



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-AP21-18 / 21-102252-PA
Conference Date	February 22, 2021
Applicant	Clutch Industries 360 Belmont St NE Salem, OR 97301 saundras@clutchindustries.com
Representative	Chris Anderson, Clutch Industries 360 Belmont St NE Salem, OR 97301 chrisa@clutchindustries.com
Case Manager	Brandon Pike

Mandatory Pre-Application Conference: ☒ Yes ☐ No

Project Description & Property Information

Project Description	A pre-application conference to discuss the development of 8 additional units at an existing apartment complex, for a total of 20 dwelling units. The subject development site is approximately 0.7 acres in size, zoned RM-II (Multiple Family Residential), and located at 701 Lockwood Lane S (Marion County Assessor map and tax lot number(s): 083W09AB / 900 and 3300).
Property Address	701 Lockwood Lane S
Assessor's Map and Tax Lot Number	083W09AB / 900 and 3300
Existing Use	<i>Multiple family</i>
Legal Units of Land	Without reviewing deeds for the subject property, it is not possible for Staff to determine if the subject property is legal lot. At the time of land use application, it will be up to the applicant to provide evidence that the lot was created legally.
Comprehensive Plan Map Designation	MFR - Multi-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	CPC-NPC-ZC20-09

Planning Division Comments

Proposal

The materials provided by the applicant show a new 2-story, 8-unit apartment building at an existing 12-unit *multiple family* development, for a total of 20 units. The applicant did not pose any specific questions or issues to address at the pre-application conference.

Past Land Use Decisions

- CPC-NPC-ZC20-09: This case included no conditions of approval which would affect the proposal

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			
☐	Conditional Use (SRC 240.005)	☐	Class 1 Site Plan Review (SRC 220.005)		
☐	Comprehensive Plan Change (SRC 64.020)	☒	Class 2 Site Plan Review (SRC 220.005)		
☐	Zone Change (SRC 265.000)	☒	Class 3 Site Plan Review (SRC 220.005)		
☐	Temporary use Permit – Class 1 (SRC 701.010)	Design Review			
☐	Temporary Use Permit – Class 2 (SRC 701.010)	☒	Class 1 Design Review (SRC 225.005)		
☐	Non-Conforming Use Extension, Alteration, Expansion, or Substitution (SRC 270.000)	☐	Class 2 Design Review (SRC 225.005)		
☐	Manufactured Dwelling Park Permit (SRC 235.010)	☐	Class 3 Design Review (SRC 225.005)		
Land Divisions		Historic Design Review (SRC 230.020)			
☒	Property Line Adjustment (SRC 205.055)	☐	Major Commercial	☐	Minor Commercial
☒	Property Boundary Verification (SRC 205.065)	☐	Major Public	☐	Minor Public
☒	Replat (SRC 205.025)	☐	Major Residential	☐	Minor Residential
☐	Partition (SRC 205.005)	Wireless Communication Facilities			
☐	Subdivision (SRC 205.010)	☐	Class 1 Permit (SRC 703.020)		
☐	Phased Subdivision (SRC 205.015)	☐	Class 2 Permit (SRC 703.020)		
☐	Planned Unit Development Tentative Plan (SRC 210.025)	☐	Class 3 Permit (SRC 703.020)		
☐	Manufactured Dwelling Park Subdivision (SRC 205.020)	☐	Temporary (SRC 703.100)		

☐	Validation of Unit of Land (SRC 205.060)		
Relief		☐	Adjustment (SRC 703.090)
☒	Adjustment – Class 1 (SRC 250.005) <i>(Applicable when a proposed deviation from standards is within 20 percent of the standard)</i>	Other	
☒	Adjustment – Class 2 (SRC 250.005) <i>(Applicable when a proposed deviation from standards exceeds 20 percent of the standard, or when the standard is not numerical in nature)</i>	☐	Annexation – Voter Approval (SRC 260.035)
☐	Variance (SRC 245.005)	☐	Annexation – Voter Exempt (SRC 260.035)
Natural Resources		☐	Sign Adjustment (SRC 900.035)
☐	Tree Conservation Plan (SRC 808.035)	☐	Sign Conditional Use (SRC 900.045)
☐	Tree Conservation Plan Adjustment (SRC 808.040)	☐	Sign Variance (SRC 900.040)
☐	Tree Removal Permit (SRC 808.030)	☐	SWMU Zone Development Phasing Plan (SRC 531.015)
☐	Tree Variance (SRC 808.045)	☐	Urban Growth Preliminary Declaration (SRC 200.020)
☐	Willamette Greenway Permit – Class 1 (SRC 600.015)		
☐	Willamette Greenway Permit – Class 2 (SRC 600.015)	☐	Historic Clearance Review- High Probability Archaeological Zone (SRC 230.100)
		☐	Class 2 Driveway Approach Permit (SRC 804.025)
Staff Comments			
Interior Property Line: While not absolutely necessary for the proposed development, the applicant may choose to remove the interior property line through either a replat or property line adjustment, or may apply for a property boundary verification to remove the property line for building code purposes only. Note: Some of the applications checked in this list are to anticipate various development scenarios which may or may not occur, some of which require a pre-application conference. Additionally, depending on the proposed development, other land use applications may be required.			

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/build-on-your-property.aspx> (Site Plan Review and Design Review)

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

<https://www.cityofsalem.net/Pages/move-your-property-lines.aspx> (Property Line Adjustment)

<https://www.cityofsalem.net/Pages/build-across-your-property-line.aspx> (Property Boundary Verification)

<https://www.cityofsalem.net/Pages/reconfigure-your-land.aspx> (Replat)

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			
☐	EFU – Exclusive Farm Use (SRC 500.000)	☐	MU-I – Mixed Use I (SRC 533.000)
☐	RA – Residential Agriculture (SRC 510.000)	☐	MU-II – Mixed Use II (SRC 534.000)
☐	RS – Single Family Residential (SRC 511.000)	☐	EMSU – Edgewater/Second Street Mixed-Use Corridor (SRC 535.000)
☐	RD – Duplex Residential (SRC 512.000)	☐	PA – Public Amusement (SRC 540.000)
☐	RM-1 – Multiple Family Residential (SRC 513.000)	☐	PC – Public/Private Cemetery (SRC 541.000)
☒	RM-2 – Multiple Family Residential (SRC 514.000)	☐	PE – Public/Private Education (SRC 542.000)
☐	RH – Multiple Family High-Rise Residential (SRC 515.000)	☐	PH – Public/Private Health Services (SRC 543.000)
☐	CN – Neighborhood Commercial (SRC 520.000)	☐	PS – Public Service (SRC 544.000)
☐	CO – Commercial Office (SRC 521.000)	☐	PM – Capitol Mall (SRC 545.000)
☐	CR – Retail Commercial (SRC 522.000)	☐	EC – Employment Center (SRC 550.000)
☐	CG – General Commercial (SRC 523.000)	☐	IC – Industrial Commercial (SRC 551.000)

☐	CB – Central Business District (SRC 524.000)	☐	IBC – Industrial Business Campus (SRC 552.000)
☐	WSCB – West Salem Central Business District (SRC 525.000)	☐	IP – Industrial Park (SRC 553.000)
☐	FMU – Fairview Mixed-Use (SRC 530.000)	☐	IG – General Industrial (SRC 554.000)
☐	SWMU – South Waterfront Mixed-Use (SRC 531.000)	☐	II – Intensive Industrial (SRC 555.000)
☐	NCMU – Neighborhood Center Mixed-Use (SRC 532.000)	☐	SCI – Second Street Craft Industrial Corridor (SRC 556.000)
Overlay Zones			
☐	Willamette Greenway (SRC 600.000)	☐	Mixed-Use (SRC 619.000)
☐	Floodplain (SRC 601.000)	☐	Salem Hospital (SRC 620.000)
☐	Airport (SRC 602.000)	☐	Superior-Rural (SRC 621.000)
☐	Portland Fairgrounds Road (SRC 603.000)	☐	Oxford-West Nob Hill (SRC 622.000)
☐	Pine Street Mixed-Use (SRC 604.000)	☐	Oxford-Hoyt (SRC 623.000)
☐	Northgate Mixed-Use (SRC 605.000)	☐	Hoyt-McGilchrist (SRC 624.000)
☐	Wallace Road Corridor (SRC 606.000)	☐	Saginaw Street (SRC 625.000)
☐	West Salem General Industrial (SRC 608.000)	☐	Commercial High-Density Residential (SRC 626.000)
☐	Patterson Street Corridor (SRC 609.000)	☐	22 nd and Electric (SRC 627.000)
☐	Walker School Residential Area (SRC 612.000)	☐	State Street (SRC 628.000)
☐	Broadway-High Street Retail (SRC 613.000)	☐	McNary Field (SRC 629.000)
☐	Broadway-High Street Housing (SRC 614.000)	☐	South Gateway (SRC 630.000)
☐	Broadway-High Street Transition (SRC. 615.000)	☐	Compact Development (SRC 631.000)
☐	Riverfront High Density Residential (SRC 616.000)	☐	General Retail/Office (SRC 632.000)
☐	Riverfront (SRC 617.000)	☐	Front Street (SRC 633.000)
☐	Chemawa-I-5 Northeast Quadrant Gateway (SRC 618.000)		
Staff Comments			
None.			

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			
☒	Multiple Family Design Review Guidelines and Standards (SRC 702.000)	☐	Off-Street Parking, Loading and Driveways (SRC 806.000)
☒	General Development Standards	☒	Landscaping and Screening (SRC 807.000)

	(SRC 800.000)		
☐	Public Improvements (SRC 802.000)	☐	Preservation of Trees and Vegetation (SRC 808.000)
☒	Streets and Right-Of-Way Improvements (SRC 803.000)	☐	Wetlands (SRC 809.000)
☒	Driveway Approaches (SRC 804.000)	☐	Landslide Hazards (SRC 810.000)
☒	Vision Clearance (SRC 805.000)	☐	Sign Code (SRC 900.000)

Staff Comments

Setbacks

The proposal does not appear to meet the following standard(s):

- **Interior Property Line:** Unless removed through a land use application as discussed above, there appears to be a property line which separates the two tax lots. The new development will be subject to RM-II setback requirements to this line: 10' min. with Type C landscaping.

Multiple Family Design Review Standards

Based on the provided plan, it is unclear if the proposal will meet the following standard(s):

- **SRC 702.020(a)(1)(D):** *Private open space for 20 percent of the dwelling units.* This will need to be provided for at least the new units.
- **SRC 702.020(b):** *Landscaping standards.* Based on the preliminary nature of the plans, it's not possible to tell if the proposal meets the landscaping design standards.
- **SRC 702.020(c):** *Site safety and security.* Windows, lighting, and fences shall be provided which meet these standards.
- **SRC 702.020(d)(4):** *Pedestrian pathways.* Pedestrian pathways meeting the design and material standards of SRC 800.065(b) will be required to connect to and between both buildings, common open space, the parking area, and to the public sidewalk.
- **SRC 702.020(e):** *Façade and building design.* The applicant is advised to examine the façade and building design standards of this section, including new standards related to balconies facing RS-zoned land and the requirement for a porch or architecturally defined entry area for each ground level dwelling unit on the new building.

Bicycle Parking

- The proposed development requires a minimum of four bicycle parking spaces meeting the development standards of SRC 806.060. The proposed plan shows none.

Street Trees

- The existing hedges along Lockwood Lane do not count as street trees (pursuant to SRC chapter 86). Additionally, the portions of the hedge on private property appear to violate SRC 800.050(a)(2). Street trees will need to be provided with the development.

Sidewalk

- If the applicant proposes to retain the existing location of the sidewalk (curb-line), findings addressing alternative street standards will be required at the time of site plan review.

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)
Sunnyslope Neighborhood Association	Monthly meetings are held the third Thursday at 7 p.m. Please check the calendar for specific meeting information, including location.	Alan Alexander, chair awa8025@aol.com
		Evan White, land use chair epwhitehouse@comcast.net

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>