



Pre-Application Report

Community Development Department
Planning Division

555 Liberty Street SE/Room 305

Phone: 503-588-6173

www.cityofsalem.net/planning

Case No. / AMANDA No. PRE-AP24-43 / 24-112481-PA

Conference Date July 8, 2024

Applicant Laura Robinson (Neighborly Development)
laurar@neighborlydevelopment.com

Representative Brandie Dalton (Multi/Tech Engineering)
bdalton@mtengineering.net

Case Manager Jamie Donaldson, Planner III

Mandatory Pre-Application Conference: Yes No

Project Description & Property Information

Project Description	Multi-family development
Property Address	1700 Baxter Rd SE
Assessor's Map and Tax Lot Number	Marion County – 083W14BD00100 & 083W14BD00200
Existing Use	Single-family / Vacant
Legal Units of Land	The property appears to be platted as part of Grabenhorst Fruit Farms Subdivision Lots 43 & 44, and the SW 1/4 of Lot 21 from PLA17-04. Without reviewing deeds for the subject property, it is not possible for staff to determine if the subject property is a legal lot.
Neighborhood Association	South Gateway Neighborhood Association
Zoning	RM-II (Multiple Family Residential-II)
Comprehensive Plan Map Designation	MFR - Multi-Family Residential
Urban Service Area	The subject property is located outside of the City's Urban Service Area.
Urban Renewal Area	None
Past Land Use Actions	PLA17-07

Planning Division Comments

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).

Prior Land Use Actions for Property

PLA17-07: A property line adjustment to relocate the common property line between two abutting units of land resulting in properties that are approximately 1.17 acres and 5.98 acres in size. The properties are zoned RA (Residential Agriculture) and located at 1710 Barnes Road SE and 1700 Baxter Road SE (Marion County Assessor map and Tax Lot Numbers: 083W14BD/100 and 083W14BA/2900).

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: 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 at (503) 540-2406 or by email at NHall@cityofsalem.net.

Development Services: For further questions, please contact Laurel Christian at (503) 588-6211 ext. 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			
<input type="checkbox"/>	Conditional Use (SRC 240.005)	<input type="checkbox"/>	Class 1 Site Plan Review (SRC 220.005)		
<input type="checkbox"/>	Comprehensive Plan Change (SRC 64.020)	<input type="checkbox"/>	Class 2 Site Plan Review (SRC 220.005)		
<input type="checkbox"/>	Zone Change (SRC 265.000)	<input checked="" type="checkbox"/>	Class 3 Site Plan Review (SRC 220.005)		
<input type="checkbox"/>	Temporary use Permit – Class 1 (SRC 701.010)	Design Review			
<input type="checkbox"/>	Temporary Use Permit – Class 2 (SRC 701.010)	<input checked="" type="checkbox"/>	Class 1 Design Review (SRC 225.005)		
<input type="checkbox"/>	Non-Conforming Use Extension, Alteration, Expansion, or Substitution (SRC 270.000)	<input type="checkbox"/>	Class 2 Design Review (SRC 225.005)		
<input type="checkbox"/>	Manufactured Dwelling Park Permit (SRC 235.010)	<input type="checkbox"/>	Class 3 Design Review (SRC 225.005)		
Land Divisions		Historic Design Review (SRC 230.020)			
<input type="checkbox"/>	Property Line Adjustment (SRC 205.055)	<input type="checkbox"/>	Major Commercial	<input type="checkbox"/>	Minor Commercial
<input type="checkbox"/>	Replat (SRC 205.025)	<input type="checkbox"/>	Major Public	<input type="checkbox"/>	Minor Public
<input checked="" type="checkbox"/>	Partition (SRC 205.005)	<input type="checkbox"/>	Major Residential	<input type="checkbox"/>	Minor Residential
<input checked="" type="checkbox"/>	Subdivision (SRC 205.010)	Wireless Communication Facilities			
<input type="checkbox"/>	Phased Subdivision (SRC 205.015)	<input type="checkbox"/>	Class 1 Permit (SRC 703.020)		
<input type="checkbox"/>	Planned Unit Development Tentative Plan (SRC 210.025)	<input type="checkbox"/>	Class 2 Permit (SRC 703.020)		
<input type="checkbox"/>	Manufactured Dwelling Park Subdivision (SRC 205.020)	<input type="checkbox"/>	Class 3 Permit (SRC 703.020)		
<input type="checkbox"/>	Middle Housing Land Division (SRC 205.051)	<input type="checkbox"/>	Temporary (SRC 703.100)		
<input type="checkbox"/>	Validation of Unit of Land (SRC 205.060)	<input type="checkbox"/>	Adjustment (SRC 703.090)		
Relief		Other			

<input checked="" type="checkbox"/>	Adjustment – Class 1 (SRC 250.005)	<input type="checkbox"/>	Annexation – Without Comprehensive Plan Change and/or Zone Change (SRC 260.010)
<input checked="" type="checkbox"/>	Adjustment – Class 2 (SRC 250.005)	<input type="checkbox"/>	Annexation – With Comprehensive Plan Change and/or Zone Change (SRC 260.010)
<input type="checkbox"/>	Variance (SRC 245.005)	<input type="checkbox"/>	Sign Adjustment (SRC 900.035)
Natural Resources		<input type="checkbox"/>	Sign Conditional Use (SRC 900.045)
<input type="checkbox"/>	Tree Conservation Plan (SRC 808.035)	<input type="checkbox"/>	Sign Variance (SRC 900.040)
<input type="checkbox"/>	Tree Conservation Plan Adjustment (SRC 808.040)	<input type="checkbox"/>	SWMU Zone Development Phasing Plan (SRC 531.015)
<input checked="" type="checkbox"/>	Tree Removal Permit (SRC 808.030)	<input checked="" type="checkbox"/>	Urban Growth Preliminary Declaration (SRC 200.020)
<input checked="" type="checkbox"/>	Tree Variance (SRC 808.045)	<input type="checkbox"/>	Historic Clearance Review- High Probability Archaeological Zone (SRC 230.020)
<input type="checkbox"/>	Willamette Greenway Permit – Class 1 (SRC 600.015)	<input checked="" type="checkbox"/>	Class 2 Driveway Approach Permit (SRC 804.025)
<input type="checkbox"/>	Willamette Greenway Permit – Class 2 (SRC 600.015)	<input type="checkbox"/>	

Staff Comments

Some of the applications checked in this list are to anticipate various development scenarios which may or may not occur. Additional details are as follows:

Subdivision Tentative Plan - \$10,179*

Partition Tentative Plan - \$6,402*

As outlined in SRC 205, no land shall be divided or reconfigured without first receiving Land Division tentative plan approval. For division of property into four or more lots, then a Subdivision application is required; division of property into three or fewer lots, then a Partition application is required.

***Note:** Land division/consolidation applications require subsequent steps for plat review prior to recording with the appropriate county; see also: [Finalizing Your Land Survey \(Plat\)](#). These applications may be consolidated with development applications, or are applied for separately, either prior to or concurrently to development applications, so that subsequent steps for plat review may continue forward while Site Plan Review is still being processed. In either case, building permits for development plans may not be issued until the final plat is recorded with the county.

Urban Growth Preliminary Declaration - \$5,733*

The subject property is located outside of the Urban Service Area. As such, an Urban Growth Area Preliminary Declaration is required to determine the required public facilities needed to serve development of the property.

Class 3 Site Plan Review (Multi-Family) - starts at \$2,180* (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.

Class 2 Driveway Approach Permit - \$688*

The purpose of the driveway approach permit is to establish development standards for safe and efficient access to public streets.

Class 1 Design Review - \$739*

The purpose of design review is to create a process to review development applications that are subject to design review guidelines and design review standards. The proposed multi-family development requires Class 1 Design Review.

Tree Removal Permit - starts at \$438* (base cost)

Tree Regulation Variance - starts at \$2,579* (base cost)

As outlined in SRC 808.025, no trees shall be removed on a lot or parcel that is 20,000 square feet or greater, or on contiguous lots or parcels under the same ownership that total 20,000 square feet or greater, unless the removal is undertaken pursuant to a tree and vegetation removal permit, tree conservation plan, or tree variance. If a significant tree proposed for removal cannot meet the criteria for a Tree Removal Permit under [SRC 808.030\(d\)\(5\)](#), then a Tree Variance would be required.

Adjustment(s) – starts at \$996* or \$1,989* (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.

*Fees reflect the most recent fee schedule effective July 1, 2024, and are subject to a \$5.00 automation surcharge for processing. Fees are expected to change again starting July 1, 2025.

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. Specific webpages applicable to the proposal are as follows:

- **Subdivision:**
<https://www.cityofsalem.net/business/land-use-zoning/development-application-help/subdivide-your-land-into-four-or-more-lots>
- **Partition:**
<https://www.cityofsalem.net/business/land-use-zoning/development-application-help/partition-your-land-into-three-or-less-lots>
- **Finalizing Your Land Survey (Plat):**
<https://www.cityofsalem.net/business/land-use-zoning/development-application-help/finalize-your-land-survey-plot>
- **Site Plan Review:**
<https://www.cityofsalem.net/business/land-use-zoning/development-application-help/build-on-your-property>
- **Design Review (Application):**
<https://www.cityofsalem.net/business/land-use-zoning/development-application-help/design-review>
- **Multifamily Housing Design Standards:**
<https://www.cityofsalem.net/business/land-use-zoning/development-application-help/design-review>
- **Trees:**
<https://www.cityofsalem.net/community/household/home-improvement/can-you-remove-trees-on-your-property>
- **Zoning Adjustment (if applicable):**
<https://www.cityofsalem.net/business/land-use-zoning/development-application-help/seek-an-adjustment-to-land-use-standards>

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 22** 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 alternative 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			
<input type="checkbox"/>	EFU – Exclusive Farm Use (SRC 500.000)	<input type="checkbox"/>	MU-II – Mixed Use II (SRC 534.000)
<input type="checkbox"/>	RA – Residential Agriculture (SRC 510.000)	<input type="checkbox"/>	MU-III – Mixed Use III (SRC 535.000)
<input type="checkbox"/>	RS – Single Family Residential (SRC 511.000)	<input type="checkbox"/>	MU-R – Mixed Use Riverfront (RSC 536.000)
<input type="checkbox"/>	RD – Duplex Residential (SRC 512.000)	<input type="checkbox"/>	ESMU – Edgewater/Second Street Mixed-Use Corridor (SRC 537.000)
<input type="checkbox"/>	RM-I – Multiple Family Residential (SRC 513.000)	<input type="checkbox"/>	PA – Public Amusement (SRC 540.000)
<input checked="" type="checkbox"/>	RM-II – Multiple Family Residential (SRC 514.000)	<input type="checkbox"/>	PC – Public and Private Cemeteries (SRC 541.000)
<input type="checkbox"/>	RM-III – Multiple Family Residential (SRC 515.000)	<input type="checkbox"/>	PE – Public and Private Education (SRC 542.000)
<input type="checkbox"/>	CO – Commercial Office (SRC 521.000)	<input type="checkbox"/>	PH – Public and Private Health Services (SRC 543.000)
<input type="checkbox"/>	CR – Retail Commercial (SRC 522.000)	<input type="checkbox"/>	PS – Public Service (SRC 544.000)
<input type="checkbox"/>	CG – General Commercial (SRC 523.000)	<input type="checkbox"/>	PM – Capitol Mall (SRC 545.000)
<input type="checkbox"/>	CB – Central Business District (SRC 524.000)	<input type="checkbox"/>	EC – Employment Center (SRC 550.000)
<input type="checkbox"/>	WSCB – West Salem Central Business District (SRC 525.000)	<input type="checkbox"/>	IC – Industrial Commercial (SRC 551.000)
<input type="checkbox"/>	FMU – Fairview Mixed-Use (SRC 530.000)	<input type="checkbox"/>	IBC – Industrial Business Campus (SRC 552.000)
<input type="checkbox"/>	SWMU – South Waterfront Mixed-Use (SRC 531.000)	<input type="checkbox"/>	IP – Industrial Park (SRC 553.000)
<input type="checkbox"/>	MU-I – Mixed Use I (SRC 533.000)	<input type="checkbox"/>	IG – General Industrial (SRC 554.000)
Overlay Zones			
<input type="checkbox"/>	Willamette Greenway (SRC 600.000)	<input type="checkbox"/>	Chemawa-I-5 Northeast Quadrant Gateway (SRC 618.000)
<input type="checkbox"/>	Floodplain (SRC 601.000)	<input type="checkbox"/>	Superior-Rural (SRC 621.000)
<input checked="" type="checkbox"/>	Airport (SRC 602.000)	<input type="checkbox"/>	Saginaw Street (SRC 625.000)
<input type="checkbox"/>	Portland Fairgrounds Road (SRC 603.000)	<input type="checkbox"/>	McNary Field (SRC 629.000)

Staff Comments
<p>RM-II – Multiple Family Residential (SRC 514) The underlying zone of the subject property. The use and development standards of SRC Chapter 514 are applicable to proposed development of the property. The proposed use (<i>multiple family</i>) is allowed outright in the RM-II zone.</p> <p>Airport Overlay Zone (SRC 602) The property appears to be within the Conical Surface of the overlay zone. Future development at this site may be required to undergo aeronautical evaluations by the FAA and ODAV.</p>

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			
<input type="checkbox"/>	Special Use Provisions (SRC 700.000)	<input checked="" type="checkbox"/>	Vision Clearance (SRC 805.000)
<input checked="" type="checkbox"/>	Multiple Family Design Review Guidelines and Standards (SRC 702.000)	<input checked="" type="checkbox"/>	Off-Street Parking, Loading and Driveways (SRC 806.000)
<input checked="" type="checkbox"/>	General Development Standards (SRC 800.000)	<input checked="" type="checkbox"/>	Landscaping and Screening (SRC 807.000)
<input checked="" type="checkbox"/>	Public Improvements (SRC 802.000)	<input checked="" type="checkbox"/>	Preservation of Trees and Vegetation (SRC 808.000)
<input checked="" type="checkbox"/>	Streets and Right-Of-Way Improvements (SRC 803.000)	<input type="checkbox"/>	Wetlands (SRC 809.000)
<input checked="" type="checkbox"/>	Driveway Approaches (SRC 804.000)	<input checked="" type="checkbox"/>	Landslide Hazards (SRC 810.000)

Staff Comments	
<p>Development Standards (SRC 514.010)</p> <ul style="list-style-type: none"> ▪ Lots subdivided or partitioned in the RM-II zone shall be a minimum of 20,000 square feet in size, unless the lots are restricted to contain three or more attached dwelling units per lot, are used for townhouse development, or are used for allowed uses other than household living. ▪ Table 514-3, Dwelling Unit Density: Minimum density standards would need to be met for each parcel. ▪ Table 514-4 and 514-5, Setbacks: A 10-ft setback for with Type C landscaping is required for multi-family buildings, accessory structures, and vehicle use areas abutting residential-zoned properties. <ul style="list-style-type: none"> ○ Increased setbacks are required for units abutting RS-zoned property under design review standards in Chapter 702. <p>Multiple Family Design Standards (SRC 702.020)</p> <p>The applicant is advised to review the design standards for multi-family residential developments set forth in SRC chapter 702.020. Without building elevations and landscape plans, it's not possible to determine if the proposal will meet many of the standards from this chapter. The applicant is advised to carefully examine this chapter and revise their proposal as necessary. Please feel free to contact me with questions.</p> <ul style="list-style-type: none"> ▪ A maximum of 15 percent of the common open space shall be located on land with slopes greater than 25 percent. ▪ On sites with 75 feet or more of buildable width, a minimum of 40 percent of the buildable width shall be occupied by building placed at the setback line to enhance visual interest and activity along the street. Accessory structures shall not apply towards meeting the required percentage. <ul style="list-style-type: none"> ○ Portions of buildings that are set back further than the setback line – but within 10 feet of that setback line – count toward the 40 percent standard. As proposed, buildings along Snowball Avenue are setback beyond 10 feet of the setback line, and thereby do not meet the minimum 40 percent. It appears that some areas of building articulation can be brought towards the street a few feet to meet the standard. ▪ Tree requirements for planter bays and every 50 feet along the perimeter of the parking lot may only count towards CFEC requirements if three trees are within the same planter bay or strip. 	

Street Connectivity ([SRC 803.035](#))

Connections to existing or planned streets and adjoining undeveloped properties for eventual connection with the existing street system shall be provided at no greater than 600-foot intervals unless approved through an Alternative Street Standard.

Driveway Approaches ([SRC 804](#))

Any new driveway or modification to an existing driveway is subject to the standards in SRC 804.025. Additionally, driveway access onto a Collector or Local Street is subject to the standards in SRC 804.030.

Off-Street Parking, Loading and Driveways ([SRC 806](#))

The off-street parking provided for the development site will need to meet the requirements of Chapter 806 for amount of required vehicle and bicycle parking.

- New parking updates became effective May 24, 2023, which have eliminated minimum parking requirements altogether. Maximum parking amounts, bicycle parking, and loading spaces still apply.
- [SRC 806.015](#), Table 806-1, establishes maximum parking amounts for a multi-family use at 1.75 spaces for all dwelling units other than studios.
 - Any newly constructed building with five or more dwelling units on the same lot shall designate spaces to serve electrical vehicle charging for a minimum of 40 percent of the off-street parking spaces provided on the site.
- [SRC 806.035](#): The requirements of this section apply for the development of new off-street parking and vehicle use areas.
 - As proposed, the development is subject to the CFEC standards under SRC 806.035(n). Effective December 27, 2023, new off-street parking areas larger than a half-acre in size are required to provide mitigation measures for the climate impacts of the subject development, in addition to other applicable landscaping requirements. The standards are broken into two sets of options: Climate mitigation and tree canopy. You can choose how you want to accomplish each set of options. Please visit [this webpage](#) for a breakdown of the options, review process and submittal requirements, FAQs, etc.
- [SRC 806.055](#), Table 806-8, requires bicycle parking to be provided at 1 space per dwelling unit.
 - Long-term bicycle parking within dwelling units or lobbies is allowed for 100 percent of the required bicycle parking for multi-family uses.
- [SRC 806.075](#), Table 806-11, establishes minimum loading zone requirements. Based on the number of units provided, two loading spaces are required, with one located near the rec building, if applicable.

Landscaping and Screening ([SRC 807.000](#))

All required setbacks and vehicle use areas shall be landscaped, pursuant to SRC 514.010(d). Landscaping shall meet the Type A or Type C standard as outlined in Chapter 807, unless otherwise noted. Multi-family developments subject to Design Review shall conform to the landscaping standards under SRC Chapter 702; specifically, [SRC 702.020\(b\)](#) for a development of this size. Conformance with these standards will need to be provided on the final submittal materials, including plant units, sizes, and density.

Natural Resources

Trees ([SRC Chapter 808](#)): The City’s tree preservation ordinance (SRC Chapter 808) protects Heritage Trees; Significant Trees (including Oregon White Oaks with diameter-at-breast-height (*dbh*) of 20 inches or greater and any other tree, with the exception of tree of heaven, empress tree, black cottonwood, and black locust, with a dbh of 30 inches or greater); trees and native vegetation in riparian corridors; and trees on lots or parcels 20,000 square feet or greater. The tree preservation ordinance defines “tree” as, “any living woody plant that grows to 15 feet or more in height, typically with one main stem called a trunk, which is 10 inches or more dbh, and possesses an upright arrangement of branches and leaves.”

Pursuant to [SRC 808.025](#), no person shall, prior to site plan review or building permit approval, remove a tree on a lot or parcel that is 20,000 square feet or greater, or on contiguous lots or parcels under the same ownership that total 20,000 square feet or greater, unless the removal is undertaken pursuant to a tree and vegetation removal permit issued under [SRC 808.030](#), undertaken pursuant to a tree conservation plan approved under [SRC 808.035](#), or undertaken pursuant to a tree variance granted under [SRC 808.045](#).

Tree Protection Measures: [SRC 808.046](#) requires the protection of the critical root zone of all trees required to be preserved or protected under the UDC. Protection measures include the installation of an above ground silt

fence, or its equivalent, around 100 percent of the critical root zone of the tree. The critical root zone measures **one-foot in radius for each one-inch of dbh of the tree**. In the case of non-significant trees, the critical root zone may alternatively be determined by a certified arborist through submittal of an arborist report.

Within the critical root zone, the tree's trunk, roots, branches, and soil shall be protected to ensure the health and stability of the tree; and there shall be no grading, placement of fill, storage of building materials, or parking of vehicles. Up to 30 percent of the critical root zone of a tree may be disturbed in order to accommodate development of a property but only in conjunction with the submittal of a report from a certified arborist documenting that such disturbance will not compromise the long-term health and stability of the tree and all recommendations included in the report to minimize any impacts to the tree are followed.

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	
<input checked="" type="checkbox"/>	Neighborhood Association Contact (SRC 300.310)
<input type="checkbox"/>	Open House (SRC 300.320)
Staff Comments	
<p>A Partition or Class 3 Site Plan Review application requires that the applicant contact the applicable neighborhood association(s) prior to application submittal. Refer to SRC 300.310 for requirements for contacting the neighborhood association(s).</p>	

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)
South Gateway Neighborhood Association	Check calendar for specific dates/location	Chair & Land Use Chair: Dynee Medlock findthepattern@icloud.com

Salem Revised Code Available Online

The entire Salem Revised Code can be accessed online through the City’s website at: <https://www.cityofsalem.net/government/laws-rules/salem-revised-code>