

Case No. / AMANDA No.	PRE-AP24-43 / 24-112481-PA
Conference Date	June 8, 2024
Applicant	Laura Robinson, Neighborly Ventures laurar@theneighborlyway.com
Representative	Brandie Dalton, Multi-Tech Engineering bdalton@mtengineering.net
Development Services Staff Contact	Laurel Christian, Infrastructure Planner III 503-584-4632 / lchristian@cityofsalem.net

Project Description & Property Information

Property Address	1700 & 1709 Baxter Road SE
Assessor's Tax Lot Number(s)	083W14BD00100 & 083W14BD00200
Project Description	Multi-family Development

Development Services - Infrastructure Summary

Proposal

A pre-application conference to discuss the development of a new 120-unit apartment complex with associated site improvements, for properties approximately 11 acres in total size, zoned RM-II (Multiple Family Residential-II), and located at 1700 and 1709 Baxter Rd SE (Marion County Assessor Map and Tax lot number: 083W14BD / 100 and 200).

Urban Growth Area Preliminary Declaration (UGA)

UGA Permit

Required ☒

The subject property is located outside of the Urban Service Area. A UGA permit may be required subject to the type of development. A UGA permit requires an applicant to provide linking and boundary facilities to their property under the standards and requirements of [SRC Chapter 200](#).

Linking Water

Existing Conditions	Water Service Level: S-2 and S-3
	There are S-2 water mains available in streets abutting the property; however, there are no S-3 water mains available to serve the site.
Water Capacity	The S-2 water system has capacity to serve the development; however, there are no S-3 water mains available to serve the site.
Required Improvements	The S-2 portion of the site can be served by existing mains abutting the property.
	The S-3 portion of the site shall be served with a booster pump station for domestic water service and a private S-2 fire line sized as needed. See comments below for public vs. private pump stations.

Linking Sanitary Sewer	
Existing Conditions	There are existing public sanitary sewer mains available in abutting streets to serve the development.
Sewer Capacity	The existing sanitary sewer basin has adequate capacity to serve the proposed development.
Required Improvements	N/A – Existing infrastructure is available to serve the proposed development and off-site improvements are not necessary.
Linking Storm Drainage	
Existing Conditions	There are existing public storm drainage mains available in abutting streets to serve the development.
Required Improvements	N/A – Existing infrastructure is available to serve the proposed development and off-site improvements are not necessary.
Linking Streets	
Existing Condition	The streets abutting the property meets the “linking” street requirements.
Required Improvements	N/A - The existing street abutting the development site meets the “linking street” requirements and off-site “linking street” improvements are not necessary.
Parks Service	
Existing Conditions	The subject property is served by Wes Bennet Park, which is an developed park site located approximately one-quarter miles east of the subject property.
Required Improvements	N/A - The development site is served by an existing neighborhood park site.
Staff Comments	
<p>At the time of development, the subject property shall be linked to adequate facilities by:</p> <ul style="list-style-type: none"> • The construction of water distribution lines, reservoirs, and pumping stations that connect to such existing water service facilities (SRC 200.070). • The construction of sewer lines and pumping stations, which are necessary to connect to such existing sewer facilities (SRC 200.060). • The construction of linking streets, which is defined as the nearest point on a street that has a minimum 60-foot-wide right-of-way with a minimum 30-foot improvement for local streets or a minimum 34-foot improvement for major streets (SRC 200.055(b)). • Reserve for dedication property within the development site that is necessary for an adequate neighborhood park, access to such park, and recreation routes, or similar uninterrupted linkages, based upon the Salem Comprehensive Parks System Master Plan (SRC 200.075). An alternate solution may be available as part of a Temporary Facilities Access Agreement. <p>Water Pump Station – The Salem Water System Master Plan shows the S-3 portion of the property will be served by the future Baxter S-3 water pump station, which is intended to be a public pump station serving the S-3 water service level on this property and adjacent properties. The applicant has the following options to provide the site with S-3 water:</p> <ul style="list-style-type: none"> • If the property is divided into multiple lots, a public pump station is required because the pump station will be serving more than one property. There will be a land use condition requiring the applicant construct the Baxter S-3 water pump station, which will need to be designed and built to serve portions of the property within the S-3 water service level and adjacent lots within the same service level. If a public pump station is proposed, no temporary facilities access agreement would be needed and no UGA would be required. Construction of the pump station would be conditioned on the land division or site plan review. • If the property will remain as a single unit of land, a temporary private booster pump could be requested through the Public Works Director. Staff only supports private booster pump stations when they service one property under a single ownership and are temporary until such time that public 	

service is provided. The private booster pump station and water system would need to be designed in a way that the property could be connected to the public system in the future. This would be achieved through a Temporary Facilities Access Agreement ([SRC 200.080](#)). An Urban Growth Preliminary Declaration would be required to utilize a temporary pump station through a Temporary Facilities Access Agreement ([SRC 200.080](#)). As described below, street extensions are required through the property in order to meet street connectivity and spacing standards in SRC Chapter 803. An option to avoid division of the land and allow the streets to connect is construction of private streets through the multi-family development. Private Streets are required to meet public street standards but do not require a plat to dedicate the street boundaries. This could allow the applicant to construct a private pump station and develop the entire site as a single-multi-family development.

Utility Information

Water		
Water Service Level	S-2 and S-3	
Existing Conditions	An 10-inch S-2 water main is located in Baxter Road NE.	
	A 4-inch S-2 water main is located in Abbie Avenue SE.	
	An 8-inch S-2 water main is located in Snowball Avenue SE.	
Required Improvements	Construct water mains within the new internal streets of the proposed development as specified in the Public Works Design Standards (PWDS).	
Water Meters Service	Water meters shall be placed along the right-of-way of streets adjacent to the subject property (PWDS Water 5.9(b)).	
Sanitary Sewer		
Existing Conditions	Existing 8-inch sewer mains are located in Baxter Road SE, Abbie Avenue SE, and Snowball Avenue SE.	
Required Improvements	Construct sanitary sewer mains within the new internal streets of the proposed development as specified in the Public Works Design Standards (PWDS).	
Sanitary Sewer Service	Every building shall have an independent connection with a public or private collection system (SRC 73.065).	
Storm Drainage		
Existing Conditions	Drainage Basin(s):	Pringle Creek and Battle Creek
	10-inch and 15-inch storm mains are located in Baxter Road NE.	
	A 10-inch storm main is located in Snowball Avenue SE approximately 220-feet west of the subject property.	
	A 10-inch storm main is located in Snowflake Street SE approximately 135-feet east of the subject property.	
Required Improvements	The applicants engineer shall identify an approved point of discharge and shall construct stormwater mains to serve the development and within the new internal streets as specified in the Public Works Design Standards (PWDS).	
Green Stormwater Infrastructure	Design and construct a storm drainage system at the time of development for areas of replaced and new impervious surface. If the development proposal meets the definition of a large project, as defined in SRC 70.005 , the applicant shall provide a storm drainage system that provides treatment and flow control as required by Public Works Design Standards (PWDS).	
Staff Comments		
Stormwater Management Drainage Basins – The subject property is located within the Pringle Creek Drainage Basin and the Battle Creek Drainage Basin. The applicant’s engineer shall identify an approved point of discharge for the stormwater systems serving the development. If concentrating the entire site to one drainage basin and not matching pre-development flow conditions, a downstream capacity analysis would be required		

Transportation

Traffic			
Trip Generation Estimate	The City Traffic Engineer will determine through a Trip Generation Estimate the number of new vehicle trips this development will generate. Requirements for street improvements, a traffic impact analysis, and right-of-way dedication are often based on the findings of the Trip Generation Estimate.		
Traffic Impact Analysis	<p>As a requirement of development, the applicant may be required to provide a Traffic Impact Analysis (TIA) to identify the impacts of this proposed development on the public transportation system in the area, and construct any necessary mitigation measures identified in that report (SRC 803.015). The applicant's traffic engineer is advised to contact Tony Martin, Assistant City Traffic Engineer, at 503-588-6211 or tmartin@cityofsalem.net, to discuss the scope needed and if there are any questions about the TIA requirements.</p> <p>Note: The proposal for 120-units alone would not trigger a TIA with access onto Baxter Road SE. However, if a subdivision is proposed that will create additional lots for multi-family development, a TIA would likely be required. Staff needs to understand the full build out of the site in order to confirm the TIA requirements.</p> <p>At a minimum, the applicant will be required to submit a Sight Distance Analysis from a Traffic Engineer for any access points proposed onto Baxter Road SE.</p>		
Streets			
Baxter Road SE	Street Classification	Collector	
	Right-of-way Width	Standard: 60-feet	Existing Condition: 60-feet
	Improvement Width	Standard: 34-feet	Existing Condition: 34-feet
	Required Improvements	N/A – The existing right-of-way width and improvement widths meet the requirements of SRC Chapter 803 . The applicant shall provide property line sidewalks, planter strips for street trees, and street trees along the property frontage.	
Snowball Avenue SE	Street Classification	Local	
	Right-of-way Width	Standard: 60-feet	Existing Condition: 50-feet
	Improvement Width	Standard: 30-feet	Existing Condition: 30-feet
	Required Improvements	Snowball Avenue SE terminates at the eastern and western property boundaries. The applicant shall extend Snowball Avenue SE through the development to provide street connectivity. The required street improvement shall be a 30-foot improvement width within a 60-foot-wide right-of-way.	
Abbie Avenue SE	Street Classification	Local	
	Right-of-way	Standard: 60-feet	Existing Condition: 50-feet
	Improvement	Standard: 30-feet	Existing Condition: 30-feet
	Required Improvements	Abbie Avenue SE terminates at the western property boundary. If not extended as a through street, Abbie Avenue SE shall terminate on the subject property in a cul-de-sac. Planter Strips, property line sidewalks, and street trees will be required along the cul-de-sac bulb.	

Sidewalks	Construct sidewalks and replace non-conforming portions of existing sidewalk along abutting streets in conformance with the provisions of SRC Chapter 78 and PWDS (SRC 78.180(a)). Note: Sidewalks along Baxter Road SE should be relocated to the property line unless the applicant provides a survey demonstrating the existing power poles along Baxter Road SE would not allow for construction of a 5-foot sidewalk at the property line.					
Street Trees	Provide street trees to the maximum extent feasible in accordance with the standards and specifications set forth in SRC Chapter 86 and applicable administrative rules (SRC 86.015(e)).					
Connectivity	At the time of development, the applicant shall be required to comply with the Street Standards for connectivity (SRC 803.035(a)).					
Driveway Approaches						
Class 2 Driveway Approach Permit (SRC 804.025)	Required <input checked="" type="checkbox"/>	Not Applicable <input type="checkbox"/>				
Driveway Approach Adjustments	Spacing Standards	Required <input type="checkbox"/>	Not Applicable <input checked="" type="checkbox"/>			
	Access to an Arterial Street	Required <input type="checkbox"/>	Not Applicable <input checked="" type="checkbox"/>			
Vision Clearance	Requirements shall be observed at all street and driveway intersections as provided for in SRC Chapter 805 .					
Staff Comments						
<p>Block Spacing and Connectivity: The applicant's preliminary site plan shows a street plan that does not conform to block spacing and connectivity standards established in SRC 803.030 and SRC 803.035(a). Specifically, Baxter Road SE and Snowball Avenue SE have block lengths that exceed the maximum allowed under SRC 803.030 and SRC 803.035(a). One additional north-south street is warranted that connects Baxter Road SE to Snowball Avenue SE through the development site unless the internal street layout can be revised to meet the block spacing standard.</p> <p>Sight Distance Analysis: The Assistant City Traffic Engineer reviewed the site plan and has concerns regarding the sight distance along Baxter Road SE. As part of the land use application, the applicant shall submit a sight distance analysis from a Traffic Engineer that demonstrates any access points onto Baxter Road SE can provide adequate sight distance. It should also be noted that only one street is permitted at the vertical crest of Baxter Road SE, it is not likely that a driveway approach onto Baxter Road SE would be approved.</p> <p>Driveway Approaches: Due to sight distance concerns along Baxter Road SE, the Assistant City Traffic Engineer recommends that no driveway approaches be provided onto Baxter Road SE and that all access be provided through the local streets internal to the development.</p> <p>Dedication of Streets: Staff recommends a partition or subdivision, depending on the ultimate number of lots, to dedicate right-of-way for the required street connections through the site.</p>						

Natural Resources

Summary Items	
Environmental Pre-treatment	The applicant is advised to contact Matt Butcher, Environmental Compliance Specialist, at 503-588-6063 for more information regarding possible pre-treatment requirements.
Erosion Control	For projects greater than one acre, a National Pollutant Discharge Elimination System (NPDES) permit from the Oregon Department of Environmental Quality

	is required for all construction activities that disturb one acre or more. Proof of a valid permit must be submitted at the time of plans submission. City construction permits will not be issued without a valid NPDES permit. City permits will not be issued without a valid NPDES erosion control plan approval letter or written certification by the applicant that a permit is not required for this project.			
Floodplain Development	Within Special Flood Hazard Area	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
	Base Flood Elevation	N/A		
Landslide Hazards	Mapped Hazard	2-Points		
	Activity Points	2-Points for multi-family development or partition 3-Points for subdivision		
	Assigned Risk	Low-risk (4-points) or Moderate Risk (5-points) depending on activity type		
	Geo-assessment	<p>May Be Required <input checked="" type="checkbox"/></p> <p>If the proposal involves a cumulative of 5 points, a Geotech assessment is required. For example, if a subdivision is proposed, a Geotech analysis would be required. If only a multi-family development is proposed, a Geotech analysis would not be required.</p> <p>As part of the application package, the applicant shall submit information required under SRC Chapter 810. The applicant has two options for submitting information as part of the application:</p> <ol style="list-style-type: none"> 1. Submit a geological assessment from a certified engineering geologist; or 2. Submit findings from a qualified professional engineer, architect, or surveyor that ground slopes and geological map information demonstrate a low landslide hazard risk per SRC Chapter 810. 		
Wetlands	N/A <input checked="" type="checkbox"/>	Hydric Soils <input type="checkbox"/>	Wetlands <input type="checkbox"/>	Linear Channels <input type="checkbox"/>
	The applicant shall contact the Oregon Department of State Lands to verify if any permits are required for future development. The applicant is required to verify mapped wetland area(s).			
Parks Service	The subject property is served by Wes Bennet Park, which is an developed park site located approximately one-quarter miles east of the subject property.			

General Comments

Plan Review: All development activity will require building and/or construction permits in accordance with the SRC, the PWDS, and Standard Construction Specifications. Permits will not be issued by the City of Salem Permit Application Center until all construction plans have been approved by the Public Works Department.

Public Works Design Standards: All public utilities and roadway facilities shall be designed and constructed to meet the requirements of the City of Salem PWDS and Standard Construction Specifications found here:

<https://www.cityofsalem.net/business/building-in-salem/helpful-resources/engineering-and-technical-resources/standard-plans-construction-specifications-and-public-works-design-standards>

Grading Permits: The applicant shall be required to obtain a clearing and grading permit prior to conducting any clearing and grading operations on parcels within the city limits ([SRC 82.030](#)).

Fire Flow Test Information: Upon request, fire flow tests can be performed on hydrants adjacent to a development site. Contact Development Services to request a new fire flow test by emailing developmentsservices@cityofsalem.net with the hydrant location and requested static and residual flow test locations, if applicable..

System Development Charges: Systems Development Charges (SDC) for Parks, Transportation, Water, Wastewater, and Stormwater systems are collected from developers at the time of building permit issuance based on the relative impacts of each project and are used to pay for construction of new public infrastructure that supports growth.

- a. The current fee schedule can be found here: <https://www.cityofsalem.net/business/building-in-salem/fees-and-forms/salem-fee-schedule>
- b. Exemptions for Affordable Housing Projects are established in [SRC Chapter 41.150](#). Affordable Housing units that are rental or lease-to-purchase require a deed restriction maintaining affordability for a time period not less than 5 years and not more than 30-years, as elected by the applicant. If you think your project may qualify for Affordable Housing SDC Exemptions, please contact Public Works Development Services to discuss needed documentation.

Land Division: The following webpage provides guidance on the Land Survey (Platting) Process: <https://www.cityofsalem.net/business/land-use-zoning/development-application-help/finalize-your-land-survey-plat>

Access to Utility Maps: The City of Salem maintains water, wastewater, and stormwater distribution utilities. The public utility locations can be found using the following link: <https://www.cityofsalem.net/business/building-in-salem/helpful-resources/engineering-and-technical-resources/access-to-utility-maps>