



# Pre-Application Report

Community Development Department  
Planning Division

555 Liberty Street SE/Room 305  
Phone: 503-588-6173  
[www.cityofsalem.net/planning](http://www.cityofsalem.net/planning)

|                          |                                                        |
|--------------------------|--------------------------------------------------------|
| Case Number / AMANDA No. | PRE-AP22-38 / 22-105807-PA                             |
| Conference Date          | April 11, 2022                                         |
| Applicant                | Karen Greene<br>Karen.a.green@oregon.gov               |
| Representative           | Nicole Holt, SERA Architects<br>nicoleh@seradesign.com |
| Case Manager             | Kirsten Straus                                         |

Mandatory Pre-Application Conference: ☐ Yes ☒ No

## Project Description & Property Information

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project Description                | Pre-application conference to discuss renovations to the Executive Building (63,000 sq. ft. in size), including a full interior renovation, new MEP systems, seismic upgrade, and facade and site improvements. The parking garage located to the east of the lot is not part of the project scope. The subject property is approximately 2.65 acres in size, zoned PS (Public Service) within the General Retail/Office Overlay Zone and located at 155 Cottage St NE (Marion County Assessor Map and Tax Lot Number: 073W27AA/2300). |
| Property Address                   | 155 Cottage St NE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Assessor's Map and Tax Lot Number  | Marion County Assessor Map and Tax Lot 073W27AA/2300                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Existing Use                       | State Office Building/ Governmental services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Legal Units of Land                | This property appears to be platted as "Post Office Block" in 1899.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Comprehensive Plan Map Designation | CSG - Community Service Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Urban Service Area                 | The subject property is located within the City's Urban Service Area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Urban Renewal Area                 | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Past Land Use Actions              | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

## Planning Division Comments

### Proposal

Pre-application conference to discuss renovations to the Executive Building (63,000 sq. ft. in size), including a full interior renovation, new MEP systems, seismic upgrade, and facade and site improvements. The parking garage located to the east of the lot is not part of the project scope. The subject property is approximately 2.65 acres in size, zoned PS (Public Service) within the General Retail/Office Overlay Zone and located at 155 Cottage St NE (Marion County Assessor Map and Tax Lot Number: 073W27AA/2300).

### 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                     |                                                                                         |                          |                   |
| <input type="checkbox"/>       | Conditional Use (SRC 240.005)                                                      | <input type="checkbox"/>             | Class 1 Site Plan Review (SRC 220.005)                                                  |                          |                   |
| <input type="checkbox"/>       | Comprehensive Plan Change (SRC 64.020)                                             | <input checked="" type="checkbox"/>  | Class 2 Site Plan Review (SRC 220.005)                                                  |                          |                   |
| <input type="checkbox"/>       | Zone Change (SRC 265.000)                                                          | <input checked="" type="checkbox"/>  | Class 3 Site Plan Review (SRC 220.005)<br>May be required if any adjustments are needed |                          |                   |
| <input type="checkbox"/>       | Temporary use Permit – Class 1 (SRC 701.010)                                       | Design Review                        |                                                                                         |                          |                   |
| <input type="checkbox"/>       | Temporary Use Permit – Class 2 (SRC 701.010)                                       | <input type="checkbox"/>             | Class 1 Design Review (SRC 225.005)                                                     |                          |                   |
| <input type="checkbox"/>       | Non-Conforming Use Extension, Alteration, Expansion, or Substitution (SRC 270.000) | <input type="checkbox"/>             | Class 2 Design Review (SRC 225.005)                                                     |                          |                   |
| <input type="checkbox"/>       | Manufactured Dwelling Park Permit (SRC 235.010)                                    | <input type="checkbox"/>             | Class 3 Design Review (SRC 225.005)                                                     |                          |                   |
| Land Divisions                 |                                                                                    | Historic Design Review (SRC 230.020) |                                                                                         |                          |                   |
| <input type="checkbox"/>       | Property Line Adjustment (SRC 205.055)                                             | <input type="checkbox"/>             | Major Commercial                                                                        | <input type="checkbox"/> | Minor Commercial  |
| <input type="checkbox"/>       | Property Boundary Verification (SRC 205.065)                                       | <input type="checkbox"/>             | Major Public                                                                            | <input type="checkbox"/> | Minor Public      |
| <input type="checkbox"/>       | Replat (SRC 205.025)                                                               | <input type="checkbox"/>             | Major Residential                                                                       | <input type="checkbox"/> | Minor Residential |
| <input type="checkbox"/>       | Partition (SRC 205.005)                                                            | Wireless Communication Facilities    |                                                                                         |                          |                   |
| <input type="checkbox"/>       | Subdivision (SRC 205.010)                                                          | <input type="checkbox"/>             | Class 1 Permit (SRC 703.020)                                                            |                          |                   |
| <input type="checkbox"/>       | Phased Subdivision (SRC 205.015)                                                   | <input type="checkbox"/>             | Class 2 Permit (SRC 703.020)                                                            |                          |                   |
| <input type="checkbox"/>       | Planned Unit Development Tentative Plan (SRC 210.025)                              | <input type="checkbox"/>             | Class 3 Permit (SRC 703.020)                                                            |                          |                   |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                        |                                     |                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Manufactured Dwelling Park Subdivision (SRC 205.020)                                                                                                                                   | <input type="checkbox"/>            | Temporary (SRC 703.100)                                                       |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Validation of Unit of Land (SRC 205.060)                                                                                                                                               |                                     |                                                                               |
| <b>Relief</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                        | <input type="checkbox"/>            | Adjustment (SRC 703.090)                                                      |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Adjustment – Class 1 (SRC 250.005)<br><i>(Applicable when a proposed deviation from standards is within 20 percent of the standard)</i>                                                | <b>Other</b>                        |                                                                               |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Adjustment – Class 2 (SRC 250.005)<br><i>(Applicable when a proposed deviation from standards exceeds 20 percent of the standard, or when the standard is not numerical in nature)</i> | <input type="checkbox"/>            | Annexation – Voter Approval (SRC 260.035)                                     |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Variance (SRC 245.005)                                                                                                                                                                 | <input type="checkbox"/>            | Annexation – Voter Exempt (SRC 260.035)                                       |
| <b>Natural Resources</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                        | <input type="checkbox"/>            | Sign Adjustment (SRC 900.035)                                                 |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Tree Conservation Plan (SRC 808.035)                                                                                                                                                   | <input type="checkbox"/>            | Sign Conditional Use (SRC 900.045)                                            |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Tree Conservation Plan Adjustment (SRC 808.040)                                                                                                                                        | <input type="checkbox"/>            | Sign Variance (SRC 900.040)                                                   |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Tree Removal Permit (SRC 808.030)<br>If any tree required for removal are above 30" dbh                                                                                                | <input type="checkbox"/>            | SWMU Zone Development Phasing Plan (SRC 531.015)                              |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Tree Variance (SRC 808.045)                                                                                                                                                            | <input type="checkbox"/>            | Urban Growth Preliminary Declaration (SRC 200.020)                            |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Willamette Greenway Permit – Class 1 (SRC 600.015)                                                                                                                                     | <input checked="" type="checkbox"/> | Historic Clearance Review- High Probability Archaeological Zone (SRC 230.100) |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Willamette Greenway Permit – Class 2 (SRC 600.015)                                                                                                                                     | <input type="checkbox"/>            | Class 2 Driveway Approach Permit (SRC 804.025)                                |
| <b>Staff Comments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                        |                                     |                                                                               |
| <p>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.</p> <p>Exterior work on the site will trigger Site Plan Review. No design review will be required. If you can meet all the development standards without an adjustment or other land use action, a Class 2 Site Plan Review would be required. If you need an adjustment the standards (possible for the pedestrian connection standards), a Class 3 Site Plan Review would be required.</p> <p>Any ground disturbing work may require clearance review. You are encouraged to reach out to the City Archaeologist Kimberli Fitzgerald to discuss the potential impacts of this project. <a href="mailto:Kfitzgerald@cityofsalem.net">Kfitzgerald@cityofsalem.net</a> or 503-540-2397.</p> <p>Tree removal may trigger a Tree Removal Permit – Staff would encourage you to identify any tree proposed for removal that area great than 30" dbh (or Oregon White Oaks above 24" dbh). In order to remove these, a permit meeting the approval criteria in 808.030 would be required. If it can not meet the criteria, the easiest option would be to change plans to accommodate the mature trees. Otherwise a variance would be needed.</p> |                                                                                                                                                                                        |                                     |                                                                               |

**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/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 25** 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 alternative 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               |                                                                          |                          |                                                                                 |
|--------------------------|--------------------------------------------------------------------------|--------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> | <a href="#">EFU – Exclusive Farm Use (SRC 500.000)</a>                   | <input type="checkbox"/> | <a href="#">MU-I – Mixed Use I (SRC 533.000)</a>                                |
| <input type="checkbox"/> | <a href="#">RA – Residential Agriculture (SRC 510.000)</a>               | <input type="checkbox"/> | <a href="#">MU-II – Mixed Use II (SRC 534.000)</a>                              |
| <input type="checkbox"/> | <a href="#">RS – Single Family Residential (SRC 511.000)</a>             | <input type="checkbox"/> | <a href="#">EMSU – Edgewater/Second Street Mixed-Use Corridor (SRC 535.000)</a> |
| <input type="checkbox"/> | <a href="#">RD – Duplex Residential (SRC 512.000)</a>                    | <input type="checkbox"/> | <a href="#">PA – Public Amusement (SRC 540.000)</a>                             |
| <input type="checkbox"/> | <a href="#">RM-1 – Multiple Family Residential (SRC 513.000)</a>         | <input type="checkbox"/> | <a href="#">PC – Public/Private Cemetery (SRC 541.000)</a>                      |
| <input type="checkbox"/> | <a href="#">RM-2 – Multiple Family Residential (SRC 514.000)</a>         | <input type="checkbox"/> | <a href="#">PE – Public/Private Education (SRC 542.000)</a>                     |
| <input type="checkbox"/> | <a href="#">RH – Multiple Family High-Rise Residential (SRC 515.000)</a> | <input type="checkbox"/> | <a href="#">PH – Public/Private Health Services (SRC 543.000)</a>               |

|                                                |                                                           |                                     |                                                             |
|------------------------------------------------|-----------------------------------------------------------|-------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/>                       | CN – Neighborhood Commercial (SRC 520.000)                | <input checked="" type="checkbox"/> | PS – Public Service (SRC 544.000)                           |
| <input type="checkbox"/>                       | CO – Commercial Office (SRC 521.000)                      | <input type="checkbox"/>            | PM – Capitol Mall (SRC 545.000)                             |
| <input type="checkbox"/>                       | CR – Retail Commercial (SRC 522.000)                      | <input type="checkbox"/>            | EC – Employment Center (SRC 550.000)                        |
| <input type="checkbox"/>                       | CG – General Commercial (SRC 523.000)                     | <input type="checkbox"/>            | IC – Industrial Commercial (SRC 551.000)                    |
| <input type="checkbox"/>                       | CB – Central Business District (SRC 524.000)              | <input type="checkbox"/>            | IBC – Industrial Business Campus (SRC 552.000)              |
| <input type="checkbox"/>                       | WSCB – West Salem Central Business District (SRC 525.000) | <input type="checkbox"/>            | IP – Industrial Park (SRC 553.000)                          |
| <input type="checkbox"/>                       | FMU – Fairview Mixed-Use (SRC 530.000)                    | <input type="checkbox"/>            | IG – General Industrial (SRC 554.000)                       |
| <input type="checkbox"/>                       | SWMU – South Waterfront Mixed-Use (SRC 531.000)           | <input type="checkbox"/>            | II – Intensive Industrial (SRC 555.000)                     |
| <input type="checkbox"/>                       | NCMU – Neighborhood Center Mixed-Use (SRC 532.000)        | <input type="checkbox"/>            | SCI – Second Street Craft Industrial Corridor (SRC 556.000) |
| <b>Overlay Zones</b>                           |                                                           |                                     |                                                             |
| <input type="checkbox"/>                       | Willamette Greenway (SRC 600.000)                         | <input type="checkbox"/>            | Mixed-Use (SRC 619.000)                                     |
| <input type="checkbox"/>                       | Floodplain (SRC 601.000)                                  | <input type="checkbox"/>            | Salem Hospital (SRC 620.000)                                |
| <input type="checkbox"/>                       | Airport (SRC 602.000)                                     | <input type="checkbox"/>            | Superior-Rural (SRC 621.000)                                |
| <input type="checkbox"/>                       | Portland Fairgrounds Road (SRC 603.000)                   | <input type="checkbox"/>            | Oxford-West Nob Hill (SRC 622.000)                          |
| <input type="checkbox"/>                       | Pine Street Mixed-Use (SRC 604.000)                       | <input type="checkbox"/>            | Oxford-Hoyt (SRC 623.000)                                   |
| <input type="checkbox"/>                       | Northgate Mixed-Use (SRC 605.000)                         | <input type="checkbox"/>            | Hoyt-McGilchrist (SRC 624.000)                              |
| <input type="checkbox"/>                       | Wallace Road Corridor (SRC 606.000)                       | <input type="checkbox"/>            | Saginaw Street (SRC 625.000)                                |
| <input type="checkbox"/>                       | West Salem General Industrial (SRC 608.000)               | <input type="checkbox"/>            | Commercial High-Density Residential (SRC 626.000)           |
| <input type="checkbox"/>                       | Patterson Street Corridor (SRC 609.000)                   | <input type="checkbox"/>            | 22 <sup>nd</sup> and Electric (SRC 627.000)                 |
| <input type="checkbox"/>                       | Walker School Residential Area (SRC 612.000)              | <input type="checkbox"/>            | State Street (SRC 628.000)                                  |
| <input type="checkbox"/>                       | Broadway-High Street Retail (SRC 613.000)                 | <input type="checkbox"/>            | McNary Field (SRC 629.000)                                  |
| <input type="checkbox"/>                       | Broadway-High Street Housing (SRC 614.000)                | <input type="checkbox"/>            | South Gateway (SRC 630.000)                                 |
| <input type="checkbox"/>                       | Broadway-High Street Transition (SRC. 615.000)            | <input type="checkbox"/>            | Compact Development (SRC 631.000)                           |
| <input type="checkbox"/>                       | Riverfront High Density Residential (SRC 616.000)         | <input type="checkbox"/>            | General Retail/Office (SRC 632.000)                         |
| <input type="checkbox"/>                       | Riverfront (SRC 617.000)                                  | <input type="checkbox"/>            | Front Street (SRC 633.000)                                  |
| <input type="checkbox"/>                       | Chemawa-I-5 Northeast Quadrant Gateway (SRC 618.000)      |                                     |                                                             |
| <b>Staff Comments</b>                          |                                                           |                                     |                                                             |
| No additional overlays apply at this location. |                                                           |                                     |                                                             |

**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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                      |                                     |                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Multiple Family Design Review Guidelines and Standards (SRC 702.000) | <input checked="" type="checkbox"/> | Off-Street Parking, Loading and Driveways (SRC 806.000) |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | General Development Standards (SRC 800.000)                          | <input checked="" type="checkbox"/> | Landscaping and Screening (SRC 807.000)                 |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Public Improvements (SRC 802.000)                                    | <input checked="" type="checkbox"/> | Preservation of Trees and Vegetation (SRC 808.000)      |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Streets and Right-Of-Way Improvements (SRC 803.000)                  | <input type="checkbox"/>            | Wetlands (SRC 809.000)                                  |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Driveway Approaches (SRC 804.000)                                    | <input type="checkbox"/>            | Landslide Hazards (SRC 810.000)                         |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Vision Clearance (SRC 805.000)                                       | <input type="checkbox"/>            | Sign Code (SRC 900.000)                                 |
| Staff Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                      |                                     |                                                         |
| <p>Tree removal would trigger some additional trees possibly in 702; trees in required setbacks or over 75% of trees on the lot. A landscaping plan detailed enough to ensure you meet the Type A standards of SRC 807 is required.</p> <p>Changes to the trash enclosure area may trigger standards of SRC 800.055.</p> <p>Pedestrian connection standards of SRC 800.065 will apply. I am a little concerned that there is no connection between the parking garage and the rest of the site. An adjustment may be appropriate if you can make a case that you meet the criteria for the adjustment.</p> <p>Flag pole height exception (please include location for approval on site plan):<br/> <a href="https://library.municode.com/or/salem/codes/code_of_ordinances?nodeId=TITXUNDECO_UDC_CH8_00GEDEST_S800.045HE">https://library.municode.com/or/salem/codes/code_of_ordinances?nodeId=TITXUNDECO_UDC_CH8_00GEDEST_S800.045HE</a></p> <p>Off-street parking standards would apply for bike parking, requiring the adequate number of spaces. There are options for interior bike parking if employees are the most likely user of the spaces, or a split of outside/inside works as well (max 25% inside). If you are not proposing new pavement in the off-street parking area, it would be exempt as existing non-conforming but any proposed changes would be required to be brought to the current standard. Loading spaces could be provided in the "alley" but enough space to maintain a driveway would be required, per Table 806-8.</p> |                                                                      |                                     |                                                         |

### **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                                                                                          |                                                |                          |                          |
|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/>                                                                                | Neighborhood Association Contact (SRC 300.310) | <input type="checkbox"/> | Open House (SRC 300.320) |
| Staff Comments                                                                                                     |                                                |                          |                          |
| NA contact is required for a Class 3 Site Plan Review, but not a Class 2. Contact regardless is always encouraged. |                                                |                          |                          |

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)                                                                                    |
|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Central Area Neighborhood Development Organization (CANDO) | <a href="https://www.cityofsalem.net/Pages/central-area-neighborhood-development-organization.aspx">https://www.cityofsalem.net/Pages/central-area-neighborhood-development-organization.aspx</a> | Chair: Michael Livingston (michaellivingston1@comcast.net)<br><br>Land use chair: Bryant Baird (mbbaird@hotmail.com) |

| Transit Authority |                                                                                                                                                   |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cherriot's</b> | Contact Cherriot's regarding possible transit stops needed for the proposal at <a href="mailto:planning@cherriots.org">planning@cherriots.org</a> |

### **Future Code Change to Implement Recent Changes to State Law**

At the pre-application conference the question was raised regarding when the City will be incorporating recent changes to State law regarding the types of housing allowed in single family residential zones.

As explained at the pre-application conference the City's development code will be required to be updated to reflect these changes to State law. To be included in the Comprehensive Plan Change and Zone Change as part of the 'Our Salem' project, which will hopefully be completed by the end of 2021. For more information about when the changes will be incorporated into the code it is recommended that you contact the project manager for this project, Eunice Kim, at 503-540-2308 or [EKim@cityofsalem.net](mailto:EKim@cityofsalem.net). **There are no anticipated changes as this site currently, though it's possible that could change.**

### **Salem Revised Code Available On-Line**

For specific reference to the requirements of the Salem Revised Code (SRC) discussed in this report, the code can be accessed on-line through the City's website at:

<http://www.cityofsalem.net/Departments/Legal/Pages/SalemRevisedCodes.aspx>

### **Contacts, for your information:**

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