



Pre-Application Report

Community Development Department
Planning Division

555 Liberty Street SE/Room 305
Phone: 503-588-6173
www.cityofsalem.net/planning

Case Number / AMANDA No.	PRE-AP20-31 / 20-106091-PA
Conference Date	April 13, 2020
Applicant	Adam Dallimore, adam.dallimore@devnw.org
Representative	NA
Case Manager	Olivia Dias

Mandatory Pre-Application Conference: ☒ Yes ☐ No

Project Description & Property Information	
Project Description	Pre-Application Conference to discuss a potential zone change to renovate an existing church into multi-family housing with a single-family home renovation, for property zoned Single Family Residential (RS) and located at 905 and 925 Cottage Street NE.
Property Address	905 and 925 Cottage Street NE
Assessor's Map and Tax Lot Number	Marion County Assessor's Tax Lot: 073W23CB14300 and 073W23CB14301
Existing Use	Church and Single Family Dwelling
Comprehensive Plan Map Designation	SFR - Single Family Residential
Urban Service Area	The subject property is located within the City's Urban Service Area.
Urban Renewal Area	None
Past Land Use Actions	None

Planning Division Comments

Proposal

The comprehensive plan map designates the subject property as single family residential. Staff would be supportive of a comprehensive plan and zone change from Single Family to Multi-Family and RS to RM2. If the proposal is to use the property commercial development in addition to the Multi-Family use, staff recommends Commercial Office (CO), which allows multi-family with a conditional use permit.

Comprehensive Plan Change and Zone Change – a comprehensive plan and zone change is required.

Property Line Adjustment – To remove the property line maybe required.

Class 3 Site Plan Review/Class 1 Design Review – The proposal triggers Class 1 Design Review and Class 3 Site Plan Review (with potential adjustment application) unless the applicant can demonstrate that each of the multiple family design standards are met in SRC Chapter 702.

Required Land Use Applications

The land use applications checked in the table below have been preliminarily identified as being required for development of the subject property based upon the information provided by the applicant at the time of the pre-application conference. Additional land use applications may be required depending on the specific proposal at the time of future development.

Required Land Use Applications					
Zoning		Site Plan Review			
<input type="checkbox"/>	Conditional Use (SRC 240.005)	<input type="checkbox"/>	Class 1 Site Plan Review (SRC 220.005)		
<input checked="" type="checkbox"/>	Comprehensive Plan Change (SRC 64.020)	<input type="checkbox"/>	Class 2 Site Plan Review (SRC 220.005)		
<input checked="" type="checkbox"/>	Zone Change (SRC 265.000)	<input type="checkbox"/>	Class 3 Site Plan Review (SRC 220.005)		
<input type="checkbox"/>	Temporary use Permit – Class 1 (SRC 701.010)	Design Review			
<input type="checkbox"/>	Temporary Use Permit – Class 2 (SRC 701.010)	<input type="checkbox"/>	Class 1 Design Review (SRC 225.005)		
<input type="checkbox"/>	Non-Conforming Use Extension, Alteration, Expansion, or Substitution (SRC 270.000)	<input type="checkbox"/>	Class 2 Design Review (SRC 225.005)		
<input type="checkbox"/>	Manufactured Dwelling Park Permit (SRC 235.010)	<input type="checkbox"/>	Class 3 Design Review (SRC 225.005)		
Land Divisions		Historic Design Review (SRC 230.020)			
<input checked="" type="checkbox"/>	Property Line Adjustment (SRC 205.055)	<input type="checkbox"/>	Major Commercial	<input type="checkbox"/>	Minor Commercial
<input type="checkbox"/>	Property Boundary Verification (SRC 205.065)	<input type="checkbox"/>	Major Public	<input type="checkbox"/>	Minor Public
<input type="checkbox"/>	Replat (SRC 205.025)	<input type="checkbox"/>	Major Residential	<input type="checkbox"/>	Minor Residential
<input type="checkbox"/>	Partition (SRC 205.005)	Wireless Communication Facilities			
<input type="checkbox"/>	Subdivision (SRC 205.010)	<input type="checkbox"/>	Class 1 Permit (SRC 703.020)		
<input type="checkbox"/>	Phased Subdivision (SRC 205.015)	<input type="checkbox"/>	Class 2 Permit (SRC 703.020)		
<input type="checkbox"/>	Planned Unit Development Tentative Plan (SRC 210.025)	<input type="checkbox"/>	Class 3 Permit (SRC 703.020)		
<input type="checkbox"/>	Manufactured Dwelling Park Subdivision (SRC 205.020)	<input type="checkbox"/>	Temporary (SRC 703.100)		
Relief		<input type="checkbox"/>	Adjustment (SRC 703.090)		
<input checked="" type="checkbox"/>	Adjustment – Class 1 (SRC 250.005) <i>(Applicable when a proposed deviation from standards is within 20 percent of the standard)</i>	Other			
<input type="checkbox"/>	Adjustment – Class 2 (SRC 250.005) <i>(Applicable when a proposed deviation from standards exceeds 20 percent of the standard)</i>	<input type="checkbox"/>	Annexation – Voter Approval (SRC 260.035)		
<input type="checkbox"/>	Variance (SRC 245.005)	<input type="checkbox"/>	Annexation – Voter Exempt (SRC 260.035)		
Natural Resources		<input type="checkbox"/>	Sign Adjustment (SRC 900.035)		
<input type="checkbox"/>	Tree Conservation Plan (SRC 808.035)	<input type="checkbox"/>	Sign Conditional Use (SRC 900.045)		

<input type="checkbox"/>	Tree Conservation Plan Adjustment (SRC 808.040)	<input type="checkbox"/>	Sign Variance (SRC 900.040)
<input type="checkbox"/>	Tree Removal Permit (SRC 808.030)	<input type="checkbox"/>	SWMU Zone Development Phasing Plan (SRC 531.015)
<input type="checkbox"/>	Tree Variance (SRC 808.045)	<input checked="" type="checkbox"/>	Urban Growth Preliminary Declaration (SRC 200.020)
<input type="checkbox"/>	Willamette Greenway Permit – Class 1 (SRC 600.015)		
<input type="checkbox"/>	Willamette Greenway Permit – Class 2 (SRC 600.015)	<input type="checkbox"/>	Historic Clearance Review- High Probability Archaeological Zone (SRC 230.100)
		<input type="checkbox"/>	Class 2 Driveway Approach Permit (SRC 804.025)

Online Application Submittal Packets

The City has electronic application submittal guides for the applications identified above. The webpages include a summary of the review procedure, submittal requirements, and approval criteria. The submittal guides can be found on the City's website at the following location:

<https://www.cityofsalem.net/Pages/change-the-comprehensive-plan-map.aspx>

<https://www.cityofsalem.net/Pages/change-the-zoning-of-your-property.aspx> - ZONE CHANGE

<https://www.cityofsalem.net/CityDocuments/site-plan-review-class-3-application-packet.pdf> - CLASS 3 SITE PLAN REVIEW

<https://www.cityofsalem.net/CityDocuments/design-review-class-1-application-packet.pdf>

<https://www.cityofsalem.net/Pages/seek-an-adjustment-to-land-use-standards.aspx>

<https://www.cityofsalem.net/CityDocuments/property-line-adjustment-application-packet.pdf#search=property%20line%20adjustment> – PROPERTY LINE ADJUSTMENT

Land Use Application Fees

The applicable land use application fees for these applications can be found on the City's website at the location below. Land use application fees and descriptions start on **page 20** of the document.

<https://www.cityofsalem.net/CityDocuments/city-of-salem-fees.pdf>

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 may be processed individually in sequence or concurrently.

Multiple land use applications consolidated into a single application shall be accompanied by the information and supporting documentation required for each individual land use action. Review of the application shall be according to the highest numbered procedure type and the highest Review Authority required for any of the land use applications proposed to be consolidated.

Multiple applications processed concurrently require the filing of separate applications for each land use action. Each application shall be reviewed separately according to the applicable procedure type and Review Authority, and processed simultaneously.

Zoning

The zoning of the subject property has been identified in the table below. For specific requirements of the applicable zone(s), click on the zone(s) in the table.

Base Zones			
<input type="checkbox"/>	EFU – Exclusive Farm Use (SRC 500.000)	<input type="checkbox"/>	MU-I – Mixed Use I (SRC 533.000)
<input type="checkbox"/>	RA – Residential Agriculture (SRC 510.000)	<input type="checkbox"/>	MU-II – Mixed Use II (SRC 534.000)
<input checked="" type="checkbox"/>	RS – Single Family Residential (SRC 511.000)	<input type="checkbox"/>	EMSU – Edgewater/Second Street Mixed-Use Corridor (SRC 535.000)
<input type="checkbox"/>	RD – Duplex Residential (SRC 512.000)	<input type="checkbox"/>	PA – Public Amusement (SRC 540.000)
<input type="checkbox"/>	RM-1 – Multiple Family Residential (SRC 513.000)	<input type="checkbox"/>	PC – Public/Private Cemetery (SRC 541.000)
<input checked="" type="checkbox"/>	RM-2 – Multiple Family Residential (SRC 514.000)	<input type="checkbox"/>	PE – Public/Private Education (SRC 542.000)
<input type="checkbox"/>	RH – Multiple Family High-Rise Residential (SRC 515.000)	<input type="checkbox"/>	PH – Public/Private Health Services (SRC 543.000)
<input type="checkbox"/>	CN – Neighborhood Commercial (SRC 520.000)	<input type="checkbox"/>	PS – Public Service (SRC 544.000)
<input checked="" type="checkbox"/>	CO – Commercial Office (SRC 521.000)	<input type="checkbox"/>	PM – Capitol Mall (SRC 545.000)
<input type="checkbox"/>	CR – Rental Commercial (SRC 522.000)	<input type="checkbox"/>	EC – Employment Center (SRC 550.000)
<input type="checkbox"/>	CG – General Commercial (SRC 523.000)	<input type="checkbox"/>	IC – Industrial Commercial (SRC 551.000)
<input type="checkbox"/>	CB – Central Business District (SRC 524.000)	<input type="checkbox"/>	IBC – Industrial Business Campus (SRC 552.000)
<input type="checkbox"/>	WSCB – West Salem Central Business District (SRC 525.000)	<input type="checkbox"/>	IP – Industrial Park (SRC 553.000)
<input type="checkbox"/>	FMU – Fairview Mixed-Use (SRC 530.000)	<input type="checkbox"/>	IG – General Industrial (SRC 554.000)
<input type="checkbox"/>	SWMU – South Waterfront Mixed-Use (SRC 531.000)	<input type="checkbox"/>	II – Intensive Industrial (SRC 555.000)
<input type="checkbox"/>	NCMU – Neighborhood Center Mixed-Use (SRC 532.000)	<input type="checkbox"/>	SCI – Second Street Craft Industrial Corridor (SRC 556.000)
Overlay Zones			
<input type="checkbox"/>	Willamette Greenway (SRC 600.000)	<input type="checkbox"/>	Mixed-Use (SRC 619.000)
<input type="checkbox"/>	Floodplain (SRC 601.000)	<input type="checkbox"/>	Salem Hospital (SRC 620.000)
<input type="checkbox"/>	Airport (SRC 602.000)	<input type="checkbox"/>	Superior-Rural (SRC 621.000)
<input type="checkbox"/>	Portland Fairgrounds Road (SRC 603.000)	<input type="checkbox"/>	Oxford-West Nob Hill (SRC 622.000)
<input type="checkbox"/>	Pine Street Mixed-Use (SRC 604.000)	<input type="checkbox"/>	Oxford-Hoyt (SRC 623.000)
<input type="checkbox"/>	Northgate Mixed-Use (SRC 605.000)	<input type="checkbox"/>	Hoyt-McGilchrist (SRC 624.000)
<input type="checkbox"/>	Wallace Road Corridor (SRC 606.000)	<input type="checkbox"/>	Saginaw Street (SRC 625.000)
<input type="checkbox"/>	West Salem General Industrial (SRC 608.000)	<input type="checkbox"/>	Commercial High-Density Residential (SRC 626.000)
<input type="checkbox"/>	Patterson Street Corridor (SRC 609.000)	<input type="checkbox"/>	22 nd and Electric (SRC 627.000)
<input type="checkbox"/>	Walker School Residential Area (SRC 612.000)	<input type="checkbox"/>	State Street (SRC 628.000)
<input type="checkbox"/>	Broadway-High Street Retail (SRC 613.000)	<input type="checkbox"/>	McNary Field (SRC 629.000)
<input type="checkbox"/>	Broadway-High Street Housing (SRC 614.000)	<input type="checkbox"/>	South Gateway (SRC 630.000)
<input type="checkbox"/>	Broadway-High Street Transition (SRC. 615.000)	<input type="checkbox"/>	Compact Development (SRC 631.000)
<input type="checkbox"/>	Riverfront High Density Residential (SRC 616.000)	<input type="checkbox"/>	General Retail/Office (SRC 632.000)

<input type="checkbox"/>	Riverfront (SRC 617.000)	<input type="checkbox"/>	Front Street (SRC 633.000)
<input type="checkbox"/>	Chemawa-I-5 Northeast Quadrant Gateway (SRC 618.000)		

Development Standards

The proposed development will be primarily subject to the provisions of the chapters identified in the table below. For specific requirements, click on chapters in the table.

Development Standards			
<input checked="" type="checkbox"/>	Multiple Family Design Review Guidelines and Standards (SRC 702.000)	<input checked="" type="checkbox"/>	Off-Street Parking, Loading and Driveways (SRC 806.000)
<input checked="" type="checkbox"/>	General Development Standards (SRC 800.000)	<input checked="" type="checkbox"/>	Landscaping and Screening (SRC 807.000)
<input checked="" type="checkbox"/>	Public Improvements (SRC 802.000)	<input checked="" type="checkbox"/>	Preservation of Trees and Vegetation (SRC 808.000)
<input checked="" type="checkbox"/>	Streets and Right-Of-Way Improvements (SRC 803.000)	<input checked="" type="checkbox"/>	Wetlands (SRC 809.000)
<input checked="" type="checkbox"/>	Driveway Approaches (SRC 804.000)	<input checked="" type="checkbox"/>	Landslide Hazards (SRC 810.000)
<input checked="" type="checkbox"/>	Vision Clearance (SRC 805.000)	<input type="checkbox"/>	Sign Code (SRC 900.000)

Neighborhood Association Contact Information

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

For your convenience, neighborhood association(s) contact information is included below. Please note that the identified neighborhood association chair(s), and their corresponding contact information, is current as of the date of the pre-application conference, but this information is subject to change if the chair(s) or their contact information has changed subsequent to the date of the pre-application conference.

Up-to-date contact information for neighborhood representatives may also be obtained by contacting the City's Neighborhood Enhancement Division at 503-588-6207 or by visiting the City's website at the following location: <https://www.cityofsalem.net/my-neighborhood>

Applicable Neighborhood Association(s):	Meeting Date, Time, & Location	Neighborhood Association Chair(s)
Grant Neighborhood Association	Meetings are held the 1st Thursday, 6:15 p.m. at Grant Community School, 725 Market ST NE, Salem, OR 97301.	Eric Bradfield, ebradfield@gmail.com
		Sam Skillern, sam@salemif.org

	https://www.cityofsalem.net/Pages/grant-neighborhood-association.aspx	Land use chair: Paul Tigan (paultigan@gmail.com)
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Salem Revised Code Available Online

The entire Salem Revised Code can be accessed online through the City's website at:

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