

# Willamette Surgery Center

## Class 3 Site Plan Review and Class 2 Adjustment

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<b>Site Location:</b>	2150 Country Drive South
<b>Tax Lot:</b>	083W17AA00700
<b>Parcel Size:</b>	~5.81 acres or 253,084 square feet
<b>Comprehensive Plan Designation:</b>	Commercial (COM)
<b>Zone:</b>	Commercial Office (CO) and Multiple Family Residential-II (RM-II)
<b>Summary of Request:</b>	The applicant is proposing to change the use of an existing building and use the space as an outpatient surgery center. Other improvements will include new pedestrian sidewalk connections to surrounding street from the building entrance, installation of a new drive lane and drop-off area in front of the building, and minor reconfiguration of the existing parking lot to accommodate the improvements. A Class 2 Adjustment is being requested to the pedestrian connection standards for parking areas in section 800.065 as the perimeter of the parking area is already provided with sidewalks.



Date:

July 26, 2022

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## I. SUMMARY OF PROPOSAL AND REQUEST

### Existing Conditions

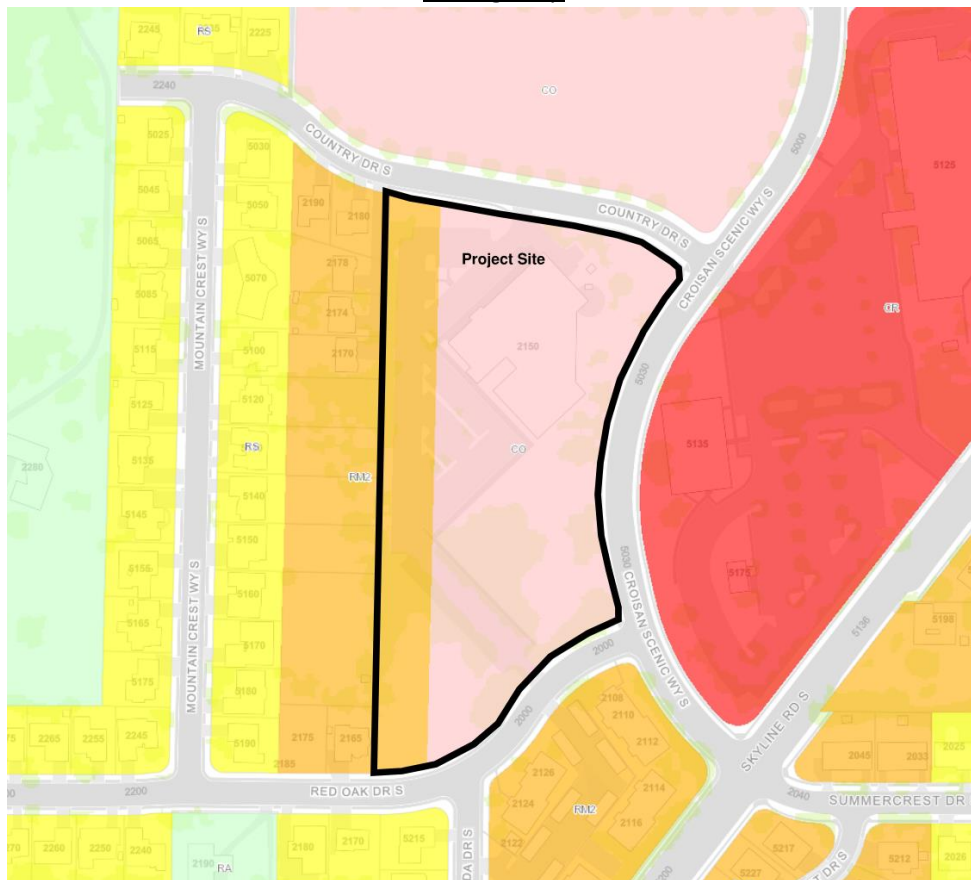
The subject site is located at 2150 Country Drive South in the City of Salem. The property is split zoned between CO (Commercial Office) and RM-II (Multi-Family Residential) and is designated Commercial on the Salem Area Comprehensive Plan. The property is approximately 5.8 acres in size and includes Tax Lot 083W17AA00700. The project site is bordered by Country Drive South to the north, Croisan Scenic Way South to the east, and Red Oak Drive South to the south.

There is an existing building, parking, landscaping, pedestrian amenities, and utilities located on the project site. Two existing asphalt driveways providing vehicular access to the project site are located off of Country Drive at the north end of the property and Red Oak Drive at the south end of the property.

Vicinity Map



## Zoning Map



## Proposal

The applicant is proposing to remodel the interior of the existing building and use the space as an outpatient surgery center. Other improvements will include new pedestrian connections to the public right-of-way, a new building entrance, a drive lane in front of the building for pick-up/drop-off of patients, and a minor reconfiguration of the existing parking lot to accommodate the improvements. The proposed improvements will impact 9,971 square feet of new and replaced impervious surface and is therefore not considered a large project as defined in SRC 70.005.

Although the project site is split zoned between RM-II and CO, all proposed improvements will be occurring in the commercial zone. A variance approved by the City (VAR 89-8) allowed for parking to be placed in the RM-II zoned portion of the site, and there are no changes proposed to this area of the development site.

In addition to the Class 3 Site Plan Review for the proposed site improvements, the applicant is also requested a Class 2 Adjustment for the pedestrian connection standards through parking lots outlined in Standard 800.065(a)(3)(A).



## II. RESPONSES TO APPLICABLE APPROVAL CRITERIA AND DEVELOPMENT STANDARDS

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### SRC 220: Site Plan Review

#### Section 220.005: Site Plan Review

##### *a. Applicability.*

1. *Except as provided in subsection (a)(2) of this section, site plan review approval is required:*
  - A. *Prior to issuance of a building permit, for any development that requires a building permit; and*
  - B. *Prior to commencement of work, for any of the following when a building permit is not otherwise required:*
    - i. *Development of a new off-street parking and vehicle use areas;*
    - ii. *Expansion of existing off-street parking and vehicle use areas, when additional paved surface is added;*
    - iii. *Alteration of existing off-street parking and vehicle use areas, when the existing paved surface is replaced with a new paved surface;*
    - iv. *Paving of an unpaved area; and*
    - v. *Restriping off-street parking and vehicular use areas, when the layout will be reconfigured.*

**Response:** The applicant is proposing to add a drive aisle in the off-street parking area and additional pedestrian facilities that will be paving of a currently unpaved area. Therefore, a site plan review approval will be obtained by the applicant.

##### *2. Exemptions. [...]*

**Response:** An exemption to a site plan review is not requested or applicable to this project. Therefore, this standard does not apply.

##### *b. Classes. The three classes of site plan review are:*

1. *Class 1 [...]*
2. *Class 2 site plan review. [...]*
3. *Class 3 site plan review. Class 3 site plan review is site plan review for any development under subsection (a)(1) of this section that involves a land use decision or limited land use decision, as those terms are defined in ORS 197.015. As used in this subsection, land use decisions and limited land use decisions include, but are not limited to, any development application that:*
  - A. *Requires a Transportation Impact Analysis pursuant to SRC chapter 803;*
  - B. *Requires a geotechnical report or geologic assessment under SRC chapter 810, except where a geotechnical report or geologic assessment has already been approved for the property subject to the development application;*



- C. *Requires deviation from clear and objective development standards of the UDC relating to streets, driveways or vision clearance areas;*
  - D. *Proposes dedication of right-of-way which is less than the requirements of the Salem Transportation System Plan;*
  - E. *Requires deviation from the clear and objective standards of the UDC and where the Review Authority is granted the authority to use limited discretion in deviating from the standard;*  
or
  - F. *Involves the imposition of conditions of approval; or*
  - G. *Requires a variance, adjustment, or conditional use permit.*
- c. *Procedure type.*
- 1. *Class 1 site plan review is processed as a Type I procedure under SRC chapter 300.*
  - 2. *Class 2 site plan review is processed as a Type I procedure under SRC chapter 300.*
  - 3. *Class 3 site plan review is processed as a Type II procedure under SRC chapter 300.*
  - 4. *An application for site plan review may be processed concurrently with an application for a building permit; provided, however, the building permit shall not be issued until site plan review approval has been granted.*

**Response:** The proposed improvements include a land use decision or limited land use decision and an adjustment to a code standard. Therefore, the site plan will be classified as a Class 3 and will be processed as a Type II procedure under SRC Chapter 300.

f. *Criteria.*

- 3. *Class 3 site plan review. An application for a Class 3 site plan review shall be granted if:*
  - a. *The application meets all applicable standards of the UDC;*

**Response:** All applicable standards of the UDC are met with the proposed design with the exception of SRC 800.065(a)(3). The existing sidewalk that runs adjacent to the parking lot on the east side of the property provides pedestrian connection and access to the majority of the parking area and all three rights-of-way.

- b. *The transportation system provides for the safe, orderly, and efficient circulation of traffic into and out of the proposed development and negative impacts to the transportation system are mitigated adequately;*

**Response:** The project complies with the above approval criteria. The existing transportation system provides safe, orderly, and efficient circulation of traffic into the project site and there are no proposed changes to these access points or public rights-of-way with this application.

- c. *Parking areas and driveways are designed to facilitate safe and efficient movement of vehicles, bicycles and pedestrians; and*





**Response:** The project complies with the above approval criteria. The project site has an existing driveway from Country Drive South and Red Oak Drive that adequately serves the project site and there are no proposed changes to these access points with this application.

The existing parking area will remain primarily unchanged by this application, with the exception of a minor reconfiguration of the area directly outside the main building entrance. Additional ADA parking spaces will be provided, as well as a drop-off aisle and a striped pedestrian crossing. These changes will help to facilitate a safer and more efficient movement of vehicles coming to the medical clinic. Please see the attached site plan for details on the parking area improvements.

*d. The proposed development will be adequately served with City water, sewer, stormwater facilities, and other utilities appropriate to the nature of the development.*

**Response:** The project complies with the above approval criteria. The project site has existing connections to water, sewer, and stormwater that will be preserved and, in some cases, extended to serve the proposed improvements. Please see below for details on the project sites utility connections and the Utility Plan included with this application.

#### Water

The project site is connected to public water via a two inch domestic water line and six inch fire water service line that runs from Country Drive South to the north corner of the building. The applicant is proposing to install a backflow device and vault between the building and Country Drive South with this application and connect to the existing water meter and domestic service line.

#### Sanitary Sewer

The applicant is proposing to connect to the eight inch sanitary sewer line in Croisan Scenic Way with a six inch private service line. Additionally, a standard cleanout and two-way clean out will be installed per City of Salem standards. Please see the attached utility plan for details on sanitary sewer infrastructure.

#### Stormwater

There are existing stormwater facilities, including pipes, manholes, and catch basins, on site that will be preserved with this application. The area of the parking lot being re-developed will install additional stormwater facilities, including catch basins and cleanouts, that will connect to the existing stormwater line. Please see the attached utility plan for details on the stormwater infrastructure.

## **SRC 250.005: Adjustments**

### Section 250.005: Adjustments

#### *a. Applicability.*

##### *1. Classes.*



- A. A Class 1 adjustment is an adjustment to any numerical development standard in the UDC that increases or decreases the standard by not more than 20 percent.
- B. A Class 2 adjustment is an adjustment to any development standard in the UDC other than a Class 1 adjustment, including an adjustment to any numerical development standard in the UDC that increases or decreases the standard by more than 20 percent.

**Response:** The applicant is requesting an adjustment to Standard 800.065(a)(3)(A) of the Salem Revised Code, which requires pedestrian connections through parking areas. This is not a numerical development standard and will, therefore, be considered a Class 2 Adjustment.

2. *Prohibition. Notwithstanding subsection (a)(1) of this section, an adjustment shall not be granted to:*

- A. Allow a use or activity not allowed under the UDC;
- B. Change the status of a use or activity under the UDC;
- C. Modify a definition or use classification;
- D. Modify a use standard;
- E. Modify the applicability of any requirement under the UDC;
- F. Modify a development standard specifically identified as non-adjustable;
- G. Modify a development standard that contains the word "prohibited";
- H. Modify a procedural requirement under the UDC;
- I. Modify a condition of approval placed on property through a previous planning action;
- J. A design review guideline or design review standard, except Multiple Family Design Review Standards in SRC Chapter 702, which may be adjusted; or
- K. The required landscaping in the Industrial Business Campus (IBC) Zone.

**Response:** The project complies with the above standard. The requested adjustment is for on-site pedestrian connection standards and not for any of the above prohibited items.

b. *Procedure type. Class 1 and Class 2 adjustments are processed as a Type II Procedure under SRC chapter 300.*

**Response:** The Class 2 adjustment will be processed as a Type II procedure.

d. *Criteria*

- 2. *An application for a Class 2 adjustment shall be granted if all of the following criteria are met:*
  - A. *The purpose underlying the specific development standard proposed for adjustment is:*
    - i. *Clearly inapplicable to the proposed development; or*
    - ii. *Equally or better met by the proposed development*

**Response:** The applicant is requesting an adjustment to Standard 800.065(a)(3)(A) requiring pedestrian connections through off-street parking areas. The purpose of this standard is to provide pedestrian connection between all parts of the parking area and the main building entrances, to ensure that patrons have a safe





walking path between their vehicle and the building, and to ensure that they are not crossing more than three access lanes to get to the access. The project site has an existing parking lot that is not a standard rectangular lot, but rather a very uniquely shaped long parking lot based on the layout of the existing building. This shape makes standard pedestrian connections difficult, as the drive aisles are varying angles, widths, and lengths. Although the parking area is larger than 25,000 square feet, there is never more than three drive aisles that need to be crossed or more than 124 feet of distance between the existing sidewalk and a parking aisle. Therefore, pedestrians on site traveling from the main building entrances and rights-of-way already have a safe and efficient pedestrian connection.

The existing pedestrian sidewalk runs from the northern corner of the building, along the west and south building perimeter, and along the entire eastern edge of the parking lot. This sidewalk will be connected to Country Drive and Red Oak Way with the proposed improvements, providing a continuous pedestrian connection from all rights-of-way, the main building entrance, and the parking lot. From the sidewalk, patrons can access their vehicles in a direct manner without crossing more than 1-2 drive aisles. These connections equally serve the proposed development with pedestrian connections than adding pedestrian walkways in the parking lot would serve the site.

- B. If located within a residential zone, the proposed development will not detract from the livability or appearance of the residential area.*

**Response:** The impact area on the project site is located in a commercial zone. There are residences located east of the site that will be buffered by existing landscaping. The parking area along those residential lots are not being modified, so the homeowners would be accustomed to the parking lot and landscaping along those property lines. Therefore, the above standard does not apply to this project.

- C. If more than one adjustment has been requested, the cumulative effect of all the adjustments result in a project which is still consistent with the overall purpose of the zone.*

Response: Only one adjustment is requested with this application. Although the above standard does not apply to this project because of this single adjustment, it should be noted that the overall development is consistent with the purpose of the zone.

## SRC 521: CO – Commercial Office

### Section 521.005: Uses

*The permitted (P), special (S), conditional (C), and prohibited (N) uses in the CO zone are set forth in Table 521-1.*

<b>Table 521-1: Uses</b>		
<i>Use</i>	<i>Status</i>	<i>Limitations and Qualifications</i>



<i>Outpatient medical services and laboratories</i>	<i>P (Permitted)</i>	
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**Response:** The project complies with this standard. The applicant is proposing to convert the existing building to an outpatient surgery center, a permitted use in the Commercial Office zoning district as outlined in Table 521-1 above.

**Section 521.010: Development Standards**

*Development within the CO zone must comply with the development standards set forth in this section.*

*a. Lot standards. Lots within the CO zone shall conform to the standards set forth in Table 521-2.*

<b>Table 521-2: Lot Standards</b>		
<i>Requirement</i>	<i>Standard</i>	<i>Proposed</i>
<i>Lot Area</i>		
<i>All other uses</i>	<i>Minimum 6,000 square feet</i>	<i>5.81 acres (~253,084 square feet)</i>
<i>Lot Width</i>		
<i>All other uses</i>	<i>None</i>	<i>~350 feet</i>
<i>Street Frontage</i>		
<i>All other uses</i>	<i>Minimum 16 feet</i>	<i>~450 feet</i>

**Response:** No new lots are being proposed, however, the project complies with the above lot standards for development in the CO zoning district. In the above table the proposed lot standards are provided in the third column, all complying with the required lot standard.

*b. Setbacks. Setbacks within the CO zone shall be provided as set forth in Tables 521-3 and 521-4.*

<b>Table 521-3: Setbacks</b>		
<i>Requirement</i>	<i>Standard</i>	<i>Limitations and Qualifications</i>
<i>Abutting Street</i>	<i>Minimum 12 feet</i>	
<i>Interior Front</i>	<i>Zone-to-zone setback</i>	
<i>Interior Side</i>	<i>Zone-to-zone setback</i>	
<i>Interior Rear</i>	<i>Zone-to-zone setback</i>	

<b>Table 521-4: Zone-to-Zone Setbacks</b>			
<i>Abutting Zone</i>	<i>Type of Improvement</i>	<i>Setback</i>	<i>Landscaping &amp; Screening</i>



<i>Residential</i>	<i>Buildings and accessory structures</i>	<i>15 feet</i>	<i>Type C</i>
	<i>Vehicle Use Areas</i>		

**Response:** The project complies with the above setback standards. A minimum of 12 foot setback is required on the north, east, and south property line all of which abut a street. The western property line is an interior side lot line that abuts a residential zone along the on-site vehicle use area. The existing building and parking area is setback approximately 25 feet from Country Drive South and 41 feet from Croisan Scenic Way, and there are no further encroachments into these setbacks with the proposed improvements. Please see the attached site plan, Sheet C200, for details on setbacks.

- c. *Lot coverage; height. Buildings and accessory structures within the CO zone shall conform to the lot coverage and height standards set forth in table 521-5.0*

<b>Table 521-5: Lot Coverage; Height</b>		
<i>Requirement</i>	<i>Standard</i>	<i>Limitations and Qualifications</i>
<i>Lot Coverage</i>		
<i>All uses</i>	<i>Maximum 60%</i>	
<i>Rear Yard Coverage</i>		
<i>All uses</i>	<i>N/A</i>	
<i>Height</i>		
<i>All other uses</i>	<i>Maximum 70 feet</i>	

**Response:** The project complies with the above lot coverage and height standards. With the existing improvements on site and the proposed pedestrian walkway and parking lot improvements, the total lot coverage is 109,771 square feet, or about 43.4% of the site. This is well below the 60% maximum coverage allowed in the CO zoning district.

There are no proposed buildings or changes to the existing building height with this application. The project complies with the above lot coverage and height standards outlined in Table 521-5 above.

d. *Landscaping*

- 1. Setbacks. Required setbacks shall be landscaped. Landscaping shall conform to the standards set forth in SRC Chapter 807.*
- 2. Vehicle use areas. Vehicle use areas shall be landscaped as provided under SRC Chapters 806 and 807.*
- 3. Development site. A minimum of 15 percent of the development site shall be landscaped. Landscaping shall meet the Type A standard set forth in SRC Chapter 807. Other required landscaping under the UDC, such as landscaping required for setbacks or vehicle use areas, may count towards meeting this requirement.*



**Response:** The required setbacks and vehicle use areas have existing landscaping that will remain with this application. Anywhere that the existing is being removed to make room for the proposed improvements, it will be replaced with approved ground covering and shrubs. The existing landscaping area on the project site is approximately 143,312 square feet, or above 57% of the site; well over the minimum of 15% required for the CO zoning district.

- e. Outdoor storage. Within the CO zone, outdoor storage of materials and equipment is prohibited, except in conjunction with residential uses where the storage is screened from adjacent streets and properties by a sight-obscuring fence, wall, or hedge.*

**Response:** Outdoor storage is not proposed with this application. Therefore, this standard does not apply.

#### Section 521.015: Design Review

*Design review under SRC chapter 225 is required for development within the CO as follows:*

- a. Multiple family development shall be subject to design review according to the multiple family design review standards set forth in SRC chapter 702.
- b. Residential care with five or more self-contained dwelling units shall be subject to the multiple family design review standards set forth in SRC chapter 702.

**Response:** This application is not proposing a multiple family development or residential care. Therefore, design review is not required, and this standard does not apply.

#### Section 521.020: Other Provisions

*In addition to the standards set forth in this chapter, development within the CO zone must comply with all other applicable development standards of the UDC, including, but not limited to, the following chapters:*

- a. *Trees and Shrubs: SRC chapter 86.*
- b. *Wireless Communications Facilities: SRC chapter 703.*
- c. *General Development Standards: SRC chapter 800.*
- d. *Public Improvements: SRC chapter 802.*
- e. *Streets and Right-of-Way Improvements: SRC chapter 803.*
- f. *Driveway Approaches: SRC chapter 804.*
- g. *Vision Clearance: SRC chapter 805.*
- h. *Off-Street Parking, Loading and Driveways: SRC chapter 806.*
- i. *Landscaping and Screening: SRC chapter 807.*
- j. *Preservation of Trees and Vegetation: SRC chapter 808.*
- k. *Wetlands: SRC chapter 809.*
- l. *Landslide Hazards: SRC chapter 810.*
- m. *Sign Code: SRC chapter 900.*

**Response:** All applicable development standards above will be addressed in this application and attached documents.



## SRC 800: General Development Standards

### Section 800.015: Lot Standards, Generally

- a. *Buildings to be on a lot. Every building or structure shall be entirely located on a lot. Where two or more lots are under single ownership to accommodate a single development, the entire combined area shall be considered as a single lot for purposes of the UDC. Buildings that are attached at a common property line, but which otherwise meet all requirements of SRC chapter 56 as separate buildings shall be considered as separate buildings for purposes of this subsection.*

**Response:** The project complies with this standard. The existing structure on the property is entirely located on the site, and there is no additional buildings or structures proposed or buildings attached at common property lines.

- b. *Side lot lines. As far as is practicable, side lot lines shall run at right angles to the street upon which the lot faces, except that on curved streets they shall be radial to the curve.*

**Response:** The project complies with this standard. The subject property's front property line runs along Country Drive South and the side lot lines run at right angles to the front lot line. More details can be seen on the site plan, attached Sheet C2.01.

### Section 800.020: Designation of Lot Lines

- a. *Front lot line. The front lot line shall be designated as set forth in this subsection.*
  1. *Interior lot. For an interior lot, the front lot line shall be the property line abutting the street.*
  2. *Corner lot. For a corner lot, the front lot line shall be the property line abutting a street designated by the building permit applicant; provided, however, that lot dimension standards are met.*
  3. *Double frontage lot. For a double frontage lot, the front lot line shall be the property line abutting a street designated by the building permit applicant; provided, however, that lot dimension requirements are met.*
  4. *Flag lot. For a flag lot, the front lot line shall be the outside property line that is an extension of the flag lot accessway or the property line separating the flag portion of the lot from the lot between it and the street from which access is provided to the flag lot, unless the Planning Administrator otherwise directs, in which case the front lot line shall be set forth in the conditions of approval for the tentative plan of the plat, which shall be recorded on deeds conveying lots.*
  5. *Other lots. In the case of any lot not covered by subsections (a)(1) through (4) of this section, the front lot line shall be the property line that the architecturally designed front of the building faces.*

**Response:** The project complies with this standard. The subject site is a corner lot and has an existing front property line on Country Drive South. The proposed project does not plan to change or alter the front lot line.

- b. *Rear lot line. The rear lot line shall be designated as set forth in this subsection.*



1. *For all lots, except those identified in subsection (b)(2) of this section, the rear lot line shall be the property line that is opposite and most parallel to, and located the greatest distance from, the front lot line.*
2. *Trapezoidal, triangular, diamond, or other shaped lots. For trapezoidal, triangular, diamond, or other shaped lots with a distance between the side lot lines at the rear of the lot of less than ten feet, the rear lot line for purposes of determining required setbacks shall be a line ten feet in width drawn between the side lot lines and located parallel to and at the maximum distance from the front lot line (see Figure 800-3).*

**Response:** The project complies with this standard. The rear lot line is established as the opposite property line from the front lot line along Country Drive Street. The proposed project does not plan to change or alter the rear lot line.

Section 800.035: Setbacks

- a. *Setbacks to be unobstructed. Except as otherwise provided under subsection (b) of this section, required setbacks shall be unobstructed.*
- b. *Permitted projections into required setbacks. Permitted projections into required setbacks are set forth in Table 800-2.*

**Response:** The project does not propose any projections or obstructions into the required setbacks. Therefore standard (a) and (b) above do not apply.

- c. *Zone-to-zone setbacks abutting property outside City limits or urban growth boundary.*
  1. *Property located outside city limits. Where a zone-to-zone setback is required abutting a property located outside the City limits, the abutting zone for purposes of determining the required zone-to-zone setback shall be the equivalent City zone identified under SRC Chapter 260, Table 260-1, based on the comprehensive plan designation for the property and its zoning in the county.*
  2. *Property located outside UGB. Where a zone-to-zone setback is required abutting a property located outside the urban growth boundary (UGB), the abutting zone for purposes of determining the required zone-to-zone setback shall be considered a residential zone.*

**Response:** The subject site is not located outside of the City limits or outside of the UGB. Therefore, these standards do not apply.

- d. *Setbacks abutting an interstate freeway, railroad right-of-way, or alley.*

**Response:** The project site does not border any interstate freeways, railroad rights-of-way, or alleys. Therefore, this standard does not apply.

Section 800.040: Special Setbacks

- a. *Generally. To afford better light, air, and vision on public streets and to permit the eventual widening of streets without creating nonconforming structures, special setbacks are hereby established. No*





*structures or paving, other than those identified under subsection (d) of this section, shall be placed within a special setback.*

- b. Setback distance required; how measured. The special setback shall equal one-half of the right-of-way width specified in the Salem Transportation System Plan for the street's applicable classification. Special setbacks shall be measured at right angles to the centerline of the street, or, where there is no street, from the centerline of the right-of-way. Where the centerline is not designated, the Director shall designate the location of the centerline.*
- c. Relationship to other required setbacks. The special setback shall apply in addition to other setbacks required under the UDC. Setbacks required elsewhere under the UDC shall be measured from the special setback line.*

**Response:** The special setback distance is equal to half the right-of-way required by the Salem TSP and measured at right angles to the street centerline. Country Drive is classified as a local street in the TSP, requiring a 60 foot right-of-way which is already dedicated. Therefore, no additional special setback is needed on Country Drive South.

Croisan Scenic Way is classified as a minor arterial in the Salem TSP and requires a minimum of 72 feet of right-of-way, or a 36 foot special setback from the centerline. Currently, Croisan Scenic Way has a 60 foot right-of-way, requiring a seven foot special setback on the property. Therefore, the setback along Croisan Scenic Way with the seven foot special setback and the 12 foot buildings setback is 19 feet.

There are no structures or buildings proposed with this application, and the only improvement within the special setback is a new pedestrian pathway that connects the public sidewalks with the on-site pedestrian pathways. Please see the attached site plan for details.

- d. Permitted structures and paving within special setbacks. The following structures and paving are permitted within a special setback with a removal agreement as set forth in subsection (e) of this section:*
  - 1. Transit stop shelters.*
  - 2. Signs and their supporting members.*
  - 3. Fences.*
  - 4. Off-street parking, other than minimum required off-street parking, provided such parking is developed in conformance with the setback and landscaping requirements set forth in SRC chapter 806.*
- e. Removal agreement. Where structures or paving, as permitted under subsection (d) of this section, are proposed to be placed within a special setback, a removal agreement shall be required as provided in this subsection.*

**Response:** There are no new structures proposed within the special setbacks and the only paving proposed is the required pedestrian connections to the public rights-of-way. Please see the attached site plan for details.



Section 800.045: Height

- a. Generally. Unless otherwise provided under the UDC, standards relating to height shall apply to all buildings and structures. Height shall be measured as set forth in SRC chapter 112.*

**Response:** The maximum height allowed in the Commercial Office (CO) zoning district for uses other than single-family residential, multi-family residential, and long-term commercial is 70 feet. There are no buildings or structures proposed with this application, and the existing building complies with the maximum height standard.

- b. Height exceptions. Except as otherwise provided in this subsection, the following height exceptions are permitted under the UDC: [...]*

**Response:** This application does not request a height exception. Therefore, this standard does not apply.

- c. Height of structures within 165 feet of capitol mall district. Except as provided under subsection (b) of this section, no portion of a building or structure located outside of, but within 165 feet of, the external boundary of the Capitol Mall (PM) Zone shall exceed a height of 70 feet.*

**Response:** The subject site is not within 165 feet of capitol mall district. Therefore, this standard does not apply.

Section 800.055: Solid Waste Service Areas

*Solid waste service areas shall provide for the safe and convenient collection of solid waste and recyclable and compostable materials by the local solid waste collection franchisee.*

- a. Applicability. Solid waste service area design standards shall apply to:*
- 1. All new solid waste, recycling, and compostable service areas, where use of a solid waste, recycling, and compostable receptacle of one cubic yard or larger is proposed; and*
  - 2. Any change to an existing solid waste service area for receptacles of one cubic yard or larger that requires a building permit.*

**Response:** There is no new solid waste, recycling, or compostable service area proposed, nor any change in the existing solid waste service area. Therefore, this standard does not apply.

Section 800.060: Exterior Lighting

- a. Exterior lighting shall not shine or reflect onto adjacent properties, or cast glare onto the public right-of-way.*
- b. Exterior light fixtures shall be located and designed so that the light source, when viewed at a height of five feet above the ground at a distance of five feet outside the boundary of the lot, shall be either:*
- 1. Completely shielded from direct view; or*
  - 2. No greater than five foot-candles in illumination.*



**Response:** There is existing exterior lighting on the project site that lights the parking area and building entrances. There are no proposed changes to the existing lighting with this application.

Section 800.065: Pedestrian Access

*a. Pedestrian connections required. The on-site pedestrian circulation system shall provide pedestrian connectivity throughout the development site as follows:*

*1. Connection between building entrances and streets.*

*A. A pedestrian connection shall be provided between the primary building 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 (see Figure 800-11).*

**Response:** The project complies with this standard. The applicant is proposing new pedestrian pathways between the all the adjustment rights-of-way and the on-site pedestrian pathways that connect to the building entrance. The new concrete pathways will connect Country Drive, Croisan Scenic Way, and Red Oak Way to the on-site pedestrian circulation system and connect to the building main entrances, parking area, and bicycle parking area. Please see the attached site plan for details on pedestrian connections between building entrances and adjacent streets.

*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 (see Figure 800-12).*

**Response:** There are no transit stops immediately adjacent to the project site. However, there are bus stops on Croisan Scenic Way to the north and south of the project site. The proposed pedestrian path connects the building to the sidewalk on Croisan Scenic Way, complying with the above standard.

*2. Connection between buildings on the same development site. [...]*

**Response:** There is only one building on the subject property. Therefore, this standard does not apply.

*3. 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 or where there is no building, through the parking area as provided in this subsection.*

**Response:** The applicant is requesting an adjustment to Standard (a)(3)(A) above. The project site has existing pedestrian pathways that provide adequate connection from the building entrances to the parking area. Please see Section 250 in this narrative for details on adjustment approval criteria.



- 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.*

**Response:** There is no parking structure or parking garage proposed with this application. Therefore, this standard does not apply.

- 4. 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.*

**Response:** The Salem Transportation System Plan nor the Salem Comprehensive Parks System Master Plan have identified an existing or planned path or trail on or adjacent to the subject site. Therefore, this standard does not apply.

- 5. 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. [...]*

**Response:** There are no vehicular connections to adjacent developments or properties. Therefore, Standard (5) above does not apply to this project and the remaining code language has been omitted.

- b. Design and materials. Required pedestrian connections shall be in the form of a walkway, or may be in the form of a plaza.*
- 1. Walkways shall conform to the following:*
    - A. Material and width. Walkways shall be paved with a hard-surface material meeting the Public Works Design Standards, and shall be a minimum of five feet in width.*

**Response:** The project complies with the above standard. The proposed pedestrian pathways are made of concrete and is six feet in width, complying with the hard-surface material and minimum five foot width required by the Public Works Design Standards.

- 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.*

**Response:** The project complies with the above standard. There is one new walkway proposed with this project that connects the pedestrian pathway adjacent to the building main entrance with the ADA parking stalls across



the drive aisle. This pathway is paved with concrete and striped to clearly differentiate the path from the asphalt parking lot and drive aisle. Please see the attached site plan for details.

- 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.*

**Response:** The project complies with the above standard. The new pedestrian pathway in front of the building is located adjacent to the drop-off/drive aisle. The walkway will be separated from the vehicular lane with a raised curb of at least four inches in height.

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

**Response:** The project complies with the above standard. Where parking is provided along a pedestrian pathway, wheel stops are provided to prevent any encroachment into the pedestrian connections. Please see the attached civil plans for details on the wheel stops.

- 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.*

**Response:** The project complies with this standard. Existing lighting is located on site that lights up the on-site pedestrian circulation system when used by employees and customers at night.

## SRC 802: Public Improvements

### Section 802.015: Development to be Served by City Utilities

*Except as provided under SRC 802.035 and 802.040, all development shall be served by city utilities designed and constructed according to all applicable provisions of the Salem Revised Code and the Public Works Design Standards.*

**Response:** The project complies with the above standard. There are existing utility connections to the site that have been designed and constructed to City standards. These utilities will be protected with this application and in addition, a connection to the sanitary sewer lateral in Croisan Scenic Way will be installed to serve the building. Please see the attached utility plan for details on city utilities.



## SRC 803: Streets and Right-Of-Way Improvements

### Section 803.010: Streets, Generally

*Except as otherwise provided in this chapter, all streets shall be improved to include the following: adequate right-of-way, paving, curbing, bike lanes (where required), sidewalks, street lighting, stormwater facilities; utility easements, turnarounds, construction strips, landscape strips, parking lanes, adequate right-of-way geometry, paving width, grade, structural sections and monumentation, that conforms to the Public Works Design Standards.*

**Response:** Country Drive South, Croisan Scenic Way, and Red Oak Drive South are all boundary streets to the project site. In Section 803.040, the dedication of right-of-way for the construction and improvement of boundary streets is required for subdivisions, partitions, planned unit developments, manufactured dwelling parks, and the construction or enlargement of any building or structure located on the property that requires a building permit. This application is proposing to construct a new pedestrian path and reconfigure the parking area. A subdivision, partition, PUD, manufactured dwelling park, or construction or enlargement of a building on site is not proposed with this application and, therefore, the application is not required to dedicate right-of-way or improve the boundary streets. Therefore, the remaining code sections in SRC 803 have been omitted from this narrative.

### Section 803.015: Traffic Impact Analysis

**Response:** A traffic impact analysis is not required with this application. Therefore, this section does not apply to this project, and the code language has been omitted.

## SRC 805: Vision Clearance

### Section 805.005: Vision Clearance Areas

*Vision clearance areas that comply with this section shall be provided at the corners of all intersections; provided, however, vision clearance areas are not required in the Central Business (CB) Zone.*

- a. Street intersections. Vision clearance areas at street intersections shall comply with the following:*
- 2. Controlled intersections. At controlled intersections, the vision clearance area shall have a ten-foot leg along the controlled street and a 50 foot leg along the uncontrolled street.*

**Response:** The project complies with the above standard. The intersection of Country Drive South and Croisan Scenic Way and the intersection of Croisan Scenic Way with Red Oak Drive are both controlled intersections and require a 10 foot leg along each street that is a vision clearance area. Both legs of each intersection have more than 10 feet of clear vision area and there are no proposed changes or improvements in the vision clearance areas with this application. Please see the attached site plan for details.

- b. Intersections with driveways, flag lot accessways, and alleys. Vision clearance areas at intersections of streets and driveways, streets and flag lot accessways, streets and alleys, and alleys and driveways shall comply with the following:*
- 1. Driveways.*





- A. *Driveways serving single family and two family uses. [...]*
- B. *Driveways serving uses other than single family and two family. Driveways serving uses other than single family and two family shall have a vision clearance area on each side of the driveway. The vision clearance area shall have ten-foot legs along the driveway and 50-foot legs along the intersecting street or alley (see Figure 805-5).*

**Response:** There are no proposed changes to the existing vision clearance areas at the intersection of the public streets and driveways serving the project site. There is at least ten feet of vision clearance area along the driveway and at least 50 feet of vision clearance area along the intersecting street. Please see the attached site plan and landscape plan for details.

Section 805.010: Obstructions to Vision Prohibited

*Except as otherwise provided in this section, vision clearance areas shall be kept free of temporary or permanent obstructions to vision from 30 inches above curb level to 8.5 feet above curb level; provided, however, where there is no curb, the height shall be measured from the street shoulder. As used in this section, temporary or permanent obstruction includes any obstruction located in the right-of-way adjacent to the vision clearance area.*

- a. *The following obstructions may be placed in a vision clearance area, unless the cumulative impact of the placement results in an obstruction to vision:*
  - 1. *A column or post, so long as the column or post does not create a visual obstruction greater than 12 inches side-to-side.*
  - 2. *Utility poles and posts, poles, or supporting members of street signs, street lights, and traffic control signs or devices installed by, or at the direction of, the Public Works Department or any other public agency having jurisdiction over the installation.*
  - 3. *On-street parking.*

**Response:** There are an existing utility poles in the right-of-way and a fire hydrant on Croiscan Scenic Way, along Leslie Street in the right-of-way between the sidewalk and the street. These items were installed by or at the direction of the Public Works Department, and therefore meets the above standard.

- b. *Trees. Trees may be planted within a vision clearance area provided they are a species listed on the parks approved street tree list, and they comply with the following:*
  - 1. *The planting area is sufficient to support the tree when mature.*
  - 2. *The tree will not interfere with overhead utilities.*
  - 3. *The tree is a species that can be trimmed/pruned to provide necessary visibility.*

**Response:** There are existing trees planted in the right-of-way along both Country Drive and Croisan Scenic Way. Each tree has sufficient planting area, do not interfere with overhead utilities, and are species that are easily trimmed and pruned. No alteration is proposed unless requested by the City.



## SRC 806: Off-Street Parking, Loading, and Driveways

### Section 806.005: Off-Street Parking; When Required

- a. General applicability. Off-street parking shall be provided and maintained as required under this chapter for:*
- 1. Each proposed new use or activity.*
  - 2. Any change of use or activity, when such change of use or activity results in a parking ratio requiring a greater number of spaces than the previous use or activity.*
  - 3. Any intensification, expansion, or enlargement of a use or activity.*

**Response:** This application is proposing a new use (outpatient medical services and laboratories) to replace the existing office use on site. Therefore, the standards of this section apply to this project.

- b. Applicability to Downtown Parking District. Within the Downtown Parking District, off-street parking shall only be required and maintained for uses or activities falling under household living.*

**Response:** The subject site is not located downtown. Therefore, this standard does not apply.

- c. Applicability to nonconforming off-street parking areas.*
- 1. When off-street parking is required to be added to an existing off-street parking area that has a nonconforming number of spaces, the number of spaces required under this chapter for any new use or activity, any change of use or activity, or any intensification, expansion, or enlargement of a use or activity shall be provided, in addition to the number of spaces required to remedy the existing deficiency.*

**Response:** The existing building is 54,664 square feet in size, requiring a minimum of 156 parking spaces on site. There are a total of 194 parking spaces and, therefore, the existing off-street parking area does not have a nonconforming number of spaces.

### Section 806.010: Proximity of Off-Street Parking to Use or Activity Served

*Required off-street parking shall be located on the same development site as the use or activity it serves or in the following locations:*

- a. Residential zones. Within residential zones, required off-street parking may be located within 200 feet of the development site containing the use or activity it serves.*

**Response:** The subject site is proposed to be in the Commercial zone. Therefore, this standard does not apply.

- b. Nonresidential zones. Within commercial, mixed-use, public, and industrial and employment zones, other than the CB, WSCB, and SWMU zones, required off-street parking may be located within 500 feet of the development site containing the use or activity it serves.*



**Response:** The project complies with this standard. All required off-street parking is located on the development site.

- c. *Central business district zone. [...]*
- d. *South waterfront mixed-use zone. [...]*
- e. *Broadway/High Street Retail Overlay Zone, Broadway/High Street Housing Overlay Zone and Broadway/High Street Transition Overlay Zone. [...]*
- f. *West Salem Central Business District Zone. [...]*
- g. *Mixed Use-I (MU-I) and Mixed Use-II (MU-II). [...]*

**Response:** The subject site is not located in any of the zones listed in (c) through (g). Therefore, these standards do not apply.

- h. *Exception. Notwithstanding subsections (a) through (g) of this section, where required off-street parking is to be located off-site from the use or activity it serves, it shall only be located in a zone where the use or activity it serves is allowed, or where commercial parking is allowed.*

**Response:** This application does not propose an exception to the off-street parking locations. Therefore, this standard does not apply.

**Section 806.015: Amount Off-Street Parking**

- a. *Minimum required off-street parking. Unless otherwise provided under the UDC, off-street parking shall be provided in amounts not less than those set forth in Table 806-1.*

<i>Use</i>	<i>Minimum Number of Spaces Required</i>	<i>Limitations and Qualifications</i>
<i>Outpatient medical services and laboratories</i>	<i>1 space per 350 square feet</i>	

**Response:** The project complies with the above standard. The total square footage of the building is 54,664 square feet in size, requiring a minimum of 156 parking spaces based on the outpatient medical services use. As designed, there are a total of 194 parking spaces, meeting the above minimum standard.

- b. *Compact parking. Up to 75 percent of the minimum off-street parking spaces required under this chapter may be compact parking spaces.*
- c. *Carpool and vanpool parking. New developments with 60 or more required off-street parking spaces, and falling within the public services and industrial use classifications, and the business and professional services use category, shall designate a minimum of five percent of their total off-street parking spaces for carpool or vanpool parking.*



**Response:** There are no new compact spaces or carpool and vanpool parking spaces proposed with this application.

*d. Maximum off-street parking.*

- 1. Maximum off-street parking is based upon the minimum number of required off-street parking spaces. Except as otherwise provided in this section, and otherwise provided under the UDC, off-street parking shall not exceed the amounts set forth in Table 806-2A.*

**Response:** The maximum number of off-street parking is 1.75 times the required minimum number of off-street parking spaces. Based on the size of the building, the minimum parking required is 156 spaces, making the maximum number of spaces allowed 273 spaces. There are a total of 194 parking spaces on site, meeting the minimum and maximums required.

*e. Reductions to required off-street parking through alternative modes of transportation.*

- 1. Construction of transit related improvements. When adjacent to transit service, minimum required off-street parking may be reduced by up to ten percent for redevelopment of an existing off-street parking area for transit-related improvements, including transit stops, pullouts and shelters, park and ride lots, transit-oriented developments, and similar facilities.*
- 2. Satisfaction of off-street parking through implementation of a plan for alternative modes of transportation. Minimum required off-street parking for uses or activities other than household living may be reduced through implementation of a plan providing for the use of alternative modes of transportation to decrease the need for off-street parking. The plan shall be reviewed as a Class 2 Adjustment under SRC chapter 250.*

**Response:** The project does not request a reduction in off-street parking, as the minimum standard is met. Therefore, this standard does not apply.

Section 806.040: Driveway Development Standards for Uses or Activities Other Than Single Family, Two Family, Three Family, or Four Family

*Unless otherwise provided under the UDC, driveways for uses or activities other than single family, two family, three family, or four family shall be developed and maintained as provided in this section.*

**Response:** The existing driveways that access the project site were constructed to City and Public Works Development Standards, and there are no proposed changes to either of these driveways with this application.

Section 806.045: Bicycle Parking; When Required

- a. General applicability. Bicycle parking shall be provided as required under this chapter for:*
  - 1. Each proposed new use or activity.*
  - 2. Any change of use or activity, when such change of use or activity results in a bicycle parking ratio requiring a greater number of spaces than the previous use or activity.*
  - 3. Any intensification, expansion, or enlargement of a use or activity.*



**Response:** The subject site is proposing a new use and, therefore, the bicycle parking standards do apply to this project.

- b. Applicability to nonconforming bicycle parking area. When bicycle parking is required to be added to an existing bicycle parking area that has a nonconforming number of spaces, the number of spaces required under this chapter for any new use or activity, any change of use or activity, or any intensification, expansion, or enlargement of a use or activity shall be provided, in addition to the number of spaces required to remedy the existing deficiency.*

**Response:** Bicycle parking will not be added to an existing bicycle parking area. Therefore, this standard does not apply.

Section 806.050: Proximity of Bicycle Parking to Use or Activity Served

*Bicycle parking shall be located on the same development site as the use or activity it serves.*

**Response:** Noted. Bicycle parking is located on the subject site.

Section 806.055: Amount of Bicycle Parking

*Unless otherwise provided under the UDC, bicycle parking shall be provided in amounts not less than those set forth in Table 806-8.*

<i>Use</i>	<i>Minimum Number of Spaces Required</i>	<i>Maximum Percentage of Long-Term Spaces Allowed</i>
<i>Outpatient medical services and laboratories</i>	<i>The greater of 4 spaces or 1 per 3,500 square feet</i>	<i>75%</i>

**Response:** The minimum number of vehicle parking spaces required is either four spaces or 1 space per 3,500 – whichever is greater. The building is approximately 54,664 square feet in size, which would require a total of 16 bicycle parking spaces. The applicant is proposing a total of 16 new bicycle parking spaces near the main building entrance of the building. Please see the landscaping plans for location and details.

Section 806.060: Bicycle Parking Development Standards

*Unless otherwise provided under the UDC, bicycle parking shall be provided in racks or lockers developed and maintained as set forth in this section. The standards set forth in this section shall not apply to City approved bike share stations which utilize bike docking stations.*

- a. Location. Except as otherwise provided in this section, bicycle parking shall be located outside a building.*
- 1. Bicycle parking located outside a building shall be located within a convenient distance of, and be clearly visible from, the primary building entrance. In no event shall bicycle parking be located more*



*than 50 feet from the primary building entrance, as measured along a direct pedestrian access route.*

2. *Where bicycle parking cannot be located outside a building, it may be located inside a building within a convenient distance of, and accessible from, the primary building entrance.*

**Response:** The project complies with the above location standards. The bike parking is located outside the building within 50 feet of the main building entrance and is easily visible from the pedestrian walkway and parking lot. Please see the landscaping plans for details.

- b. Access. Bicycle parking areas shall have direct and accessible access to the public right-of-way and the primary building entrance that is free of obstructions and any barriers, such as curbs or stairs, which would require users to lift their bikes in order to access the bicycle parking area.*

**Response:** The project complies with the above standard. The bicycle parking area has direct access to the building as well as connections to the public right-of-way via the on-site pedestrian paths. The area is free of all obstructions and barriers. Please see the landscaping plans for details.

- c. Dimensions. Except as provided in subsection (f) of this section, bicycle parking areas shall meet the following dimension requirements:*
  1. *Bicycle parking spaces. Bicycle parking spaces shall be a minimum of six feet in length and two feet in width with the bicycle rack centered along the long edge of the bicycle parking space. Bicycle parking space width may be reduced, however, to a minimum of three feet between racks where the racks are located side-by-side.*
  2. *Access aisles. Bicycle parking spaces shall be served by a minimum four-foot-wide access aisle. Access aisles serving bicycle parking spaces may be located within the public right-of-way.*

**Response:** The project complies with this standard. The bicycle parking spaces proposed on site meet the minimum dimensions of six feet in length, two feet in width, with a four foot wide access aisle. Please see the attached landscape detail sheets for details.

- d. Surfacing. Where bicycle parking is located outside a building, the bicycle parking area shall consist of a hard surface material, such as concrete, asphalt pavement, pavers, or similar material, meeting the Public Works Design Standards.*

**Response:** The project complies with the above standard. The proposed bicycle parking is located outside of the main building and improved with a hard surface that meets the Public Works Design Standards.

- e. Bicycle racks. Where bicycle parking is provided in racks, the racks may be floor, wall, or ceiling racks. Bicycle racks shall meet the following standards:*
  1. *Racks must support the bicycle frame in a stable position, in two or more places a minimum of six inches horizontally apart, without damage to wheels, frame, or components.*





2. *Racks must allow the bicycle frame and at least one wheel to be locked to the rack with a high security, U-shaped shackle lock;*
3. *Racks shall be of a material that resists cutting, rusting, and bending or deformation; and*
4. *Racks shall be securely anchored.*
5. *Examples of types of bicycle racks that do, and do not, meet these standards are shown in Figure 806-10.*

**Response:** The project complies with the above standard. The bicycle parking is provided in racks that meet the above design standards. Please see the attached landscaping plan and detail sheets for details.

- f. Bicycle lockers. Where bicycle parking is provided in lockers, the lockers shall meet the following standards: [...]*

**Response:** Bicycle parking will not be provided in lockers. Therefore, this standard does not apply.

#### Section 806.065: Off-Street Loading Areas, When Required

- a. General applicability. Off-street loading shall be provided and maintained as required under this chapter for:*
1. *Each proposed new use or activity.*
  2. *Any change of use or activity, when such change of use or activity results in a greater number of required off-street loading spaces than the previous use or activity.*
  3. *Any intensification, expansion, or enlargement of a use or activity.*

**Response:** Under the requirements in Section (a) above, off-street loading is required with a change of use. However, the proposed use (outpatient medical services) has the same minimum number of loading spaces required by the existing use category (business and professional services). Therefore, no changes are required to the existing off-street loading spaces with this application.

### **SRC 807: Landscaping and Screening**

#### Section 807.015: Landscaping and Screening

*Unless otherwise provided under the UDC, required landscaping and screening shall conform to the standards set forth in this section.*

- a. Landscaping types. Required landscaping shall be provided according to one of the landscaping types set forth in Table 807-1. Where landscaping is required under the UDC without a reference to a specific landscaping type, the required landscaping shall meet the Type A standard.*

**Response:** Type A landscaping is required in Commercial Office zoning and the project exceeds the requirements for the landscaping type with the existing plant materials. Please see the attached landscaping plan for details.

- b. Plant materials and corresponding plant unit values. Plant materials, their corresponding minimum plant unit values, and minimum plant material size at time of planting for landscaping within required*



*landscaped areas are set forth in Table 807-2. A minimum of 40 percent of the required number of plant units shall be a combination of mature trees, shade trees, evergreen/conifer trees, or ornamental trees. Plant materials shall provide for a minimum 75 percent coverage of required landscaped areas within five years.*

**Response:** The project site is meeting the landscaping standards with the existing trees and lawn on site. There are 110 existing mature trees (1,650 plant units) and 95,343 square feet of existing lawn (1,906 plant units) for a total of 3,556 plant units – greater than the 1,970 plant units required by code. Please see the attached landscape plan for details. Please see the attached landscaping plan for details.

- c. Preservation of existing trees and vegetation. The preservation of existing trees and vegetation is encouraged. If preserved, existing trees as defined under SRC chapter 808, existing trees less than ten inches dbh, and existing vegetation may be utilized to satisfy required landscaping if they conform to the minimum plant unit requirements specified in this chapter.*

**Response:** The project complies with this standard. The only two trees proposed to be removed are dead trees located close to the existing and any vegetated ground covering removed for the pedestrian path will be replanted after construction is completed. Please see the attached planting plan for details.

- d. Tree replanting requirements. In addition to the landscaping required under this chapter, when existing trees, as defined under SRC chapter 808, are proposed for removal from within required setbacks or from a development site, replanting shall be required as provided in this subsection. [...]*

**Response:** The only trees proposed to be removed with this application are two dead trees. The existing trees on site are all healthy and mature and will be protected with this application. Please see the attached site plan for details.

- e. Screening standards. Unless otherwise provided under the UDC, where screening is required in the form of a fence, wall, or landscaping, it shall conform to the following standards:*

**Response:** There is no required screening in the Commercial Office (CO) zone. Therefore, this standard does not apply.

- f. Berm. Unless otherwise provided under the UDC, where screening is required in the form a berm, the berm shall be an earthen mound no less than three feet in height above the existing grade, and shall be constructed with a slope no steeper than 3:1 on all sides. The berm shall be planted with plant materials to prevent erosion. The berm shall not alter natural drainage flows from abutting properties.*

**Response:** Screening is not required in the form of a berm. Therefore, this standard does not apply.

- g. Street trees. Development adjacent to public streets shall provide street trees that meet the standards and specifications set forth in SRC chapter 86.*



**Response:** The project complies with this standard. The subject property has existing street trees that meets all City standards and SRC Chapter 86 and there are no proposed changes to the healthy trees on site.

Section 807.025: Plant Material Standards

*All plant materials shall be, upon installation, vigorous and well-branched, with healthy and well-furnished root systems free of disease, insects, pests, and injuries.*

**Response:** All plant material to be installed with this application will be healthy and free of disease, insects, pests, and injuries.

Section 807.030: Tree Protection Measures During Construction

*Trees used to meet the landscaping requirements set forth in this chapter shall be protected during construction as provided under SRC chapter 808.*

**Response:** All the existing healthy trees on the site will be protected during construction in accordance with SRC Chapter 808. There are two dead trees that will be removed on site during construction.

Section 807.035: Installation

- a. Landscaping shall be installed at the time of construction, unless seasonal conditions or temporary site conditions make installation impractical; in which case, an acceptable performance guarantee to ensure installation of the landscaping shall be provided as set forth in SRC 807.050.*
- b. Landscaping shall be installed in a manner that conforms to the standards of the American Association of Nurserymen, Inc.*

**Response:** The applicant will install all proposed landscaping at the time of construction, and it will conform to the standards of the American Association of Nurserymen. Please see the attached landscape plan for details.

Section 807.045: Maintenance

- a. The owner and tenant shall be jointly and severally responsible for maintaining all landscaping material in good condition so as to present a healthy, neat, and orderly appearance.*
- b. Unhealthy or dead plant materials shall be replaced in conformance with the approved landscape plan.*

**Response:** Maintenance will be the joint responsibility of the property owner and tenant, and all unhealthy or dead plant material will be replaced.



## SRC 808: Preservation of Trees and Vegetation

### Section 808.001: Purpose

*The purpose of this chapter is to provide for the protection of heritage trees, significant trees, and trees and native vegetation in riparian corridors, as natural resources for the City, and to increase tree canopy over time by requiring tree preservation and planting of trees in all areas of the City.*

**Response:** The project site is not located in a riparian corridor and the two trees proposed to be removed are dead and not heritage trees or significant trees. Therefore, SRC 808 does not apply to this application and the remaining code language has been omitted.

## SRC 809: Wetlands

### Section 809.010: Criteria for Identification

*Using the Local Wetlands Inventory, a functional and quality assessment of all inventoried wetlands within the City and the UGB, and the best available information, the Director shall identify local wetlands as locally significant or non-significant.*

**Response:** According to the Salem-Keizer Local Wetland Inventory (LWI), there are no mapped wetlands or waterways located on the subject property. Therefore, the wetland standards are not applicable to the project and section's code language has been omitted.

## SRC 810: Landslide Hazard Susceptibility

### Section 810.002: Applicability

*This chapter applies to all areas of land designated as Moderate Landslide Hazard Risk or High Landslide Hazard Risk pursuant to this chapter.*

**Response:** According to the City's adopted landslide hazard susceptibility maps there are no areas of mapped landslide hazard on the site. According to the pre-application report, a geological assessment is therefore not required in conjunction with the proposed development.

## III. CONCLUSION

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This written statement and the accompanying supporting documents demonstrate compliance with the applicable approval criteria for a Class 3 Site Plan Review and a Class 2 Adjustment in the City of Salem. Therefore, the applicant respectfully requests that the City of Salem approve the application.

