

# McKay Park Improvements Class 2 Site Plan Review

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**Date:** April 2025

**Submitted to:** City of Salem  
Planning Division  
555 Liberty Street SE, Room 305  
Salem, OR 97301

**Applicant:** City of Salem  
Engineering and Parks and Recreation Divisions  
1457 23rd St SE Salem, OR 97302



3700 River Road N, Suite 1  
Keizer, OR 97303  
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- Exhibit A:** Preliminary Plans
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  - Exhibit C:** Trip Generation Estimate Form
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# McKay Park Improvements

## Class 2 Site Plan Review

<b>Submitted to:</b>	City of Salem Planning Division 555 Liberty Street SE, Room 305 Salem, OR 97301
<b>Applicant:</b>	City of Salem Engineering and Parks and Recreation Divisions 1457 23rd St SE Salem, OR 97302
<b>Property Owners:</b>	City of Salem 555 Liberty Street SE Salem, OR 97301
<b>Applicant's Consultant:</b>	AKS Engineering & Forestry, LLC 3700 River Road N, Suite 1 Keizer, OR 97303  Contact(s): Zach Pelz, AICP Email: pelzz@aks-eng.com Phone: (503) 400-6028
<b>Site Location:</b>	McKay Park; 2755 Hollywood Drive NE, Salem, OR 97305
<b>Marion County Assessor's Map:</b>	Map Number 07 2W 18BD, Tax Lot 8200 and 8300; Map Number 07 2W 18CA, Tax Lot 100 and 200
<b>Site Size:</b>	±14.1 acres
<b>Land Use Districts:</b>	Public Amusement (PA)

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## **I. Executive Summary**

AKS Engineering & Forestry, LLC (AKS) is submitting this application on behalf of the City of Salem Community Services and Public Works Departments (Applicant) to upgrade amenities at McKay Park, an existing City park, located at 2755 Hollywood Drive NE, in Salem.

This project is funded by a community improvement bond approved by Salem voters in November 2022. McKay Park, located at 2755 Hollywood Drive NE, contains a playground, basketball courts, soccer fields, baseball field, softball field, walking paths, open space, and a former playground area, which were identified as an eligible facility to utilize the community improvement bond funding for needed repairs and improvements.

The planned improvements, illustrated in Exhibit A, include:

- Renovation of the existing natural turf soccer fields and adjacent warm up areas with new subsurface drainage irrigation systems, potential soil reconditioning, and restoration of the natural grass turf playing surface;
- Construction of a new picnic shelter, including water and electrical connections;
- Construction of a new concrete pad with electrical connections to support temporary use by mobile food vendors;
- Reconstruction of selected interior pedestrian and bicycle circulation routes, that will also provide improved maintenance and emergency vehicle access through the site;
- Construction of new public restrooms;
- Ancillary improvements to related amenities around the park, including the potential repurposing of a former playground area as a future skatepark or, alternatively, the removal of this existing infrastructure followed by lawn restoration and the addition of shade trees to support passive recreation.

Because the planned improvements include paving of an unpaved area, a Site Plan Review is required under Salem Revised Code (SRC) 220.005. While the new pedestrian pathways planned as a part of these improvements align with a Tier 1 project in Salem's TSP, no connecting or abutting sections of trail or path have been constructed on adjacent property. Subsequently, the planned pathway improvements onsite are not required by the SRC but are being installed voluntarily. While the City has previously confirmed that such voluntary pedestrian pathway improvements are not subject to the pedestrian lighting standards of SRC 800.065, pedestrian area lighting will be provided via existing on-site lighting. The application will be reviewed under the Class 2 Site Plan Review procedure.

This application includes the City application forms, written materials, and preliminary plans necessary for City staff to review and determine compliance with the applicable approval criteria. The evidence is substantial and supports the City's approval of the application.

## **II. Site Description/Setting**

McKay Park is ±14.1 acres in total area and is located within the City of Salem Public Amusement (PA) zoning district. The property is developed with an existing City park that includes a playground, basketball courts, soccer fields, a baseball field, a softball field, walking paths, open space, a former skatepark area, and vehicle parking.

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To the south, the park abuts the McKay High School property, which is zoned Public/Private Education (PE). To the east, the park abuts properties within the Residential Agriculture (RA) zoning district. A majority of the properties to the north and the west are within unincorporated Marion County. The subject property is designated Parks – Open Space – Outdoor Recreation (POS) in the Salem Area Comprehensive Plan. The surrounding properties are designated as Single Family Residential (SF) and Community Service Education (CSE) in the Salem Area Comprehensive Plan.

### **III. Applicable Review Criteria**

#### **SALEM REVISED CODE – TITLE X – UNIFIED DEVELOPMENT CODE**

##### **Chapter 220—Site Plan Review**

###### **Sec. 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;
- (B) Prior to a change of use, when a building permit is not otherwise required; and
- (C) Prior to commencement of work, for any of the following when a building permit is not otherwise required:
  - (i) Development of a new off-street parking or vehicle use areas;
  - (ii) Expansion of an existing off-street parking or vehicle use areas, when additional paved surface is added;
  - (iii) Alteration of an existing off-street parking or vehicle use areas, when the existing paved surface is replaced with a new paved surface;
  - (iv) Paving of an unpaved area; and
  - (v) Restriping of an off-street parking or vehicular use areas, when the layout will be reconfigured.

(2) Exemptions.

- (A) The following development that requires a building permit is exempt from site plan review:
  - (i) Development of a single-family use, two family use, three family use, four family use, or cottage cluster on an individual lot, including the construction of accessory structures and paving associated with such uses.
  - (ii) Sign installation.
  - (iii) Ordinary maintenance or repair of existing buildings, structures, utilities, landscaping, and impervious surfaces, and the installation or replacement of operational equipment or fixtures.
  - (iv) The alteration to the facade of a building except in the Mixed Use-I (MU-I), Mixed Use-II (MU-II), Mixed Use-III (MU-III), Mixed Use-Riverfront (MU-R) zones.

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- (v) Interior construction or tenant improvements that involve no change of use or occupancy.
  - (vi) Demolition permit.
  - (vii) Construction of a fence.
- (B) Any of the activities identified under subsection (a)(1)(C) of this section are exempt from site plan review if they are for a single-family use, two family use, three family use, four family use, or cottage cluster on an individual lot.

**Response:** This application involves upgrading amenities at McKay Park, including renovation of the existing natural turf soccer fields and adjacent warm up areas with new subsurface drainage and irrigation systems, potential soil reconditioning, and restoration of the natural grass turf playing surface; construction of a new picnic shelter, including water and electrical connections; installation of a concrete pad and electrical service to accommodate temporary mobile food vendors; construction of a new restroom structure; and ancillary improvements to related amenities around the park, including potential repurposing of existing infrastructure for use as a future skatepark or restoration of lawn and shade trees for passive recreation.

The construction of a new pedestrian accessway, the picnic shelter, and public restrooms is subject to Site Plan Review. This project will require Site Plan Review, and the provisions of this chapter apply.

- (b) Classes. The three classes of site plan review are:
- (1) Class 1 site plan review. Class 1 site plan review is site plan review for any development under subsection (a)(1) of this section that does not involve a land use decision or limited land use decision, as those terms are defined in ORS 197.015, and that involves either:
    - (A) A change of use or change of occupancy where only construction or improvements to the interior of the building or structure are required; or
    - (B) A change of use when a building permit is not otherwise required.
  - (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.
  - (3) Class 3 site plan review. Class 3 site plan review is site plan review for any development under subsection (a)(1) of this section that involves a land use decision or limited land use decision, as those terms are defined in ORS 197.015. As used in this subsection, land use decisions and limited land use decisions include, but are not limited to, any development application that:
    - (A) Requires a Transportation Impact Analysis pursuant to SRC chapter 803;
    - (B) Requires a geotechnical report or geologic assessment under SRC chapter 810, except where a geotechnical report or geologic assessment has already been approved for the property subject to the development application;
    - (C) Requires deviation from clear and objective development standards of the UDC relating to streets, driveways or vision clearance areas;

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- (D) Proposes dedication of right-of-way which is less than the requirements of the Salem Transportation System Plan;
  - (E) Requires deviation from the clear and objective standards of the UDC and where the Review Authority is granted the authority to use limited discretion in deviating from the standard; or
  - (F) Involves the imposition of conditions of approval; or
  - (G) Requires a variance, adjustment, or conditional use permit.

**Response:** The planned pedestrian pathways, picnic shelter and paved areas, and public restrooms will require the addition of a new impervious area which is considered development but does not involve a land use decision or limited land use decision as those terms are defined in ORS 197.015. Therefore, a Class 2 site plan review is required, per (2) above.

(c) Procedure type.

- (1) Class 1 site plan review is processed as a Type I procedure under SRC chapter 300.
- (2) Class 2 site plan review is processed as a Type I procedure under SRC chapter 300.
- (3) Class 3 site plan review is processed as a Type II procedure under SRC chapter 300.
- (4) 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.

**Response:** This application includes a Class 2 Site Plan Review and will be processed as a Type I procedure in accordance with SRC Chapter 300. The option for concurrent building permit submittal is understood.

(d) Submittal requirements for Class 1 site plan review. In lieu of the application submittal requirements under SRC chapter 300, an application for a Class 1 site plan review shall include a completed application form that shall contain the following information:

- (1) The names and addresses of the applicant(s), the owner(s) of the subject property, and any authorized representative(s) thereof;
- (2) The address or location of the subject property and its assessor's map and tax lot number;
- (3) The size of the subject property;
- (4) The comprehensive plan designation and zoning of the subject property;
- (5) The type of application(s);
- (6) A brief description of the proposal; and
- (7) 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).

(e) Submittal requirements for Class 2 and Class 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:

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- (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;
  - (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;
  - (iii) Loading areas, if included in the proposed development;
  - (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;
  - (v) An indication of future phases of development on the site, if applicable;
  - (vi) All proposed landscape areas on the site, with an indication of square footage and their percentage of the total site area;
  - (vii) The location, height, and material of fences, berms, walls, and other proposed screening as they relate to landscaping and screening required by SRC chapter 807;
  - (viii) The location of all trees and vegetation required to be protected pursuant to SRC chapter 808;
  - (ix) The location of all street trees, if applicable, or proposed location of street trees required to be planted at time of development pursuant to SRC chapter 86; and
  - (x) Identification of vehicle, pedestrian, and bicycle parking and circulation areas, including handicapped parking stalls, disembarking areas, accessible routes of travel, and proposed ramps.
- (B) An existing conditions 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;
  - (ii) The location of existing structures and other improvements on the site, including accessory structures, fences, walls, and driveways, noting their distance from property lines; and
  - (iii) The location of the 100-year floodplain, if applicable.
- (C) A grading plan depicting proposed site conditions following completion of the proposed development, when grading of the subject property will be necessary to accommodate the proposed development.
- (D) A completed trip generation estimate for the proposed development, on forms provided by the City.



- (E) Building elevation drawings for any proposed new buildings and any exterior additions or alterations to existing buildings when the height of the building, or a portion of the building is changed.
- (F) For development in the Mixed Use-I (MU-I), Mixed Use-II (MU-II), Mixed Use-III (MU-III), and Mixed Use-Riverfront (MU-R) zones, architectural drawings, renderings, or sketches showing all elevations of the existing buildings and the proposed buildings as they will appear on completion.

(...)

**Response:** The Preliminary Plans, included as Exhibit A, as well as this narrative provide the applicable required information. A trip generation estimate is included as Exhibit C, and preliminary elevations for the picnic shelter and public restrooms are included in Exhibit D. Because no material site grading will occur, Applicant has not provided a grading plan. McKay Park is not located in the City’s mixed-use zones. The applicable requirements are met.

(f) Criteria.

(...)

(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 judgement are applicable to the application;
- (B) The application meets all the applicable standards of the UDC.

**Response:** As demonstrated in this narrative, this application is not subject to standards which require the exercise of discretion. Moreover, the application meets applicable standards of the UDC, as addressed in this narrative. These criteria are met.

Chapter 300—Procedures for Land Use Applications & Legislative Land Use Proposals

Sec. 300.210—Application submittal

- (a) Land use applications shall be submitted on forms 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 on 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 properties
    - (E) The type of application(s);
    - (F) A brief description of the proposal; and

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- (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).

**Response:** This information is included on the digital forms submitted via the City's Permit Application Center (PAC) portal. This requirement is met.

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

**Response:** The current property deeds are included in Exhibit B. This requirement is met.

- (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;

**Response:** The Applicant is not aware of any actual or potential conflicts of interest related to the review of this 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);

**Response:** This application does not include development that is subject to a required pre-application conference. Nonetheless, the applicant met with City staff to discuss the application on October 4, 2024, to understand the requirements and implications of the project. This requirement is met.

- (5) A statement as to whether any City-recognized neighborhood associations whose boundaries include, or are adjacent to, the subject property were contacted in advance of filing the application and, if so, a summary of the contact. The summary shall include the date when contact was made, the form of the contact and who it was with (e.g., phone conversation with neighborhood association chairperson, meeting with land use committee, presentation at neighborhood association meeting), and the result;

- (6) For applications requiring neighborhood association contact under SRC 300.310, a copy of the required e-mail or letter to the neighborhood association, and a list of the e-mail or postal addresses to which the e-mail or letter was sent;

**Response:** A Class 2 Site Plan Review is not subject to the neighborhood association contact requirements of SRC Table 300-2. This requirement is not applicable. Nevertheless, Applicant met with the North Lancaster Neighborhood Association (NOLA) and discussed the project at their regularly scheduled meeting held on March 5, 2025.

- (7) For applications requiring an open house under SRC 300.320:

(A) A copy of the sign-in sheet for the open house and a summary of the comments provided; or

(B) When a neighborhood association meeting has been substituted for a required open house, a summary of the comments provided at the neighborhood association meeting;

**Response:** This application does not require an open house. This requirement is not applicable.

- (8) A statement as to whether the Salem-Keizer Transit District was contacted in advance of filing the application; and if so, a summary of the contact. The

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summary shall include the date when contact was made, the form of the contact, who it was with, and the result;

**Response:** The Salem Area Mass Transit District was not contacted in advance of filing this application.

(9) A written statement addressing each applicable approval criterion and standard;

**Response:** This narrative addresses the approval criteria applicable to the planned improvements. This requirement is met.

(10) For Type II, Type III, and applicant-initiated Type IV applications involving property subject to an active and duly incorporated Homeowner's Association (HOA) registered with the Oregon Secretary of State which includes an identified registered agent, the HOA name and mailing address for the registered agent.

**Response:** McKay Park is not subject to an active homeowners' association (HOA). Therefore, this requirement is not applicable.

(11) For applications for affordable multiple family housing where a 100-day state mandated decision date is sought, a draft copy of the covenant required under ORS 197.311 restricting the owner, and each successive owner, of the development or a residential unit within the development from selling or renting any of the identified affordable residential units as housing that is not affordable housing for a period of 60 years from the date of the certificate of occupancy.

**Response:** This application does not include a request to develop affordable multifamily housing. This requirement is not applicable.

(12) Any additional information required under the UDC for the specific land use action sought;

(13) Any additional information, as determined by the Planning Administrator, that may be required by another provision, or for any other permit elsewhere, in the UDC, and any other information that may be required to adequately review and analyze the proposed development plan as to its conformance to the applicable criteria;

(14) Payment of the applicable application fee(s) pursuant to SRC 110.090.

(...)

**Response:** The applicable fees will be paid through the City's interoffice billing. The applicant can provide additional information at the Planning Administrator's request.

#### Chapter 540—PA—Public Amusement

##### Sec. 540.005—Uses

The permitted (P), special (S), conditional (C), and prohibited (N) uses in the PA zone are set forth in Table 540-1.

Table 540-1. Uses		
Use	Status	Limitations & Qualifications
Recreation, Entertainment, and Cultural Services and Facilities		
Parks and Open Space	P	

**Response:** Outdoor facilities such as sports fields and their accessory uses/activities (picnic shelters, restrooms, etc.) are classified as parks and open space uses, and are permitted outright in the PA zoning district.

**Sec. 540.010—Development standards**

Development within the PA zone must comply with the development standards set forth in this section.

- (a) Lot standards. Lots within the PA zone shall conform to the standards set forth in Table 540-2.

Table 540-2. Lot Standards		
Requirement	Standard	Limitations & Qualifications
Lot Area	Min. 10,000 sq. ft.	
Lot Width	Min. 50 ft.	
Lot Depth	Min. 80 ft.	
Street Frontage	Min. 16 ft.	

- (b) Setbacks. Setbacks within the PA zone shall be provided as set forth in Tables 540-3 and 540-4  
(...)
- (c) Lot coverage; height. Buildings and accessory structures within the PA zone shall conform to the lot coverage and height standards set forth in Table 540-5.  
(...)

**Response:** As shown in Exhibit A, planned structures (e.g., picnic shelter and public restrooms) exceed the minimum setback requirements in SRC Table 540-4 and 540-4.

The allowable lot coverage for buildings on this site per SRC Table 540-5 is 60%. The planned picnic shelter and public restrooms include a combined total area of approximately 1,254 square feet and would be the only permanent structures on this approximately 14.10-acre (614,196 square feet) site. With the addition of these planned structures, the resulting lot coverage would be approximately 0.2%, well below the allowable 60% in the PA zone. The criteria are met.

- (d) Landscaping
  - (1) Setbacks. Required setbacks shall be landscaped. Landscaping shall conform to the standards set forth in SRC chapter 807.
  - (2) Vehicle use areas. Vehicle use areas shall be landscaped as provided under SRC chapter 807.
- (e) Outdoor storage. Within the PA zone, outdoor storage shall be screened from streets and adjacent properties by a minimum six-foot-high sight-obscuring fence, wall, or hedge.

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**Response:** This application does not seek improvements within any existing setbacks or vehicle use areas. Additionally, no outdoor storage is planned. These criteria are not applicable.

Chapter 800—General Development Standards

Sec. 800.005—Applicability

The standards set forth in this chapter apply to all development in every zone unless otherwise exempted by the UDC. In the event of a conflict between the standards set forth in this chapter and any other provision of the UDC, the more restrictive provision shall apply.

**Response:** This application includes new development as that term is defined in the SRC. Therefore, responses to the applicable criteria in this Chapter are included below.

Sec. 800.050—Fences, walls, hedges, gates, and retaining walls

Unless otherwise provided under the UDC, the standards set forth in this section shall apply to fences, walls, hedges, gates, and retaining walls in all zones. Where screening is required under the UDC in the form of a fence, wall, or hedge, it shall meet the standards set forth in SRC chapter 807, in addition to the standards set forth in this section. For purposes of this section, the term "front yard" means that portion of a lot located between the front property line and a line parallel to the front property line extended from the wall of the main building lying at the greatest distance from the front property line.

(a) Location, height, and density. Fences, walls, hedges, gates, and retaining walls shall comply with the location, height, and density standards set forth in this subsection.

(1) Fences and walls.

(...)

(B) Nonresidential zones. Except for fences and walls on property used for uses falling under household living, fences and walls within nonresidential zones shall not exceed a maximum height of 12 feet; provided, however:

(i) Front, side, and rear yards abutting street. Fences and walls within a front, side, or rear yard abutting a street shall not exceed a maximum height of eight feet when located within ten feet of a property line abutting a street; provided, however, any portion of the fence or wall above 30 inches in height shall be less than 25 percent opaque when viewed at any angle at a point 25 feet away from the fence or wall.

**Response:** The application does not seek approval for any new fences or walls. The criteria do not apply.

(b) Vision clearance. Notwithstanding any other provision of this section, fence, walls, hedges, gates, and retaining walls shall conform to the vision clearance requirements of SRC chapter 805.

**Response:** The application does not seek approval for any of the above-listed improvements within a vision clearance area. The criterion does not apply.

[...]

[...]

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Chapter 86—Trees on City Owned Property

Sec. 86.050—Activities requiring permits.

- (a) A permit is required for the following activities:
- (1) Permit required to prune or remove City trees or tree protection devices. It shall be unlawful for any person, without a written permit from the Director to prune or remove a City tree, or to remove a tree protection device from a City tree, or cause or authorize or procure any person to do so. The Director may, by administrative rule, develop criteria for City tree pruning that does not require a permit where the Director finds the actions are minor and are unlikely to cause damage to the City tree.

[...]

**Response:** Applicant plans to relocate and replace selected existing small trees on site to accommodate improvements to the existing sports fields. Such relocation and replacement is permissible per SRC 86.090(a)(8) and (9), below.

Sec. 86.090—City tree removal criteria.

- (a) A permit to remove a City tree may be granted if one or more of the following criteria are met, as determined by the Director:
- (1) The tree is dead.
  - (2) The tree is in an advanced state of decline.
  - (3) The tree is structurally unsound and poses an imminent risk to person or property, as determined by a tree risk assessment, and when the risk cannot be mitigated or the tree cannot be made sound by accepted arboricultural practices.
  - (4) The tree is infected with an acute fatal disease that cannot be treated successfully or there is a strong potential that the pathogen could spread and kill other trees in the immediate vicinity (e.g., Dutch Elm Disease).
  - (5) The tree is infested with an insect that cannot be treated successfully or there is a high likelihood that the infestation could spread and kill other trees or vegetation in the immediate vicinity (e.g., Emerald Ash Borer).
  - (6) When City trees have been planted too close to each other based on administrative rules and the spacing causes an adverse effect on neighboring trees. The tree with the greatest vigor will remain unless it meets other criteria for removal. The applicant shall bear the cost of tree and stump removal.
  - (7) When past pruning and other tree maintenance practices, other than required electrical line clearance, has destroyed the natural shape of the tree or caused the tree to go into decline.
  - (8) The Director may permit the removal of a City tree due to construction if there is no reasonable alternative. The applicant shall be required to bear all cost of the tree's removal and replacement.
  - (9) The Director may permit the removal of a City tree if the tree is having an adverse effect on adjacent infrastructure and that effect cannot be mitigated by pruning, reasonable alternative construction techniques, or accepted arboricultural practices.

**Response:** Applicant plans to relocate and replace selected existing small trees on site to accommodate improvements to the existing sports fields. The location of the existing trees interferes with the planned use of the existing sports fields. The City can find that

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relocation and replacement of these trees is necessary to accommodate the planned use of McKay Park and that such will be completed at Applicant's expense. The applicable criteria are met.

- (b) Except as provided in SRC [86.085\(b\)](#), if a tree is removed pursuant to subsection (a)(8) of this section, the tree will be replaced in conformance with the applicable administrative rules and Public Works Design Standards.

**Response:** In the event that relocated trees do not survive, Applicant intends to replace such trees in conformance with the applicable administrative rules and Public Works Design Standards.

[...]

- (d) **Removals by City.**
- (1) Where the City proposes to remove a City tree smaller than ten inches dbh, no posting shall be required.
  - (2) Where the City proposes to remove a City tree larger than ten inches dbh, the City shall post notice of the removal as near as practicable to the tree to be removed for a period of 15 days prior to the removal.
  - (3) No appeals of decisions related to removals by the City shall be allowed, unless part of another decision which provides for an appeal.

**Response:** All trees planned for relocation and replacement are less than 10-inches in diameter at breast height, therefore, no posting shall be required.

#### **IV. Conclusion**

The required findings have been made, and this written narrative and accompanying documentation demonstrate that the application is consistent with the applicable provisions of the Salem Revised Code. The evidence in the record is substantial and supports approval of the application. Therefore, the Applicant respectfully requests that the City approve this Class 2 Site Plan Review application.

## **Exhibit A: Preliminary Plans**

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## Exhibit B: Title Report

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## **Exhibit C: Trip Generation Estimate Form**

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## **Exhibit D: Elevation Drawings**

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