



Pre-Application Report

Community Development Department
Planning Division

555 Liberty Street SE/Room 305

Phone: 503-588-6173

www.cityofsalem.net/planning

Case Number / AMANDA No. PRE-AP24-39, 24-110652-PA
Conference Date June 10, 2024
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Mandatory Pre-Application Conference: ___ Yes ___ ☒ No

Project Description & Property Information	
Project Description	Pre-application conference to discuss the development of a vacant lot for a motor vehicle services use and possible partition for future development.
Property Address	3271 Lancaster Dr NE
Assessor's Map and Tax Lot Number	072W18BB / 6000
Existing Use	Vacant Lot
Neighborhood Association	North Lancaster Neighborhood Association (NOLA)
Adjacent Neighborhood Association	N/A
Comprehensive Plan Map Designation	COM (Commercial)
Zoning	CR (Retail Commercial)
Overlay Zone	N/A
Urban Service Area	Yes
Urban Renewal Area	N/A
Past Land Use Actions	PAR99-32; CU99-07; PAR15-06; UGA15-01

Planning Division Comments

Proposal

Development of a vacant 0.64-acre (27,690 square foot) lot for a *Motor vehicle services* use (drive-through oil change service) and possible partition for future development on a newly created adjoining lot.

Prior Land Use Actions for Property

PAR99-32: Tentative partition to divide 4.34 acres into two parcels. Not completed.

CU99-07: Development of a retirement center on 3.53-acre property, subject to partition application PAR99-32. Not completed or established.

PAR15-06: Partition of property located at 3271 Lancaster Dr NE into three parcels, which created Parcel 3, the property for the proposed development.

UGA15-01: An Urban Growth Preliminary Declaration required for the development of an apartment complex on Parcels 1 and 2 of PAR15-06.

Other Department/Agency Comments

Note: Any comments below only reflect notes provided to the Planner in our permitting system. Please reach out to the contacts listed below for specific department questions.

PGE: For questions, please contact Ken Spencer at Kenneth.Spencer@pgn.com.

Fire: Items including fire department access and water supply will be required at the time of development. For further questions, please contact Sean Mansfield directly at (503) 589-2130 or by email at SMansfield@cityofsalem.net.

Building and Safety: For further questions, please contact Noelle Hall directly at (503) 540-2406 or by email at NHall@cityofsalem.net.

Development Services: For further questions, please contact Laurel Christian at (503) 588-6211 #7445 or by email at LChristian@cityofsalem.net.

Required Land Use Applications

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

Required Land Use Applications					
Zoning		Site Plan Review			
☒	Conditional Use (SRC 240.005)	☐	Class 1 Site Plan Review (SRC 220.005)		
☐	Comprehensive Plan Change (SRC 64.020)	☐	Class 2 Site Plan Review (SRC 220.005)		
☐	Zone Change (SRC 265.000)	☒	Class 3 Site Plan Review (SRC 220.005)		
☐	Temporary use Permit – Class 1 (SRC 701.010)	Design Review			
☐	Temporary Use Permit – Class 2 (SRC 701.010)	☐	Class 1 Design Review (SRC 225.005)		
☐	Non-Conforming Use Extension, Alteration, Expansion, or Substitution (SRC 270.000)	☐	Class 2 Design Review (SRC 225.005)		
☐	Manufactured Dwelling Park Permit (SRC 235.010)	☐	Class 3 Design Review (SRC 225.005)		
Land Divisions		Historic Design Review (SRC 230.020)			
☐	Property Line Adjustment (SRC 205.055)	☐	Major Commercial	☐	Minor Commercial
☐	Property Boundary Verification (SRC 205.065)	☐	Major Public	☐	Minor Public
☐	Replat (SRC 205.025)	☐	Major Residential	☐	Minor Residential

☒	Partition (SRC 205.005)	Wireless Communication Facilities	
☐	Subdivision (SRC 205.010)	☐	Class 1 Permit (SRC 703.020)
☐	Phased Subdivision (SRC 205.015)	☐	Class 2 Permit (SRC 703.020)
☐	Planned Unit Development Tentative Plan (SRC 210.025)	☐	Class 3 Permit (SRC 703.020)
☐	Manufactured Dwelling Park Subdivision (SRC 205.020)	☐	Temporary (SRC 703.100)
☐	Validation of Unit of Land (SRC 205.060)	☐	Adjustment (SRC 703.090)
Relief		Other	
☒	Adjustment – Class 1 (SRC 250.005)	☐	Annexation – Without Comprehensive Plan Change and/or Zone Change (SRC 260.010)
☒	Adjustment – Class 2 (SRC 250.005)	☐	Annexation – With Comprehensive Plan Change and/or Zone Change (SRC 260.010)
☐	Variance (SRC 245.005)	☐	Sign Adjustment (SRC 900.035)
Natural Resources		☐	Sign Conditional Use (SRC 900.045)
☐	Tree Conservation Plan (SRC 808.035)	☐	Sign Variance (SRC 900.040)
☐	Tree Conservation Plan Adjustment (SRC 808.040)	☐	SWMU Zone Development Phasing Plan (SRC 531.015)
☐	Tree Removal Permit (SRC 808.030)	☐	Urban Growth Preliminary Declaration (SRC 200.020)
☐	Tree Variance (SRC 808.045)	☐	Historic Clearance Review- High Probability Archaeological Zone (SRC 230.020)
☐	Willamette Greenway Permit – Class 1 (SRC 600.015)	☐	Class 2 Driveway Approach Permit (SRC 804.025)
☐	Willamette Greenway Permit – Class 2 (SRC 600.015)	☐	
Staff Comments			
Conditional Use - \$6,680* To allow development of a <i>Motor vehicle services</i> use within the CR Zone. See more here: https://www.cityofsalem.net/business/land-use-zoning/development-application-help/apply-for-a-conditional-use-permit. Class 2 or 3 Site Plan Review – Starts at \$2,104* (based on valuation of project) The purpose of site plan review is to provide a unified, consistent, and efficient means to conduct site plan 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. See more here: https://www.cityofsalem.net/business/land-use-zoning/development-application-help/build-on-your-property. Adjustment(s) – Starts at \$961* or \$1,920* (varies by Class and number of adjustments requested) If a request to deviate from a required development standard is included, then a Class 1 or Class 2 Adjustment would be required. See more here: https://www.cityofsalem.net/business/land-use-zoning/development-application-help/seek-an-adjustment-to-land-use-standards. Partition Tentative Plan – \$5,679* Required for the division of land into three or fewer parcels within a calendar year. Will also require final plat approval. See more here: https://www.cityofsalem.net/business/land-use-zoning/development-application-help/partition-your-land-into-three-or-less-lots.			

*Fees reflect the most recent fee schedule effective July 1, 2023, and are subject to a \$5.00 automation surcharge for processing. Please note, the new fee schedule will be effective July 1, 2024.

Online Application Submittal Packets

The City has electronic application submittal guides for the applications identified above. The webpages include a summary of the review procedure, submittal requirements, and approval criteria. The submittal guides can be found on the City's [Land Use Applications](#) page.

Land Use Application Fees

The applicable land use application fees for these applications can be found in the City's [Fee Schedule](#). Land use application fees and descriptions start on **page 21** of the document.

Consolidated Land Use Application Procedures

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

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

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

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

Zoning

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

Base Zones			
☐	EFU – Exclusive Farm Use (SRC 500.000)	☐	MU-II – Mixed Use II (SRC 534.000)
☐	RA – Residential Agriculture (SRC 510.000)	☐	MU-III – Mixed Use III (SRC 535.000)
☐	RS – Single Family Residential (SRC 511.000)	☐	MU-R – Mixed Use Riverfront (RSC 536.000)
☐	RD – Duplex Residential (SRC 512.000)	☐	ESMU – Edgewater/Second Street Mixed-Use Corridor (SRC 537.000)
☐	RM-1 – Multiple Family Residential (SRC 513.000)	☐	PA – Public Amusement (SRC 540.000)
☐	RM-2 – Multiple Family Residential (SRC 514.000)	☐	PC – Public and Private Cemeteries (SRC 541.000)
☐	RM-3 – Multiple Family Residential (SRC 515.000)	☐	PE – Public and Private Education (SRC 542.000)
☐	CO – Commercial Office (SRC 521.000)	☐	PH – Public and Private Health Services (SRC 543.000)

☒	CR – Retail Commercial (SRC 522.000)	☐	PS – Public Service (SRC 544.000)
☐	CG – General Commercial (SRC 523.000)	☐	PM – Capitol Mall (SRC 545.000)
☐	CB – Central Business District (SRC 524.000)	☐	EC – Employment Center (SRC 550.000)
☐	WSCB – West Salem Central Business District (SRC 525.000)	☐	IC – Industrial Commercial (SRC 551.000)
☐	FMU – Fairview Mixed-Use (SRC 530.000)	☐	IBC – Industrial Business Campus (SRC 552.000)
☐	SWMU – South Waterfront Mixed-Use (SRC 531.000)	☐	IP – Industrial Park (SRC 553.000)
☐	MU-I – Mixed Use I (SRC 533.000)	☐	IG – General Industrial (SRC 554.000)
Overlay Zones			
☐	Willamette Greenway (SRC 600.000)	☐	Chemawa-I-5 Northeast Quadrant Gateway (SRC 618.000)
☐	Floodplain (SRC 601.000)	☐	Superior-Rural (SRC 621.000)
☐	Airport (SRC 602.000)	☐	Saginaw Street (SRC 625.000)
☐	Portland Fairgrounds Road (SRC 603.000)	☐	McNary Field (SRC 629.000)
Staff Comments			
- The proposed <i>Motor vehicle services</i> use is permitted as a Conditional Use in the CR zone. - There are no lot area standards in the CR zone; all uses require a minimum of 16 ft of street frontage. - Buildings abutting a street require a minimum 5 ft setback. Buildings abutting the CR zone to the west and Marion County zoned CR properties to the north and south do not require a minimum setback. - Vehicle use areas require a minimum 6-10 ft setback from the street. The minimum interior setbacks for vehicle use areas is 5 ft with Type A landscaping. The proposed shared driveway would require an Adjustment to eliminate this setback on either side of the proposed property line. - There is no maximum lot coverage; maximum building height is 50 ft. - All setbacks and vehicle use areas to be landscaped to SRC 806 and 807. A minimum 15% of the development site must be landscaped.			

Development Standards

The proposed development will be primarily subject to the provisions of the chapters identified in the table below. For specific requirements, click on chapters in the table.

Development Standards			
☐	Special Use Provisions (SRC 700.000)	☒	Off-Street Parking, Loading and Driveways (SRC 806.000)
☒	General Development Standards (SRC 800.000)	☒	Landscaping and Screening (SRC 807.000)
☐	Public Improvements (SRC 802.000)	☐	Preservation of Trees and Vegetation (SRC 808.000)
☐	Streets and Right-Of-Way Improvements (SRC 803.000)	☐	Wetlands (SRC 809.000)
☒	Driveway Approaches (SRC 804.000)	☐	Landslide Hazards (SRC 810.000)
☐	Vision Clearance (SRC 805.000)	☐	
Staff Comments			

Solid Waste Service Area Standards

- Service vehicle access and turnaround area is met for Proposed Site Plan 2.1 but not version 3.1. The turnaround area can be coincident with vehicle aisles, but not queuing areas. It is advised to contact the service provider with the plans before submission and see if they have any concerns.

Pedestrian Access Standards

- Pedestrian connections are required, per SRC 800.054(a), as follows:
 - (1) Pedestrian connections are required from each building to the street. Appears met.
 - (2) Connection between buildings on the same development site: Pedestrian connections are required between each building. If the buildings connect to within 20 ft of the street, the connection between each building is not required. It appears the oil service building would not meet this. An Adjustment would likely be necessary to eliminate the connection between buildings.

Parking and Bicycle Parking

- The proposed oil change service station is over the maximum allowed parking. Depending on the proposed use of the tenant space in Plan 2.1, it may be over the allowed max as well. The coffee stand (an *Eating and drinking establishment* use) on Plan 3.1 would also be over the allowed max.
- Neither of the proposed parking areas are large enough to require interior landscaping.
- A minimum of 1 bicycle parking space is required for the *Motor vehicle services* use, and a minimum of 4 spaces is likely required for the other site, depending on the use of the tenant space.

Natural Resources

Trees: There are no trees on the subject property.

Wetlands: There are no wetlands on the subject property.

Landslide Hazard Susceptibility: There are no mapped landslide hazards on the subject property.

Neighborhood Association Contact and Open House

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

The table below indicates if the proposed development must meet either the neighborhood association contact requirement or open house/neighborhood association meeting requirement prior to application submittal.

Pre-Submittal Requirement			
☒	Neighborhood Association Contact (SRC 300.310)	☐	Open House (SRC 300.320)
Staff Comments			
• Neighborhood Association contact is required prior to application submittal for a Tentative Partition Plan, Conditional Use permit, and Class 3 Site Plan Review.			

Neighborhood Association Contact

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

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

- 1) The name, telephone number, and e-mail address of the applicant;
- 2) The address of the subject property;
- 3) A summary of the proposal;
- 4) A conceptual site plan, if applicable, that includes the proposed development; and
- 5) The date on which the e-mail or letter is being sent.

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

Open House

When a land use application requires an open house, the applicant must arrange and attend one open house to share the development proposal with the neighborhood and surrounding property owners and residents prior to application submittal.

The open house must be within the boundaries of the City-recognized neighborhood association in which the subject property is located or within two miles of the subject property. The applicant must provide written notice of the open house to the applicable neighborhood association(s) and the Planning Administrator and must post notice of the open house on the subject property. **Note: Applicants can choose to present their proposals at a neighborhood association meeting in-lieu of arranging and attending an open house.**

Neighborhood Association Information

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

Up-to-date contact information for neighborhood representatives may also be obtained by visiting the [Neighborhood Association page](#) on the City's website or by contacting the City's Neighborhood Program Coordinator at 503-540-2303.

Applicable Neighborhood Association(s):	Meeting Date, Time, & Location	Neighborhood Association Chair(s)
North Lancaster Neighborhood Association (NOLA)	The first Wednesday of the month at 6:30 PM. Check the calendar for details. https://www.cityofsalem.net/community/neighborhoods/neighborhood-associations/find-your-neighborhood-association/north-lancaster-neighborhood-association-nola	Dennis Will, Chair Elephant2@comcast.net

Salem Revised Code Available Online

The entire [Salem Revised Code](#) can be accessed online through the link.