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| <b>Case No. / AMANDA No.</b>              | PRE-AP24-39 / 24-110652-PA  |
| <b>Conference Date</b>                    | June 10, 2024   |
| <b>Applicant</b>                          | Brooke Dunahugh<br><a href="mailto:brooke.dunahugh@cvpre.com">brooke.dunahugh@cvpre.com</a>   |
| <b>Representative</b>                     | Ryan Ramey<br><a href="mailto:ryan.ramey@cvpre.com">ryan.ramey@cvpre.com</a>  |
| <b>Development Services Staff Contact</b> | Laurel Christian, Infrastructure Planner III<br>503-584-4632 / <a href="mailto:lchristian@cityofsalem.net">lchristian@cityofsalem.net</a> |

### Project Description & Property Information

|                                     |  |
|-------------------------------------|--|
| <b>Property Address</b>             | 3271 Lancaster Drive NE                          |
| <b>Assessor's Tax Lot Number(s)</b> | 072W18BB06000                                    |
| <b>Project Description</b>          | Partition for Oil Change and Retail Developments |

### Development Services - Infrastructure Summary

#### Proposal

A pre-application conference to discuss the development of a vacant lot for a motor vehicle services use and possible partition for future development. The subject property is 0.64 acres in size, zoned CR (Retail Commercial) and located at 3271 Lancaster Dr NE (Marion County Assessors Map and Tax Lot Number 072W18BB / 6000)

#### Urban Growth Area Preliminary Declaration (UGA)

#### UGA Permit

|   |   |
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| <b>Not Required</b> <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. |
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#### Utility Information

#### Water

|                              |  |
|------------------------------|--|
| <b>Water Service Level</b>   | G-0  |
| <b>Existing Conditions</b>   | A 12-inch public water main is located in Lancaster Drive NE.  |
| <b>Required Improvements</b> | N/A – Existing public water is available in Lancaster Drive NE to serve the development.                             |
| <b>Water Meters Service</b>  | Water meters shall be placed along the right-of-way of streets adjacent to the subject property (PWDS Water 5.9(b)). |

#### Sanitary Sewer

|                            |   |
|----------------------------|---|
| <b>Existing Conditions</b> | A 12-inch sanitary sewer main is located in Lancaster Drive NE. |
|----------------------------|---|

|  |   |
|--|---|
| <b>Required Improvements</b>   | N/A – Existing public sanitary sewer mains are available in Lancaster Drive NE to serve the development.  |
| <b>Sanitary Sewer Service</b>  | Every building shall have an independent connection with a public or private collection system ( <a href="#">SRC 73.065</a> ).  |
| <b>Storm Drainage</b>  |   |
| <b>Existing Conditions</b>   | A 24-inch public storm main is located on property to the west of the subject property, approximately 50-feet. An easement would be required from the neighboring property to access this main.   |
|  | Marion County Public Works has indicated there is a Marion County storm main located in Lancaster Drive NE available to serve the development. Please contact Marion County for additional information.   |
| <b>Required Improvements</b>   | N/A   |
| <b>Green Stormwater Infrastructure</b>   | 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 <a href="#">SRC 70.005</a> , the applicant shall provide a storm drainage system that provides treatment and flow control as required by Public Works Design Standards (PWDS). |
| <b>Staff Comments</b>  |   |
| <p>Marion County Contact Information (Representative at Pre-app Meeting):</p> <p><b>John Rasmussen, PE   Civil Engineer Associate 3</b><br/> <b>Land Development Engineering &amp; Permits</b><br/> <b>Engineering Division, Marion County Public Works</b><br/> <a href="mailto:jrasmussen@co.marion.or.us">jrasmussen@co.marion.or.us</a><br/> (503) 584-7706 (office)</p> |   |

## 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 <a href="#">SRC 803.015</a> .   |   |                                  |
| Streets   |   |   |                                  |
| Lancaster Drive NE<br>(Marion County<br>Jurisdiction) | Street Classification   | Major Arterial  |                                  |
|   | Right-of-way Width  | Standard: 96-feet   | Existing Condition:82-to-89-feet |
|   | Improvement Width   | Standard: 68-feet   | Existing Condition: 72-feet      |
|   | Special Setback   | 48-feet from the centerline of Lancaster Drive NE.  |                                  |
|   | Required Improvements   | Convey land for dedication to equal a half-width right-of-way of up to 48-feet on the development side of Lancaster Drive NE. |                                  |
| Sidewalks   | Construct sidewalks and replace non-conforming portions of existing sidewalk along abutting streets in conformance with the provisions of <a href="#">SRC Chapter 78</a> and PWDS (SRC 78.180(a)).  |   |                                  |

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| <b>Street Trees</b>   | Provide street trees to the maximum extent feasible in accordance with the standards and specifications set forth in <a href="#">SRC Chapter 86</a> and applicable administrative rules (SRC 86.015(e)). |  |  |  |  |  |
| <b>Connectivity</b>   | At the time of development, the applicant shall be required to comply with the Street Standards for connectivity ( <a href="#">SRC 803.035(a)</a> ).   |  |  |  |  |  |
| <b>Driveway Approaches</b>  |  |  |  |  |  |  |
| <b>Class 2 Driveway Approach Permit</b> ( <a href="#">SRC 804.025</a> )   | Required <input type="checkbox"/>  | Not Applicable <input checked="" type="checkbox"/> |  |  |  |  |
| <b>Driveway Approach Adjustments</b>  | 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"/> |  |  |  |
| <b>Vision Clearance</b>   | Requirements shall be observed at all street and driveway intersections as provided for in <a href="#">SRC Chapter 805</a> .   |  |  |  |  |  |
| <b>Staff Comments</b>   |  |  |  |  |  |  |
| <b>Note:</b> Lancaster Drive NE is under Marion County Jurisdiction. Any modifications to the existing approach onto Lancaster Drive NE will require Marion County approval and permitting. |  |  |  |  |  |  |

## Natural Resources

|                                    |  |  |                                   |  |
|------------------------------------|--|--|-----------------------------------|--|
| <b>Summary Items</b>               |  |  |                                   |  |
| <b>Environmental Pre-treatment</b> | The applicant is advised to contact Matt Butcher, Environmental Compliance Specialist, at 503-588-6063 for more information regarding possible pre-treatment requirements.                 |  |                                   |  |
| <b>Erosion Control</b>             | 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 <a href="#">SRC Chapter 75</a> .  |  |                                   |  |
| <b>Floodplain Development</b>      | Within Special Flood Hazard Area   | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                |                                   |  |
|                                    | Base Flood Elevation   | N/A  |                                   |  |
| <b>Landslide Hazards</b>           | Mapped Hazard  | None Mapped  |                                   |  |
|                                    | Activity Points  | 3-Points   |                                   |  |
|                                    | Assigned Risk  | Low-risk   |                                   |  |
|                                    | Geo-assessment   | Required <input type="checkbox"/> Not Required <input checked="" type="checkbox"/> |                                   |  |
| <b>Wetlands</b>                    | 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). |  |                                   |  |

## 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](mailto: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>