



Pre-Application Report

Community Development Department
Planning Division

555 Liberty Street SE/Room 305
Phone: 503-588-6173

www.cityofsalem.net/planning

 [@Salem_Planning](https://twitter.com/Salem_Planning)

Case Number / AMANDA No.	PRE-AP15-48 / 15-112514-PA
Conference Date	July 23, 2015
Applicant	Bo Rushing Rushing Group 4336 Commercial Street SE Salem, OR 97302
Contact	Gene Bolante Studio 3 Architecture 222 Commercial Street NE Salem, OR 97301
Case Manager	Aaron Panko

Pre-Application Conference Required: ☒ Yes ☐ No

Project Description & Property Information	
Project Description	A pre-application conference to discuss development of an apartment complex containing approximately 96 dwelling units, for property approximately 2.9 acres in size.
Property Address	1252 23 rd Street SE
Assessor's Map and Tax Lot Number	073W35AD / 00800
Existing Use	State Police Training Facility
Neighborhood Association	Southeast Salem Neighborhood Association
Comprehensive Plan Map Designation	Industrial Commercial
Zoning	IC (Industrial Commercial)
Overlay Zone	None
Urban Service Area	The subject property is within the City's Urban Service Area.
Urban Renewal Area	NA
Past Land Use Actions	CU-SPR-ADR 12-05: Request for development of a 96-dwelling unit multi-family complex, withdrawn. CU-SPR-ADR13-03: Request for development of a 54-dwelling unit multi-family complex and office building, withdrawn.

Planning Division Comments

Proposal

A pre-application conference to discuss development of an apartment complex containing approximately 84 dwelling units, for property approximately 2.9 acres in size, zoned IC (Industrial Commercial) and located at 1252 23rd Street SE (Marion County Assessor's Map and Tax lot number: 073W35AD / 00800).

Required Land Use Applications

The land use applications checked in the table below have been preliminary identified as being required for the proposed development 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.

The application submittal packets for these applications, which include a summary of the review procedure, submittal requirements, and approval criteria, can be found on the Planning Division's website at the following location:

<http://www.cityofsalem.net/Departments/CommunityDevelopment/Planning/Pages/LandUseApplicationInformation.aspx>

The applicable land use application fees for these applications can be found on the Planning Division's website at the following location:

http://www.cityofsalem.net/Departments/CommunityDevelopment/Planning/Documents/Planning_Fees.pdf

Required Land Use Applications					
Zoning		Site Plan Review			
X	Conditional Use		Class 1 Site Plan Review		
	Comprehensive Plan Change		Class 2 Site Plan Review		
	Zone Change	X	Class 3 Site Plan Review		
	Temporary use Permit – Class 1	Design Review			
	Temporary Use Permit – Class 2	X	Class 1 Design Review		
	Non-Conforming Use Extension, Alteration, Expansion, or Substitution		Class 2 Design Review		
	Manufactured Dwelling Park Permit		Class 3 Design Review		
Land Divisions		Historic Design Review			
	Property Line Adjustment		Major		Minor Commercial
	Property Boundary Verification		Major		Minor Public
	Replat		Major		Minor Residential
	Partition	Wireless Communication Facilities			
	Subdivision		Class 1 Permit		
	Phased Subdivision		Class 2 Permit		
	Planned Unit Development Tentative Plan		Class 3 Permit		
	Manufactured Dwelling Park Subdivision		Temporary		
Relief			Adjustment		
	Adjustment – Class 1	Other			
	Adjustment – Class 2		Annexation (voter approval)		
	Variance		Annexation (voter-exempt)		
Natural Resources			Sign Adjustment		
	Tree Conservation Plan		Sign Conditional Use		
	Tree Conservation Plan Adjustment		Sign Variance		
	Tree Removal Permit		SWMU Zone Development Phasing Plan		
	Tree Variance		Urban Growth Preliminary Declaration		
	Willamette Greenway Permit – Class 1				

Required Land Use Applications			
	Willamette Greenway Permit – Class 2		

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 alternatives 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 shall 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 of Surrounding Properties

North: IC (Industrial Commercial) – Multi-Tenant Retail, Common Ownership
South: Oxford Street SE – 22nd and Electric Overlay
East: IC (Industrial Commercial) – Tire Service
West: 23rd Street SE – City Shops

Development Standards

Development of the property will primarily be subject to the provisions of the following chapters of the SRC:

Zoning & Development Standards Chapters

- SRC Chapter 220 - Site Plan Review
- SRC Chapter 225 - Design Review
- SRC Chapter 240 - Conditional Use
- SRC Chapter 551 - IC (Industrial Commercial) Zone
- SRC Chapter 702 - Multi-Family Design Review
- SRC Chapter 800 - General Development Standards
- SRC Chapter 802 - Public Improvements
- SRC Chapter 803 - Streets and Right-of-Way Improvements
- SRC Chapter 804 - Driveway Approaches
- SRC Chapter 805 - Vision Clearance
- SRC Chapter 806 - Off-Street Parking, Loading, and Driveways
- SRC Chapter 807 - Landscaping and Screening
- SRC Chapter 808 - Preservation of Trees and Vegetation
- All other applicable provisions of the Salem Revised Code

Proposed Use

The proposed use includes development of a new apartment complex containing 6 buildings and approximately 96 dwelling units. The apartment complex will have shared parking with the multi-tenant retail complex to the north.

IC Development Standards

Setbacks: The following minimum setbacks apply to development within the PS zone.

North:	IC (Industrial Commercial) Zone – There is no required building setback, min 5 foot vehicle use area setback.
South:	Oxford Street SE – There is a minimum 5 foot setback requirement for buildings adjacent to a street. Vehicle use areas require a minimum 10 foot setback adjacent to a street.
East:	IC (Industrial Commercial) Zone – There is no required building setback, min 5 foot vehicle use area setback.
West:	23 rd Street SE – There is a minimum 5 foot setback requirement for buildings adjacent to a street. Vehicle use areas require a minimum 10 foot setback adjacent to a street.

Lot Coverage: There is no maximum lot coverage standard in the IC zone.

Height: Table 551-5 provides that the maximum height for all uses in the IC zone is 70 feet.

Landscaping: Landscaping within the IC zone shall be provided as set forth in SRC 551.010(d).

Setbacks. Required setbacks shall be landscaped. Landscaping shall conform to the standards set forth in SRC Chapter 807.

Vehicle Use Areas. Vehicle use areas shall be landscaped as provided under SRC Chapter 806 and SRC Chapter 807.

Development Site. A minimum of 15 percent of the development site shall be landscaped. Landscaping shall meet the Type A standard set forth in SRC Chapter 807. Other required landscaping under the UDC, such as landscaping required for setbacks or vehicular use areas, may count towards meeting this requirement.

Finding: Development Site is defined as an individual lot or multiple contiguous lots accommodating a single development or complex. Because of the shared parking between the existing shopping center and the proposed multi-family use, the entire area (approximately 5.4 acres) is included in the development site. The minimum landscape requirement for the development site is approximately 35,091 square feet.

Design Review: Multiple family development shall be subject to design review according to the multiple family design review guidelines or the multiple family design review standards set forth in SRC Chapter 702.

Off-Street Parking, Loading, & Driveways: The minimum off-street parking requirement for a multi-family use is 1.5 spaces per dwelling unit. Under the Unified Development Code (UDC), the minimum off-street parking requirement for the existing shopping center is 1 space per 250 square feet of floor area.

Conditional Use Permit

A Conditional Use is a use which is similar to other uses permitted outright in a zone, but because of the manner in which the use may be conducted, or the manner in which land and buildings might be developed for the use, a public hearing and review are required to determine whether the imposition of conditions is necessary to minimize the negative impacts on uses in the surrounding area.

Class 3 Site Plan Review

Site Plan Review provides a consistent and efficient means to review proposed development that requires a building permit, other than single-family, duplex residential, and installation of signs, to ensure that the development meets all applicable requirements of the Salem Revised Code.

Certain decisions made by City staff while reviewing site plans are discretionary in nature, these types of discretionary decisions require an opportunity for public comment and appeal under state

law. The Class 3 site plan review process satisfies these requirements, thereby eliminating the threat of further appeals after building permit issuance. The Class 3 Site Plan Review information packet is included as Attachment B.

Because the proposed development requires a Conditional Use Permit, a Class 3 Site Plan Review is required for the proposed development.

Administrative Design Review

Design review is required for certain types of development, or in specified areas of the City, where design review requirements have been established to achieve a desired community character, to promote greater compatibility between uses, and to promote established principles of urban design. Design review is based on either prescriptive and non-discretionary design review standards or more flexible and discretionary design review guidelines.

Class 1 Design Review applies to developments that are intended to be reviewed based on the prescriptive design review standards. Because design review standards are non-discretionary in nature, no opportunity for public comment and appeal is required.

SRC Chapter 702 provides the design review standards applicable to multi-family development.

Natural Resources

Trees: The City's tree preservation ordinance (SRC Chapter 808) protects Heritage Trees, Significant Trees (*including Oregon White Oaks with diameter-at-breast-height of 24 inches or greater*), trees and native vegetation in riparian corridors, and trees on lots and parcels greater than 20,000 square feet. 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." Any significant trees located on the subject property shall be preserved in the design; a Chapter 808 variance is required for removal of a significant tree.

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 wetland 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.

According to the Salem-Keizer Local Wetland Inventory (LWI) there are no wetlands on the subject property. The applicant should contact the Department of State Lands to verify if permits are required for the proposed scope of work.

Landslide Hazard Susceptibility: 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. According to the City's adopted landslide hazard susceptibility maps, the subject property does not contain mapped landslide hazards. There are 2 activity points associated with the proposed multi-family development. Pursuant to the requirements of SRC Chapter 810, the cumulative total of 2 points indicates a low landslide risk. A geological assessment is not required for the proposed development.

Neighborhood Association Contact Information

Staff recommends that applicants/property owners contact the neighborhood association regarding their proposals as soon as possible. This allows for the neighborhood association to be involved early in the process and helps to identify any potential issues that might arise.

Applicable Neighborhood Association(s):	Southeast Salem Neighborhood Association
Meeting Date, Time, & Location:	4 th Tuesday of the month at 7:00 P.M. Capital Park Church 410 19 th SE
Neighborhood Association Chair	Bill Smaldone (Chair) (503) 361-9907 wsmaldon@willamette.edu

Specific contact information for neighborhood representatives may also be obtained by contacting the City's Neighborhood Enhancement Division at 503-588-6207 or by visiting the City's website:

Southeast Salem Neighborhood Association:

<http://www.cityofsalem.net/Departments/CommunityDevelopment/NeighborhoodEnhancementDivision/neighbor/associations/Pages/sesna.aspx>

Recommendation:

The proposed apartment complex is similar to two previous conditional use permit request. The first attempt for the conditional use was called up for review by City Council. At a public hearing the City Council voted to reverse the Hearings Officer's decision citing concerns with compatibility of the proposed multi-family use with the surrounding industrial and commercial uses in the area, pedestrian accessibility, lack of schools and parking in the immediate area, concerns regarding a proposed access to Oxford Street SE and concerns regarding noise impacts from the Salem Municipal Airport and City of Salem Shops facility.

The second attempt included a 54 dwelling unit apartment complex and a 7,500 square foot office building, this application was withdrawn prior to a public hearing.

To receive a favorable recommendation for the proposed development, staff recommends reviewing each of the items that Council cited during the August 27, 2012 public hearing in reversing the application and providing evidence with the new application how the items of concern have either been addressed with the new application or are no longer applicable.

Salem Revised Code Available On-Line

For specific reference to the requirements of the Salem Revised Code (SRC) discussed in this report, the code can be accessed on-line through the City's website at:

<http://www.cityofsalem.net/Departments/Legal/Pages/SalemRevisedCodes.aspx>

For up to date information on the Planning Division, commission agendas and decisions, follow the Planning Division on **twitter at: @Salem_Planning**

- Attachments:
- A) Conditional Use Packet
 - B) Class 3 Site Plan Review Packet
 - C) Class 1 Design Review Packet

Application Packet: Conditional Use

PURPOSE

A Conditional Use is a use which is similar to other uses permitted outright in a zone, but because of the manner in which the use may be conducted, or the manner in which land and buildings might be developed for the use, a public hearing and review are required to determine whether the imposition of conditions is necessary to minimize the negative impacts on uses in the surrounding area.

In addition to applying to applications for new Conditional Uses, Conditional Use review also applies to the expansion or relocation of an existing Conditional Use, the change of a Conditional Use to another Conditional Use, or the structural alteration or enlargement a building or structure devoted to a Conditional Use. Conditional Use review shall not be required, however, for interior construction or tenant improvements that involve no change of use, or for alterations required to address a building code violation or to comply with the Americans with Disabilities Act.

Requirements pertaining to Conditional Uses are contained in Salem Revised Code (SRC) Chapter 240.

PROCEDURE TYPE

An application for Conditional Use is processed as a **Type III procedure** under SRC Chapter 300.

PROCESS

Most decisions are issued within 80 days of application submittal (*State Law requires the City to issue a decision within 120 days of the date the application is deemed complete*).

- Pre-Application Conference. A required pre-application conference is the first step in the Conditional Use process. Pre-application conference request forms are available in the Permit Application Center;
- Applicant submits Conditional Use application (including all items in the attached checklist) to Permit Application Center (Room 320);
- Staff reviews Conditional Use application for completeness. If the application is not complete, the applicant will be notified as to what information is missing and allowed 180 days to submit the additional information;
- Applicant may track the status of their application online at the City of Salem permit tracking webpage: <https://splash.cityofsalem.net>
- After all required information is submitted and the application is deemed complete, staff sets date for public hearing with the Hearings Officer and sends notice of hearing to the applicant, property owner, neighborhood association, and property owners within 250 ft. (*notification list of property owners within 250 ft. is prepared by staff*);
- Staff prepares posting sign(s) and sends notice of posting requirements to applicant;
- Applicant posts sign(s) along street frontage(s) of property 10-14 days prior to hearing;
- Hearings Officer holds public hearing. Staff presents staff report, followed by testimony from applicant, neighborhood association representative, proponent(s), opponent(s), and rebuttal;

- Hearings Officer renders decision based upon whether the proposal meets the applicable criteria for a Conditional Use under SRC 240.005(d);
- Staff sends copy of decision (*noting 15-day appeal period*) to applicant and property owner, neighborhood association, and anyone who submitted testimony for the record prior to the close of the public hearing;
- If no appeal is filed, and the City Council does not initiate review of the application, the Conditional Use decision becomes effective.

NOTE: This packet is supplemental to the Salem Revised Code (SRC). In the event of a conflict between a statement in this document and the SRC applicable to a particular development, the SRC shall apply. The full version of the SRC is available online at www.cityofsalem.net, under "Revised Codes".

APPLICATION CHECKLIST

An application for a Conditional Use shall contain the following:

- ☐ **COMPLETED APPLICATION FORM.** The application form must be signed by the applicant(s), property owner(s), and/or duly authorized representative(s). If the applicant and/or property owner is a Limited Liability Company (LLC), please also provide a list of all members of the LLC with your land use application.
- ☐ **APPLICATION FEE.** The application fee must be paid at the time of filing your application.
- ☐ **RECORDED DEED/LAND SALES CONTRACT WITH LEGAL DESCRIPTION.** A copy of the recorded deed/land sales contract of the total contiguous ownership of the applicant.
- ☐ **PRE-APPLICATION WRITTEN SUMMARY.** Conditional use permits require a pre-application conference. Please submit a copy of the written summary of the conference that the Planning Division sent to you after the conference, or a copy of the pre-application conference waiver, if granted.
- ☐ **COMPLETED TRIP GENERATION ESTIMATE (TGE) FORM.** A Trip Generation Estimate (TGE) form must be completed by the applicant and submitted to the Department of Public Works, Traffic Engineering Section, Room 325, to determine whether or not a Transportation Impact Analysis (TIA) is required for the application.
- ☐ **TRANSPORTATION IMPACT ANALYSIS (TIA).** If required for the development, a TIA shall be provided in the format, and based on thresholds, specified in standards established by the Director of Public Works.
- ☐ **WRITTEN STATEMENT.** A written statement shall be submitted describing the proposal and how it conforms to the following approval criteria for a Conditional Use (SRC 240.005(d)):
 - The proposed use is allowed as a Conditional Use in the zone;
 - The reasonably likely adverse impacts of the use on the immediate neighborhood can be minimized through the imposition of conditions; and
 - The proposed use will be reasonably compatible with and have minimal impact on the livability or appropriate development of surrounding property.
- ☐ **SITE PLAN.** Two copies of a site plan shall be submitted. One copy must be reproducible (*not more than 11 in. x 17 in., and not less than 8.5 in. by 11 in.*) and the other copy must be to a standard scale. The site plan must include the following information:
 - Title Block: Type of application (i.e., "Conditional Use Application"), date, applicant's name, location of subject property, scale, directional (north) arrow;
 - Total site area, dimensions, and orientation relative to north ;

- Location of proposed primary and accessory structures and other improvements, including fences, walls, and driveways, indicating distance to such structures from property lines and adjacent on-site structures;
 - Loading areas, if included with proposed development;
 - All proposed landscape areas on the site, with an indication of square footage and as a percentage of site area;
 - Location, height, and material of fences, buffers, berms, walls, and other proposed screening as they relate to required buffer yards and landscaping;
 - Location of all trees and vegetation required to be protected pursuant to SRC Chapter 68; and
 - Identification of vehicle, pedestrian, and bicycle parking and circulation areas, including handicapped parking stalls, disembarking areas, accessible routes of travel, and proposed ramps.
- ☐ **EXISTING CONDITIONS PLAN.** Two copies of an existing conditions plan shall be submitted. One copy must be reproducible (*not more than 11 in. x 17 in., and not less than 8.5 in. by 11 in.*) and the other copy must be to a standard scale. The existing conditions plan must include the following information:
- Title Block: Type of application (i.e., “Conditional Use Application”), date, applicant’s name, location of subject property, scale, directional (north) arrow;
 - Total site area, dimensions, and orientation relative to north;
 - Location of existing structures and other improvements on the site, including accessory structures, fences, walls, and driveways, noting distance from property lines and whether they are to be removed;
 - Location of 100-year flood plain, if applicable; and
 - The location of drainage patterns and drainage courses, if applicable.

Application Packet: Site Plan Review – Class 3

PURPOSE

Site plan review provides a consistent and efficient means to review proposed development that requires a building permit, other than single-family, duplex residential, and installation of signs, to ensure that the development meets all applicable requirements of the Salem Revised Code (SRC). Examples of issues reviewed as part of site plan review include: property zoning, parking lot layout and landscaping, pedestrian connectivity, landscaped buffer yards, and transportation and utility infrastructure.

Certain decisions made by City staff while reviewing site plans are discretionary in nature, thereby meeting the definition of a limited land use decision under ORS 197.015(12). These types of discretionary decisions require an opportunity for public comment and appeal under state law. The Class 3 site plan review process satisfies these requirements, thereby eliminating the threat of further appeals after building permit issuance.

Requirements pertaining to Class 3 Site Plan Review are contained in SRC Chapter 220.

PROCEDURE TYPE

An application for Class 3 Site Plan Review is processed as a **Type II procedure** under SRC Chapter 300.

PROCESS

- Applicant submits application (including all items in the attached checklist) to Permit Application Center (Room 320). The site plan review application may be submitted for review prior to or concurrent with the building permit application.
- Staff reviews application for completeness within 30 days of submittal. If the application is not complete, the applicant will be notified as to what information is missing and allowed 180 days to submit the additional information.
- Applicant may track the status of their application online at the City of Salem permit tracking webpage: <https://splash.cityofsalem.net>
- After all required information is submitted and the application is deemed complete, staff sends notice of application, indicating a public comment period of 14 days, to the applicant, property owner, neighborhood association, and property owners within 250 ft. (*notification list of property owners within 250 ft. is prepared by staff*).
- The Planning Administrator issues a decision to grant or deny the application based upon whether the site plan meets the applicable criteria for a Class 3 Site Plan Review under SRC 220.005(f)(3);
- Staff sends copy of decision (*noting 15-day appeal period*) to applicant, property owner, neighborhood association, and property owners within 250 ft.;
- The appeal procedure for Class 3 Site Plan Review is found in SRC 300.520(f);
- **The associated building permit for the proposed development may not be issued until the site plan review is approved.**

NOTE: This packet is supplemental to the Salem Revised Code (SRC). In the event of a conflict between a statement in this document and the SRC applicable to a particular development, the SRC shall apply. The full version of the SRC is available online at www.cityofsalem.net, under "Revised Codes".

APPLICATION CHECKLIST

An application for Class 3 Site Plan review shall contain the following:

- ☐ **COMPLETED APPLICATION FORM.** The application form must be signed by the applicant(s), property owner(s), and/or duly authorized representative(s). If the applicant and/or property owner is a Limited Liability Company (LLC), please also provide a list of all members of the LLC with your land use application.
- ☐ **APPLICATION FEE.** The application fee must be paid at the time of filing your application.
- ☐ **RECORDED DEED/LAND SALES CONTRACT WITH LEGAL DESCRIPTION.** A copy of the recorded deed/land sales contract of the total contiguous ownership of the applicant.
- ☐ **TRIP GENERATION ESTIMATE (TGE) FORM.** A Trip Generation Estimate (TGE) form must be completed by the applicant and submitted to the Department of Public Works, Traffic Engineering Section, Room 325, to determine whether a Transportation Impact Analysis (TIA) is required for the application.
- ☐ **TRANSPORTATION IMPACT ANALYSIS (TIA).** If required for the development, a TIA shall be provided in the format, and based on thresholds, specified in standards established by the Director of Public Works.
- ☐ **GEOLOGICAL ASSESSMENT OR GEOTECHNICAL REPORT.** If required by SRC Chapter 810, or a statement from an engineer certifying that landslide risk on the site is low, and that there is no need for further landslide risk assessment.
- ☐ **SITE PLAN.** Three copies of the site plan shall be submitted, with at least one copy 8.5" x 11" or 11" x 17" in size for copying. The site plan must included the following information:
 - The total site area, dimensions, and orientation relative to north;
 - 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;
 - Loading areas, if included with proposed development;
 - The size and location of solid waste and recyclables storage and collection areas, and amount of overhead clearance above such enclosures, if included with proposed development;
 - An indication of future phases of development on the site, if applicable;
 - All proposed landscape areas on the site, with an indication of square footage and their percentage of the total site area (*complete landscape and irrigation plans are required with the building permit application*);
 - 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;
 - The location of all trees and vegetation required to be protected pursuant to SRC Chapter 808;
 - 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
 - Identification of vehicle, pedestrian, and bicycle parking and circulation areas, including handicapped parking stalls, disembarking areas, accessible routes of travel, and proposed ramps.
- ☐ **EXISTING CONDITIONS PLAN.** Three copies of an existing conditions plan, drawn at the same scale as the site plan, shall be submitted. At least one copy shall be 8.5" x 11" or 11" x 17" in size for copying. The existing conditions plan must included the following information:
 - The total site area, dimensions, and orientation relative to north;

- The location of existing structures and other improvements on the site, including accessory structures, fences, walls, and driveways, noting their distance from property lines;
 - The location of the 100-year flood plain, if applicable.
 - The zoning district, comprehensive plan designation, and land uses for all properties abutting the site;
 - Driveway locations, public and private streets, bike paths, transit stops, sidewalks, and other bike and pedestrian pathways, curbs, and easements;
 - The elevation of the site at 2-foot contour intervals, with specific identification of slopes in excess of 15 percent; and
 - The location of drainage patterns and drainage courses, if applicable.
- ☐ **PRELIMINARY UTILITY PLAN.** A preliminary utility plan shall be submitted showing capacity needs for municipal water, stormwater management, and sewer service, and schematic location of connection points to existing municipal water and sewer services. It is suggested, but not required, that the utility plan contain the following items:
- Existing drainage plan and drainage courses;
 - Water service connection and meter location;
 - Maximum water meter size required;
 - Maximum fire flow needs for development;
 - Sanitary sewer location and connection to public main;
 - Maximum sanitary sewer service size required; and
 - Storm drain service location and point of disposal.
- ☐ **SUMMARY TABLE.** A summary table shall be submitted which identifies the zoning designation for the subject property; total site area; gross floor area by use (i.e. manufacturing, office, retail, storage); building height; itemized number of full size, compact, and handicapped parking stalls, and the collective total number; total lot coverage proposed, including areas to be paved for parking and sidewalks.
- ☐ **WRITTEN STATEMENT (*RECOMMENDED*).** A written statement is recommended to be submitted describing how the proposed development meets the following approval criteria for Class 3 Site Plan Review:
- The application meets all applicable standards of the UDC;
 - 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;
 - Parking areas and driveways are designed to facilitate safe and efficient movement of vehicles, bicycles, and pedestrians; and
 - The proposed development will be adequately served with City water, sewer, storm drainage, and other utilities appropriate to the nature of the development.

Application Packet: Design Review – Class 1

PURPOSE

Design review is required for certain types of development, or in specified areas of the City, where design review requirements have been established to achieve a desired community character, to promote greater compatibility between uses, and to promote established principles of urban design. Design review is based on either prescriptive and non-discretionary design review standards or more flexible and discretionary design review guidelines.

Class 1 Design Review applies to developments that are intended to be reviewed based on the prescriptive design review standards. Because design review standards are non-discretionary in nature, no opportunity for public comment and appeal is required.

Requirements pertaining to Class 1 Design Review are contained in SRC Chapter 225.

PROCEDURE TYPE

An application for Class 1 Design Review is processed as a **Type I procedure** under SRC Chapter 300.

PROCESS

- Pre-Application Conference. A required pre-application conference is the first step in the Design Review process. Pre-application conference request forms are available in the Permit Application Center;
- Applicant submits application (including all items in the attached checklist) to Permit Application Center (Room 320).
- Staff reviews application for completeness within 30 days of submittal. If the application is not complete, the applicant will be notified as to what information is missing and allowed 180 days to submit the additional information.
- Applicant may track the status of their application online at the City of Salem permit tracking webpage: <https://splash.cityofsalem.net>
- After all required information is submitted and the application is deemed complete, staff reviews the applicant's proposed plans for conformance with the applicable criteria for Class 1 Design Review under SRC 225.005(e)(1). If staff cannot approve the application, the applicant will be contacted and notified of why the application does not comply with the Salem Revised Code; or
- Upon verification that the proposed application meets the applicable criteria, the Planning Administrator shall issue a decision.

NOTE: This packet is supplemental to the Salem Revised Code (SRC). In the event of a conflict between a statement in this document and the SRC applicable to a particular development, the SRC shall apply. The full version of the SRC is available online at www.cityofsalem.net, under "Revised Codes".

APPLICATION CHECKLIST

An application for Class 1 Design Review shall contain the following:

- ☐ **COMPLETED APPLICATION FORM.** The application form must be signed by the applicant(s), property owner(s), and/or duly authorized representative(s). If the applicant and/or property owner is a Limited Liability Company (LLC), please also provide a list of all members of the LLC with your land use application.
- ☐ **APPLICATION FEE.** The application fee must be paid at the time of filing your application.
- ☐ **RECORDED DEED/LAND SALES CONTRACT WITH LEGAL DESCRIPTION.** A copy of the recorded deed/land sales contract of the total contiguous ownership of the applicant.
- ☐ **PRE-APPLICATION WRITTEN SUMMARY.** Class 1 Design Review applications require a pre-application conference. Please submit a copy of the written summary of the conference that the Planning Division sent to you after the conference, or a copy of the pre-application conference waiver, if granted.
- ☐ **WRITTEN STATEMENT.** A written statement shall be submitted describing the proposal and how it conforms to the following approval criteria for Class 1 Design Review (SRC 225.005(e)(1)):
 - A Class 1 Design Review shall be approved if all of the applicable design review standards are met. *(Note: In demonstrating conformance with this approval criterion, the written statement must identify how the proposed development conforms to each of the applicable design review standard)*
- ☐ **SITE PLAN.** Three copies of the site plan shall be submitted, with at least one copy 8.5" x 11" or 11" x 17" in size for copying. The site plan must included the following information:
 - The total site area, dimensions, and orientation relative to north;
 - The complete dimensions and setbacks of the lot, and all existing and proposed buildings and structures, including the location, size, height, proposed use, design, and gross floor area of each building.
 - All existing and proposed walls and fences, including the location, height, type of design, and composition.
 - The location and design of the existing and proposed on-site pedestrian and vehicle circulation system.
 - Locations and dimensions of all existing and proposed outdoor storage areas including but not limited to trash collection and recycling areas.
- ☐ **BUILDING ELEVATIONS.** Architectural drawings, renderings, or sketches showing all elevations of proposed buildings as they will appear on completion.
- ☐ **LANDSCAPE PLAN.** Three copies of the landscape plan shall be submitted, with at least one copy 8.5" x 11" or 11" x 17" in size for copying. The landscape plan must show the location of natural features, trees, and plant materials proposed to be removed, retained, or planted; the amount, height, type, and location of landscaped areas, planting beds, and plant materials and provisions for irrigation.
- ☐ **TOPOGRAPHIC SURVEY AND GRADING PLAN.** A topographic survey and grading plan showing two-foot contour intervals on hillside lots and five-foot contour intervals on all other lots.
- ☐ **OPEN SPACE PLAN.** An open space plan drawn to scale showing locations of common and private open space, including active and passive recreational areas. The open space plan must show the total area of individual classifications of proposed open space.