

November 3, 2021

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

**RE: State of Oregon Department of Corrections (ODOC) Project 21-110818-RP  
Oregon Corrections Distribution Center (CDC) at 3601 State Street - Response  
Letter**

Dear Reviewer, I am responding to the Planning Review Checklist items received for Project 21-110818-RP Oregon Corrections Distribution Center (CDC) located at 3601 State Street as outlined below.

The response includes the request for Alternatives - from Oregon Department of Corrections (ODOC) for the City to process the application as a Class 3 Application due to the security requirements of the CDC facility/property that require the Alternative from City codes that conflict with State Laws (please see attached letter from ODOC). The ODOC Letter also sets forth the Authority of the Application Signatory and Authorization of the Agent for the project.

The site is the location of an existing ODOC tower and collocation of a City of Salem WCF under Case No. 18-108458-RP (copy of Decision attached). The City is collocated on the State-owned tower. In addition, the City WCF Case included approval of the existing City prefabricated shelter and emergency backup diesel power generator near the base of the tower. The City WCF project was approved as a Class 2 Site Plan Land Use Permit, however, did not require landscaping or other requirements noted in the current ODOC Case. Please see the Memo from Public Works as an addendum to the Decision regarding the approval for the City shelter at the site, that may have bearing on the similar project now proposed by the State ODOC.

The ODOC proposal includes the extension of the existing tower from 120' to 140' and placement of an ODOC pre-fabricated shelter near the base of the tower. The tower extension has been determined by Radio Frequency (RF) Engineering to be the height needed for the proposed tower to work within the ODOC Wireless Network regarding the Microwave Line of Site needed for connectivity to other proposed ODOC towers in the City of Salem.

Furthermore, the Reps for the Northeast Salem Neighbor Association have been contacted and provided a Project Description and Project Plans for the proposal via email.

**11/3/21 State of Oregon Department of Corrections (ODOC) Project 21-110818-RP  
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Finally, I have also contact Kimberli Fitzgerald, Planner regarding potential Historic & Cultural Resources Compliance Coordination (HCR) review and design aspects for the project. A formal HCR Application is part of the Submittal Packet which includes the requested Geotechnical Report.

***ODOC is requesting Alternatives to the applicable City Codes for:***

**Site Plan** - Comments: given the Industrial nature of the State's use of the site the revised Site Plans reflect the current facilities and Infrastructure of the existing WCFs as ancillary established uses of the State-owned property. The CDC Facility and proposed WCF modification is relatively small regarding the subject property. As a result, many of the typical details for a proposed development are not available and the current uses of the property are unaffected by the proposal. In essence, the focal point of a proposed WCF modification is the need for ODOC essential communications infrastructure. The CDC/ODOC operational nature of the project has no impacts to current parking, traffic flow, or primary uses ongoing at the site. Therefore, the Site Plan boundaries of the CDC are provided however the specific ancillary uses to the ODOC operations or other uses allowed by the State on the property as landowner are not detailed.

The request for Alternatives also includes relief from Landscaped setback, Off-Street Parking, and Plans details for Existing Conditions beyond those provided in the revised Site Plan per the Class 3 submittal.

**Bicycle Parking (806.045-806.060)** – Comments: conflicts with Operational Aspects of Correctional Facility and the area is by ODOC Security.

**Pedestrian Access (SRC 800.065)** – Comments: conflicts with Operational Aspects of Correctional Facility and the area is by ODOC Security.

Please feel free to call me at 253-218-9017 if you have any questions or email to [rcardoza@ldccorp.com](mailto:rcardoza@ldccorp.com) . Thank you.

Sincerely,



**Rick Cardoza**  
*Senior Project Manager*

**LDC, Inc**  
**The Civil Engineering Group**  
1851 Central Pl. South, Suite 101  
Kent, WA 98030



# Oregon

Kate Brown, Governor

## Department of Corrections

Facilities Services

3601 State St.

Salem, OR 97301

(503)

FAX: (503) 378-6536

[www.doc.state.or.us](http://www.doc.state.or.us)

September 24, 2021

City of Salem Community Development  
555 Liberty Street SE  
Salem OR 97301



**Subject: Response to City of Salem Letters regarding ODOC Projects for Applications: 21-110818-RP, 21-110819-RP, & 21-110820-RP**

Dear Reviewers,

Oregon Department of Corrections (ODOC) requests reclassification of the ODOC Applications to Class 3 Site Plan Reviews from Class 2 Site Plan Review for Applications Nos.

- 21-110818-RP,
- 21-110819-RP, and
- 21-110820-RP.

for ODOC Facilities at:

- 1.)Oregon State Penitentiary (OSP) at 2605 State Street,
- 2.)Oregon State Correctional Institution (OSCI) at 3405 Deer Park Road SE, and
- 3.)Oregon State Corrections Distribution Center (CDC) at 3601 State Street

The properties are state-owned facilities which require controlled access to the public. They are operated as state Correctional Facilities in the City of Salem. The sites are under strict security measures for State ODOC Security Protocols and Public Safety. (e.g. ORS 164.245).

Therefore, the sites have limited access for public entry and there should be no operational considerations necessary to provide

- pedestrian and bicycle access and amenities,
- landscaping/screening, setbacks, and
- off-street parking

as per City Codes cited in the Letters received per the referenced Applications for Class 2 Site Plan Review.

Additionally, ODOC understands that the reclassification of the Administrative Land Use Reviews may result in levy of additional permit application fees by the City, for the Alternatives requested per project.

The Wireless Facilities that are subject of this Letter and Applications are essential to the State as part of the Wireless Communications Network exclusive to ODOC. Please accept this request for the Alternatives offered per the City Letters, resulting in the reclassification of the ODOC Applications to Class 3 Site Plan Reviews.

September 24, 2021

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Please note that **Marlene Taylor (ODOC)** is authorized to sign the Applications on behalf of ODOC and **Rick Cardoza (LDC)** is an authorized Agent regarding Applicant Representative status for the listed projects.

Your time and attention to this request are greatly appreciated!

Sincerely,

A handwritten signature in blue ink, appearing to read "ML Taylor", with a stylized flourish at the end.

Marlene L. Taylor  
Communication Infrastructure Manager



# **NO TRESPASSING**

**OREGON DEPARTMENT OF CORRECTIONS  
PROPERTY**

**Criminal Trespass in the second degree:**

- (1) A person commits the crime of criminal trespass in the second degree by entering or remaining unlawfully in or upon premises**
- (2) Criminal trespass in the second degree is a Class C misdemeanor**

**ORS 164.245**