



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-AP20-94 / 20-115789-PA
Conference Date	October 28, 2020
Applicant	Raghunandan and Sangeeta Kamineni 2500 Gleneagles Road Lake Oswego, OR 97034 kaminenir@hotmail.com
Representative	Brandie Dalton, Multi/Tech Engineering 1155 13 th Street SE Salem, OR 97302 BDalton@mtengineering.net
Case Manager	Bryce Bishop

Mandatory Pre-Application Conference: ☐ Yes ☒ No

Project Description & Property Information	
Project Description	Proposed 57-lot subdivision
Property Address	5730 Lone Oak Road SE
Assessor's Map and Tax Lot Number	083W15CB01900, 2000, 2100, & 2200
Property Size	approximately 12.18 acres
Existing Use	Single family dwelling
Comprehensive Plan Map Designation	Developing Residential
Zoning	RA (Residential Agriculture) and RS (Single Family Residential)
Overlay Zone(s) / Historic Districts	None
Urban Service Area	The subject property is located outside the City's Urban Service Area. Note: Because the property is located outside the Urban Service Area, an Urban Growth Preliminary Declaration is required for development of the subject property.
Urban Renewal Area(s)	None

Planning Division Comments

Proposal

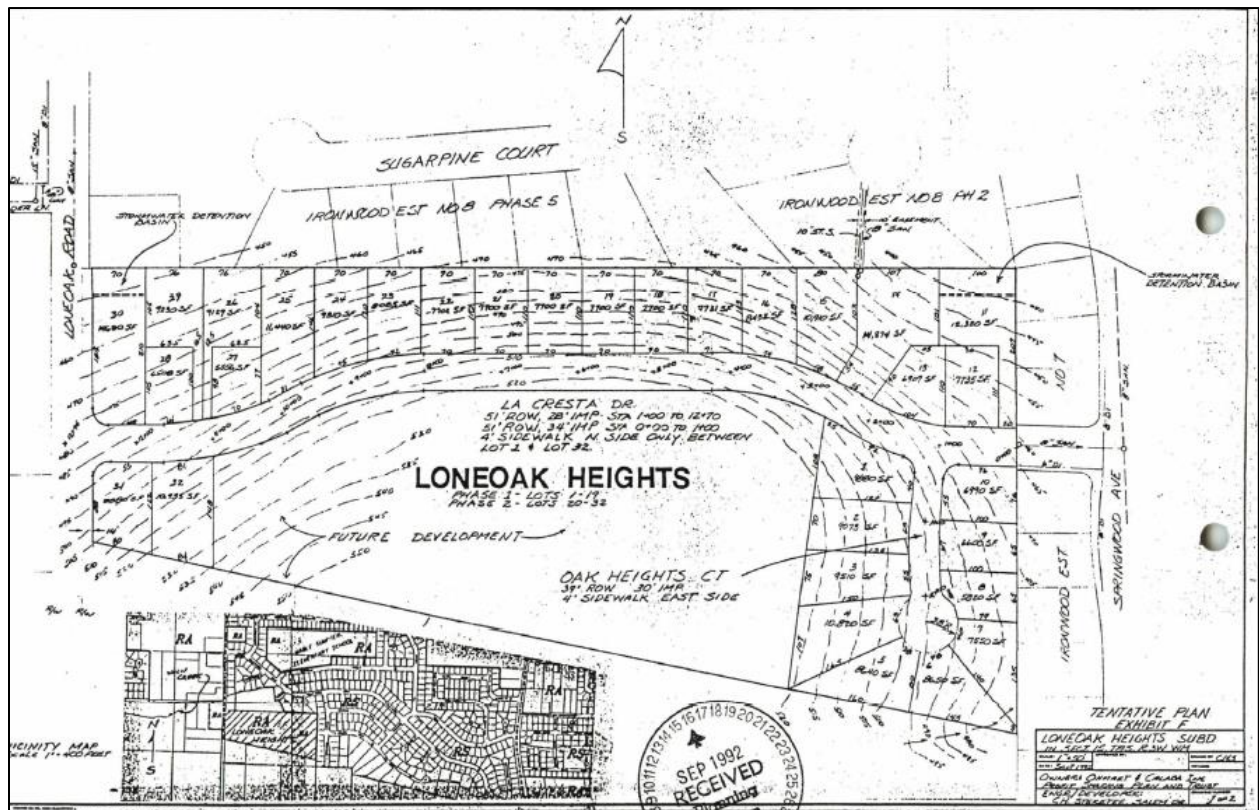
Pre-application conference to discuss development of a 57-lot subdivision of property totaling approximately 12.18 acres in size, zoned RA (Residential Agriculture) and RS (Single Family Residential), and located at 5730 Lone Oak Road SE (Marion County Assessor Map and Tax Lot Numbers: 083W15CB01900, 2000, 2100, & 2200).

Past Land Use Applications

Staff reviewed the Planning Division's records to determine if there were any prior land use approvals for the subject property. In review of those records, the following past land use actions were found:

- **Subdivision Case No. SUB92-19 (Lone Oak Heights Subdivision):** A phased subdivision to divide 8.53 acres into 32 lots in a RA (Residential Agriculture) zone located in the 5500 block of Lone Oak Road SE. A variance to allow street grade to exceed 12 percent for the existing Lone Oak Road was included in the application.

The majority of this subdivision applied to land directly to the north of the subject property. A copy of the tentative subdivision plan is provided below. Please note, however, that the subdivision layout shown below was subsequently modified by the applicant and the subdivision was later platted in its current configuration that exists today.



- **Urban Growth Preliminary Declaration Case No. UGA08-01:** An application to determine the public facilities required by the Urban Growth Management Program to develop a residential subdivision on property approximately 6.12 acres in size, zoned RA (Residential Agriculture), and located in the 400 Block of La Cresta Drive SE (Marion County Assessor's Map and Tax Lot Number: 083W15CB01900). This UGA approval has since expired.
- **Annexation Case No. ANXC-585:** A City-initiated annexation of 21.55 acres of territory, and the rezoning from Marion County UT-5 (Urban Transition 5 Acres) to City of Salem RA (Residential Agriculture) and the withdrawal from the Salem Suburban Rural Fire Protection District, for property generally located north of Mildred Lane SE, East of Lone Oak Road SE and South of LaCresta Drive SE Area (Map tax lot #083W15C/700 and 600; 083W15CB/2000-2200).

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 type="checkbox"/>	Comprehensive Plan Change (SRC 64.020)	<input type="checkbox"/>	Class 2 Site Plan Review (SRC 220.005) (Applicable if the development will meet the triggers for Class 2 Site Plan Review under SRC 220.005(b)(2)).
<input type="checkbox"/>	Zone Change (SRC 265.000)	<input type="checkbox"/>	Class 3 Site Plan Review (SRC 220.005) (Applicable if the development will meet the triggers for Class 3 Site Plan Review under SRC 220.005(b)(3)).
<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 type="checkbox"/>	Property Line Adjustment (SRC 205.055)	<input type="checkbox"/>	Major Commercial
<input type="checkbox"/>	Property Boundary Verification (SRC 205.065)	<input type="checkbox"/>	Minor Commercial
<input type="checkbox"/>	Replat (SRC 205.025)	<input type="checkbox"/>	Major Public
<input type="checkbox"/>	Partition (SRC 205.005)	<input type="checkbox"/>	Minor Public
<input checked="" type="checkbox"/>	Subdivision (SRC 205.010)	<input type="checkbox"/>	Major Residential
<input type="checkbox"/>	Phased Subdivision (SRC 205.015)	<input type="checkbox"/>	Minor Residential
<input type="checkbox"/>	Planned Unit Development Tentative Plan (SRC 210.025)	Wireless Communication Facilities	
<input type="checkbox"/>	Manufactured Dwelling Park Subdivision (SRC 205.020)	<input type="checkbox"/>	Class 1 Permit (SRC 703.020)
Relief		<input type="checkbox"/>	Class 2 Permit (SRC 703.020)
<input type="checkbox"/>	Adjustment – Class 1 (SRC 250.005) (Applicable when a proposed deviation from standards is within 20 percent of the standard)	<input type="checkbox"/>	Class 3 Permit (SRC 703.020)
		<input type="checkbox"/>	Temporary (SRC 703.100)
		<input type="checkbox"/>	Adjustment (SRC 703.090)
		Other	

<input type="checkbox"/>	Adjustment – Class 2 (SRC 250.005) (Applicable when a proposed deviation from standards exceeds 20 percent of the standard)	<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 checked="" 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 Modification (SRC 531.020)
<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"/>	Historic Clearance Review- High Probability Archaeological Zone (SRC 230.100)
<input type="checkbox"/>	Willamette Greenway Permit – Class 2 (SRC 600.015)	<input type="checkbox"/>	Class 2 Driveway Approach Permit (SRC 804.025)
Staff Comments			

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:

▪ **Subdivision:**

<https://www.cityofsalem.net/Pages/subdivide-your-land.aspx>

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 can be found on **pages 23 to 33** 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

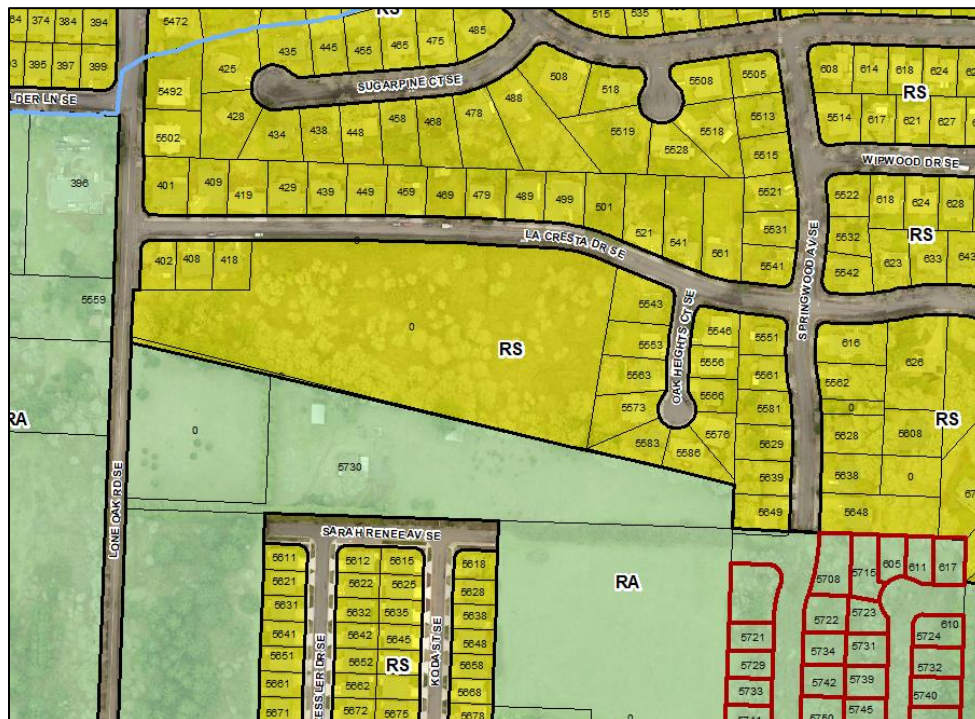
application shall be according to the highest numbered procedure type and the highest Review Authority required for any of the land use applications proposed to be consolidated.

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 subject property is zoned RA (Residential Agriculture) and RS (Single Family Residential). The zoning of properties adjacent to the subject property is summarized in the following table and shown on the zoning map provided below.

Surrounding Property Zoning	
North	RS (Single Family Residential)
	RM-II (Multiple Family Residential)
South	Across Fairgrounds Road NE, CR (Retail Commercial)
East	RS (Single Family Residential)
	CR (Retail Commercial) with Portland/Fairgrounds Road Overlay
West	Across South Street NE, RM-II (Multiple Family Residential)



Street Standards (SRC Chapter 803)

Street improvements required for the proposed subdivision will be addressed in the comments provided by the Public Works Department. The streets within the proposed subdivision must conform to the standards included in SRC Chapter 803 (Streets and Right-of-Way Improvements). Identified below are some important standards from SRC Chapter 803 that affect the layout of streets within subdivisions.

- **Street Spacing/Block Standards (SRC 803.030):**

- ❖ **Length:** Maximum 600 feet from right-of-way line to right-of-way line, unless greater length justified by special conditions.
- ❖ **Width:** Maximum 400 feet / Minimum 120 feet.

Based on a review of the proposed site plan it appears the subdivision meets street spacing standards with the exception of the following:

- **Street Spacing on La Cresta Drive:** Street spacing on La Cresta Drive SE between the proposed new internal street and Oakbright Court SE to the east conforms to maximum street spacing because it does not exceed 600 feet.

The street spacing between the proposed new internal street and Lone Oak Road SE to the west, however, does not appear to meet spacing requirements. As measured on the site plan, the spacing between these two streets appears to be approximately 634 ft., which exceeds the maximum 600-foot spacing requirement.

- **Street Connectivity (SRC 803.035(a)):** Applicants submitting preliminary development plans shall provide for local streets oriented to or connecting with existing or planned streets, existing or planned schools, parks, shopping areas, transit stops, and employment centers located within one half mile of the development. Applicants shall also provide for the extension of local streets to adjoining undeveloped properties and eventual connection with the existing street system.

Connections to existing or planned streets and undeveloped properties along the border of the property shall be provided at no greater than 600-foot intervals unless physical conditions make a street connection impossible or would violate the provisions of leases, easements, covenants, restrictions or other agreements existing as of May 1, 1995.

The subject property abuts existing streets along its northern and western boundaries. The subdivision includes a proposed street connection to La Cresta Drive to the north providing required connectivity, but the spacing between this new proposed street and Lone Oak Road to the west exceeds the maximum 600-foot spacing requirement.

No new street connection is proposed from within the subdivision to Lone Oak Road SE. Based on the street spacing between La Cresta Drive and future Sarah Renee Avenue, which appears to be approximately 540 ft., a connection is not required because the spacing between these two streets does not exceed 600 ft.

Property to the east of the subject property is currently developed thereby precluding any new street connections to the east.

There are two large properties to the south of the subject property that are currently undeveloped and one property that has been developed as a subdivision with a street, Sarah Renee Avenue SE, abutting a portion of the southern boundary of the subject property. When the undeveloped properties to the south of the property are further developed, Sarah Renee Avenue will be required to be extended across the full length of the southern boundary of the subject property. In order to meet street connectivity requirements, the proposed subdivision is required to provide street connections to the street to the south. As shown on the proposed plan, the subdivision extends two street connections to Sara Renee Avenue which meet street spacing requirements. Near the southeast corner of the property a third street is extended to the southern property line, but instead of connecting through to Sarah Renee Avenue, the street terminates as a cul-de-sac. As discussed at the pre-application conference, this street will be required to be extended to the south property line for future connection to Sarah Renee Avenue in order to meet street connectivity requirements.

- **Street Grade (SRC 808.035(c)):**
 - ❖ **Parkway and Arterial Streets:** Max. 6%
 - ❖ **Collector Street:** Max. 8%

❖ **Local Street:** Max. 12%

Lone Oak Road is designated as a collector street within the City's Transportation System Plan (TSP) and therefore has a maximum allowable grade of 8 percent. The proposed new internal streets within the subdivision will be local streets which have a maximum allowable grade of 12 percent.

Based on the information provided for the pre-application conference proposed street grades are not known at this time. Due to the topography of the property it is likely that street grades may need to exceed the maximum grades identified above. As discussed at the pre-application conference, if street grades will need to exceed maximum grade an Alternative Street Standard will need to be requested in conjunction with the subdivision.

As provided under [SRC 803.065](#), an alternative street standard may be authorized:

- (1) Where existing development or physical constraints make compliance with the standards set forth in this chapter impracticable;
- (2) Where the development site is served by fully developed streets that met the standards in effect at the time the streets were originally constructed; or
- (3) Where topography or other conditions make the construction that conforms to the standards impossible or undesirable.

▪ **Cul-de-sac Length (SRC 803.035(f)):**

- ❖ **Length:** Maximum 800 ft., provided no portion of the cul-de-sac is more than 400 feet from an intersecting street or cul-de-sac unless physical constraints make it impractical.

RS Zone Standards (SRC Chapter 511)

The subject property is currently zoned both RA (Residential Agriculture) and RS (Single Family Residential). SRC 265.015(a)(2) provides that when property zoned RA is subject to an approved tentative subdivision plan, the property is automatically rezoned to RS (Single Family Residential) on the date of recording the final subdivision plat with the County.

Based on the provisions of SRC 265.015(a)(2), the RA zoned portions of the property will automatically change to RS at the time of recording the final subdivision plat and the entire subdivision will then be under zone, the RS zone. As such, the following summary of applicable development standards is based on the future RS zoning of the entire property once the final subdivision plat is recorded.

- **Use:** The subject property is proposed to be subdivided into 57 lots in order to allow for the development of single-family dwellings. The allowed uses within the RS zone are established under SRC 511.005, Table 511-1. Single family dwellings are a permitted use within the RS zone.
- **Lot Standards:** Lot standards within the RS zone are established under SRC 511.010(a), Table 511-2. A summary of the lot standards for single family dwellings within the RS zones is provided in the table below.

RS Zone Lot Standards		
Lot Area	Min. 4,000 sq. ft.	
	Min. 5,500 sq. ft.	Applicable to infill lots. <i>An infill lot is a residential flag lot created by the partition of land after February 8, 2006.</i>
Lot Width	Min. 40 ft.	
Lot Depth	Min. 70 ft.	

RS Zone Lot Standards		
	Min. 120 ft.	Applicable to double frontage lots (<i>lots with front and rear lot lines abutting a street</i>).
	Max. 300% of average lot width	
Street Frontage	Min. 40 ft.	
	Min. 30 ft.	Applicable to lots fronting on the turnaround of a cul-de-sac street or the outside curve of a curved street having a radius of 200 feet or less and a direction change of 60 degrees or more. In no case shall the lot width be less than 40 ft. at the front building setback line.

The proposed lots within the subdivision generally appear to meet minimum lot area and dimension standards with the following exceptions:

- **Lot Depth of Lots 1-7.** As discussed at the pre-application conference Lots 1 through 7 are double frontage lots which have both their front and rear lot lines abutting a street. The minimum lot depth standard for double frontage lots in the RS zone is 120 feet. Upon reviewing the proposed subdivision plan it appears that the depth of these lots is around 107 to 112 feet, which falls below the minimum 120-foot double frontage lot depth standard. In addition, because Lone Oak Road SE does not currently meet minimum required right-of-way width, right-of-way dedication will be required abutting these lots which will further reduce their depth.

In order to meet minimum double frontage lot depth requirements, the proposed subdivision will need to be reconfigured to provide a minimum lot depth of 120 feet for these lots in addition to the required right-of-way dedication abutting Lone Oak Road.

- **Street Frontage & Lot Width of Lots 7-9.** Proposed Lots 7 through 9 have less than 40 feet of frontage on the cul-de-sac turnaround. On a cul-de-sac turnaround a minimum of 30 feet of frontage is allowed provided the width of the lot is not less than 40 feet at the front building setback line (*12 feet*).

In order to conform to minimum lot width requirements, Lots 7 through 9 must be a minimum of 40 feet in width measured 12 feet back from the front property line abutting the street.

Flag Lots: SRC Chapter 111 defines “flag lot” as, “A lot that is setback from the street at the rear or at the side of another lot, with vehicular access to the street provided by a flag lot accessway.

The proposed subdivision includes three flag lots (Lots 33, 34, & 35). As discussed at the pre-application conference these flag lots cannot be approved in their current configuration because they will result in a flag lot accessway directly abutting a future street when Sarah Renee Avenue is extended across the southern boundary of the subject property in the future. Instead of developing these as flag lots staff indicated that Lots 32 through 35 would instead need to be platted as one large lot and the tentative subdivision would need to include a future development plan showing how the lot could be further divided in the future into four lots fronting on Sarah Renee Avenue when that street is constructed in the future.

In-lieu of platting the four lots as one large lot, the applicant suggested that the flag lot accessway could alternatively be located across the north end of the lots so it would not abut Sarah Renee Avenue. Staff indicated that this alternative could potentially be possible, but explained that if this alternative configuration were proposed staff would likely establish a condition of approval requiring the front property lines of the lots to be designated as the south property line abutting the future street, Sarah Renee Avenue, in order to ensure conformance with [SRC 800.020\(a\)\(1\)](#) which

requires the front lot line for interior lots to be the property line abutting the street. Staff also indicated the possibility of conditioning the lots so the fronts of the homes face the south front property line so when Sara Renee Avenue SE is eventually constructed the homes will face the street consistent with the other homes in the subdivision and surrounding area.

If flag lots are ultimately proposed, SRC 800.025 establishes standards for flag lots and the flag lot accessways created to serve them. The lot area and dimensions for flag lots shall conform to the above identified lot area and dimension requirements of the RS zone, provided, however, the above identified lot area and dimension requirements must be met exclusive of the flag lot accessway serving the lots. SRC Chapter 800, Table 800-1, establishes the following standards for flag lot accessways:

Table 800-1: Flag Lot Accessway Standards			
Number of Lots Served by Accessway	Maximum Length	Total Width	Paved Width
1-2 Lots (Residential Zoned Property)	150 ft. ⁽¹⁾	Min. 20 ft.	Min. 15 ft.
3-4 Lots (Residential Zoned Property)	400 ft. ⁽¹⁾	Min. 25 ft.	Min. 20 ft.
<p align="center"><u>Limitations and Qualifications</u></p> <p>(1) Maximum flag lot accessway length shall not apply where geographic features make it impractical, and when approved by the Planning Administrator following review and recommendation by the Fire Marshal.</p>			

A maximum of 4 lots may be served by a flag lot accessway. Flag lot accessway grade shall conform to the Salem Fire Prevention Code. Flag lot accessways greater than 150 feet in length shall include a turnaround meeting Salem Fire Prevention Code standards.

Maximum Number of Flag Lots in Subdivision: SRC 800.025(e) also places a limit on the maximum number of flag lots that can be included in a subdivision. Pursuant to this section, not more than 15 percent of the lots within a subdivision can be developed as flag lots.

- **Setbacks:** Setbacks for buildings and accessory structures within the RS zone are established under SRC 511.010, Table 511-3. A summary of the required setbacks for single family dwellings within the RS zone is provided in the table below.

RS Zone Setbacks		
Abutting Street	Min. 12 ft.	Applicable along local streets.
	Min. 20 ft.	Applicable along collector or arterial streets ⁽¹⁾ .
Interior Front (Infill Lot ⁽²⁾)	Min. 12 ft.	
Interior Side	Min. 5 ft.	
	Min. 10 ft.	Applicable to infill lots ⁽²⁾ (flag lots) where the interior side setback abuts lots zoned RA and RS.
Interior Rear	Min. 14 ft.	Applicable to any portion of a building not more than one-story in height.
	Min. 20 ft.	Applicable to any portion of a building greater than one-story in height.
Notes		

RS Zone Setbacks

- (1) Lone Oak Road SE is designated as a collector street within the City's Transportation System Plan (TSP). As such, a minimum 20-foot setback is required along this street.
- (2) "Infill Lot" is defined under SRC Chapter 111 (Definitions) as a residential flag lot created by the **partition** of land after February 8, 2006.

Garage Setback: In addition to the setbacks identified above, the off-street parking, loading, and driveways chapter of the code (SRC Chapter 806) requires, pursuant to SRC 806.025(b), garages facing a street or flag lot accessway to be setback a minimum of 20 feet in order to accommodate a driveway and enough space for vehicles to park on the driveway without projecting into the street right-of-way or flag lot accessway.

- **Lot Coverage:** Lot coverage requirements within the RS zone are established under SRC 511.010(c), Table 511-4. The maximum lot coverage for single-family buildings and accessory structures within the RS zone is 60 percent.
- **Height:** Maximum height limitations within the RS Zone are established under SRC 511.010(c), and Table 511-4. The maximum building height for new single-family dwellings within the RS zone is 35 feet. The maximum height for accessory structures within the RS zone is 15 feet.
- **Garages Required:** Pursuant to SRC 511.010(e), each new dwelling constructed within the RS zone after February 8, 2006, is required to have a garage that is constructed of like materials and color as the dwelling and which may be attached to, or detached from, the dwelling.

Other Development Standards

In addition to the development standards included within the SWMU zone, the proposed development will also be subject to the provisions of the chapters identified in the table below. For specific requirements, click on chapters in the table.

Development Standards			
<input 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 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)

Off-Street Parking, Loading, & Driveways (SRC Chapter 806)

Off-street parking and driveways must conform to the requirements SRC Chapter 806 (Off-Street Parking, Loading, & Driveways).

- **Required Parking Spaces:** SRC 806.015, Table 806-1, requires each single-family dwelling to have a minimum of 2 off-street parking spaces.

Natural Resources

- **Trees (SRC Chapter 808):** There are trees present on the subject property, including what appear to be Oregon White Oaks. 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."

Because there are trees present on the subject property, a tree conservation plan will be required in conjunction with the proposed subdivision. Under the City's tree preservation ordinance, tree conservation plans are required to preserve all heritage trees, significant trees, trees and native vegetation within riparian corridors, and a minimum of 25 percent of the remaining trees on the property.

If less than 25 percent of the existing trees on the property are proposed for preservation, the applicant must show that only those trees reasonably necessary to accommodate the development are designated for removal. If significant trees and trees within a riparian corridor are proposed for removal, the applicant must show that there are no reasonable design alternatives to enable preservation of those trees.

- **Wetlands (SRC Chapter 809):** According to the Salem-Keizer Local Wetland Inventory (LWI) there are mapped wetlands or waterways located on the subject property.
- **Landslide Hazard Susceptibility (SRC Chapter 810):** According to the City's adopted landslide hazard susceptibility maps, the subject property is mapped with 2 landslide hazard susceptibility points. There are 3 activity points associated with subdivisions. Pursuant to the City's landslide hazard ordinance (SRC Chapter 810) the cumulative total of 5 points indicates a moderate landslide hazard risk and therefore a geologic assessment and potentially a geotechnical report will be required in conjunction with the proposed subdivision. However, as indicated by the Public Works Department at the pre-application conference, a geotechnical report is recommended.

Comments from Cherriots Transit

Cherriots was notified of the pre-application conference and provide comments indicating that sidewalks should be included across all frontages of the development and attach into existing pedestrian infrastructure.

Neighborhood Association Contact and Open House

Applicants are required to contact the applicable neighborhood association for certain types of land use applications prior to application submittal. For a limited number of application types, an open house or presentation at a neighborhood association meeting is required. This allows the neighborhood association to be involved early in the process and helps to identify any potential issues that might arise.

The table below indicates if the proposed development must meet either the neighborhood association contact requirement or open house/neighborhood association meeting requirement prior to application submittal. For specific requirements, see [SRC 300](#).

Pre-Submittal Requirement			
<input checked="" type="checkbox"/>	Neighborhood Association Contact (SRC 300.310)	<input type="checkbox"/>	Open House (SRC 300.320)

Staff Comments

Neighborhood Association Contact is required for Subdivision applications.

Neighborhood Association Contact

When a land use application requires neighborhood association contact, the applicant must contact the City-recognized neighborhood association(s) whose boundaries include, and are adjacent to, the subject property via e-mail or letter.

The e-mail or letter must be sent to **both** the **Neighborhood Association Chair(s)** and **Land Use Chair(s)** of the applicable neighborhood association and contain the following information:

- 1) The name, telephone number, and e-mail address of the applicant;
- 2) The address of the subject property;
- 3) A summary of the proposal;
- 4) A conceptual site plan, if applicable, that includes the proposed development; and
- 5) The date on which the e-mail or letter is being sent.

Note: Land use applications requiring neighborhood association contact **will not be accepted unless they are accompanied by a copy of the e-mail or letter that was sent to the neighborhood association and a list of the e-mail or postal addresses to which the e-mail or letter was sent.**

Open House (Not applicable)

When a land use application requires an open house, the applicant must arrange and attend one open house to share the development proposal with the neighborhood and surrounding property owners and residents prior to application submittal.

The open house must be within the boundaries of the City-recognized neighborhood association in which the subject property is located or within two miles of the subject property. The applicant must provide written notice of the open house to the applicable neighborhood association(s) and the Planning Administrator and must post notice of the open house on the subject property. **Note: Applicants can choose to present their proposals at a neighborhood association meeting in-lieu of arranging and attending an open house.**

Neighborhood Association Information

For your convenience, neighborhood association(s) contact information is included below. Please note that the identified neighborhood association chair(s) and land use 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.cityofsaalem.net/my-neighborhood>

Applicable Neighborhood Association(s):	Meeting Date, Time, & Location	Neighborhood Association Chair(s) & Land Use Chair(s)
South Gateway Neighborhood Association	2 nd Thursday of each month @ 6:45 p.m. at Battle Creek Elementary School - 1640 Waln Drive SE	Chair(s)
		Glen Baly glennbaly12345@gmail.com
		Land Use Chair(s)
		Glen Baly glennbaly12345@gmail.com

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>