



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-AP21-109/ 21-117195-PA
Conference Date	October 4, 2021
Applicant	Phelan Development 6750 SW BRADBURY CT. PORTLAND, OR 97224 Beth Zauner 4875 SW Griffith Dr Suite 100 Beaverton, OR. 97005
Case Manager	Steven McAtee, Planner II

Mandatory Pre-Application Conference: ☐ Yes ☒ No

Project Description & Property Information	
Project Description	A Pre-Application conference to discuss developing a 35,000 square foot portion of the subject property with a Heavy Wholesaling use to include a portable office structure and outdoor storage of gravel, rock, bark dust, concrete and other bulk materials. The 7.4 acre property is zoned IG (General Industrial), and is located at 1865 McGilchrist Street SE (Marion Co. Map and Tax Lot Number 073W35CA / 301).
Property Address	0 Turner Road SE
Assessor's Map and Tax Lot Number	082W07C00200
Existing Use	Vacant
Legal Units of Land	The applicant has not submitted property deeds. It is unknown if the properties are legal units of land.
Comprehensive Plan Map Designation	IND - Industrial
Urban Service Area	The subject property is located outside of the City's Urban Service Area.
Urban Renewal Area	None
Past Land Use Actions	None

Planning Division Comments

Proposal

A Pre-Application Conference to discuss the development of a 203,000 square foot "industrial" building with associated site work. Applicant would like information on floodplain and required land use procedures. The subject property is approximately 10 acres in size, zoned IG (General Industrial) and located in the 4400 Block of Turner Rd SE (Marion County Assessor's Map and Tax Lot No: 082W07C / 200.

Past Land Use Decisions

- None

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) ~Or~
☐	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			
<i>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.</i> • The submitted site plan was a preliminary drawing without sufficient detail to perform a thorough review. See attached for a mark up with notes on development standards. • Staff was unable to determine the legality of the subject property. If the property was created by deed after January 1, 1968, it may need to be validated through the Validation of Unit of Land process established in SRC 205.060. • Because the property is outside the Urban Service Boundary, an Urban Growth Preliminary Declaration will be required per SRC 200.020. • The subject property is within the Historic and Cultural Resources Protection Zone. Please contact Kimberli Fitzgerald by calling 503-540-2397 or by email at kfitzgerald@cityofsalem.net prior to site plan review application submittal.			

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)

<https://www.cityofsalem.net/Pages/conditional-use-permit.aspx>

<https://www.cityofsalem.net/CityDocuments/validation-of-unit-of-land-application-packet.pdf>

<https://www.cityofsalem.net/Pages/seek-an-adjustment-to-land-use-standards.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 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			
Subject property is located in the IG Zone and not within an overlay zone.			

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)

Open House / Neighborhood Association Contact Information

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			
☒	Neighborhood Association Contact (SRC 300.310)	☐	Open House (SRC 300.320)
Staff Comments			
<u>Please note:</u> Class 3 Site Plan Review applications require that the applicant contact the applicable neighborhood association(s) prior to application submittal. Refer to SRC 300.310 for requirements for contacting the neighborhood association(s).			

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.

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)
Southeast Mill Creek Association (SEMCA)	Choose an item.	Chair: Cory Poole (robosushi@robosushi.com)
	Meetings are held the second Tuesday at 10 a.m. at Paradise Island Park, 3100 Turner RD SE, Salem OR 97302. See the calendar for specific dates.	Land use chair: Alan Rasmussen (arasmussen@modernbuildingsystems.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>

Non exhaustive list of development standards.

Warehousing and Distribution

Parking: the greater of 1 space per 0.75 employees or 1 space per 15,000sf (based on 200,000sf building).

Bike Parking: the greater of 4 spaces or 1 space per 30,000sf (based on 200,000sf building).

Loading Spaces: 3 spaces (based on up to 240,000sf building).

Landscaping: Setbacks Type A (SRC 807)
1 plant unit per 20 square feet.

Interior Parking lot Landscaping (806.035(d)).: 5% for parking lots less than 50,000sf. 8% for parking lots greater than 50,000sf

Pedestrian Connections:
-Between bldg and each street
-Between buildings on development site
-Through off street parking areas
-To abutting properties, if vehicle connection is provided

