Appendix	4
Pre-Application Repo	rt



Pre-Application Report

Community Development Department Planning Division

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

Case Number / AMANDA No. PRE-AP20-23 / 20-103495-PA

Conference Date March 12, 2020

Ben Haney

Applicant City of Salem, Public Works Department

555 Liberty Street SE, Room 325

Salem, OR 97301

Lael Alderman Murraysmith

Contact 888 SW 5th Avenue, Suite 1170

Portland, OR 97204

Case Manager Aaron Panko

Pre-Application Conference Required: X Yes No

Project Description & Property Information					
Project Description	A pre-application conference to discuss development of a new 3,000 square foot water treatment facility and three 900 square foot ASR wellhead buildings, for property approximately 28.7 acres in size.				
Property Address	4635 Sunnyside Road SE				
Assessor's Map and Tax Lot Number	083W10DB / 00300, 00400, 00500, 00600, 00700, 00800, 00900, 02200, 02300, and 03500				
Existing Use	Woodmansee Park				
Neighborhood Association	Faye Wright Neighborhood Association (Faye Wright)				
Adjacent Neighborhood Association	NA				
Comprehensive Plan Map Designation	Single Family Residential				
Zoning	PA (Public Amusement) and RS (Single Family Residential)				
Overlay Zone	NA				
Urban Service Area	The subject property is located within the Urban Service Area.				
Urban Renewal Area	NA				
Past Land Use Actions	NA				

Planning Division Comments

Proposal

A pre-application conference to discuss development of a new 3,000 square foot water treatment facility and three 900 square foot ASR wellhead buildings, for property approximately 28.7 acres in size, zoned PA (Public Amusement) and RS (Single Family Residential), and located at 4635 Sunnyside Road SE -

Pre-Application Conference Case No. PRE-AP20-23 Page 2

97302 (Marion County Assessors Map and Tax Lot Numbers: 083W10DB / 00300, 00400, 00500, 00600, 00700, 00800, 00900, 02200, 02300, and 03500).

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.

Information 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:

https://www.cityofsalem.net/Pages/zoning-and-land-use.aspx

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

https://www.cityofsalem.net/Pages/permit-fees.aspx

Required Land Use Applications							
Zoning			Site Plan Review				
Х	Conditional Use		Class 1 Site	Plan	Review		
	Comprehensive Plan Change		Class 2 Site	Plan	Review		
	Zone Change	Х	Class 3 Site Plan Review				
	Temporary use Permit – Class 1	Desi	sign Review				
	Temporary Use Permit – Class 2		Class 1 Design Review				
	Non-Conforming Use Extension, Alteration, Expansion, or Substitution		Class 2 Design Review				
	Manufactured Dwelling Park Permit		Class 3 Design Review				
Lan	Land Divisions		Historic Design Review				
	Property Line Adjustment		Major		Minor Commercial		
	Property Boundary Verification		Major		Minor Public		
	Replat		Major		Minor Residential		
	Partition	Wire	eless Communication Facilities				
	Subdivision		Class 1 Permit				
	Phased Subdivision		Class 2 Permit				
	Planned Unit Development Tentative Plan		Class 3 Permit				
	Manufactured Dwelling Park Subdivision		Temporary				
Reli	Relief		Adjustment				
	Adjustment – Class 1		er				
Х	Adjustment – Class 2		Annexation	(voter	approval)		
	Variance		Annexation (voter-exempt)				
Natu	Natural Resources		Sign Adjustment				
	Tree Conservation Plan		Sign Conditional Use				
	Tree Conservation Plan Adjustment		Sign Variance				

Required Land Use Applications							
Tree Removal Permit	SWMU Zone Development Phasing Plan						
Tree Variance	Urban Growth Preliminary Declaration						
Willamette Greenway Permit – Class 1	Driveway Approach Permit						
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: RS (Single Family Residential)
South: RS (single Family Residential)
East: RM-II (Multiple Family Residential)

West: PE (Public and Private Education Services)

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 240 Conditional Use
- SRC Chapter 250 Adjustments
- SRC Chapter 511 RS (Single Family Residential)
- SRC Chapter 540 PA (Public Amusement)
- 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
- SRC Chapter 810 Landslide Hazards
- All other applicable provisions of the Salem Revised Code

Proposed Use

The proposal includes development of a water treatment facility. The use classification for the water treatment facility could be as either "Basic Utilities" or "Drinking Water Treatment" depending on if the facility will be staffed or not.

Basic utilities are characterized by physical infrastructure providing utility services, including, but not limited to, water; wastewater; stormwater management; natural gas; electricity; telephone, internet, and other electronic data or communication services; and cable television. Such facilities are not regularly occupied by employees, and generally do not include parking areas or storage areas for vehicles, equipment, or materials.

Drinking water treatment is characterized by facilities that filter and/or treat water for public distribution and consumption. Such facilities are typically staffed on a regular basis.

In the RS zone, basic utilities are allowed as a permitted use, and drinking water treatment is allowed as a conditional use.

Staff Response: At the pre-application conference it was mentioned that the proposed water treatment facility would not be staffed, rather, employees would be on site to accept deliveries of materials and on occasion will drive to the site to check on the facility. The plan is to operate the facility remotely with no dedicated staff on site. No outdoor storage of vehicles, equipment or materials will be part of this use. Based on this preliminary discussion, the facility would be classified as "basic utilities". At the time of site plan review, the applicant should provide a written statement describing the proposed operations and how they are consistent with the basic utilities characterization above. If the plan changes and the facility is to be staffed, then the use may change to "Drinking water treatment" requiring a Conditional Use Permit.

Issues/Concerns:

- 1) SRC Chapter 806, Table 806-8 Minimum Bicycle Parking. The proposed use requires a minimum of four bicycle parking spaces.
 - **Staff Response:** If the facility will have limited access, and no bicycle riders are anticipated to visit the facility, the applicant may request an adjustment to reduce or eliminate the bicycle parking requirement for this development.
- 2) SRC 806.035(c)(4). Vehicle use area setbacks adjacent to buildings and structures. Where an off-street parking or vehicular use area is located adjacent to a building or structure, the off-street parking or vehicular use area shall be setback from the exterior wall of the building or structure by a minimum five-foot-wide landscape strip, planted to the Type A standard set forth in SRC Chapter 807, or by a minimum five-foot-wide paved pedestrian walkway.
 - **Staff Response:** A minimum 5-foot-wide separation is required between the proposed building and vehicle use area. No separation was provided on the proposed site plan, because of the infrequent use of the facility and the desire to reduce the impervious surface footprint, the applicant may request an adjustment to reduce or eliminate the vehicle use area separation requirement adjacent to a building.
- 3) Pedestrian Connectivity. A summary of the applicable pedestrian connectivity standards followed be a staff response are included below.

SRC 800.065 – Pedestrian Access.

Except where pedestrian access standards are provided elsewhere under the UDC, all developments, other than single family, two family, and multiple family developments, shall include an on-site pedestrian circulation system developed in conformance with the standards in this section.

Pre-Application Conference Case No. PRE-AP20-23 Page 5

Staff Response: The pedestrian access standards of SRC Chapter 800 apply to the proposed development.

SRC 800.065(a)(1) – Pedestrian Connection Between Entrances and Streets.

(A) A pedestrian connection shall be provided between the primary entrance of each building on the development site and each adjacent street. Where a building has more than one primary building entrance, a single pedestrian connection from one of the building's primary entrances to each adjacent street is allowed; provided each of the building's primary entrances are connected, via a pedestrian connection, to the required connection to the street.

Staff Response: Pedestrian access is required between the proposed building entrance to the water treatment facility and Sunnyside Road SE. A Class 2 Adjustment is required to eliminate the pedestrian access requirement.

(B) Where an adjacent street is a transit route and there is an existing or planned transit stop along street frontage of the development site, at least one of the required pedestrian connections shall connect to the street within 20 feet of the transit stop.

Staff Response: Cherriots Route 18 travels near the subject property's frontage on Sunnyside Road SE, but there is not a transit stop located along the street frontage of the development site; therefore, this standard is not applicable. The nearest transit stop is at Sunnyside and Hilfiker (Stop ID 641).

SRC 800.065(a)(2) – Pedestrian Connection Between Buildings on the same Development Site. Where there is more than one building on a development site, a pedestrian connection(s), shall be provided to connect the primary building entrances of all of the buildings.

Staff Response: The proposed site plan shall demonstrate where existing/proposed pedestrian connections are provided between all existing/proposed buildings on the development site. The pathways shall comply with the design and material development standards in SRC 800.065(b).

SRC 800.065(a)(3) – Pedestrian Connection Through Off-Street Parking Areas.

(A) Surface parking areas. Except as provided under subsection (a)(3)(A)(iii) of this section, off-street surface parking areas greater than 25,000 square feet in size or including four or more consecutive parallel drive aisles shall include pedestrian connections through the parking area to the primary building entrance as provided in this subsection.

Staff Response: The proposed off-street parking area is less than 25,000 square feet; therefore, this standard is not applicable.

(B) Parking structures and parking garages. Where an individual floor of a parking structure or parking garage exceeds 25,000 square feet in size, a pedestrian connection shall be provided through the parking area on that floor to an entrance/exit.

Staff Response: The development site does not include any existing or proposed parking structures or garages; therefore, this standard is not applicable.

SRC 800.065(a)(4) – Pedestrian Connection to Existing or Planned Paths and Trails. Where an existing or planned path or trail identified in the Salem Transportation System Plan (TSP) or the Salem Comprehensive Parks System Master Plan passes through a development site, the path or trail shall:

- (A) Be constructed, and a public access easement or dedication provided; or
- (B) When no abutting section of the trail or path has been constructed on adjacent property, a public access easement or dedication shall be provided for future construction of the path or trail.

Pre-Application Conference Case No. PRE-AP20-23 Page 6

Staff Response: There are no planned paths or trails passing through the development site; therefore, this standard is not applicable.

SRC 800.065(a)(5) – Pedestrian Connection to Abutting Properties.

Whenever a vehicular connection is provided from a development site to an abutting property, a pedestrian connection shall also be provided.

Staff Response: No vehicle connections are provided to abutting properties, this section is not applicable.

SRC 800.065(b)(1) – Design and Materials.

Required pedestrian connections shall be in the form of a walkway, or may be in the form of a plaza. Walkways shall conform to the following:

- (A) Materials and width. Walkways shall be paved with a hard-surface material meeting the Public Works Design Standards, and a minimum of five feet in width.
- (B) Where a walkway crosses driveways, parking areas, parking lot drive aisles, and loading areas, the walkway shall be visually differentiated from such areas through the use of elevation changes, a physical separation, speed bumps, a different paving material, or other similar method. Striping does not meet this requirement, except when used in a parking structure or parking garage.
- (C) Where a walkway is located adjacent to an auto travel lane, the walkway shall be raised above the auto travel lane or separated from it by a raised curb, bollards, landscaping or other physical separation. If the walkway is raised above the auto travel lane it must be raised a minimum of four inches in height and the ends of the raised portions must be equipped with curb ramps. If the walkway is separated from the auto travel lane with bollards, bollard spacing must be no further than five feet on center.

SRC 800.065(b)(2) – Design and Materials.

Wheel stops or extended curbs shall be provided along required pedestrian connections to prevent the encroachment of vehicles onto pedestrian connections.

SRC 800.065(c) – Lighting.

The on-site pedestrian circulation system shall be lighted to a level where the system can be used at night by employees, customers, and residents.

Staff Response: Any required pedestrian connections shall comply with the design and material development standards in SRC 800.065(b) and (c).

Conditional Use Permit

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

Requirements for Site Plan Review can be found in Salem Revised Code (SRC) Chapter 240.

❖ Staff Response: If the proposed water treatment facility will be staffed, then the use would be classified as a Drinking Water Treatment facility, which requires a Conditional Use Permit in the RS (Single Family Residential) zone.

Site Plan Review

The purpose of Site Plan Review is to provide a unified, consistent and efficient means to conduct review for development activity that requires a building permit, to ensure that such development

meets all applicable standards of the UDC, including, but not limited to, standards related to access, pedestrian connectivity, setbacks, parking areas, external refuse storage areas, open areas, landscaping, and transportation and utility infrastructure.

Requirements for Site Plan Review can be found in Salem Revised Code (SRC) Chapter 220.

❖ Staff Response: Class 3 Site Plan Review is required for this application because of the requirement for a Class 2 Adjustment to the pedestrian access standards in SRC Chapter 800, and because of the requirement for a Conditional Use Permit.

Adjustments

If you want to improve or build on your property but cannot meet a development standard in the *Salem Revised Code* (SRC), you can seek an adjustment. Adjustments provide an alternative way to meet the purposes of the SRC and provide flexibility to allow reasonable development of property where special conditions or unusual circumstances exist.

Staff Response: An adjustment is needed to the pedestrian connectivity standards in SRC Chapter 800.

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."

Pringle Creek is a mapped waterway that flows across the subject property. All riparian trees and vegetation, and significant trees should be preserved. The applicant should contact City staff prior to any tree removal activity.

Wetlands: According to the Salem-Keizer Local Wetland Inventory (LWI) there are no wetlands mapped 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: According to the City's adopted landslide hazard susceptibility maps there are landslide hazard areas identified in the area of development, equal to 2 points. In addition, construction of a commercial building is assigned 3 activity points. A cumulative score of 5 points indicates a moderate landslide hazard risk. A geologic assessment or geotechnical report is required in conjunction with the proposed development.

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.

SRC Table 300-2 indicates that Neighborhood Association contact is required prior to submittal of an application for a Conditional Use Permit, Class 3 Site Plan Review, and Class 2 Adjustment. Please see SRC 300.310 for more details.

https://egov.cityofsalem.net/SRCUtility/src/300

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

Pre-Application Conference Case No. PRE-AP20-23 Page 8

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 changes 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/Pages/find-your-neighborhood-association.aspx

Applicable Faye Wright Neighborhood Neighborhood Association (Faye Wright) Association(s):

Meeting Date, Time, &

2nd Thursday, at 7:00 p.m.

Location:

Wright Elementary 4060 Lone Oak Rd SE

Neighborhood Shawn Range (Chair) **Association Chair**

fwna.chair@gmail.com

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

Salem Revised Code Available On-Line

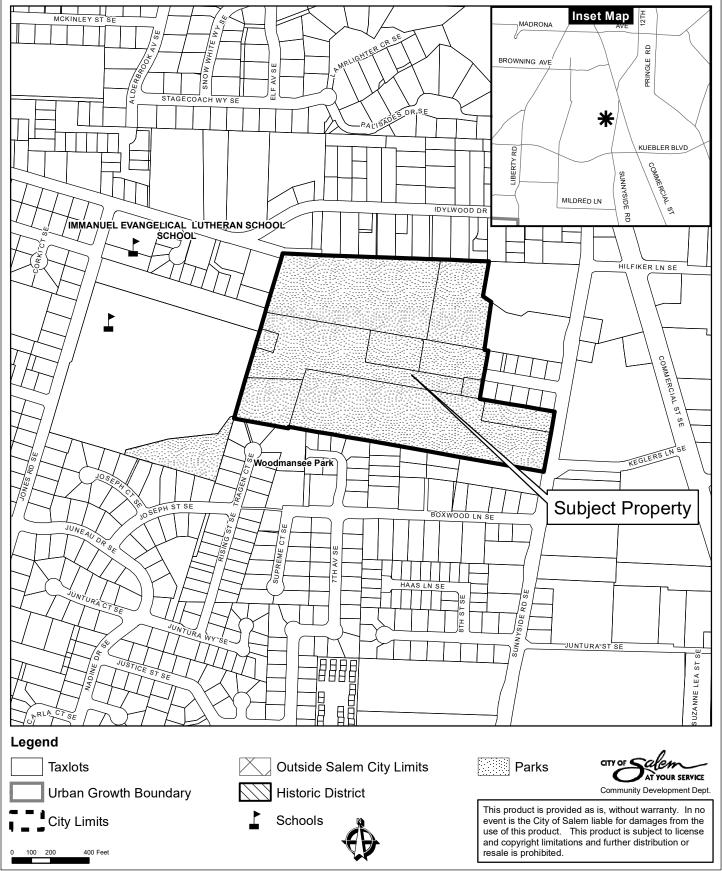
For specific reference to the requirements of the Salem Revised Code (SRC) discussed in this report, the code can be accessed on-line through the City's website at: http://www.cityofsalem.net/Pages/salem-revised-code.aspx

Vicinity map Attachments: A.

> B. Applicant's proposal

G:\CD\PLANNING\CASE APPLICATION Files 2011-On\PRE-APPLICATIONS\1 - Post-Conference Letters & Reports 2011 present\2020\PRE-AP20-23.amp.docx

Vicinity Map 4635 Sunnyside Road SE Woodmansee Park





February 6, 2020

City of Salem
Planning Division
Community Development Department
555 Liberty Street SE, Room 305
Salem, OR 97301

Re: City of Salem, Improvements to ASR Facility, Application for a Pre-Application Conference Project Narrative

The City of Salem Public Works Department has four active aquifer storage and recovery (ASR) wells located at the Woodmansee Park site, in addition to one well that has been drilled but is not operational at this time. The four active ASR wells are situated within individual wellhouses distributed throughout the park, with ASR Well No. 4 also having a monopole sited adjacent to the wellhouse for City communications. Subsurface utility piping connects these ASR wells to the City's finished water distribution system outside of the park. The City uses these facilities as a secondary finished water supply source. The need to address water quality concerns cited by the Oregon Health Authority at the existing facilities, as well as the City's desire to increase the capacity of the secondary finished water supply source, have prompted the need for a new Water Treatment Facility and three additional ASR wellheads within the park.

The proposed Improvements to ASR Facility project consists of the construction of an approximately 3,000 square foot secured Water Treatment Facility (TF) with a paved area for vehicle access and parking. It is understood that a "Drinking Water Treatment Facility" may be permitted as a Conditional Use within this section of the park zoned Single Family Residential (RS). An existing 15-foot wide City-owned easement and access road to the City's ASR Well No. 4 facility from Sunnyside Road SE is proposed for additional development to provide a 30-foot wide access road to the Water TF.

The City also proposes the construction of up to three new ASR wellhead buildings in the park with this project. It is understood that these facilities may be classified as a "Basic Utilities" and an allowable use in areas of the park zoned Public Amusement (PA). We would request clarification of this matter as part of the Pre-Application Conference. At this time, the City is investigating four potential locations for ASR wellhead buildings and will eliminate one during the project's design process. Each wellhead building will be approximately 900 square foot with associated access paving, as well as piping to the Water TF. The City anticipates development of various park improvements concurrent with the water system construction.

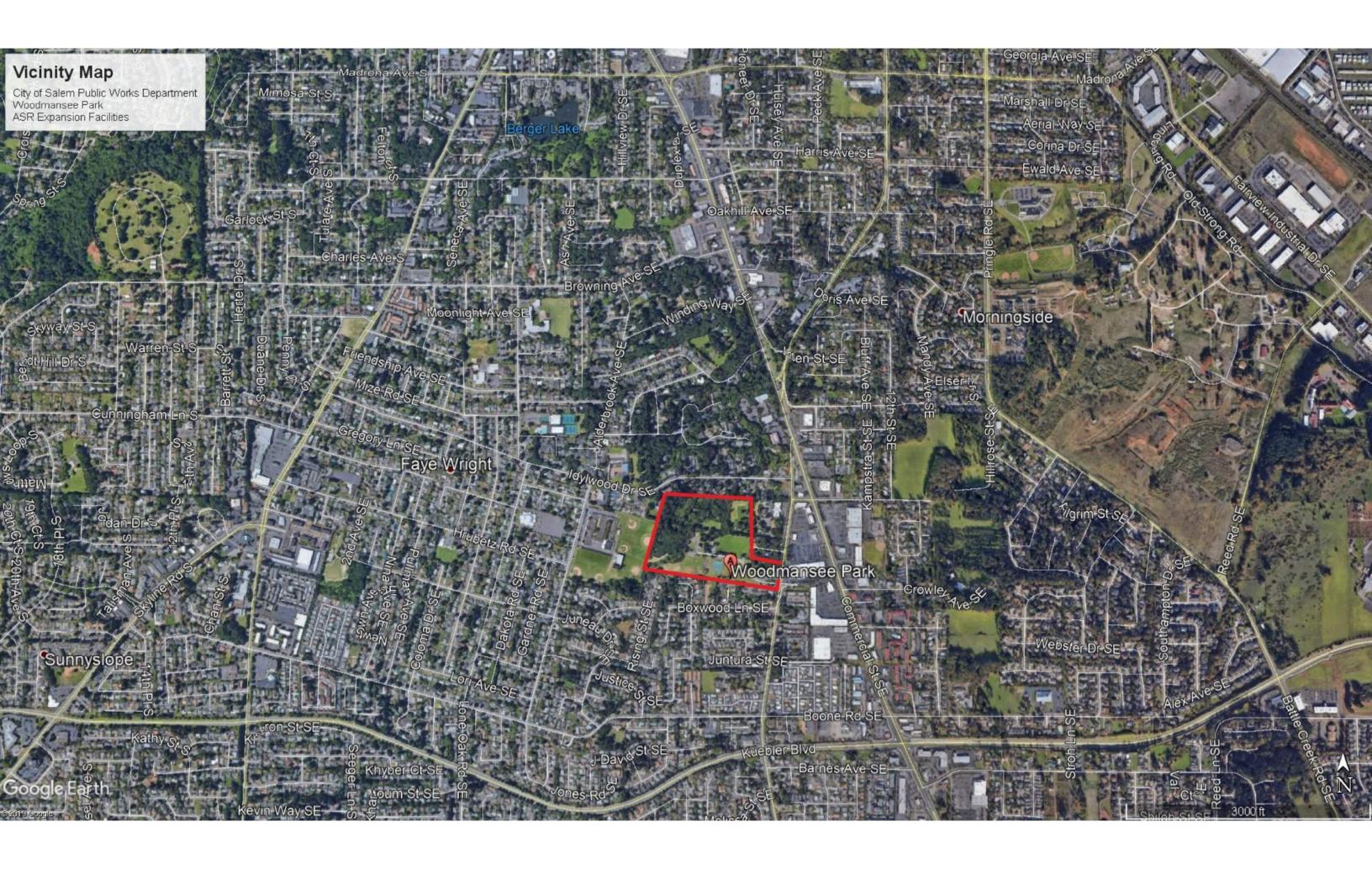
The following documents have been included with this application for a Pre-Application Conference:

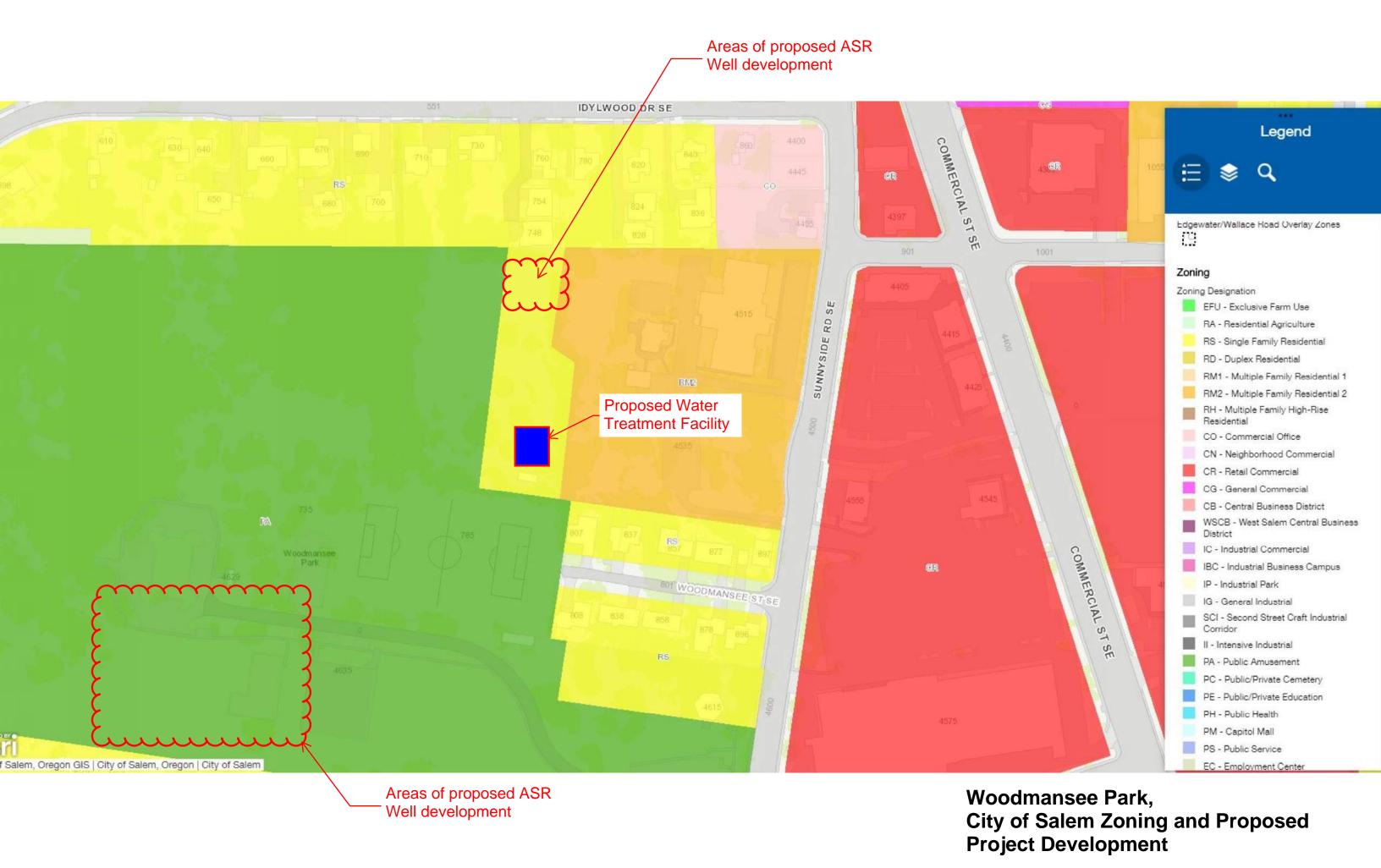
- 1. Application Form
- 2. Vicinity Map
- 3. Zoning Map of Woodmansee Park Area
- 4. Assessor Tax Lot Map 08 3W 10DB: Includes 5 of the 6 tax lots comprising Woodmansee Park
- 5. Assessor Tax Lot Map 08 3W 10CA: Includes 1 of the 6 tax lots comprising Woodmansee Park
- 6. ASR Expansion Facilities Site Layout Plan: This site plan shows existing facilities and potential locations of proposed facilities, as well as areas within Woodmansee Park noted as having high recreational value and potential for environmentally sensitive elements that have been part of our consideration in the placement of proposed construction activities.
- 7. Water Treatment Facility Site Layout Plan: This site plan is a conceptual drawing of the proposed Water Treatment Facility and associated improvements, including a vehicle turning path diagram.
- 8. Water Treatment Facility Elevation: This is a conceptual rendering of the exterior appearance of the Water Treatment Facility.
- 9. ASR Wellhead Enclosures Elevations: These elevations show a possible design for the ASR wellhead enclosures. Design and orientation will vary by location.

Sincerely,

Lael Alderman, PE

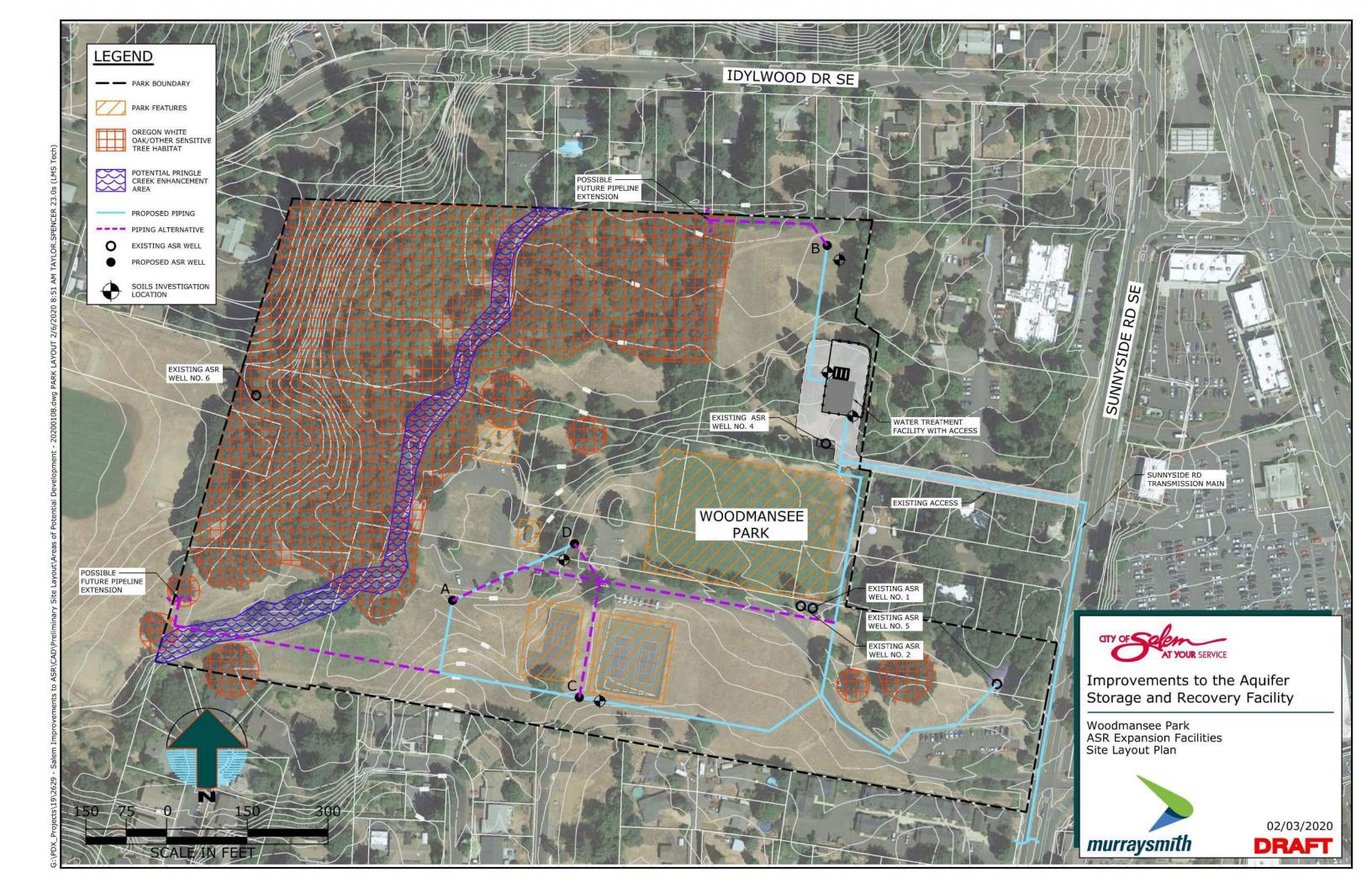
Principal Engineer, Murraysmith

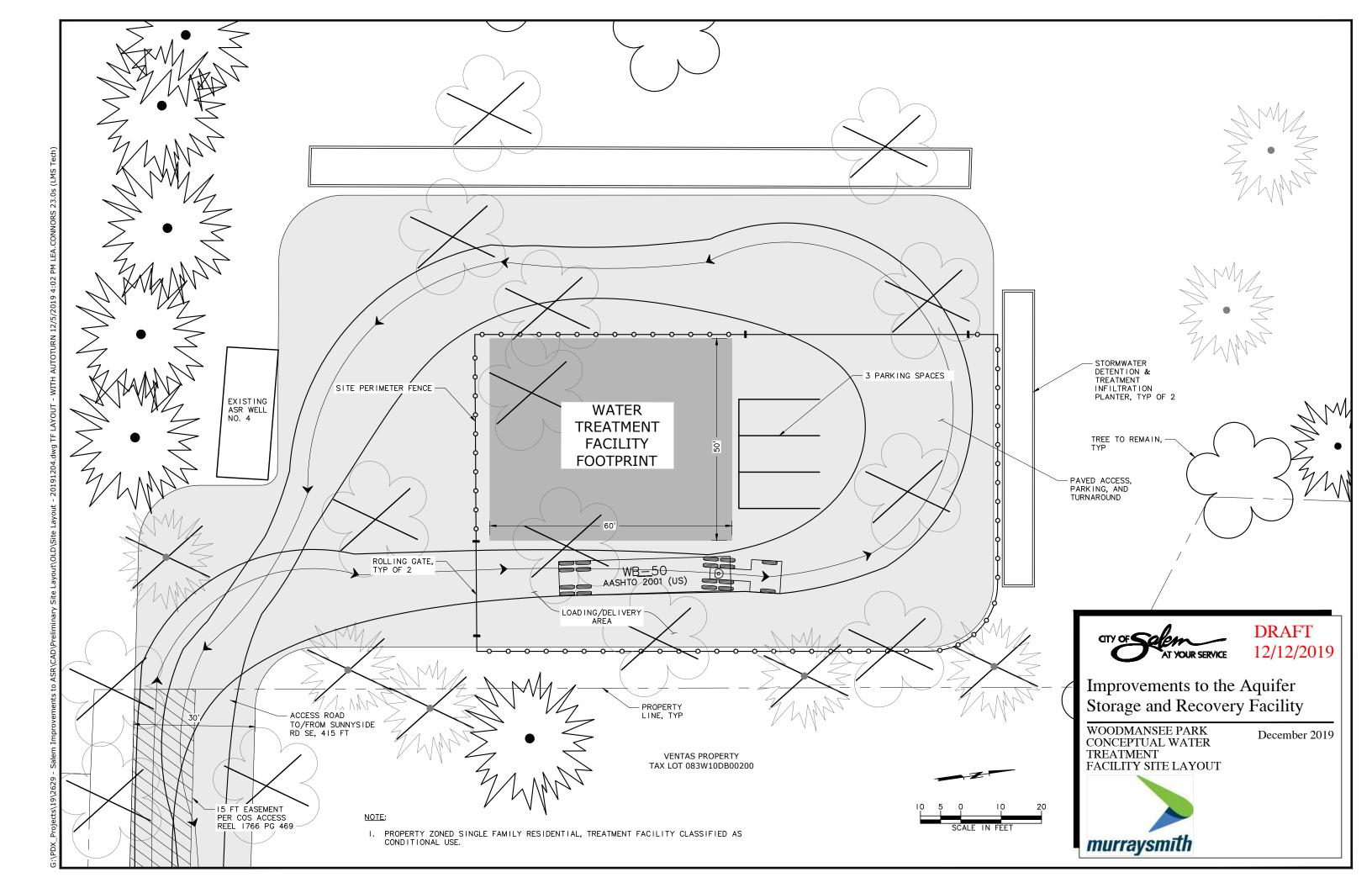














Water Treatment Facility - Conceptual Elevation View

