



COLONIA LIBERTAD I

2911 SADDLE CLUB ROAD

03.31.25

NARRATIVE & SUPPORTING DOCUMENTS

LAND USE – SITE PLAN REVIEW (CLASS 2, TYPE 1)



CARLETON HART ARCHITECTURE PC

830 SW 10th AVE #200, Portland, OR 97205 | 503.243.2252 | www.carletonhart.com | ORBAE ARF-0156

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PROJECT INFORMATION

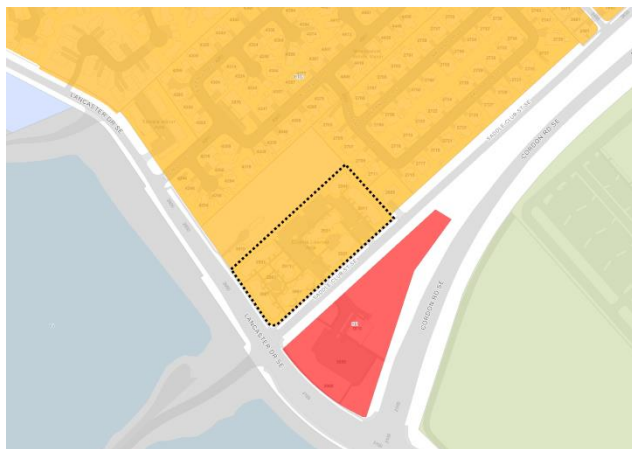
Project Name:	Colonia Libertad I	Project no:	24007
Representative:	Kayla Zander Carleton Hart Architecture 830 SW 10 th Ave #200 Portland, Oregon 97205 (608) 354-8163 kayla.zander@carletonhart.com		
Applicant:	Carmen Fernandez Farmworker Housing Development Corporation 1274 Fifth Street, Suite 1-A Woodburn, Oregon 97071 503-902-0844 carmenfernandez@fhdc.org		
Property Address:	2911 Saddle Club Road Salem, Oregon 97317		
Zoning Designation:	RM2 – Multi-Family Residential		

PROJECT DESCRIPTION

The Colonia Libertad 1 project is a rehabilitation of the existing 9-building complex, addressing areas in need of repair or replacement as designated by the Capital Needs Assessment (CNA) completed in February 2024 by CERTA Building Solutions, and upgrading mechanical, electrical and plumbing (MEP) systems through Energy Trust of Oregon's incentive program.

The rehabilitation's primary focus is on providing a weathertight and durable exterior shell. Roofing, cladding, windows, doors, and all associated flashings and trim will be replaced at each building. New crawl space vapor retarder will be installed as an added safety measure against potential future radon issues. There are allowances for miscellaneous repairs on an as-needed basis for items such as select exterior sheathing repair/ replacement, guardrails, balconies, etc. Site work will be limited to upgrading the trash enclosure screening, parking lot striping, community garden fencing, and reinstating the grading and gravel detail at building perimeters.

Interior repairs will be made on an as needed basis and in alignment with the CNA, including miscellaneous kitchen countertops, flooring, and select unit appliances. MEP upgrades consist of LED lighting, mini-split system heating & cooling, and new water heaters in select units.



Zoning Map reference image
Project Site is outlined with black dashed line

Orange = RM2 - Multiple Family Residential 2
Red = CR – Retail Commercial
Green = EC – Employment Center
Grey = IG – General Industrial

N↑

SRC 220.005 – SITE PLAN REVIEW.

a) Applicability.

- 1) *Except as provided in subsection (a)(2) of this section, site plan review approval is required;*
 - A) *Prior to issuance of a building permit, for any development that requires a building permit;*

Per initial conversations with City of Salem Planning Staff, the design team was informed that a rehabilitation of an existing project is required to submit for Design Review and a Class 2 Site Plan Review, under the current City of Salem code.

- B) *Not Applicable.*
- C) *Not Applicable.*

- 2) *Exemptions.*
 - A) *The following development that requires a building permit is exempt from site plan review:*
 - i) *Not Applicable.*
 - ii) *Not Applicable.*
 - iii) *Ordinary maintenance or repair of existing buildings, structures, utilities, landscaping, and impervious surfaces, and the installation or replacement of operational equipment or fixtures.*

Select maintenance and repair items are included in the project scope (ie: parking lot re-stripping, etc).

- iv) *Not Applicable.*
- v) *Not Applicable.*
- vi) *Not Applicable.*
- vii) *Not Applicable.*

- B) *Not Applicable.*

b) Classes.

- 1) *Not Applicable.*
- 2) *Class 2 site plan review. Class 2 site plan review is site plan review for any development under subsection (a)(1) of this section, other than development subject to Class 1 site plan review, that does not involve a land use decision or limited land use decision, as those terms are defined in ORS 197.015.*

As stated above, City of Salem Planning Staff have confirmed that a rehabilitation of an existing project falls under the Class 2 site plan review requirement.

- 3) *Not Applicable.*

c) Procedure Type.

- 1) *Not Applicable.*
- 2) *Class 2 site plan review is processed as a Type I procedure under SRC chapter 300.*

The site plan review shall be processed as a Type 1 procedure.

- 3) *Not Applicable.*
- 4) *Not Applicable.*

- 5) *An application for site plan review may be processed concurrently with an application for a building permit; provided, however, the building permit shall not be issued until site plan review approval has been granted.*

d) Not Applicable.

e) Submittal requirements for Class 2 & 3 site plan review.

- 1) *Class 2 site plan review. In addition to the submittal requirements for a Type I application under SRC [chapter 300](#), an application for Class 2 site plan review shall include the following:*

A) *A site plan, of a size and form and in the number of copies meeting the standards established by the Planning Administrator, containing the following information:*

- i) *The total site area, dimensions, and orientation relative to north;*

Site area indicated on G1.01 & north arrow indicated on A1.01.

- ii) *The location of all proposed primary and accessory structures and other improvements, including fences, walls, and driveways, indicating distance from the structures and improvements to all property lines and adjacent on-site structures;*

As noted in the design review narrative, the trash enclosure screen will be replaced with a CMU screen and the existing fence around the community garden will be replaced with a metal fence in the same location. All other fencing, primary and accessory structures are existing to remain as shown on A1.01.

- iii) *Not Applicable.*

- iv) *The size and location of solid waste and recyclables storage and collection areas, and amount of overhead clearance above such enclosures, if included in the proposed development;*

As noted in the design review narrative and as indicated on drawing sheets A1.01 & A8.01.

- v) *Not Applicable.*

- vi) *Not Applicable.*

- vii) *Not Applicable.*

- viii) *Not Applicable.*

- ix) *Not Applicable.*

- x) *Not Applicable.*

- xi) *Not Applicable.*

- xii) *Not Applicable.*

B) *Not Applicable.*

C) *Not Applicable.*

D) *Not Applicable.*

E) *Not Applicable.*

F) *Not Applicable.*

G) *Not Applicable.*

H) *Not Applicable.*

I) *Not Applicable.*

J) *Not Applicable.*

- 2) *Not Applicable.*

f) Criteria.

- 1) *Not Applicable.*
- 2) *Class 2 site plan review. An application for a Class 2 site plan review shall be granted if:*
 - A) *Only clear and objective standards which do not require the exercise of discretion or legal judgment are applicable to the application.*
 - B) *The application meets all the applicable standards of the UDC.*

Applicable criteria have been included in this narrative and drawing package for compliance with a rehabilitation of an existing multi-family housing project.

- 3) *Not Applicable.*

SRC 300.210 – APPLICATION SUBMITTAL.

- a) Land Use applications shall be submitted on form prescribed by the Planning Administrator. A land use application shall not be accepted in partial submittals. All of the following must be submitted to initiate completeness review under SRC 300.220. All information supplied in the application form and accompanying the application shall be complete and correct as to the applicable facts.**

- 1) *A completed application form. The application form shall contain, at a minimum the following information:*
 - A) *The names and addresses of the applicant(s), the owner(s) of the subject property, and any authorized representative(s) thereof;*
 - B) *The address or location of the subject property and its assessor's map and tax lot number;*
 - C) *The size of the subject property;*
 - D) *The comprehensive plan designation and zoning of the subject property;*
 - E) *The type of application(s);*
 - F) *A brief description of the proposal; and*
 - G) *Signatures of the applicant(s), owner(s) of the subject property, and/or the duly authorized representative(s) thereof authorizing the filing of the application(s).*

Per confirmation from the City of Salem Planning Staff, the application form is now completed through the online portal rather than a PDF form.

- 2) *Recorded deed/ land sales contract with legal description*

Recorded deed has been uploaded with this narrative and application.

- 3) *Any information that would give rise to an actual or potential conflict of interest under state or local ethics laws for any member of a Review Authority that will or could make a decision on the application;*
- 4) *Pre-application conference written summary, if a pre-application conference was required under SRC 300.310(a) and Table 300-2; or copy of the approved pre-application conference waiver, if such approval was granted pursuant to SRC 300.310(b);*

Pre-application conference waiver was submitted to the City of Salem at the end of February, 2025 but has been uploaded with this narrative and application.

- 5) *Not Applicable.*
- 6) *Not Applicable.*
- 7) *Not Applicable.*
- 8) *Not Applicable.*

- 9) *Not Applicable.*
- 10) *Not Applicable.*
- 11) *Not Applicable (Based on timeline projections provided by City of Salem staff).*
- 12) *Not Applicable.*
- 13) *Not Applicable.*
- 14) *Not Applicable.*

- b) The Planning Administrator may waive any submittal requirement if the Planning Administrator determines that the specific requirement would not provide evidence needed to satisfy any of the applicable criteria.**
- c) Each application, when received, shall be date-stamped with the date the application was received, and designated with a receipt number and a notation of the staff person who received the application.**