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April 24, 2020

Adam Dallimore  
DevNW  
212 Main Street  
Springfield OR 97477

Delivered by email to:  
adam.dallimore@devnw.org

**SUBJECT: Public Works Recommendations  
Pre-App No. 20-31 (20-106091)  
925 Cottage Street NE  
Church Renovations for Multi-Family/Mixed Use**

Dear Mr. Dallimore:

Below are the Public Works Department's comments in regard to the pre-application submittal referenced above.

### **PROPOSAL**

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 (073W23CB14300 and 073W23CB14301).

### **SUMMARY OF FINDINGS**

1. A Transportation Planning Rule (TPR) Analysis shall be included with the Comprehensive Plan Change application. The TPR Analysis is required to demonstrate that the proposed Comprehensive Plan Change (CPC) will not have a significant impact on the transportation system as defined by *Oregon Administrative Rule (OAR) 660-012-0060*.
2. The existing driveways (dropped curbs) along the frontage of D Street NE shall be closed pursuant to *Salem Revised Code (SRC) 804.060(a)(5)* and access to the parking lot shall be provided from the alley. The applicant shall reconstruct the curb and provide landscaping and street trees, if spacing allows, along the property frontage.
3. Based on the scope of the proposed development, the applicant may be required to replace non-conforming portions of existing sidewalks and curb ramps along abutting streets pursuant to SRC 78.180(a).

#### **Transportation and Utility Operations**

1410 20<sup>th</sup> Street SE / Building 2  
Salem OR 97302-1209  
Phone 503-588-6063  
Fax 503-588-6480

#### **Parks Operations**

1460 20<sup>th</sup> Street SE / Building 14  
Salem OR 97302-1209  
Phone 503-588-6336  
Fax 503-588-6305

#### **Willow Lake Water Pollution Control Facility**

5915 Windsor Island Road N  
Keizer OR 97303-6179  
Phone 503-588-6380  
Fax 503-588-6387

4. Based on the scope of the proposed development, the applicant may be required to provide additional street trees pursuant to SRC 86.015(e).
5. The subject property currently has one 1-inch water service for each building. The applicant is advised that the existing water and fire services may not have sufficient capacity to serve the proposed use and may need to be upgraded. The applicant is advised to consult a design professional/civil engineer to coordinate with City staff for the design and permits needed.
6. The applicant shall be required to design and construct a storm drainage system at the time of development for areas of replaced and new impervious surface.

## **FACTS AND FINDINGS**

### **Urban Growth Area Development Permit**

The subject property is located inside the Urban Service Area and adequate facilities are available. No Urban Growth Area permit is required.

### **Water**

1. Existing Conditions
  - a. The subject property is located within the G-0 water service level.
  - b. A 10-inch water main is located in Cottage Street NE. Mains of this size generally convey flows of 1,500 to 3,400 gallons per minute.
2. Water meters shall be placed along the right-of-way of streets adjacent to the subject property (PWDS Water 5.9(b)).
3. The subject property currently has one 1-inch water service for each building. The applicant is advised that the existing water and fire services may not have sufficient capacity to serve the proposed use and may need to be upgraded. The applicant is advised to consult a design professional/civil engineer to coordinate with City staff for the design and permits needed.

### **Sanitary Sewer**

1. Existing Conditions
  - a. An 8-inch sewer main is located in the alley abutting the subject property.
2. Every building shall have an independent connection with a public or private collection system (SRC 73.065).

## **Storm Drainage**

### 1. Existing Conditions

- a. A 10-inch storm main is located in the alley abutting the subject property.
2. At the time of development, the applicant shall be required to design and construct a storm drainage system for areas of new and replaced impervious surfaces. If the development proposal meets the definition of a large project, as defined in SRC 70.005, the applicant shall provide a storm drainage system that provides treatment and flow control as required by Public Works Design Standards (PWDS), by one of three means:
  - a. Runoff from the new and replaced impervious surfaces flows into one or more locations that have been set aside for installation of Green Stormwater Infrastructure (GSI) and the locations have a total area of at least ten percent of the total new plus replaced impervious surface area; or
  - b. GSI is used to mitigate the impacts of stormwater runoff from at least 80 percent, but less than 100 percent, of the total new plus replaced impervious surfaces; or
  - c. Under a design exception from the City Engineer, GSI is used to mitigate the impacts of stormwater runoff from less than 80 percent of the total new plus replaced impervious surfaces and the factor(s) limiting implementation (SRC 71.095).

## **Environmental Pre-treatment**

1. The applicant is advised to contact Matt Butcher, Environmental Compliance Specialist, at 503-588-6063 for more information regarding possible pre-treatment requirements.

## **Natural Resources**

1. For projects less than one acre, a City-issued erosion control permit is required prior to the start of any ground disturbing activities as specified in SRC Chapter 75.
2. According to the City's adopted landslide hazard susceptibility maps and SRC Chapter 810 (Landslide Hazards), there are no mapped landslide hazard areas on the subject property.
3. Public Works staff has reviewed the Flood Insurance Study and Flood Insurance Rate Maps and has determined that no regulated floodplain or floodway areas exist on the subject property.
4. According to the Salem-Keizer Local Wetland Inventory (LWI) the subject property does not contain any wetland areas.

## Traffic

Trip Generation Estimate—The City Traffic Engineer will determine through a Trip Generation Estimate the number of new vehicle trips this development will generate. Requirements for street improvements, traffic impact analysis, and right-of-way dedication are often based on the findings of the Trip Generation Estimate.

Transportation Planning Rule—The applicant will need to submit a Transportation Planning Rule (TPR) Analysis in consideration of the requirements of the TPR (OAR 660-012-0060) with the CPC application. The TPR Analysis is required to demonstrate that the proposed CPC will not have a significant impact on the transportation system as defined by OAR 660-012-0060.

## Streets

### 1. Cottage Street NE

- a. Standard—This street is designated as a Local street in the *Salem Transportation System Plan* (TSP). The standard for this street classification is a 30-foot-wide improvement within a 60-foot-wide right-of-way.
- b. Existing Conditions—This street has an approximate 30-foot improvement within a 66-foot-wide right-of-way abutting the subject property.
- c. Right-of-Way—The existing conditions meet the standard for this classification of street; therefore, no additional right-of-way is required.
- d. Improvements—If the applicant's proposal meets the exceptions described in SRC 803.040(d), no additional street improvements will be required.

### 2. D Street NE

- a. Standard—This street is designated as a Collector street in the Salem TSP. The standard for this street classification is a 30-foot-wide improvement within a 60-foot-wide right-of-way.
- b. Existing Conditions—This street has an approximate 30-foot improvement within a 56.5-foot-wide right-of-way abutting the subject property.
- c. Right-of-Way—The existing condition of D Street NE meets the alternative street standard for right-of-way width pursuant to SRC 803.065(a)(2) because the street was fully developed to standards that were in effect at the time it was originally constructed; therefore, no additional street improvements are required.
- d. Improvements—The existing street condition along the frontage of D Street NE meets the alternative street standard for right-of-way width pursuant to SRC 803.065(a)(2) because the street was fully developed to standards that were in effect at the time it was originally constructed; therefore, no additional street improvements are required.

3. Alley

- a. Standard—The standard for an Alley classification is right-of-way measuring 10 to 20 feet, with improvements detailed in PWDS Nos. 304 and 305.
- b. Existing Condition—The Alley abutting the subject property is paved and has a right-of-way measuring approximately 16 feet.

4. Access Control—The existing driveways (dropped curbs) along the frontage of D Street NE shall be closed pursuant to SRC 804.060(a)(5) and access to the parking lot shall be provided from the alley. The applicant shall reconstruct the curb and provide landscaping and street trees, if spacing allows, along the property frontage.

5. Vision Clearance—Requirements shall be observed at all street and driveway intersections as provided for in SRC Chapter 805.

6. Sidewalk—Based on the scope of the proposed development, the applicant may be required to demonstrate the existing public sidewalks along all frontage(s) of the property meet current PWDS. Pursuant to SRC 78.180(a), the applicant shall construct sidewalk and replace non-conforming portions of existing sidewalk along abutting streets in conformance with the provisions of SRC Chapter 78 and PWDS.

7. Street Trees—Pursuant to SRC 86.015(e), any person undertaking development adjacent to public streets shall provide street trees to the maximum extent feasible in accordance with the standards and specifications set forth in this chapter and applicable administrative rules.

**General Comments**

1. All development activity will require building and/or construction permits in accordance with the SRC, the PWDS, and *Standard Construction Specifications*. Permits will not be issued by the City of Salem Permit Application Center until all construction plans have been approved by the Public Works Department.
2. All utilities and roadway facilities shall be designed and constructed to meet the requirements of the City of Salem PWDS and *Standard Construction Specifications*.
3. The applicant shall be required to obtain a clearing and grading permit prior to conducting any clearing and grading operations on parcels within the city limits (SRC 82.030).

Sincerely,



Glenn Davis, PE, CFM  
Chief Development Engineer

Prepared by: Jennifer Scott, Program Manager  
cc: File