

# Memorandum



**Date** 6/21/2022  
**Project Name** DAS Executive Building Renovation  
**Attention** Central Area Neighborhood Development Organization (CANDO)  
Michael Livingston, Chair  
Bryant Baird, Land Use Chair

**Property Address** 155 Cottage St. NE  
Salem, OR 97301

**Subject** Neighborhood Association Contact for Site Plan Review-Class 3

## Remarks

### Summary of the proposal:

The Executive Building is a 63,000 square foot building, originally built in 1936 as a two-story post office with a large renovation and expansion in 1978 that transformed the building into a five-story, split-level office building. The renovation proposes to modernize the mechanical, electrical, and plumbing systems, address accessibility and fire life safety issues, and integrate a voluntary seismic upgrade in accordance with the current Oregon Structural Specialty Code and additional codes that are tailored for upgrades. The intent of the upgrade would be to provide a life safety level of performance while improving touchpoints for collaboration, communication, and connectivity through the lens of providing a strong and stable infrastructure. There are no proposed changes to the use or occupancy of the building.

The existing building's main entrance is accessed at Level 2 from a pedestrian bridge that links the building's east side with the existing Level 2 parking structure and is served by an existing interior Lobby. This entrance is proposed to remain the main entry. An additional entry is located on Level 1, just below the main entry, facing a one-way, interior drive aisle that gives access to the lower level of the existing parking structure. At the building's existing west facing entry, an accessible exit only is proposed to remain. Associated site improvements are also proposed to increase accessible access to the building and improve wayfinding to the main building entrance. Heritage trees and long-standing vegetation at the western corners of the site will be preserved and pruned to maintain health and visual clearance where necessary.

The building will be seismically upgraded using additional concrete shear walls placed at the building's corners. The exterior of the building will remain clad in marble matching the existing ornamentation. The original 1936 window configuration will remain and the 1978 curtain wall will be fully replaced with new energy efficient curtain wall. The building will be modernized with efficient building systems that include a new heat pump and emergency generator that are proposed to be in an enlarged utility yard next to the existing chiller enclosure at the Level 1 grade to the north of the building. The enlarged utility yard is proposed to be enclosed with a poured-in-place concrete wall to the east and concrete retaining walls to the north with secured gated door accessed from the Level 01 sidewalk at the NE corner of the building. The top of wall at the north utility yard will be at guardrail height, ensuring pedestrians traveling along the north sidewalk will not be able to see any of the new equipment within the utility yard.

Additional improvements on the north side of the building include a new concrete trash enclosure with accessible ramp from the existing loading dock off the building at Level 02. The drive aisle is proposed to be reconfigured to meet the drive aisle width and turn around radius required at trash enclosures.

The existing stairs off the east side of the upper-level parking structure are proposed to be rebuilt as accessible ramps to the right of way to provide a compliant accessible entrance to the main building entry at Level 2. Additional proposed improvements include new planters, relocated flag poles and lighting to help signify the east side of the building as the main entry.

This renovation does not include any changes to the existing parking structure except for the installation of four electric vehicle charging spaces on the SW corner of the lower level, the addition of required short-term bicycle parking spaces on the upper level and new striping at the pedestrian crossing where it intersects with vehicular travel at the upper level.

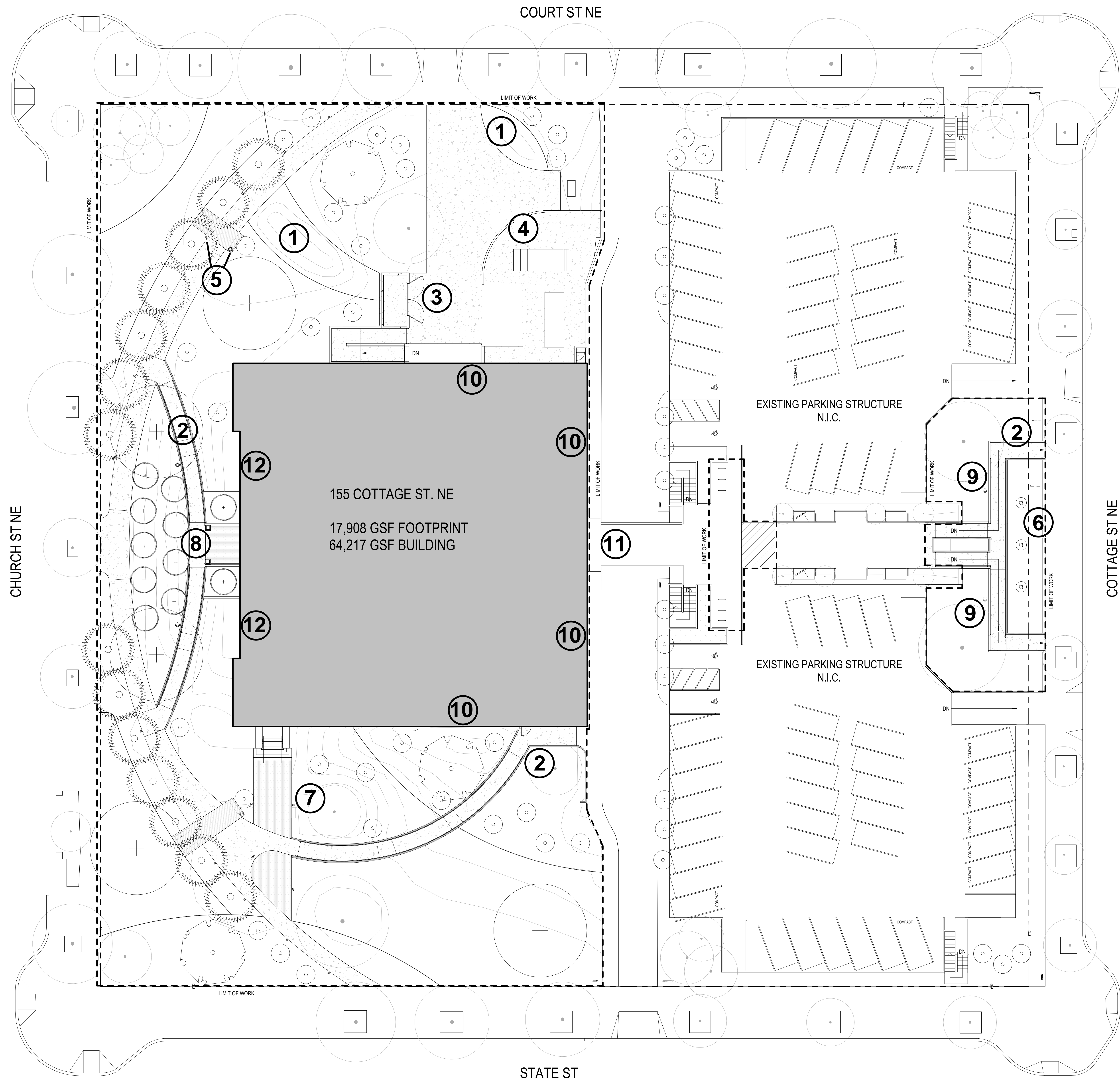
This building is not on the National Register of Historic Places nor is it considered a contributing building to the Capitol Mall. Per City of Salem statute for buildings over 50 years old, SHPO is reviewing the proposed design. The design intent is to retain the architectural character of both buildings while modernizing the building to provide another 50 years of service for the state.

**See attached conceptual Site Plan showing the scope of the proposed renovation.**

From Nicole Holt, SERA Architects  
[nicoleh@seradesign.com](mailto:nicoleh@seradesign.com)  
503.445.7384

LEGEND

- TREE TO REMAIN
- NEW TREES



- 1 STORMWATER RAIN GARDEN
- 2 EGRESS/ENTRY ACCESSIBLE RAMPS
- 3 SCREENED GARBAGE & RECYCLING ENCLOSURE
- 4 SCREENED UTILITY AREA
- 5 NEW FIXTURES, POLES & BOLLARDS
- 6 RELOCATED FLAGPOLES
- 7 DEDICATION BENCH
- 8 ORIGINAL LIGHT COLUMNS
- 9 POLE FIXTURE
- 10 NEW CURTAIN WALL
- 11 NEW CANOPY
- 12 NEW WINDOWS AT LEVEL 1

1 SITE PLAN - LEVEL 02  
1/16" = 1'-0"