applicable.

Bicycle Parking

SRC 806.045(a) - General Applicability.

Bicycle parking shall be provided and maintained for each proposed new use or activity, any change of use or activity, or any intensification, expansion, or enlargement of a use or activity. The applicable requirement under SRC 806, Table 806-8 is two (2) per classroom. Short term bicycle parking shall be located within fifty (50') feet of a primary entrance.

The greater of the following:

Office 4 spaces; or 1 per 3,500 sq. ft. for first 50,000 sq. ft.; plus 1 per 7,000 sq. ft. for 50,000 to 100,000 sq. ft.; plus 1 per 14,000 sq. ft. for remaining square footage over 100,000 sq. ft.

Government Services: 1 per 5,000 sq. ft.

Proposed Finding: There is existing developed bicycle parking that meets the code requirements, however, it is located approximately 70 feet from the primary entrance to the portables. However, as the Applicant's proposed use is not an intensification, expansion, or change in use this standard is not applicable.

Landscaping and Screening (SRC Chapter 807)

All required setbacks shall be landscaped with a minimum of one plant unit per twenty square feet of landscaped area. A minimum of forty percent of the required number of plant units shall be a combination of mature trees, shade trees, evergreen/conifer trees, or ornamental trees. Plant materials and minimum plant unit values are defined in SRC Chapter 807, Table 807-2.

Proposed Finding: The Proposed Development will not impact the majority of the established landscaping and additional landscaping is being provided as part of the Proposed Development as shown on the Site Plan. Applicant requests that any non-conformance regarding the landscaping requirements be deemed a pre-existing non-conforming element which is not being changed or expanded as a result of the Proposed Development.

Preservation of Trees and Vegetation (SRC Chapter 808)

The City's tree preservation ordinance, under SRC Chapter 808, provides that no person shall remove a significant tree (SRC 808.015) or a tree or native vegetation in a riparian corridor (SRC 808.020), unless the removal is excepted under SRC 808.030(a)(2), undertaken pursuant to a permit issued under SRC 808.030(d), undertaken pursuant to a tree conservation plan approved under SRC 808.035, or permitted by a variance granted under SRC 808.045.

Proposed Finding: Applicant is not removing any trees or vegetation as part of the Proposed Development. This standard is not applicable.

Wetlands (SRC Chapter 809)

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 wetland 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.

Proposed Finding: There are no wetlands on the Subject Property. This standard is not applicable.

Landslide Hazards (SRC Chapter 810)

A geological assessment or report is required when regulated activity is proposed in a mapped landslide hazard area.

Proposed Finding: The Subject Property is not within a mapped landslide hazard area. This standard is not applicable.

(B) The transportation system provides for the safe, orderly, and efficient circulation of traffic into and out of the proposed development, and negative impacts to the transportation system are mitigated adequately;

Proposed Finding: The Subject Property provides for the safe and efficient movement of goods and people. The Subject Property has frontage along State Street and Mahrt Avenue SE. The Subject Property is well connected to the existing public street system, thereby providing connectivity with the surrounding neighborhood. State Street is currently developed with sidewalks with a transit stop along the Property frontage along with a pedestrian walkway to and from the transit stop, all of which encourage the use of alternative modes of transportation for staff. The exit from the Subject Property onto Mart Avenue SE is gated, restricting access to and from that entrance and encouraging the majority of users ingress and egress to State Street, avoiding circulation of traffic through the adjacent residential neighborhood. This criterion is satisfied.

(C) Parking areas and driveways are designed to facilitate safe and efficient movement of vehicles, bicycles, and pedestrians; and

Proposed Finding: The existing parking areas provide for the safe and efficient movement of vehicles, bicycles, and pedestrians through the Subject Property. There is adequate space for maneuvering within the parking areas and the parking areas are small enough that pedestrians are able to move quickly and safely through the areas without requiring pedestrian connections. The driveways are developed to standard and the available bike parking facilitates access to the Subject Property via bicycle. There are existing and proposed pedestrian connections from the parking areas to the adjacent streets that conform to the applicable Code standards. This criterion is satisfied.

(D) The proposed development will be adequately served with City water, sewer, stormwater facilities, and other utilities appropriate to the nature of the development.

Proposed Finding: The Subject Property is located within the City's USA and is currently served by the public facilities and services necessary to support the uses associated with the Proposed Development. This criterion is satisfied.

CONCLUSION:

Based on the findings contained in this written statement, the Applicant has satisfactorily addressed the applicable criteria for granting this application for a Class 2 Site Plan Review. Applicant respectfully requests that the Application be approved.

EXHIBIT A

TAX MAPS

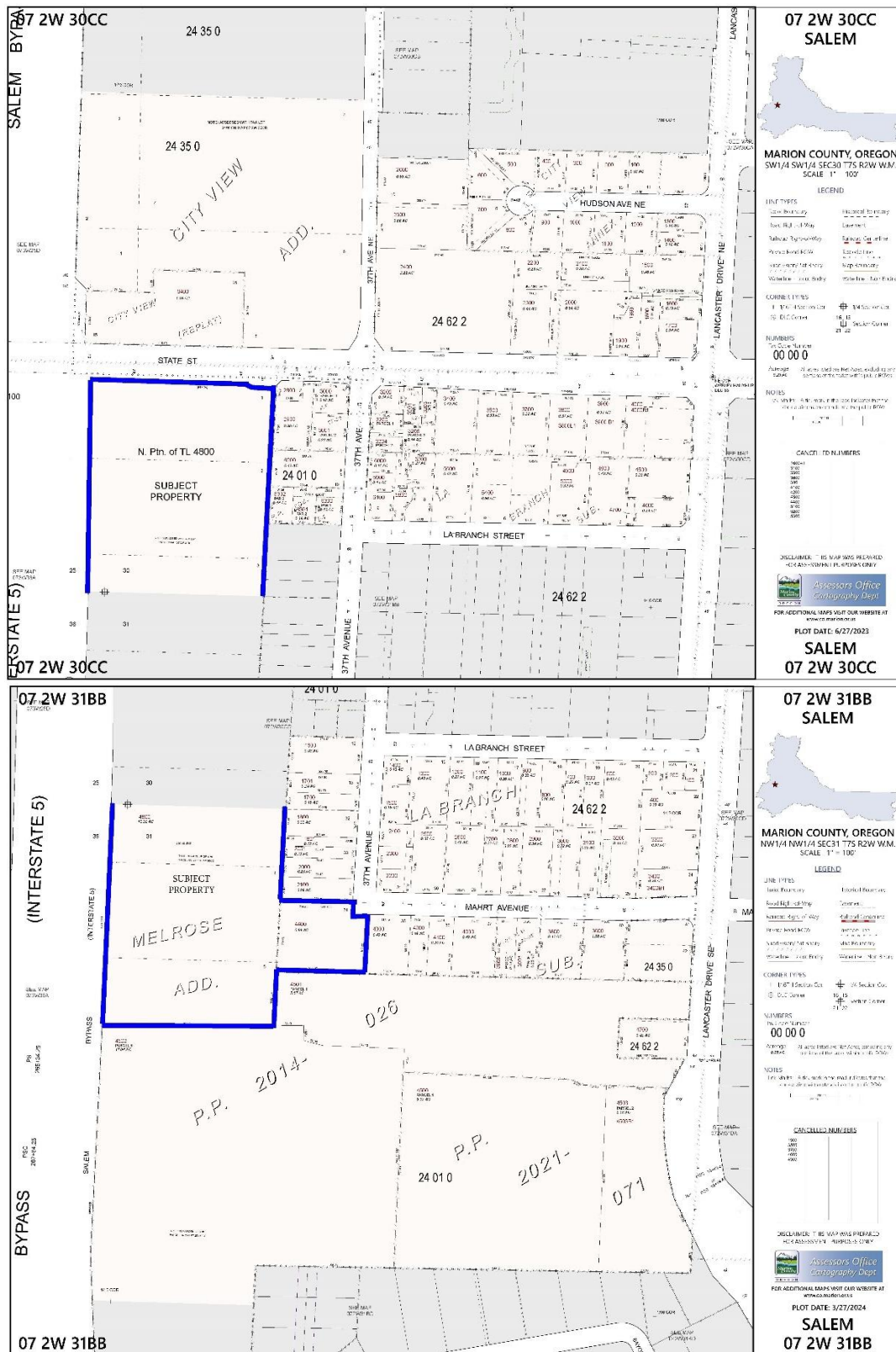


EXHIBIT B

COMPREHENSIVE PLAN DESIGNATION AND ZONING MAPS

