

**TO:** Olivia Dias, Current Planning Manager  
Community Planning and Development Department

**FROM:** Laurel Christian, Infrastructure Planner III  
Community Planning and Development Department



**DATE:** November 27, 2024

**SUBJECT:** Infrastructure Memo  
**REP-SPR-ADJ-DAP24-06 (24-113646-PLN)**  
**383 Farm Credit Drive SE**  
**Hotel Developments**

## **PROPOSAL**

A Class 3 Site Plan Review, Class 2 Driveway Approach Permit for development of two new hotel buildings with associated driveways, parking and landscaping, with three Class 2 Adjustment requests. The proposal includes a Replat application to consolidate and relocate a property line creating a 3.01 acre lot and 2.07 acre lot, zoned IC (Industrial Commercial), and located at 383-503 Farm Credit drive SE (Marion County Assessors Map and Tax lot number: 073W36A / 2000, 2100 and 2200).

## **RECOMMENDED CONDITIONS OF APPROVAL**

1. Design and construct a storm drainage system at the time of development in compliance with *Salem Revised Code* (SRC) Chapter 71 and *Public Works Design Standards* (PWDS).
2. Prior to issuance of a certificate of occupancy the Phase 1 Building, the applicant shall construct a property a 5-foot-wide property line sidewalk and landscape strip along the development frontage of Farm Credit Drive SE.
3. Prior to issuance of a certificate of occupancy the Phase 2 building, the applicant shall property a 5-foot-wide property line sidewalk and landscape strip along the development frontage of Farm Credit Drive SE and Kettle Court SE.
4. Prior to issuance of a certificate of occupancy, install street trees to the maximum extent feasible along Farm Credit Drive SE and Kettle Court SE.

5. Prior to issuance of a certificate of occupancy, install street trees to the maximum extent feasible along Farm Credit Drive SE and Kettle Court SE.
6. Prior to issuance of a building permit, obtain a street tree removal permit pursuant to SRC Chapter 86.
7. The access onto Hawthorne Avenue SE shall be limited to emergency service access only.
8. Construct all new structures a minimum of one foot above the base flood elevation pursuant to SRC 601.075.
9. Show all existing and proposed easements on the final plat.

### **EXISTING CONDITIONS – INFRASTRUCTURE**

The existing conditions of streets abutting the subject property are described in the following table:

<b>Streets</b>			
<b>Street Name</b>		<b>Right-of-way Width</b>	<b>Improvement Width</b>
<b>Farm Credit Dr SE (Local)</b>	Standard:	60-feet	30-feet
	Existing Condition:	60-feet	30-feet
<b>Kettle Ct SE (Private Local)</b>	Standard:	N/A - Easement	30-feet
	Existing Condition:	N/A - Easement	36-feet
<b>Hawthorne Ave SE (Major Arterial)</b>	Standard:	96-feet	68-feet
	Existing Condition:	100-feet	68-feet

The existing conditions of public infrastructure available to serve the subject property are described in the following table:

<b>Utilities &amp; Parks</b>	
<b>Type</b>	<b>Existing Conditions</b>
<b>Water</b>	Water Service Level: G-0
	An 8-inc water mains is located in Farm Credit Drive SE.
	A 12-inch water main is located in Kettle Court SE.
	A 16-inch water main is located in Hawthorne Avenue SE.
<b>Sanitary Sewer</b>	An 8-inch sanitary sewer main is located in Farm Credit Drive SE.
	A 10-inch sanitary sewer main is located in Kettle Court SE.
	A 12-inch sanitary sewer main is located in Hawthorne Avenue SE.

<b>Storm Drainage</b>	A 10-inch storm main is located in Farm Credit Drive SE.
	An 18-inch private stormwater main is located in Kettle Court SE.

### **SITE PLAN REVIEW DECISION CRITERIA**

The following Code references indicate the criteria that must be found to exist before an affirmative decision may be made. The applicable criteria and the corresponding findings are as follows:

#### **SRC 220.005(f)(3)(A) The application meets all applicable standards of the UDC (*Unified Development Code*)**

**Finding**—As proposed and conditioned in the findings within the memo, the development meets all the applicable standards in the UDC as follows:

##### ***SRC Chapter 200 - Urban Growth Management:***

SRC Chapter 200 (Urban Growth Management) requires issuance of an Urban Growth Preliminary Declaration (UGA) prior to development of property located outside the City's Urban Service Area.

**Finding:** The subject property is located outside of the Urban Service Area. Because the proposed development does not precede construction of required facilities, an UGA permit is not required.

##### ***SRC Chapter 71 – Stormwater:***

The proposed development is subject to SRC Chapter 71 and the revised Public Works Design Standards (PWDS) as adopted in Administrative Rule 109, Division 004 which requires the use of green stormwater infrastructure to treat and detain stormwater generated from the development.

**Finding:** The applicant's engineer provided a preliminary stormwater management report as part of the land use application. The preliminary stormwater report does not demonstrate that the proposed stormwater management design meets the Public Works Design Standards relating to water quality-treatment. At time of building permit application, the applicant shall submit an updated stormwater report that demonstrates compliance with the Public Works Design Standards and SRC Chapter 71 relating to stormwater management. In order to comply with SRC Chapter 71 and the Public Works Design Standards, the following condition applies:

**Condition:** Design and construct a storm drainage system at the time of development in compliance with *Salem Revised Code* (SRC) Chapter 71 and *Public Works Design Standards* (PWDS).

##### ***SRC 802 – Public Improvements:***

▪ ***Development to be served by City utilities:***

SRC 802.015 requires development to be served by City utilities designed and constructed according to all applicable provisions of the Salem Revised Code and Public Works Design Standards (PWDS).

**Finding:** Public water, sanitary sewer, and stormwater infrastructure is available along the perimeter of the site and appears to be adequate to serve the property as shown on the applicant's preliminary utility plan. The applicant shall design and construct all utilities (sewer, water, and storm drainage) according to the PWDS and to the satisfaction of the Public Works Director. The applicant is advised that a sewer monitoring manhole may be required, and the trash area shall be designed in compliance with Public Works Standards.

***SRC 803 – Street and Right-of-way Improvements***

▪ ***Boundary Street Improvements***

Pursuant to SRC 803.025, except as otherwise provided in this chapter, right-of-way width and pavement width for streets and alleys shall conform to the standards set forth in Table 803-1 (Right-of-way Width) and Table 803-2 (Pavement Width). In addition, SRC 803.040 requires dedication of right-of-way for, and construction or improvement of, boundary streets up to one-half of the right-of-way and improvement width specified in SRC 803.025 as a condition of approval for certain development.

**Finding:** Hawthorne Avenue SE abuts the subject property and is classified as a major arterial street according to the Salem Transportation System Plan (TSP). Hawthorne Avenue SE meets the minimum right-of-way width and pavement width standards established in SRC 803.025; therefore, additional improvements along Hawthorne Avenue SE are not required.

Farm Credit Drive SE is classified as a local street according to the Salem TSP. Farm Credit Drive meets the minimum pavement width standards according to SRC 803.025 Table 803-2 (Pavement Width) and meets the minimum right-of-way width standards according to SRC 803.025 Table 803-1 (Right-of-way Width). Therefore, pavement widening and right-of-way dedication are not required as a condition of development. However, Farm Credit Drive SE lacks streetscape improvements along the frontage of the property, including sidewalks and landscape strips for street trees. The applicant's plans show two separate buildings to be constructed and indicates there would be two phases of building permits. The applicant shall provide frontage improvements at time of each building permit for the frontage abutting the development subject to the building permit.

Kettle Court SE is classified as a private local street according to the Salem TSP. Pursuant to SRC 803.020(b)(2), private streets shall be constructed to meet the public

standards established in SRC Chapter 803 and the Public Works Design Standards; therefore, improvements are required along this private street. Kettle Court SE meets the minimum pavement width standards according to SRC 803.025 Table 803-2 (Pavement Width) and meets the minimum right-of-way width standards according to SRC 803.025 Table 803-1 (Right-of-way Width). Therefore, pavement widening and right-of-way dedication are not required as a condition of development. However, Kettle Court SE lacks streetscape improvements along the frontage of the property, including sidewalks and landscape strips for street trees. The applicant's plans show two separate buildings to be constructed and indicates there would be two phases of building permits. The second phase of development has frontage along Kettle Court SE. The applicant shall provide frontage improvements at time of each building permit for the frontage abutting the development subject to the building permit.

In order to comply with SRC 803.025 – *Boundary Street Improvements*, SRC 803.035(k) – *Street Trees*, and SRC 803.035(l) – *Sidewalks*, the following conditions apply:

**Condition:** Prior to issuance of a certificate of occupancy the Phase 1 Building, the applicant shall construct a property a 5-foot-wide property line sidewalk and landscape strip along the development frontage of Farm Credit Drive SE.

**Condition:** Prior to issuance of a certificate of occupancy the Phase 2 building, the applicant shall property a 5-foot-wide property line sidewalk and landscape strip along the development frontage of Farm Credit Drive SE and Kettle Court SE.

▪ ***Street Trees***

Pursuant to SRC 803.035(k) and SRC 86.015(e), anyone undertaking development along public streets shall plant new street trees to the maximum extent feasible.

**Finding:** As described in the written findings above, landscape strips for street trees will be constructed along Farm Credit Drive SE and Kettle Court SE. As a condition of development, the applicant shall provide street trees along Farm Credit Drive SE and Kettle Court SE. Street trees may be provided along the development frontage of each building permit phase. There are existing landscape planters and street trees along Hawthorne Avenue SE; therefore, additional plantings are not required along Hawthorne Street SE. In order to comply with SRC 803.035(k) and SRC 86.015(e), the following condition applies:

**Condition:** Prior to issuance of a certificate of occupancy, install street trees to the maximum extent feasible along Farm Credit Drive SE and Kettle Court SE.

Kettle Court SE is a private local street. Pursuant to SRC 803.020(b)(3) private streets and related facilities, including street trees, shall be maintained by the property owner or homeowners association. In order to ensure continued maintenance of the private street

trees along Kettle Court SE pursuant to SRC 803.020(b)(3), the following condition applies:

**Condition:** Street Trees planted along Kettle Court SE shall be maintained in good health and replaced if damaged or dead.

The applicant proposes an emergency service access along Hawthorne Avenue SE in order to meet the Fire Code Standards relating to secondary fire department access. The applicant proposed removal of one tree along Hawthorne Street SE in order to construct the proposed secondary fire access. Removal of trees located within the right-of-way requires a street tree removal permit pursuant to SRC Chapter 86. In order to comply with SRC Chapter 86, the following condition applies:

**Condition:** Prior to issuance of a building permit, obtain a street tree removal permit pursuant to SRC Chapter 86.

#### ***SRC Chapter 804 – Driveway Approaches:***

SRC 804 establishes development standards for driveway approaches providing access from the public right-of-way to private property in order to provide safe and efficient vehicular access to development sites.

**Finding:** The applicant proposes two new driveway approach onto Farm Credit Drive SE and has applied for a Class 2 Driveway Approach Permit; findings for which are provided in this memo. As described in the findings below, the proposal meets the approval criteria for a Class 2 Driveway Approach Permit. With approval of the Class 2 Driveway approach permit, the proposed development meets applicable criteria in SRC Chapter 804 relating to driveway approaches.

The applicant proposes one access onto Hawthorne Avenue SE for emergency service access only in order to meet the Fire Code requirements relating to secondary fire access. This access does not meet the standards established in SRC Chapter 804 relating to Driveway Approaches onto Arterial Streets (SRC 804.035). As such, this access point will is not a public driveway approach nor a permitted driveway approach. The access onto Hawthorne Avenue SE shall be restricted to emergency service access only. As shown on the applicant's site plan, this access will be restricted through the use of a rolled curb and removable bollards which are accessible to emergency service providers. As no driveway approach has been applied for or approved, the following condition applies to ensure the access onto Hawthorne is limited to emergency access only:

**Condition:** The access onto Hawthorne Avenue SE shall be limited to emergency service access only.

#### ***SRC Chapter 805 – Vision Clearance:***

SRC Chapter 805 establishes vision clearance standards in order to ensure visibility for vehicular, bicycle, and pedestrian traffic at the intersections of streets, alleys, flag lot accessways, and driveways.

**Finding:** The proposal does not cause a vision clearance obstruction per SRC Chapter 805. The proposed buildings meets the vision clearance standards established in SRC Chapter 805.

***Natural Resources:***

***SRC 601 – Floodplain:*** Development in the floodplain shall be regulated to preserve and maintain the capability to the floodplain to convey the flood water discharges and to minimize danger to life and property.

**Finding:** The subject property is designated on the Federal Emergency Management Agency floodplain maps as a Zone “AE” floodplain. The Floodplain Administrator has reviewed the Flood Insurance Study and Flood Insurance Rate Maps and has determined the 100-year base flood elevation for the subject development is 192-feet. Development within the floodplain requires a floodplain development permit and is subject to the requirements of SRC Chapter 601, including elevation of new structures to a minimum of one foot above the base flood elevation. An Elevation Certificate is required to verify the new structure’s elevation. The Elevation Certificates shall be submitted to the City to verify each structure’s elevation prior to pouring building foundations and again prior to final occupancy.

**Condition:** Construct all new structures a minimum of one foot above the base flood elevation pursuant to SRC 601.075.

***SRC Chapter 809 – Wetlands:*** Grading and construction activities within wetlands are regulated by the Oregon Department of State Lands (DSL) and US Army Corps of Engineers. State and Federal wetlands laws are also administered by the DSL and Army Corps, and potential impacts to jurisdictional wetlands are addressed through application and enforcement of appropriate mitigation measures. SRC Chapter 809 establishes requirements for notification of DSL when an application for development is received in an area designated as a wetland on the official wetlands map.

**Finding:** The Salem-Keizer Local Wetland Inventory shows that there are wetland channels and/or hydric soils mapped on the property. The applicant should contact the Oregon Department of State Lands to verify if any permits are required for development or construction in the vicinity of the mapped wetland area(s), including any work in the public right-of-way. Wetland notice was sent to the Oregon Department of State Lands pursuant to SRC 809.025.

***SRC Chapter 810 - Landslide Hazards:*** The City’s landslide hazard ordinance (SRC Chapter 810) establishes standards and requirements for the development of land within areas of identified landslide hazard susceptibility.

**Finding:** According to the City's adopted landslide hazard susceptibility maps and SRC Chapter 810 (Landslide Hazards), there are no mapped landslide hazard areas on the subject property.

**Criteria: SRC 220.005(f)(3)(B) The transportation system provides for the safe, orderly, and efficient circulation of traffic into and out of the proposed development, and negative impacts to the transportation system are mitigated adequately**

**Finding—** Access to the proposed development will be provided by the network of existing public streets that surround the property. The street system in and adjacent to the development will provide for the safe, orderly, and efficient circulation of traffic to and from the development. This criterion is met.

**Criteria: SRC 220.005(f)(3)(C) Parking areas and driveways are designed to facilitate safe and efficient movement of vehicles, bicycles, and pedestrians**

**Finding—**The applicant proposes two driveway approaches onto Farm Credit Drive SE and an emergency service access only onto Hawthorne Avenue SE. The driveway access onto Farm Credit Drive SE provides for safe turning movements into and out of the property and modifications are not warranted per SRC Chapter 804 (Driveway Approaches). This criterion is met.

**Criteria: SRC 220.005(f)(3)(D) The proposed development will be adequately served with City water, sewer, storm drainage, and other utilities appropriate to the nature of the development**

**Finding—** The Development Services division reviewed the proposal and determined that water, sewer, and storm infrastructure are available and appear to be adequate to serve the lots within the proposed development, subject to the conditions of approval established in this decision. This approval criterion is met.

## **CLASS 2 DRIVEWAY APPROACH PERMIT DECISION CRITERIA**

Salem Revised Code (SRC) 804.025(d) provides that an application for a Class 2 Driveway Approach Permit shall be granted if the following criteria are met. The following subsections are organized with approval criteria, followed by findings of fact upon which the decision is based. Lack of compliance with the following criteria is grounds for denial or for the issuance of conditions of approval to satisfy the criteria.

The applicant proposes two driveway approaches onto Farm Credit Drive SE, classified as a local street according to the Salem TSP. Both driveway approaches meet the applicable approval criteria according to SRC Chapter 804. As described in the following analysis:

***SRC 804.025(d)(1): The proposed driveway approach meets the standards of this Chapter and the Public Works Design Standards.***

**Finding:** The proposed driveways meets the standards for SRC Chapter 804 and Public Works Design Standards (PWDS). This criterion is met.

***SRC 804.025(d)(2): No site conditions prevent placing the driveway approach in the required location.***

**Finding:** Development Services has reviewed the proposal and determined that no site conditions existing prohibiting the location of the proposed driveways. This criterion is met.

***SRC 804.025(d)(3): The number of driveway approaches onto an arterial are minimized.***

**Finding:** The proposed driveways access Farm Credit Drive SE, which is classified as a local street. Direct public access onto an arterial street is not proposed. This criterion is met.

***SRC 804.025(d)(4): The proposed driveway approach, where possible:***

***(A) Is shared with an adjacent property; or***

***(B) Takes access from the lowest classification of street abutting the property***

**Finding:** The subject property has frontage on two local streets (Farm Credit Drive SE and Kettle Court SE) and on a major arterial street (Hawthorne Avenue SE). The driveway approaches are onto Farm Credit Drive SE and take access to the lowest classification of street abutting the property. This criterion is met.

***SRC 804.025(d)(5): The proposed driveway approach meets vision clearance standards.***

**Finding:** The proposed driveway meets the PWDS vision clearance standards set forth in SRC Chapter 805. This criterion is met.

***SRC 804.025(d)(6): The proposed driveway approach does not create traffic hazards and provides for safe turning movements and access.***

**Finding:** No evidence has been submitted to indicate that the proposed driveway will create traffic hazards or unsafe turning movements. Additionally, Development Services analysis of the proposed driveway indicates that it will not create a traffic hazard and will provide for safe turning movements for access to the subject property. This criterion is met.

***SRC 804.025(d)(7): The proposed driveway approach does not result in significant adverse impacts to the vicinity.***

**Finding:** Development Services' analysis of the proposed driveway and the evidence that has been submitted indicate that the location of the proposed driveway will not have any adverse impacts to the adjacent properties or streets. This criterion is met.

***SRC 804.025(d)(8): The proposed driveway approach minimizes impact to the functionality of adjacent streets and intersections.***

**Finding:** The subject property has frontage on two local streets (Farm Credit Drive SE and Kettle Court SE) and on a major arterial street (Hawthorne Avenue SE). The applicant is proposing driveways to the lower classification of street and they meets the spacing requirements of SRC Chapter 803. By complying with the requirements of this chapter the applicant has minimized impacts to the functionality of adjacent streets and intersections. This criterion is met.

***SRC 804.025(d)(9): The proposed driveway approach balances the adverse impacts to residentially zoned property and the functionality of adjacent streets.***

**Finding—**The proposed driveway approach is not located in the vicinity of a residentially zoned area. The driveway will not have an effect on the functionality of the adjacent streets. This criterion is met.

## **REPLAT DECISION CRITERIA**

SRC 205.025(d) indicates the criteria that must be found to exist before an affirmative decision may be made. The applicable criteria and the corresponding findings are as follows:

***SRC 205.025(d)(1) The tentative replat does not propose to vacate any public street or road, or any recorded covenants or restrictions.***

**Findings—**The replat does not propose to vacate any of the public streets that abut the property or any recorded covenants or restrictions. This criterion is met.

***SRC 205.025(d)(3) The tentative replat complies with the standards of this Chapter and with all applicable provisions of the UDC.***

**Finding:** As proposed and conditioned in the findings within the memo, the development meets all the applicable standards in the UDC as follows:

### ***SRC Chapter 802 – Public Improvements:***

SRC 802.015 requires development to be served by City utilities designed and constructed according to all applicable provisions of the Salem Revised Code and

Public Works Design Standards (PWDS).

**Finding:** Development Services has reviewed the proposal for compliance with the City's public facility plans pertaining to the provision of water, sewer, and storm drainage facilities and determined that such facilities are available and appear to be adequate to serve the subject property in conformance with the requirements of SRC Chapter 802 (Public Improvements).

***SRC Chapter 803 – Street and Right-of-way Improvements:*** Pursuant to SRC Chapter 803.040, replat applications do not trigger boundary street improvements or right-of-way dedications. Development Services has reviewed the proposal for compliance with the City's public facility plans pertaining to the provision of streets and determined that such facilities are available and appear to be adequate to serve the subject property in conformance with SRC Chapter 803 (Streets and Right-of-Way Improvements). Improvements to the boundary streets abutting the property subject to the replat are conditioned with the associated Site Plan Review application.

**SRC 205.025(d)(4)—The tentative replat complies with all applicable provisions of ORS Chapter 92.**

**Findings—** The applicant shall provide the required field survey and subdivision replat as per Statute and Code requirements outlined in the *Oregon Revised Statutes* (ORS) and the SRC. If said documents do not comply with the requirements outlined in ORS and SRC, and pursuant to SRC 205.035, the approval of the replat plat by the City Surveyor may be delayed or denied based on the non-compliant violation. The City Surveyor will confirm ORS 92 compliance as part of the final plat mylar review.

**SRC 205.025(d)(6)—The tentative replat does not adversely affect the availability of, or access to, City infrastructure or public or private utilities or streets.**

**Findings—**Development Services has reviewed the applicant's preliminary plan for this site. The water, sewer, and storm infrastructure are existing, and appear to be adequate to serve the proposed replat. Public streets abutting the subject property are available to provide adequate street access.

The applicant's tentative replat shows existing easements. Additionally, easements for access and utilities crossing the property lines are required. The applicant's preliminary utility plan shows utilities crossing property lines which will require dedicated easements. As a condition of approval, the applicant shall show all existing and proposed easements on the final plat to ensure adequate access to public utilities and streets.

**Condition:** Show all existing and proposed easements on the final plat.

Prepared by: Laurel Christian, Infrastructure Planner III  
cc: File