

Case No. / AMANDA No.	PRE-AP24-25 / 24-107990-PA
Conference Date	May 6, 2024
Applicant	Landon Hattan, Skyline Builders LLC landon@skyline-co.com
Representative	Same as applicant
Development Services Staff Contact	Zach Diehl, Permit Program Manager zdiehl@cityofsalem.net / 503-588-6211 ext. 7435

Project Description & Property Information	
Property Address	3021 D Street NE
Assessor's Tax Lot Number(s)	073W24DC01000
Project Description	Three-Parcel Partition with New Multi-Family Development

Development Services - Infrastructure Summary

Proposal

A pre-application conference to discuss a three-lot partition with two existing single-family residences, and review of a new multi-family development consisting of 15 apartment units on a resulting lot, for property 0.67 acres in size, zoned RM-II (Multiple Family Residential), and located at 3021 D Street NE (Marion County Assessor Map and Tax lot numbers: 073W24DC / 1000).

Urban Growth Area Preliminary Declaration (UGA)

UGA Permit	
Not Required <input checked="" type="checkbox"/>	The subject property is located inside the Urban Service Area and adequate facilities are available. No Urban Growth Area permit is required.

Utility Information

Water	
Water Service Level	G-0
Existing Conditions	8-inch and 30-inch water mains are located in D Street NE
Required Improvements	N/A – Public water is available to serve the proposed development.
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	A 12-inch sewer main is located in D Street NE.

Required Improvements	N/A – Public sewer is available to serve the proposed development.
Sanitary Sewer Service	Every building shall have an independent connection with a public or private collection system (SRC 73.065).
Storm Drainage	
Existing Conditions	A 10-inch storm main is located in D Street NE.
Required Improvements	N/A – Public storm is available to serve the proposed development.
Green Stormwater Infrastructure	Design and construct a storm drainage system at the time of development for areas of replaced and new impervious surface. The tentative plan application shall include findings that demonstrate how the proposed development will comply with Public Works Design Standards (PWDS) Appendix 4E related to green stormwater infrastructure.

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	N/A - Based on the scope of the development reviewed at the pre-application conference meeting, a Traffic Impact Analysis is not required per SRC 803.015 .		
Streets			
D Street NE	Street Classification	Minor Arterial	
	Right-of-way Width	Standard: 72-feet	Existing Condition: 50-feet
	Improvement Width	Standard: 46-feet	Existing Condition: 37-feet
	Special Setback	36-feet from centerline	
	Required Improvements	Convey land for dedication to equal a half-width right-of-way of up to 36-feet from centerline on the development side of D Street NE. Provide property line sidewalks along the property frontage and planter strips to accommodate street trees.	
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)).		
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 checked="" type="checkbox"/>	Not Applicable <input 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			
Driveway Approach Comments - proposed driveway approach to D Street NE does not meet the spacing standards in SRC Chapter 804 due to the proximity of adjacent driveways in the vicinity. As part of the application package, the applicant shall apply for an adjustment to driveway spacing per SRC 804.035(d) .			

Natural Resources

Summary Items				
Erosion Control	For projects less than one acre, a City-issued erosion control permit is required prior to the start of any ground disturbing activities as specified in SRC Chapter 75 .			
Floodplain Development	Within Special Flood Hazard Area	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Landslide Hazards	Mapped Hazard	None Mapped		
	Geo-assessment	Required <input type="checkbox"/>	Not Required <input checked="" type="checkbox"/>	
Wetlands	N/A <input checked="" type="checkbox"/>	Hydric Soils <input type="checkbox"/>	Wetlands <input type="checkbox"/>	Linear Channels <input type="checkbox"/>

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 developmentservices@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>