

NOTICE OF DECISION

PLANNING DIVISION
555 LIBERTY ST. SE, RM 305
SALEM, OREGON 97301
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*Si necesita ayuda para comprender esta información, por favor llame
503-588-6173*

DECISION OF THE PLANNING ADMINISTRATOR

**CLASS 3 SITE PLAN REVIEW / CLASS 2 ADJUSTMENT / CLASS 2 DRIVEWAY
APPROACH PERMIT CASE NO.: SPR-ADJ-DAP23-06**

APPLICATION NO.: 23-103081-PLN

NOTICE OF DECISION DATE: March 24, 2023

SUMMARY: A Class 3 Site Plan Review with two Class 2 Adjustments and one Class 2 Driveway Approach Permit for renovations at the Oregon State Executive Building.

REQUEST: A Class 3 Site Plan Review for renovations at the Oregon State Executive Building including one Class 2 Driveway Approach Permit to widen the access to an existing loading and solid waste service area, and two Class 2 Adjustments to:

- 1.) Reduce the required minimum spacing requirement of 370 feet between the driveway approach proposed for reconstruction and the adjacent intersections of Cottage St NE and Church St NE, per SRC 804.035(d).
- 2.) Allow parallel access instead of perpendicular access to a solid waste service area of more than four cubic yards, per SRC 800.055(f)(1)(A)

The subject property is 2.65 acres in size, zoned PS (Public Services) and located at 155 Cottage St NE (Marion County Assessors Map and Tax Lot Number 073W27AA / 2300).

APPLICANT: Nicole Holt, Sera Architects Inc., on behalf of State of Oregon – DAS

LOCATION: 155 Cottage St NE, Salem OR 97301

CRITERIA: Salem Revised Code (SRC) Chapters 220.005(f)(3) – Class 3 Site Plan Review; 250.005(d)(2) – Class 2 Adjustment; 804.025(d) – Class 2 Driveway Approach Permit

FINDINGS: The findings are in the attached Decision dated March 24, 2023.

DECISION: The **Planning Administrator APPROVED** Class 3 Site Plan Review / Class 2 Adjustment / Class 2 Driveway Approach Permit Case No. SPR-ADJ-DAP23-06 subject to the following conditions of approval:

- Condition 1:** The applicant shall stripe a minimum five-foot-wide pedestrian walkway through the lower level of the parking garage, meeting the design and material requirements of SRC 800.065(b).
- Condition 2:** At the time of building permit review, the applicant shall demonstrate that all required pedestrian connections conform with the design and material requirements of SRC 800.065(c).

Condition 3: All significant trees shall be protected during construction with the installation of an above ground silt fence, or its equivalent, meeting the standards of SRC 808.046.

Condition 4: Design and construct a storm drainage system at the time of development in compliance with SRC Chapter 71 and PWDS.

The rights granted by the attached decision must be exercised, or an extension granted, by April 11, 2027, or this approval shall be null and void.

Application Deemed Complete:	<u>March 2, 2023</u>
Notice of Decision Mailing Date:	<u>March 24, 2023</u>
Decision Effective Date:	<u>April 11, 2023</u>
State Mandate Date:	<u>June 30, 2023</u>

Case Manager: Peter Domine, pdomine@cityofsalem.net, 503-540-2311

This decision is final unless written appeal and associated fee (if applicable) from an aggrieved party is filed with the City of Salem Planning Division, Room 320, 555 Liberty Street SE, Salem OR 97301, or by email at planning@cityofsalem.net, no later than 5:00 p.m. Monday, April 10, 2023. The notice of appeal must contain the information required by SRC 300.1020 and must state where the decision failed to conform to the provisions of the applicable code section, SRC Chapter(s) 220, 250, 804. The appeal fee must be paid at the time of filing. If the appeal is untimely and/or lacks the proper fee, the appeal will be rejected. The Hearings Officer will review the appeal at a public hearing. After the hearing, the Hearings Officer may amend, rescind, or affirm the action, or refer the matter to staff for additional information.

The complete case file, including findings, conclusions and conditions of approval, if any, is available for review by contacting the case manager, or at the Planning Desk in the Permit Application Center, Room 305, City Hall, 555 Liberty Street SE, during regular business hours.

<http://www.cityofsalem.net/planning>

BEFORE THE PLANNING ADMINISTRATOR OF THE CITY OF SALEM

DECISION

IN THE MATTER OF APPROVAL OF) FINDINGS & ORDER
CLASS 3 SITE PLAN REVIEW,)
CLASS 2 ADJUSTMENT, AND)
CLASS 2 DRIVEWAY APPROACH PERMIT)
CASE NO. SPR-ADJ-DAP23-06)
155 COTTAGE STREET NE - 97301) MARCH 24, 2023

In the matter of the application for Class 3 Site Plan Review, two Class 2 Adjustments, and a Class 2 Driveway Approach Permit, applications submitted by the applicant, Nicole Holt of SERA Architects, Inc., on behalf of the property owner, State of Oregon DAS, the Planning Administrator, having received and reviewed evidence and the application materials, makes the following findings and adopts the following order as set forth herein.

REQUEST

Summary: A Class 3 Site Plan Review with two Class 2 Adjustments and one Class 2 Driveway Approach Permit for renovations at the Oregon State Executive Building.

Request: A Class 3 Site Plan Review for renovations at the Oregon State Executive Building including one Class 2 Driveway Approach Permit to widen the access to an existing loading and solid waste service area, and two Class 2 Adjustments to:

- 1.) Reduce the required minimum spacing requirement of 370 feet between the driveway approach proposed for reconstruction and the adjacent intersections of Cottage St NE and Church St NE, per SRC 804.035(d).
- 2.) Allow parallel access instead of perpendicular access to a solid waste service area of more than four cubic yards, per SRC 800.055(f)(1)(A)

The subject property is 2.65 acres in size, zoned PS (Public Services) and located at 155 Cottage St NE (Marion County Assessor's Map and Tax Lot Number 073W27AA / 2300).

A vicinity map illustrating the location of the property is attached hereto and made a part of this staff report (**Attachment A**).

PROCEDURAL FINDINGS

1. Background

On January 31, 2023, a consolidated application for a Class 3 Site Plan Review, two Class 2 Adjustments, and a Class 2 Driveway Approach Permit was filed for the proposed development. The applications were deemed complete for processing on March 2, 2023. The 120-day state mandated decision deadline for this consolidated application is June 30, 2023.

The applicant's proposed development plan is included as **Attachment B** and the applicant's written statement addressing the approval criteria is included as **Attachment C**.

SUBSTANTIVE FINDINGS

2. Summary of Record

The following items are submitted to the record and are available: 1) all materials and testimony submitted by the applicant, including any applicable professional studies such as traffic impact analysis, geologic assessments, stormwater reports, and; 2) materials, testimony, and comments from public agencies, City Departments, neighborhood associations, and the public. All application materials are available on the City's online Permit Application Center at <https://permits.cityofsalem.net>. You may use the search function without registering and enter the permit number listed here: 23 103081.

3. Neighborhood Association and Public Comments

The subject property is located within the boundaries of the Central Area Neighborhood Development Organization (CANDO) Neighborhood Association.

Applicant Neighborhood Association Contact: SRC 300.310 requires an applicant to contact the neighborhood association(s) whose boundaries include, and are adjacent to, property subject to specific land use application requests. Pursuant to SRC 300.310(b)(1), land use applications included in this proposed consolidated land use application request require neighborhood association contact. On June 21, 2022, the applicant's representative contacted the neighborhood association to provide details about the proposal in accordance with the requirements of the SRC.

Neighborhood Association Comment: Notice of the application was provided to the CANDO Neighborhood Association pursuant to SRC 300.520(b)(1)(B)(v), which requires notice to be sent to any City-recognized neighborhood association whose boundaries include, or are adjacent to, the subject property. As of the date of completion of this staff report, no comments have been received from the neighborhood association.

Homeowners Association: The subject property is not located within a Homeowners Association.

Public Comment: Notice was also provided, pursuant to SRC 300.520(b)(1)(B)(iii), (vi), & (vii), to all property owners and tenants within 250 feet of the subject property. As of the date of completion of this staff report, no comments were received.

4. City Department Comments

Public Works Department: Reviewed the proposal and provided a memo which is included as **Attachment D**.

Building and Safety: Reviewed the proposal and indicated no site concerns.

Fire Department: Reviewed the proposal and indicated no concerns.

5. Public Agency Comments

Cherriots reviewed the proposal and indicated no concerns.

Republic Services reviewed the proposal and indicated no concerns with the proposed solid waste service area, enclosure, or parallel access to it.

DECISION CRITERIA FINDINGS

6. Analysis of Class 3 Site Plan Review Approval Criteria

Salem Revised Code (SRC) 220.005(f)(3) provides that an application for a Class 3 Site Plan Review shall be granted if the following criteria are met. The following subsections are organized with approval criteria, followed by findings of fact upon which the decision is based. Lack of compliance with the following criteria is grounds for denial or for the issuance of conditions of approval to satisfy the criteria.

SRC 220.005(f)(3)(A): The application meets all applicable standards of the UDC.

Finding: The subject property is zoned PS (Public Services). The subject property is developed with the existing Executive Building and parking garage structure with associated vehicle use areas and open space. The proposal includes reconfiguring the existing solid waste service area to widen the vehicle turn around area and widen the existing driveway approach onto Court St NE. The parking garage located to the east of the lot will include the installation of four electric vehicle charging spaces on the lower level and 12 short-term bicycle parking spaces on the upper level. Associated improvements to pedestrian access and landscaping are also proposed.

Use and Development Standards – CR (Retail Commercial) Zone:

SRC 544.005 – Uses:

Table 544-1 lists permitted uses in the PS Zone.

Finding: The proposed development is for renovations to the existing *Government services* use. *Government services* are listed as permitted uses in the PS zone per Table 544-1. No new or change of use is proposed.

SRC 544.010(a) – Lot Standards:

The minimum lot area for all uses is 10,000 square feet with a minimum 50-foot width, 80-foot depth, and minimum of 16 feet of street frontage.

Finding: The proposal is for renovations to an existing building and solid waste service area on a lot 2.65 acres in size with over 330 feet of street frontage on all sides. No changes are proposed to the lot size or building square footage or height. The standard is met.

SRC 522.010(b) – Setbacks:

Abutting Street/Alley

North: Adjacent to the north is right-of-way for Court Street NE, which is classified as a Major Arterial in the Salem Transportation System Plan (TSP). Buildings over 35 feet in height must be set back a minimum of 20 feet, plus 1 foot for each foot of height over 35 feet, but need not exceed 50 feet in depth. Accessory structures under 35 feet in height require a minimum 20-foot setback.

South: Adjacent to the south is right-of-way for State Street SE, which is classified as a Major Arterial in the Salem TSP.

East: Adjacent to the east is right-of-way for Cottage Street NE, which is classified as a local street in the Salem TSP. No changes are proposed to the existing parking garage on the east side, other than the installation of EV charging stations and bicycle parking spaces.

West: Adjacent to the west is right-of-way for Church Street NE, which is classified as a Major Arterial in the Salem TSP.

Finding: The proposed development does not change the setbacks for the existing buildings along these property lines. The proposal is for a new trash enclosure 10 feet in height on the north side of the building, setback more than 60 feet. The proposal meets the standard.

SRC 544.010(c) – Lot Coverage, Height:

The maximum lot coverage is 60 percent and the maximum height for all uses is 70 feet.

Finding: With the addition of the new solid waste enclosure, the lot coverage is 48 percent. There are no changes to the existing building height. The proposal meets the standard.

SRC 544.010(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 Chapter 806 and SRC Chapter 807.
- (3) *Outdoor storage.* Within the PS zone, outdoor storage shall be screened from streets and adjacent properties by a minimum six-foot high sight-obscuring fence, wall, or hedge.

Finding: The proposal includes alteration of an existing solid waste service area. No changes are being made to the setbacks or vehicle use area. Outdoor storage is not proposed on the site. Landscaping is reviewed under SRC Chapter 807, below.

General Development Standards SRC 800

SRC 800.055(a) – Applicability.

Solid waste service area design standards shall apply to all new solid waste, recycling, and compostable services areas, where use of a solid waste, recycling, and compostable receptacle of 1 cubic yard or larger is proposed.

Finding: The proposed development includes a new solid waste service area. The standards of SRC 800.055 apply. Full adherence with these standards will be ensured at the time of building permit review.

SRC 800.055(b) – Solid Waste Receptacle Placement Standards.

All solid waste receptacles shall be placed at grade on a concrete pad that is a minimum of 4 inches thick, or on an asphalt pad that is a minimum of 6 inches thick. The pad shall have a slope of no more than 3 percent and shall be designed to discharge stormwater runoff.

- (1) *Pad area.* In determining the total concrete pad area for any solid waste service area:
 - (a) The pad area shall extend a minimum of 1-foot beyond the sides and rear of the receptacle.
 - (b) The pad area shall extend a minimum 3 feet beyond the front of the receptacle.
 - (c) In situations where receptacles face each other, a minimum four feet of pad area shall be required between the fronts of the facing receptacles.

Finding: The proposed plans indicate a four-inch-thick pad area surrounding the trash enclosures meeting the standard.

- (2) *Minimum Separation.*
 - (a) A minimum separation of 1.5 feet shall be provided between the receptacle and the side wall of the enclosure.
 - (b) A minimum separation of 5 feet shall be provided between the receptacle and any combustible walls, combustible roof eave lines, or building or structure openings.

Finding: The plans show adequate separation between the receptacle and the inside wall of the enclosure. The enclosure is proposed to be fully enclosed and over 12 feet away from the main building and constructed of non-combustible concrete and fire rated roof construction. The proposal meets the standard.

- (3) *Vertical Clearance.*
 - (a) Receptacles 2 cubic yards or less in size shall be provided with a minimum of 8 feet of unobstructed overhead or vertical clearance for servicing.
 - (b) Receptacles greater than 2 cubic yards in size shall be provided with a minimum of 14 feet of unobstructed overhead or vertical clearance for servicing.

Finding: The enclosure shows receptacles greater than 2 cubic yards and the applicant's written statement indicates there is a minimum of 14 feet vertical clearance. The proposal meets the standard.

SRC 800.055(d) – Solid Waste Service Area Screening Standards.

- (1) Solid waste, recycling, and compostable service areas shall be screened from all streets abutting the property and from all abutting residentially zoned property by a minimum six-foot-tall sight-obscuring fence or wall; provided, however, where receptacles, drop boxes, and compactors are located within an enclosure, screening is not required. For the purpose of this standard, abutting property shall also include any residentially zoned property located across an alley from the property.
- (2) Existing screening at the property line shall satisfy screening requirements if it includes a six-foot-tall sight-obscuring fence or wall.

Finding: The proposed solid waste service area includes a fully enclosed structure with ten-foot walls for all receptacles. The proposal meets the standard.

SRC 800.055(e) – Solid Waste Service Area Enclosure Standards.

When enclosures are used for required screening or aesthetics, such enclosure shall conform to the following standards:

- (1) *Front Opening of Enclosure.* The front opening of the enclosure shall be unobstructed and shall be a minimum of 12 feet in width.

Finding: The width of the proposed front opening for the enclosure is approximately 12 feet. The proposal meets the standard.

- (2) *Measures to Prevent Damage to Enclosure.* Enclosures constructed of concrete, brick, masonry block, or similar types of material shall contain a minimum four-inch nominal high bumper curb at ground level located 12 inches inside the perimeter of the outside walls of the enclosure, or a fixed bumper rail to prevent damage from receptacle impacts.

Finding: The trash enclosure plans include a wheel stop 12 inches inside the perimeter of the enclosure walls. The proposal meets the standard.

- (3) *Enclosure Gates.* Any gate across the front opening of an enclosure shall swing freely without obstructions. For any opening with an unobstructed width of 15 feet or greater, the gates shall open a minimum of 90 degrees. All gates shall have restrainers in the open and closed positions.

Finding: The plans show the proposed gates can swing to 120 degrees in compliance with this provision and include restrainers. The proposal meets the standard.

SRC 800.055(f) – Solid Waste Service Area Vehicle Access.

- (1) *Vehicle Operation Area.* A vehicle operation area shall be provided for solid waste collection service vehicles that are free of obstructions and no less than 45 feet in length and 15 feet in width. Vehicle operation areas shall be made available perpendicular to the front of every receptacle, or, in the case of multiple receptacles within an enclosure, perpendicular to every enclosure opening.

Finding: The proposed vehicle operation area shows an area greater than 45 feet in length and 15 feet in width, however, the vehicle access is oriented parallel instead of perpendicular to the enclosure containing receptacles greater than two cubic yards. A Class 2 Adjustment has been requested to allow parallel instead of perpendicular access to a solid waste service area having receptacles of more than two cubic yards, as required by SRC 800.055(f)(1)(A) and is addressed in Section 7 of this report. The solid waste service area includes a turnaround in conformance with the minimum dimension and turning radius requirements of Figure 800-10 of SRC 800.055(E).

SRC 800.060 – Exterior Lighting

Exterior lighting shall not shine or reflect onto adjacent properties or cast glare onto the public right-of-way and shall be located and designed so that the light source shall be completely shielded from view or no greater than five foot-candles in illumination.

Finding: The applicant's written statement indicates that all proposed lighting fixtures shall be full cut-off and/or have their light source completely shielded from direct view at a height of five feet and shall be no greater than five-foot candles. The proposal meets the standard.

SRC 800.065 – Pedestrian Access.

Except where pedestrian access standards are provided elsewhere under the UDC, all developments, other than single family, two family, three family, four family, and multiple family developments, shall include an on-site pedestrian circulation system developed in conformance with the standards in this section. For purposes of this section development means the construction of, or addition to, a building or accessory structure or the construction of, or alteration or addition to, an off-street parking or vehicle use area. Development does not include construction of, or additions to, buildings or accessory structures that are less than 200 square feet in floor area.

Finding: With the development of the solid waste service area and enclosure, and the addition of EV charging stations, the pedestrian access standards of SRC Chapter 800.065 apply to the proposed development.

SRC 800.065(a)(1) – Pedestrian Connection Between Entrances and Streets

(A) A pedestrian connection shall be provided between the primary 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.

Finding: The primary entrance is located at Level 02 on the east side of the building, connected by a pedestrian bridge to the off-street parking structure to Cottage St NE. Existing stairs from the Level 02 parking structure provide pedestrian access to Level 01 and existing sidewalks connecting to Court St NE to the north and State St to the south. A path and stairs and ADA ramps provide connection to the primary entrance on the west side to Church St NE. The standard is met.

(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.

Finding: There are no existing or planned transit stops along the street frontage of the development site. This standard does not apply to the proposed development.

SRC 800.065(a)(2) – Pedestrian Connection Between Buildings on the same Development Site

Where there is more than one building on a development site, a pedestrian connection(s), shall be provided to connect the primary building entrances of all of the buildings.

Finding: There is only one building on the development site. This standard does not apply to the proposed development.

SRC 800.065(a)(3) – Pedestrian 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 as provided in this subsection.

Finding: There is no surface parking area. This standard does not apply to the proposed development.

(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.

Finding: Each level of the existing split-level two-story parking garage is greater than 25,000 square feet in size. There is an existing pedestrian path from the primary building entrance on the east side of the building through the second level of the parking structure to Cottage St NE and stairs to the adjacent streets on both sides. There are no pedestrian connections through the parking area on the lower level. To ensure compliance, the following condition applies:

Condition 1: The applicant shall stripe a minimum five-foot-wide pedestrian walkway through the lower level of the parking garage, meeting the design and material requirements of SRC 800.065(b).

SRC 800.065(a)(4) – Pedestrian 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.

Finding: There are no planned paths or trails passing through the development site; therefore, this standard is not applicable.

SRC 800.065(a)(5) – Pedestrian 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.

Finding: There are no vehicular connections to abutting properties; therefore, this standard is not applicable.

SRC 800.065(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) 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.
- (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.
- (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.

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

Finding: There are existing speed humps on the second level of the parking garage where the existing pedestrian path crosses a drive aisle to a plaza. With the required addition of a striped pedestrian walkway in the lower level, as conditioned above, the proposal meets the standard.

SRC 800.065(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.

Finding: The application materials do not provide sufficient detail to determine compliance with this development standard. To ensure compliance, the following condition applies.

Condition 2: At the time of building permit review, the applicant shall demonstrate that all required pedestrian connections conform with the design and material requirements of SRC 800.065(c).

Off-Street Parking, Loading, and Driveways SRC 806

SRC 806.005(a) – Off-Street Parking; When Required.

Off-street parking shall be provided and maintained as required under SRC Chapter 806 for each proposed new use or activity, 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, or any intensification, expansion, or enlargement of a use or activity.

Finding: There is no new use or activity, any change of use or activity that would result in a parking ratio requiring a greater number of spaces, or any intensification, expansion, or enlargement of a use or activity. These standards do not apply to the proposed development.

Bicycle Parking

SRC 806.045 – General Applicability.

Bicycle parking shall be provided and maintained for each proposed new use or activity, any change of use or activity, or any intensification, expansion, or enlargement of a use or activity.

SRC 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.

SRC 806.055 – Amount of Bicycle Parking.

Per SRC Chapter 806, Table 806-8, a *Government services* use requires one bicycle parking space per 5,000 square feet, with an allowed 25 percent to be long-term spaces.

Finding: There is no new use or activity, any change of use or activity, or any intensification, expansion, or enlargement of a use or activity; therefore, additional bicycle parking is not

required, however, the applicant has proposed the addition of new bicycle parking. The applicant's site plan indicates the installation of 12 short-term bicycle parking spaces (i.e., six bicycle racks) on the second level of the parking structure within 50 feet of the primary building entrance on the east side. The proposed bicycle parking spaces on the site plan meet the development standards of SRC 806.060. The applicant's written statement also indicates an additional 13 long-term bicycle parking spaces will be provided inside a secured room on the first level near the east entry of the building. The proposal meets the standard.

Off-Street Loading Areas

SRC 806.065 – General Applicability.

Off-street loading areas shall be provided and maintained for each proposed new use or activity.

SRC 806.070 – Proximity of Off-Street Loading Areas to use or Activity Served.

Off-street loading shall be located on the same development site as the use or activity it serves.

SRC 806.075 – Amount of Off-Street Loading.

Multi-family uses containing between 100-199 units are required to provide a minimum of two off-street loading spaces meeting the minimum dimensional requirements in Table 806-9.

Finding: There is no proposed new use or activity, any change of use or activity, or any intensification, expansion, or enlargement of a use or activity; therefore, no new off-street loading is required.

Landscaping

Per SRC 544.0101(d), all required setbacks and vehicle use areas shall be landscaped per SRC 806 and 807 to the Type A Landscaping standard with a minimum of 1 plant unit per 20 square feet of landscaped area. 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 and minimum plant unit values are defined in SRC Chapter 807, Table 807-2.

All building permit applications for development subject to landscaping requirements shall include landscape and irrigation plans meeting the requirements of SRC Chapter 807.

Finding: A minimum of one plant unit is required per 20 square feet of landscape area. A minimum of 40 percent of the required plant units shall be a combination of mature trees, shade trees, evergreen/conifer trees, or ornamental trees. There is a total of 34,340 square feet of landscape area within the proposed project scope, and 6,600 square feet outside the project scope, for a total 40,940 total landscape area on site, and a total area of 18,735 square feet within required setbacks. Approximately 18,735 square feet of landscape area is proposed in the development scope, requiring a minimum of 937 plant units ($18,735 / 20 = 937$ plant units). Of the required plant units, a minimum of 375 plant units shall be trees ($937 \times 0.4 = 374.7$). The applicant's landscaping plan indicates a total of 496 tree units including existing and proposed new trees, and a total 1,435 other plant units, for a total of 1,931 plant units. The proposal meets the standard.

Landscape and irrigation plans will be reviewed for conformance with the requirements of SRC 807 at the time of building permit application review.

Natural Resources

SRC 601 – Floodplain: Development in the floodplain shall be regulated to preserve and maintain the capability to the floodplain to convey the flood water discharges and to minimize danger to life and property.

Finding: Public Works staff has reviewed the Flood Insurance Study and Flood Insurance Rate Maps and has determined that no floodplain or floodway areas exist on the subject property.

SRC 808 – Preservation of Trees and Vegetation: The City's tree preservation ordinance, under SRC Chapter 808, provides that no person shall remove a significant tree (Oregon White Oak greater than 20 inches in diameter at breast height) (SRC 808.015) or a tree or native vegetation in a riparian corridor (SRC 808.020), unless the removal is excepted under SRC 808.030(a)(2), undertaken pursuant to a permit issued under SRC 808.030(d), undertaken pursuant to a tree conservation plan approved under SRC 808.035, or permitted by a variance granted under SRC 808.045.

Finding: The applicant's site plan includes a tree planting plan identifying five significant trees on the property. No significant trees are proposed for removal with the development. To ensure all significant trees shall be protected during construction, the following condition applies.

Condition 3: All significant trees shall be protected during construction with the installation of an above ground silt fence, or its equivalent, meeting the standards of SRC 808.046.

SRC 809 – Wetlands: Grading and construction activities within wetlands are regulated by the Oregon Department of State Lands (DSL) and US Army Corps of Engineers. State and Federal wetland laws are also administered by the DSL and Army Corps, and potential impacts to jurisdictional wetlands are addressed through application and enforcement of appropriate mitigation measures.

Finding: According to the Salem-Keizer Local Wetland Inventory, there are no wetlands areas or hydric soils mapped on the subject property.

SRC 810 – Landslide Hazards: A geological assessment or report is required when regulated activity is proposed in a mapped landslide hazard area.

Finding: According to the City's adopted landslide hazard susceptibility maps and SRC Chapter 810 (Landslide Hazards), there are no mapped landslide hazard areas on the subject property.

SRC 802 – Public Improvements, SRC 803 – Streets and Right-of-Way Improvements, SRC 804 – Driveway Approaches, and SRC 805 – Vision Clearance: With completion of the

conditions of approval, the subject property meets all applicable standards of the following chapters of the UDC.

SRC 220.005(f)(3)(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.

Finding: The existing street system is adequate to serve the proposed development and the development is not proposing a building addition subject to 803.040(a); therefore, no right-of-way dedication or street improvements are required.

SRC 220.005(f)(3)(C): Parking areas and driveways are designed to facilitate safe and efficient movement of vehicles, bicycles, and pedestrians.

Finding: The property is served by existing driveway approaches on Cottage St NE, Court St NE, and State St. One of the two driveway approaches on Court St NE is proposed to be widened to better accommodate delivery vehicles and solid waste collection. A Class 2 Driveway Approach Permit and Class 2 Adjustment to the drive spacing standards is required for the proposed widening. Findings related to this request are summarized below. No additional changes to the existing accesses are warranted or proposed. Existing and proposed access to the site provides safe and efficient movement of vehicles.

SRC 220.005(f)(3)(D): The proposed development will be adequately served with City water, sewer, stormwater facilities, and other utilities appropriate to the nature of the development.

Finding: The Public Works Department has reviewed the applicant's preliminary plan for this site. The water, sewer, and storm infrastructure are available within surrounding streets/areas and are adequate to serve the proposed development.

The proposed plan demonstrates compliance with PWDS Appendix 4E related to green stormwater infrastructure by setting aside at least 10 percent of the total new impervious surface area for installation of green stormwater infrastructure. The applicant's engineer shall design and construct a storm drainage system at the time of development in compliance with SRC Chapter 71 and PWDS.

Condition 4: Design and construct a storm drainage system at the time of development in compliance with SRC Chapter 71 and PWDS.

The applicant shall design and construct all utilities (sewer, water, and storm drainage) according to the PWDS and to the satisfaction of the Public Works Director.

7. Analysis of Class 2 Adjustment Approval Criteria

Salem Revised Code (SRC) 250.005(d)(2) provides that an application for a Class 2 Adjustment shall be granted if the following criteria are met. The following subsections are organized with approval criteria, followed by findings of fact upon which the decision is based. Lack of compliance with the following criteria is grounds for denial or for the issuance of conditions of approval to satisfy the criteria.

SRC 250.005(d)(2)(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.***

Finding: The applicant is requesting two Class 2 Adjustments to:

- 1) Reduce the required driveway spacing standard of 370 feet for a driveway approach along a Major Arterial (Court Street NE).
- 2) Allow parallel access instead of perpendicular access to a solid waste service area and enclosure with receptacles greater than two cubic yards.

Reduce the required driveway spacing standard of 370 feet for a driveway approach along Court Street NE, a Major Arterial street (SRC 804.035(d)):

The applicant is requesting an Adjustment to reduce the spacing between two existing driveways less than 370 feet apart. The proposal will widen an existing driveway to accommodate delivery vehicles and solid waste collection. The existing driveway proposed to be widened is located 70 feet from an adjacent driveway approach on Court St NE, and 180 feet from the intersection of Court St NE and Church St NE. The proposed driveway to be widened will accommodate forward in and forward out movements. The proposed widened driveway configuration meets the adjustment criteria by allowing for safe turning movements and traffic safety equal to what would be accomplished by meeting the development standard.

Allow parallel access instead of perpendicular access to a solid waste service area and enclosure with receptacles greater than two cubic yards (SRC 800.055(f)(1)(A)):

The applicant is requesting an adjustment to allow parallel access instead of perpendicular access to a solid waste service area containing receptacles greater than two cubic yards. Due to site constraints including trees and existing structures near the solid waste receptacle enclosure, perpendicular access to the enclosure is not feasible. The applicant's contact with the solid waste service provider indicates the reconfigured approach is acceptable for their purposes. The applicant has proposed a vehicle turnaround meeting the standards of 800.055(f)(1)(E). The proposal equally meets the standard of the perpendicular access allowed for a trash enclosure with receptacles of two cubic yards or less of SRC 800.055(f)(1)(B).

SRC 250.005(d)(2)(B): If located within a residential zone, the proposed development will not detract from the livability or appearance of the residential area.

Finding: The subject property is located within a PS (Public Services) zone; therefore, the criterion is not applicable.

SRC 250.005(d)(2)(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.

Finding: Two separate Class 2 Adjustments have been requested with this development. Each of the adjustments has been evaluated separately for conformance with the Adjustment

approval criteria. The cumulative impact of the adjustments results in an overall project which is consistent with the intent and purpose of the zoning code.

8. Analysis of Class 2 Driveway Approach Permit Approval Criteria

Salem Revised Code (SRC) 804.025(d) provides that an application for a Class 2 Driveway Approach Permit shall be granted if the following criteria are met. The following subsections are organized with approval criteria, followed by findings of fact upon which the decision is based. Lack of compliance with the following criteria is grounds for denial or for the issuance of conditions of approval to satisfy the criteria.

SRC 804.025(d)(1): The proposed driveway approach meets the standards of this Chapter and the Public Works Design Standards.

Finding: The proposed driveway is located less than 370 feet from adjacent driveways and street intersections; therefore, a Class 2 adjustment is required for driveway spacing as described below. The proposed driveway otherwise meets the standards for SRC 804 and PWDS.

SRC 804.025(d)(2): No site conditions prevent placing the driveway approach in the required location.

Finding: The application of for widening an existing driveway. There are no site conditions prohibiting the location of the proposed driveway.

SRC 804.025(d)(3): The number of driveway approaches onto an arterial are minimized.

Finding: The proposal is to widen an existing driveway approach on an arterial street. The site is served by two existing driveway approaches onto Court St NE; no additional approaches are proposed.

SRC 804.025(d)(4): The proposed driveway approach, where possible:

(A) Is shared with an adjacent property; or

(B) Takes access from the lowest classification of street abutting the property

Finding: The site is served by two existing driveway approaches onto Court St NE; no additional approaches are proposed. Due to existing site conditions, it is not feasible for the site to be served by one driveway approach onto Court St NE.

SRC 804.025(d)(5): The proposed driveway approach meets vision clearance standards.

Finding: The proposed driveway meets the PWDS vision clearance standards set forth in SRC Chapter 805.

SRC 804.025(d)(6): The proposed driveway approach does not create traffic hazards and provides for safe turning movements and access.

Finding: No evidence has been submitted to indicate that the proposed driveway will create traffic hazards or unsafe turning movements. Additionally, staff analysis of the proposed driveway indicates that it will not create a traffic hazard and will provide for safe turning movements for access to the subject property.

SRC 804.025(d)(7): The proposed driveway approach does not result in significant adverse impacts to the vicinity.

Finding: Staff analysis of the proposed driveway and the evidence that has been submitted indicate that the location of the proposed driveway will not have any adverse impacts to the adjacent properties or streets.

SRC 804.025(d)(8): The proposed driveway approach minimizes impact to the functionality of adjacent streets and intersections.

Finding: The proposed driveway approach is located on a major arterial street and minimizes the impact to adjacent streets and intersections by providing forward in and forward out movements. In addition, the driveway approach is for deliveries and solid waste collection and is not intended to for general traffic.

SRC 804.025(d)(9): The proposed driveway approach balances the adverse impacts to residentially zoned property and the functionality of adjacent streets.

Finding: The driveway approach is not located in the vicinity of a residentially zoned area. The driveway will not have an effect on the functionality of the adjacent streets.

10. Conclusion

Based upon review of SRC Chapters 220, 250 and 804, and the applicable standards of the Salem Revised Code, the findings contained herein, and due consideration of comments received, the application complies with the requirements for an affirmative decision.

IT IS HEREBY ORDERED

Final approval of Class 3 Site Plan Review, Class 2 Adjustment, and Class 2 Driveway Approach Permit, Case No. SPR-ADJ-DAP23-06 is hereby **APPROVED** subject to SRC Chapters 220, 250, and 804 the applicable standards of the Salem Revised Code, conformance with the approved site plan included as Attachment B, and the following conditions of approval:

Condition 1: The applicant shall stripe a minimum five-foot-wide pedestrian walkway through the lower level of the parking garage, meeting the design and material requirements of SRC 800.065(b).

Condition 2: At the time of building permit review, the applicant shall demonstrate that all required pedestrian connections conform with the design and material requirements of SRC 800.065(c).

- Condition 3:** All significant trees shall be protected during construction with the installation of an above ground silt fence, or its equivalent, meeting the standards of SRC 808.046.
- Condition 4:** Design and construct a storm drainage system at the time of development in compliance with SRC Chapter 71 and PWDS.

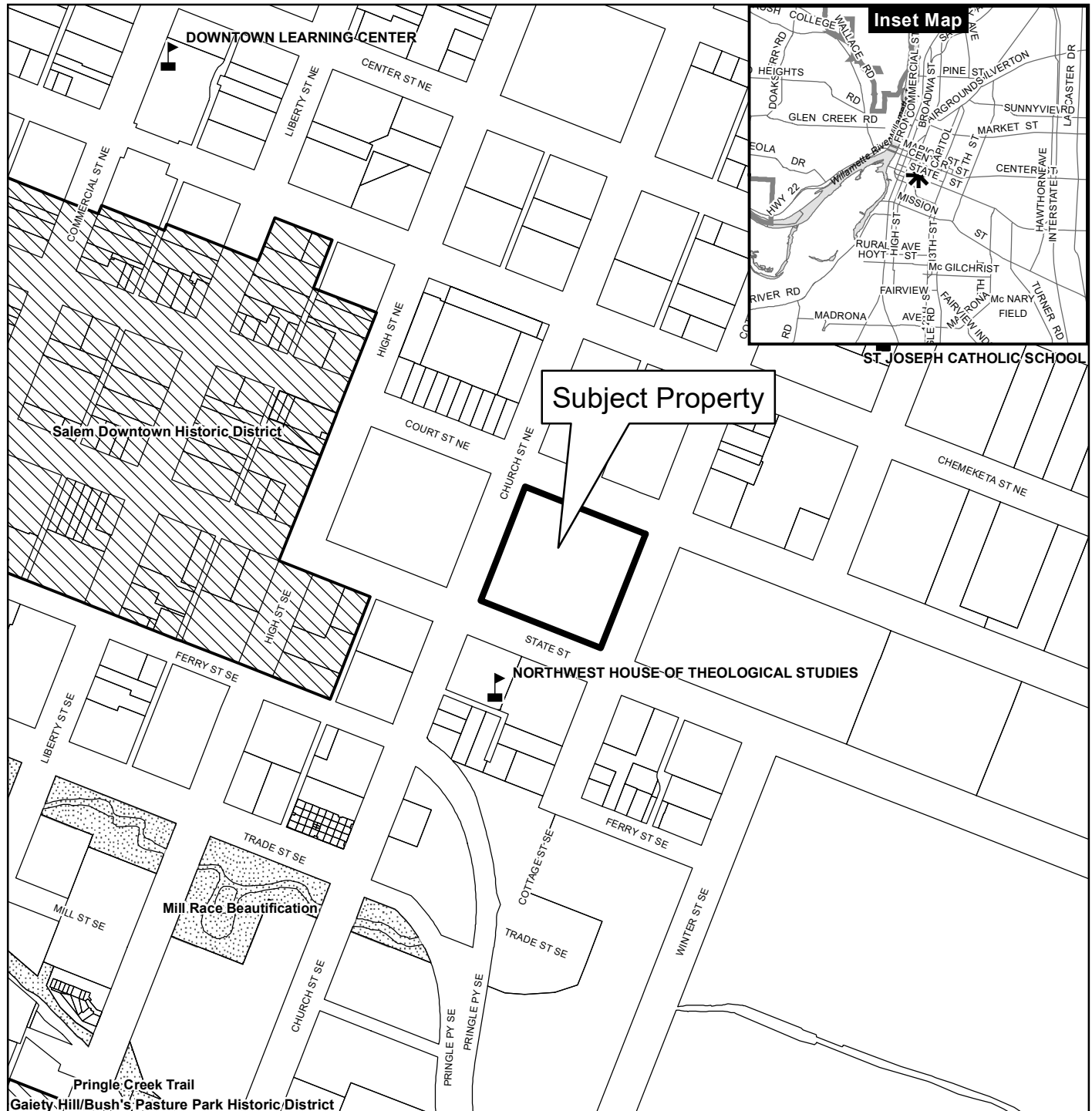


Peter Domine, Planner I, on behalf of
Lisa Anderson-Ogilvie, AICP
Planning Administrator

Attachments: A. Vicinity Map
B. Proposed Development Plans
C. Applicant's Written Statement
D. Public Works Memo

<http://www.cityofsalem.net/planning>

Vicinity Map 155 Cottage St NE



Legend

- | | |
|-----------------------|---------------------------|
| Taxlots | Outside Salem City Limits |
| Urban Growth Boundary | Historic District |
| City Limits | Schools |

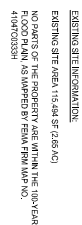
Parks

CITY OF Salem
AT YOUR SERVICE
Community Development Dept.

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0 100 200 400 Feet





SHEET LEGEND

PROPERTY LINE	---	---
CENTER LINE	---	---
EX. CONTOUR MINOR	---	(49) ---
EX. CONTOUR MAJOR	---	(80) ---

PRELIMINARY
NOT FOR CONSTRUCTION

ARCHITECTURE
URBAN DESIGN + PLANNING
INTERIOR DESIGN

www.elsevier.com/locate/jmb

10

Purchases: CR 97204
 O: 503.342.3860
 F: 503.274.4481
amw@acf.com

DEPARTMENT OF ADMINISTRATIVE SERVICES
155 Cottage St NE, Salem, OR 97301

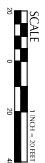
REVISIONS

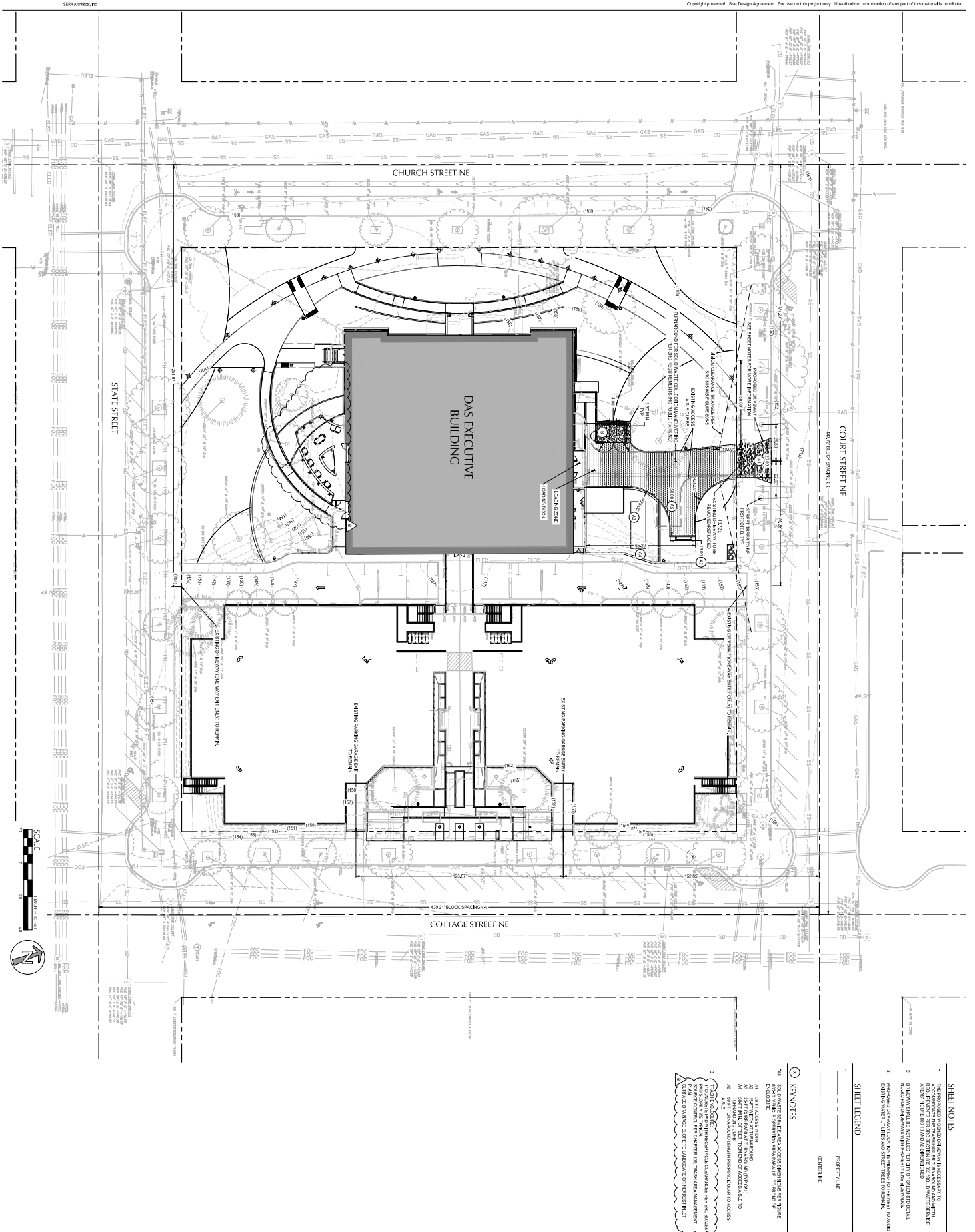
CHECKED BY:	NP/M
ISSUE DATE:	08/24/2022
PROJECT NO:	210103

NP/M
06/24/202
210103

**EXISTING
CONDITIONS PLAN
LU-C10**

SITE PLAN REVIEW





- SHEET NOTES**
1. THE PROPOSED VEHICLE DRIVEWAY IS NECESSARY TO ACCOMMODATE THE PROPOSED RENOVATION AND TO PROVIDE ACCESS TO THE PROPOSED DRIVEWAY. THE DRIVEWAY SHALL BE INSTALLED PER THE SLOPE AND DIMENSIONS SHOWN. THE DRIVEWAY SHALL BE INSTALLED PER THE SLOPE AND DIMENSIONS SHOWN. THE DRIVEWAY SHALL BE INSTALLED PER THE SLOPE AND DIMENSIONS SHOWN.
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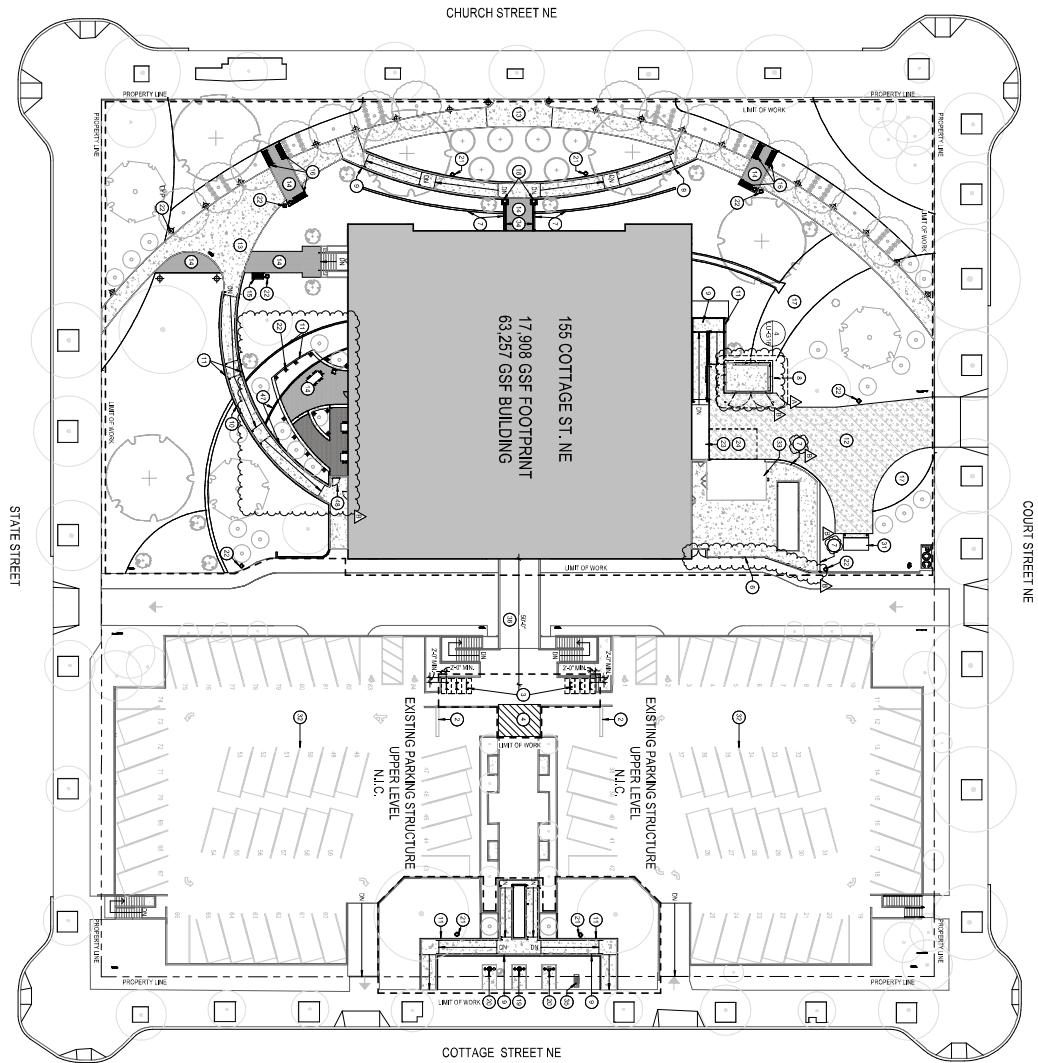
SHEET LEGEND

PROPERTY LINE
COURTNEY LINE

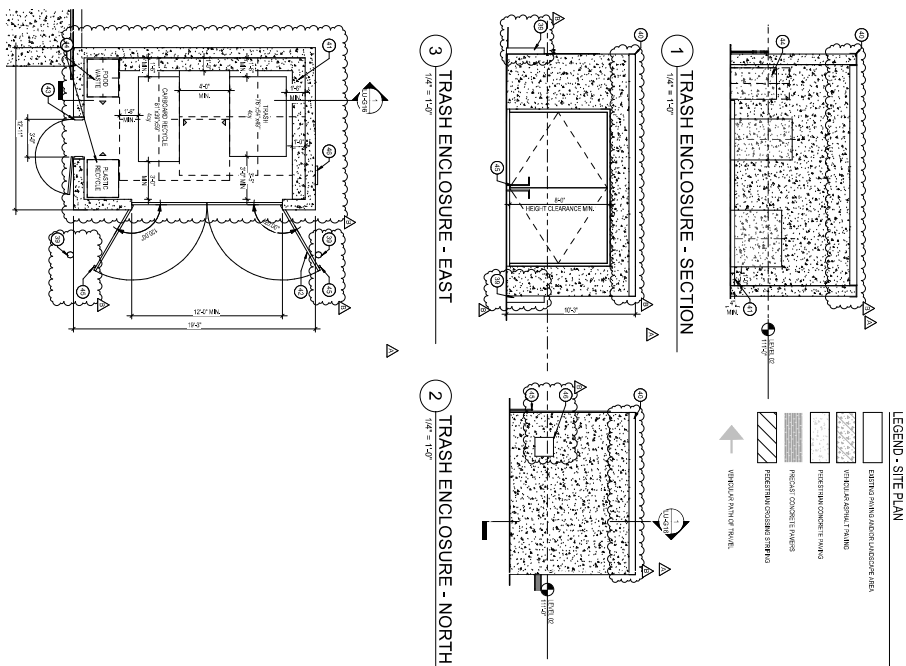
REMARKS

1. SOLID WHITE SERVICE AREA ACCESS AND/OR SERVICE PER FOR THE PROPOSED RENOVATION AND TO PROVIDE ACCESS TO THE PROPOSED DRIVEWAY. THE DRIVEWAY SHALL BE INSTALLED PER THE SLOPE AND DIMENSIONS SHOWN. THE DRIVEWAY SHALL BE INSTALLED PER THE SLOPE AND DIMENSIONS SHOWN.
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SITE DEVELOPMENT PLAN - LEVEL 02









ENLARGED PLAN - TRASH ENCLOSURE



KEYWORD: NOTE SITE DI AN

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2. DON'T RUN IN THE SHADOWS OF THE TREES
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9. DON'T RUN IN THE SHADOWS OF THE TREES
10. DON'T RUN IN THE SHADOWS OF THE TREES

LEGEND - SITE PLAN

- | | |
|---|----------------------------------|
|  | EMPTY PAINT AND/OR LANSCAPE AREA |
|  | VEHICULAR ASPHALT PAVING |
|  | PEDESTRIAN CONCRETE PAVING |
|  | PEDESTRIAN CONCRETE PAVING |
|  | PEDESTRIAN CROSSING STRIPING |
|  | VEHICULAR PATH OF TRAVEL |

EXECUTIVE BUILDING RENOVATION

DEPARTMENT OF ADMINISTRATIVE SERVICES
155 College St. NE
Salem, Oregon 97301

REVISIONS	
A LIND USE*	0101/2022
B LIND USE (REV 2)	2/03/2023

CHECKED BY:	NI
ISSUE DATE	09/30/202
PROJECT NO:	210105

**SITE
DEVELOPMENT
PLAN - LEVEL 02
LU-G16**

▶▶▶▶

ARCHITECTURE
URBAN DESIGN + PLANNING
INTERIOR DESIGN

PRELIMINARY
NOT FOR CONSTRUCTION

LAND USE NARRATIVE | SITE PLAN REVIEW – CLASS 3

Executive Building Renovation

155 Cottage St. NE
Salem, OR 97301

DATE: 06/24/2022
REV01: 08/03/2022
REV02: 02/03/2023

SUBMITTED TO:
City of Salem
City Hall
555 Liberty St. SE, Room 320
Salem, OR 97301

APPLICANT:
SERA Architects
338 NW 5th Ave.
Portland, OR 97209

PROPERTY OWNER:
Oregon Department of Administrative Services
1225 Ferry St. SE
Salem, OR 97301

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PROJECT DESCRIPTION

Legal Description: Tax Lot 073W27AA/2300

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. 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 a recently renovated 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.

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 as will the 1978 curtain wall. The building will be modernized with efficient building systems that include a future heat pump and new 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 chain-link fence with plastic privacy slats 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.

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.

NARRATIVE RESPONSES TO SALEM UNIFIED DEVELOPMENT CODE

SRC 230.100 Historic Clearance Review

230.018. Public Historic Design Review Jurisdiction

The City has jurisdiction over historic design review for all public historic resources. If the public agency is the State, or any administrative subdivision of the State, the public agency may enter into a program with SHPO for the conservation of the National Register designated historic resource pursuant to ORS 358.653, in which case historic design review for that historic resource is exempted from this chapter; provided, however, that such program complies with Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, published by the U.S. Department of the Interior, National Parks Service, and the public agency provides the Director with notice of such election, no later than the date the contract for construction is advertised for bids.

Response: A SHPO clearance form with required supporting materials has been submitted to the State Historic Preservation Office for review.

SRC 250.005 Adjustments

Sec. 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.

(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.

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

(c)Submittal requirements. In addition to the submittal requirements for a Type II application under SRC chapter 300, an application for a Class 1 or Class 2 adjustment shall include the following:

(1) A site plan, of a size and form and in the number of copies meeting the standards established by the Planning Administrator, containing all information necessary to establish satisfaction with the approval criteria. By way of example, but not of limitation, such information may include the following:

- (A) The total site area, dimensions, and orientation relative to north;*
- (B) The location of all proposed primary and accessory structures and other improvements, including fences, walls, and driveway locations, indicating distance to such structures from all property lines and adjacent on-site structures;*
- (C) All proposed landscape areas on the site, with an indication of square footage and as a percentage of site area;*
- (D) The location, height, and material of fences, berms, walls, and other proposed screening as they relate to landscaping and screening required by SRC chapter 807;*
- (E) The location of all trees and vegetation required to be protected pursuant to SRC chapter 808; and*
- (F) Identification of vehicle, pedestrian, and bicycle parking and circulation areas, including handicapped parking stalls, disembarking areas, accessible routes of travel, and proposed ramps.*

(2) An existing conditions plan, of a size and form and in the number of copies meeting the standards established by the Planning Administrator, containing the following information:

- (A) The total site area, dimensions, and orientation relative to north;*
- (B) The location of existing structures and other improvements on the site, including accessory structures, fences, walls, and driveways, noting their distance from property lines;*
- (C) The location of the 100-year floodplain, if applicable; and*
- (D) The location of drainage patterns and drainage courses, if applicable.*

(d) Criteria.

(1) An application for a Class 1 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) Clearly satisfied by the proposed development.*

(B) The proposed adjustment will not unreasonably impact surrounding existing or potential uses or development.

(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.*

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

(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: A Class 2 Zoning Adjustment is required where the proposed reconstructed driveway does not align with driveway spacing per section 804.035(d) and shall be demonstrated to be equally or better met by the proposed development per criteria 250.005(2)(A)(ii). Proposed spacing of driveways is as stated in the narrative response to section 804.035(d) and as dimensioned on sheet LU-C12.

Excerpt from SRC 804.035 Access onto major and minor arterials:

(d) Spacing. Except for driveway approaches providing access to a single family, two family, three family, or four family use, driveway approaches onto a major or minor arterial shall be no less than 370 feet from the nearest driveway or street intersection, measured from centerline to centerline.

Street block spacing along Court Street NE from Church Street NE to Cottage Street NE is insufficient to allow for the code specified distance from street intersections. The driveway is located near mid-block, nearly maximizing the available distance from street intersections.

Proximity of the proposed reconstructed driveway to the existing (to remain) parking garage entry driveway aisle closely matches that of existing conditions. The driveway is proposed to be reconstructed in-place for the following reasons:

- The existing solid waste collection area served by the existing driveway will be improved to current waste hauler specifications which requires widening of the driveway, access aisle, and turnaround.
- The existing FDC to remain in place is located at the existing loading dock at the south end of the existing driveway.
- An onsite turnaround with dimensions per Figure 800-10 will be provided that allows forward in/forward out movement per requirements of section 804.035(c)(5).
- Approval of these required improvements will provide a safer entry and exit from the site than that of existing conditions by properly accommodating waste hauler vehicles and improving their visibility of pedestrian sidewalks when vehicles enter and leave the site.
- There is no other feasible location on the site that can better meet spacing requirements, therefore the development standards are best met by the proposed development.

SRC 300.310 Neighborhood Association Contact

300.310. Neighborhood Association Contact

(b) Applicability.

(1) Neighborhood association contact, as provided in this section, is required for those land use applications identified under Table 300-2 as requiring neighborhood association contact.

(c) Process. Prior to submitting a land use application requiring neighborhood association contact, the applicant shall contact the City-recognized neighborhood association(s) whose boundaries include, or are adjacent to, the subject property via e-mail or mailed letter. The e-mail or mailed letter shall:

(1) Be sent to the chair(s) and land use chair(s) of the applicable neighborhood association(s) prior to submitting the land use application; and

(2) Contain the following information:

(A) The name, telephone number, and e-mail address of the applicant;

(B) The address of the subject property;

(C) A summary of the proposal;

(D) A conceptual site plan, if applicable, that includes the proposed development; and

(E) The date on which the e-mail or letter is being sent;

(d) Effect on subsequent land use application submittal. A land use application requiring neighborhood association contact shall not be accepted, as provided under SRC 300.210, unless it is accompanied by a copy of the e-mail or letter that was sent to the neighborhood association, and a list of the e-mail or postal addresses to which the e-mail or letter was sent.

Response: The CANDO Neighborhood Association has been contacted via email with attached memo containing the information stated under 300.310(c)(2). A copy of the email and memo have been included with the Site Plan Review documentation.

SRC 544.000 PS-Public Service

544.001 Uses

Table 544-1. Uses

Response: The existing and proposed use of the building falls under the Civic Services category, Governmental Services in Table 544-1, which is a permitted use within the PS Zone.

544.010 Development Standards

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

- (a) Lot standards. Lots within the PS zone shall conform to the standards set forth in Table 544-2*
- (b) Setbacks. Setbacks within the PS zone shall be provided as set forth in Tables 544-3 and 544-4.*
- (c) Lot coverage; height. Buildings and accessory structures within the PS zone shall conform to the lot coverage and height standards set forth in Table 544-5.*
- (d) Landscaping.*
 - a. Setbacks. Required setbacks shall be landscaped. Landscaping shall conform to the standards set forth in SRC chapter 807.*
 - b. Vehicle use areas. Vehicle use areas shall be landscaped as provided under SRC chapters 806 and 807.*
- (e) Outdoor storage. Within the PS zone, outdoor storage shall be screened from streets and adjacent properties by a minimum six-foot-high sight-obscuring fence, wall, or hedge.*

Response: The project scope utilizes an existing site and retains the existing building footprint and height. Building setbacks are shown on Site Overview sheet LU-G14. A new trash enclosure is proposed on the north side of the building outside of the required accessory structure setbacks. The existing lot coverage with new trash enclosure equals 48%, below the maximum 60% lot coverage. See responses under chapters 806 and 807 sections for Landscaping at setbacks and vehicle use areas. There are not any proposed changes to the existing parking garage or perimeter landscaping. Outdoor storage is not proposed on site.

544.015 Design Review

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

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

Response: The building use does not fall into the Residential Care use category and therefore is not subject to design review.

544.020 Other Provisions

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

Response: Responses to applicable chapters have been included in subsequent Sections of this document.

SRC 800.000 General Development Standards

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 new trash enclosure location does not fall within the required setbacks as shown on sheet LU-G14. There are no proposed building projections into the required setbacks.

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.

(b) Height exceptions. Except as otherwise provided in this subsection, the following height exceptions are permitted under the UDC:

(1) Towers, steeples, chimneys, wind-driven electrical generating equipment, flag poles, and monuments may project above the maximum height limits set forth in the UDC, provided:

(A) They do not exceed 185 feet in height;

(B) They do not contain any habitable space;

(C) The horizontal section of the structure does not exceed 625 square feet at the top of the main building or structure; and

(D) The sum of the horizontal section of all such projections measured at the maximum height limit applicable to the building or structure on which they are located does not exceed 20 percent of the horizontal area of the roof of the building or structure on which they are located.

(2) Radio, television, and microwave antennas, and structures used exclusively for their support, are exempt from all height limitations.

(3) Mechanical equipment necessary for the operation or maintenance of a building or structure, including, but not limited to, ventilators, plumbing and vent stacks, cooling towers, water tanks, panels or collectors for solar energy, and window washing equipment, together with enclosures for any such equipment, may project above the maximum height limits set forth in the UDC, provided:

(A) They do not project more than 15 feet above the roof;

(B) They do not contain any habitable space;

(C) The sum of the horizontal section of all such projections measured at the maximum height limit applicable to the building or structure on which they are located does not exceed 60 percent of the horizontal area of the roof of the building or structure on which they are located;

Response: The existing building height will remain as is at 57'-0", below the 70' max height limit. The existing flag poles are proposed to be relocated to the east side of the site to signal the location of the main entry. The center, tallest flagpole is proposed to be 30'H with the two to either side at 25'H. Rooftop mechanical equipment will not exceed the maximum building height limit.

800.050 Fences, Walls, Hedges, Gates and Retaining Walls

(a) Location, height, and density. Fences, walls, hedges, gates, and retaining walls shall comply with the location, height, and density standards set forth in this subsection.

(1) Fences and walls.

(B) Nonresidential zones. Except for fences and walls on property used for uses falling under household living, fences and walls within nonresidential zones shall not exceed a maximum height of 12 feet; provided, however:

(i) Front, side, and rear yards abutting street. Fences and walls within a front, side, or rear yard abutting a street shall not exceed a maximum height of eight feet when located within ten feet of a property line abutting a street; provided, however, any portion of the fence or wall above 30 inches in height shall be less than 25 percent opaque when viewed at any angle at a point 25 feet away from the fence or wall.

(2) Hedges. There is no maximum height limitation for hedges; provided, however, where a hedge is located within ten feet of a property line abutting a street, any portion of the hedge more than 30 inches in height shall be less than 25 percent opaque when viewed at any angle at a point 25 feet away from the hedge.

(3) Gates. Where a gate is part of a fence, wall, or hedge it shall conform to the height limitations applicable to fences and walls set forth under SRC 800.050(a)(1). Gates shall not swing open onto a public right-of-way or vehicle or pedestrian easement.

(4) Retaining walls. Retaining walls shall not exceed a maximum height of four feet when located at the property line abutting a street. Retaining walls not located at the property line abutting a street may exceed four feet in height.

Response: Site walls will not exceed the maximum height of 12 feet. Wall heights are shown on sheet LU-L11. There are no proposed hedges within 10 feet of a property line or taller than 30 inches in height. The gate at the utility yard is proposed to be the same height as the adjacent wall and will not swing onto the private sidewalk. There are no proposed retaining walls located at the property lines.

800.055 Solid Waste Service Areas

(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.

(b) Solid waste receptacle placement standards. All solid waste receptacles shall be placed at grade on a concrete pad that is a minimum of four inches thick, or on an asphalt pad that is a minimum of six inches thick. The pad shall have a slope of no more than a three percent and shall be designed to discharge stormwater runoff consistent with the overall stormwater management plan for the site approved by the Director.

(1) Pad area. In determining the total concrete pad area for any solid waste service area:

(A) The pad area shall extend a minimum of one foot beyond the sides and rear of the receptacle; and

(B) The pad area shall extend a minimum three feet beyond the front of the receptacle.

(C) In situations where receptacles face each other, a minimum four feet of pad area shall be required between the fronts of the facing receptacles.

(2) *Minimum separation.*(A)A minimum separation of 1.5 feet shall be provided between the receptacle and the side wall of the enclosure.(B)A minimum separation of five feet shall be provided between the receptacle and any combustible walls, combustible roof eave lines, or building or structure openings.

(3) *Vertical clearance.*

(A) *Receptacles two cubic yards or less.* Receptacles two cubic yards or less in size shall be provided with a minimum of eight feet of unobstructed overhead or vertical clearance for servicing.

(B) *Receptacles greater than two cubic yards.* Receptacles greater than two cubic yards in size shall be provided with a minimum of 14 feet of unobstructed overhead or vertical clearance for servicing; provided, however, overhead or vertical clearance may be reduced to eight feet:

(i) *For enclosures covered by partial roofs, where the partial roof over the enclosure does not cover more than the rear eight feet of the enclosure, as measured from the inside of the rear wall of the enclosure (see Figure 800-6); or*

(ii) *Where a physical barrier is installed within, and a maximum of eight feet from the front opening of, the enclosure preventing the backward movement of the receptacle (see Figure 800-7).*

(d) *Solid waste service area screening standards.*

(1) *Solid waste, recycling, and compostable service areas shall be screened from all streets abutting the property and from all abutting residentially zoned property by a minimum six-foot-tall sight-obscuring fence or wall; provided, however, where receptacles, drop boxes, and compactors are located within an enclosure, screening is not required. For the purpose of this standard, abutting property shall also include any residentially zoned property located across an alley from the property.*

(2) *Existing screening at the property line shall satisfy screening requirements if it includes a six-foot-tall sight-obscuring fence or wall.*

(e) *Solid waste service area enclosure standards.* When enclosures are used for required screening or aesthetics, such enclosures shall conform to the standards set forth in this subsection. The overall dimensions of an enclosure are dependent upon the number and size of receptacles the enclosure is designed to accommodate.

(1) *Front opening of enclosure.* The front opening of the enclosure shall be unobstructed and shall be a minimum of 12 feet in width.

(2) *Measures to prevent damage to enclosure.*

(B) *Enclosures constructed of concrete, brick, masonry block, or similar types of material shall contain a minimum four-inch nominal high bumper curb at ground level located 12 inches inside the perimeter of the outside walls of the enclosure, or a fixed bumper rail to prevent damage from receptacle impacts.*

(C) *The requirements under subsections (e)(2)(A) and (B) of this section shall not apply if the enclosure is designed to be separated:*

(i) *A minimum distance of two feet from the sides of the container or receptacles; and*

(ii) *A minimum of three feet from the rear of the container or receptacles.*

(3) *Enclosure gates.* Any gate across the front opening of an enclosure shall swing freely without obstructions. For any enclosure opening with an unobstructed width of less than 15 feet, the gates shall open a minimum of 120 degrees. For any enclosure opening with an unobstructed width of 15 feet or greater, the gates shall open a minimum of 90 degrees. All gates shall have restrainers in the open and closed positions.

(4) Prohibited enclosures. Receptacles shall not be stored in buildings or entirely enclosed structures unless the receptacles are:

(A) Stored in areas protected by an automatic sprinkler system approved by the City Fire Marshal; or

(B) Stored in a building or structure of a fire resistive Type I or Type IIA construction that is located not less than ten feet from other buildings and used exclusively for solid waste receptacle storage.

(f) Solid waste service area vehicle access.

(1) Vehicle operation area.

(A) A vehicle operation area shall be provided for solid waste collection service vehicles that is free of obstructions and no less than 45 feet in length and 15 feet in width; provided, however, where the front opening of an enclosure is wider than 15 feet, the width of the vehicle operation area shall be increased to equal the width of the front opening of the enclosure. Vehicle operation areas shall be made available perpendicular to the front of every receptacle, or, in the case of multiple receptacles within an enclosure, perpendicular to every enclosure opening.

(B) For solid waste service areas having receptacles of two cubic yards or less, the vehicle operation area may be located:

(i) Perpendicular to the permanent location of the receptacle or the enclosure opening (see Figure 800-8);

(ii) Parallel to the permanent location of the receptacle or the enclosure opening (see Figure 800-9); or

(iii) In a location where the receptacle can be safely maneuvered manually not more than 45 feet into a position at one end of the vehicle operation area for receptacle servicing.

(C) The vehicle operation area may be coincident with a parking lot drive aisle, driveway, or alley provided that such area is kept free of parked vehicles and other obstructions at all times except for the normal ingress and egress of vehicles.

(D) Vertical clearance. Vehicle operation areas shall have a minimum vertical clearance of 14 feet.

(E) In the event that access to the vehicle operation area is not a direct approach into position for operation of the service vehicle, a turnaround, in conformance with the minimum dimension and turning radius requirements shown in Figure 800-10, shall be required to allow safe and convenient access for collection service.

(2) Vehicle operation areas shall be designed so that waste collection service vehicles are not required to back onto a public street or leave the premises.

(3) Vehicle operation areas shall be paved with asphalt, concrete, or other hard surfacing approved by the Director, and shall be adequately designed, graded, and drained to the approval of the Director.

(4) Signs. "No Parking" signs shall be placed in a prominent location on the enclosure, or painted on the pavement in front of the enclosure or receptacle, to ensure unobstructed and safe access for the servicing of receptacles.

Response: A new trash enclosure is shown on sheet LU-G16 at the north side of the building where the existing trash service is currently located. The enclosure has been sized to meet all clearance requirements between the receptacles and the adjacent enclosure walls as shown on the enlarged plan on sheet LU-G16. The trash enclosure will be constructed of concrete walls and metal swing gates. The required 8'H clearance

will be provided at the enclosure doors as shown in the elevation on LU-G16. The enclosure is proposed to be fully enclosed but will be over 12' away from the main building and constructed of non-combustible concrete and only be used to store solid waste receptacles. The solid waste service area drive aisle required dimensions are shown on sheet LU-C12. There are no overhead obstructions above the service area and a vertical clearance of 14' will be maintained. The building mainly utilizes the existing service truck parking areas within the private alley for deliveries and has minimal need for the existing loading dock area, ensuring the drive aisle will be kept clear during trash collection days. The vehicle operation area for the trash enclosure is being re-built in the same location as the existing loading dock driveway approach to reduce the impact of mid-block driveways per the requirements of SRC section 804.035. The existing configuration only allows for a parallel approach to the trash enclosure, and it is planned that all receptacles get pulled out of the enclosure to be picked up. A turnaround has been provided per the dimensional requirements shown in Figure 800-10 as shown on sheet LU-C12 so that waste collection service vehicles are not required to back onto Court Street. A Class 2 Adjustment will be filed if needed and an explanation on how the approval criteria listed in SRC 250.005(d)(2) are being met has been provided within the response under that section. No Parking signs will be placed in front of the enclosure and at the turnaround. The proposed layout has been sent to Republic Services for feedback. A copy of the email response has been included with this submittal.

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: All proposed fixtures shall be full cut-off and/or have their light source completely shielded from direct view at a height of 5'-0" AFG at the property line. Illumination at the property line shall be no greater than 5 foot candles.

800.065 Pedestrian Access

Except where pedestrian access standards are provided elsewhere under the UDC, and unless otherwise provided in this section, all developments, other than development of single family, two family, three family, four family, and multiple family uses, shall include an on-site pedestrian circulation system developed in conformance with the standards in this section. For purposes of this section development means the construction of, or addition to, a building or accessory structure or the construction of, or alteration or addition to, an off-street parking or vehicle use area. Development does not include construction of, or additions to, buildings or accessory structures that are less than 200 square feet in floor area.

(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) Except as otherwise provided in this subsection, 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).

(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).

(C) A pedestrian connection is not required between the primary building entrance of a building and each adjacent street if:

(i) The development site is a corner lot and the building has a primary building entrance that is located within 20 feet of, and has a pedestrian connection to, the property line abutting one of the adjacent streets; or

(ii) The building is a service, storage, maintenance, or similar type building not primarily intended for human occupancy.

(3) Connection through off-street parking areas.

(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.

(b) Design and materials. Required pedestrian connections shall be in the form of a walkway, or may be in the form of a plaza. Where a path or trail identified in the Salem Transportation System Plan (TSP) or Salem Comprehensive Parks System Master Plan is required, the path or trail shall conform to the applicable standards of the TSP or Salem Comprehensive Parks System Master Plan in-lieu of the standards in this subsection.

(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.

(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.

(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.

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

(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 primary entrance, located at Level 02 east face of the building is shown on sheet LU-G14. A pedestrian connection is provided between the main building entrance and Cottage Street. Existing stairs from the Level 02 parking garage provide pedestrian access to Level 01 and the existing sidewalks that allow access to Court Street to the North and State Street to the South. Site circulation is shown on the Site

Circulation Plan on sheet LU-G14. The existing parking structure is proposed to remain and is not part of this renovation scope. Lighting will be provided at all pedestrian routes to meet egress light level requirements.

SRC 803.000 Streets and Right-of-Way Improvements

803.015 Traffic Impact Analysis

(b) Applicability. An applicant shall provide a traffic impact analysis if one of the following conditions exists:

- (1) The development will generate 200 or more daily vehicle trips onto a local street or alley, or 1,000 daily vehicle trips onto a collector, minor arterial, major arterial, or parkway. Trips shall be calculated using the adopted Institute of Transportation Engineer's Trip Generation Manual. In developments involving a land division, the trips shall be calculated based on the proposed development that will occur on all lots that will be created by the land division.*
- (2) The increased traffic resulting from the development will contribute to documented traffic problems, based on current accident rates, traffic volumes or speeds, and identified locations where pedestrian and/or bicyclist safety is a concern.*
- (3) The City has performed or reviewed traffic engineering analyses that indicate approval of the development will result in levels of service of the street system that do not meet adopted level of service standards.*

Response: A TIA will not be necessary for interior renovations and site improvements per email correspondence with Public Works staff.

SRC 804.000 Driveway Approaches

804.010 Applicability

This chapter applies to the design, construction, relocation, reconstruction, enlargement, or alteration of any driveway approach.

Response: Enlargement of an existing driveway is proposed.

804.015 Driveway Approach Permit Required

(a) Except as otherwise provided in this chapter, a driveway approach permit shall be obtained prior to constructing, relocating, reconstructing, enlarging, or altering any driveway approach.

(b) Exceptions. A driveway approach permit is not required for:

- (1) The construction, relocation, reconstruction, enlargement, or alteration of any driveway approach that requires a state highway access permit; or*
- (2) The construction, relocation, reconstruction, enlargement or alteration of any driveway approach that is part of the construction of a publicly or privately engineered public improvement project.*

Response: A driveway approach permit is required as the project does not meet either exception. The permit application will be submitted concurrently with the Site Plan Review.

804.025 Class 2 Driveway Approach Permit

(a) Required. A Class 2 driveway approach permit is required for:

- (1) A driveway approach onto a local, collector, minor arterial, major arterial, or parkway street providing access to a use other than single family, two family, three family, or four family;
 - (2) Maintenance, repair, or replacement of an existing permitted driveway approach, which is part of, or needed for, redevelopment of commercial or industrially zoned property.
- (b) *Procedure type.* A Class 2 driveway approach permit is processed as a Type II procedure under SRC chapter 300.
- (c) *Submittal requirements.* In lieu of the application submittal requirements under SRC chapter 300, an application for a Class 2 driveway approach permit shall include the following:
- (1) A completed application form.
 - (2) A site plan, of a size and form and in the number of copies meeting the standards established by the Director, containing the following information:
 - (A) The location and dimensions of the proposed driveway approach;
 - (B) The relationship to nearest street intersection and adjacent driveway approaches;
 - (C) Topographic conditions;
 - (D) The location of all utilities;
 - (E) The location of any existing or proposed buildings, structures, or vehicular use areas;
 - (F) The location of any trees and vegetation adjacent to the location of the proposed driveway approach that are required to be protected pursuant to SRC chapter 808; and
 - (G) The location of any street trees adjacent to the location of the proposed driveway approach.
 - (3) Identification of the uses or activities served, or proposed to be served, by the driveway approach.
 - (4) Any other information, as determined by the Director, which may be required to adequately review and analyze the proposed driveway approach for conformance with the applicable criteria.
- (d) *Criteria.* A Class 2 driveway approach permit shall be granted if:
- (1) The proposed driveway approach meets the standards of this chapter and the Public Works Design Standards;
 - (2) No site conditions prevent placing the driveway approach in the required location;
 - (3) The number of driveway approaches onto an arterial are minimized;
 - (4) The proposed driveway approach, where possible:
 - (A) Is shared with an adjacent property; or
 - (B) Takes access from the lowest classification of street abutting the property;
 - (5) The proposed driveway approach meets vision clearance standards;
 - (6) The proposed driveway approach does not create traffic hazards and provides for safe turning movements and access;
 - (7) The proposed driveway approach does not result in significant adverse impacts to the vicinity;
 - (8) The proposed driveway approach minimizes impact to the functionality of adjacent streets and intersections; and
 - (9) The proposed driveway approach balances the adverse impacts to residentially zoned property and the functionality of adjacent streets.

Response: A Class 2 Driveway Approach Permit is required per 804.025.a.1 for the new enlarged driveway due to Court Street holding arterial classification. A site plan and application will be provided accordingly. 804.025 (d) Criteria is addressed as follows:

- (1) The proposed standards are met except where Class 2 Zoning Adjustment is proposed as described in response to SRC section 250.005.

- (2) No site conditions prevent placing the driveway approach where indicated due to the location closely matching that of an existing driveway.
- (3) The number of driveway approaches onto an arterial are not increased by reconstructing the proposed driveway.
- (4)(A) There are no adjacent properties.
- (4)(B) All abutting streets have the same classification.
- (5) Vision clearance is met as described in response to section 805.000.
- (6) The driveway does not introduce traffic hazards. An included turnaround prevents any need for backing out into traffic.
- (7) The driveway does not adversely impact the general vicinity and closely matches existing conditions.
- (8) The driveway minimizes impact to adjacent streets by restricting usage to service and waste disposal.
- (9) There is no residentially zoned property in the vicinity.

804.035 Access onto major and minor arterials

(a) Number of driveway approaches.

(1) Except as otherwise provided in this chapter, a complex is entitled to one driveway approach onto a major or minor arterial. Additional driveway approaches for a complex may be allowed where:

- (A) A complex has more than 370 feet of frontage abutting a major or minor arterial;*
- (B) There is a shared access agreement between two or more complexes; or*
- (C) It is impracticable to serve the complex with only one driveway approach.*

(2) Development that is not a complex, and is other than a single family, two family, three family, or four family use, is entitled to one driveway approach onto a major or minor arterial where:

- (A) The driveway approach provides shared access;*
- (B) The development does not abut a local or collector street; or*
- (C) The development cannot be feasibly served by access onto a local or collector street.*

(3) A single family, two family, three family, or four family use is entitled to one driveway approach onto a major or minor arterial where:

- (A) The driveway approach provides access to an existing single family, two family, three family, or four family use; or*
- (B) The driveway approach provides access to a proposed single family, two family, three family, or four family use on a lot created prior to March 16, 2022.*

(b) Traffic volume threshold. No driveway approach onto a major or minor arterial shall be allowed unless the development generates 30 or more vehicle trips per day or the driveway approach provides access to a city park or a single family, two family, three family, or four family use.

(c) Permitted access.

- (1) Driveway approaches onto major and minor arterials shall only provide access to a permitted parking or vehicular use area, except where the driveway approach will provide access to a site controlled by a franchised utility service provider or a governmental entity.*
- (2) For a corner lot that abuts a local or collector street, the driveway approach shall provide access to the street with the lower street classification.*
- (3) No access shall be provided onto a major or minor arterial from a proposed new single family, two family, three family, or four family use on an existing lot abutting an alley.*
- (4) No access shall be provided onto a major or minor arterial from a single family, two family, three family, or four family use constructed as part of a subdivision or partition.*
- (5) Only forward in/forward out access shall be allowed onto a major or minor arterial.*

(d) Spacing. Except for driveway approaches providing access to a single family, two family, three family, or four family use, driveway approaches onto a major or minor arterial shall be no less than 370 feet from the nearest driveway or street intersection, measured from centerline to centerline.

(e) Vision clearance. Driveway approaches onto major and minor arterials shall comply with the vision clearance requirements set forth in SRC chapter 805.

Response: Subsection (a) and (b): While traffic volume threshold is not met, driveway is existing, proposed to be enlarged and therefore the number of driveway approaches is not proposed to increase. Subsection (c): Criteria is met, with forward in/forward out access is provided via an onsite turnaround with standard dimensions per section 800.055 – Solid waste service areas. The requirement to enlarge the existing driveway is driven by the requirements of Section 800.055. Subsection (d): Block spacing from Church Street to Cottage Street centerlines is 448 feet which doesn't allow for a minimum of 370 feet of separation from either street. Separation from the existing (entry only) driveway is approximately 74 feet. Subsection (e): Vision Clearances are shown on sheet LU-G14 and adhered to per chapter 805.

SRC 805.000 Vision Clearance

805.005 Vision Clearance Areas

(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

(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: A 10-foot by 50-foot triangle for vision clearance will be shown on site and landscaping plans at the enlarged driveway per FIGURE 805-5 for driveways serving uses other than single family and two family.

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.

Response: All vision clearance areas will be free of obstructions to vision from 30" above the curb to 8.5 feet high, except for vehicle directional signage which will be below 30" above the curb. The existing building ID sign, located at the east property line, is currently in the vision clearance area of the existing parking structure entrance. The existing building ID sign is proposed to remain in its current location. No modifications are proposed to the existing parking structure entrance.

SRC 806.000 Off-Street Parking, Loading and Driveways

806.005 Off-street Parking When Required

(a) *General applicability.* Except as otherwise provided in this section, 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: No change in use is proposed for this scope of work.

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.

(1) Unless otherwise provided, when required off-street parking is expressed in terms of a number of spaces per a square footage, the square footage shall equal the gross floor area.

- *Governmental Services – 1 per 500 sq. ft.*

(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.

(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 unless otherwise provided under the UDC, off-street parking shall not exceed the amounts set forth in Table 806-2A.

- *More than 20 spaces – 1.75 times minimum number of spaces required.*

Response: Existing parking spacing are proposed to remain. A parking summary can be found on sheet LU-G10 General Information. Existing parking spaces are numbered on Site Plan sheets LU-G15 and LU-G16.

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.

(a) *Access.* Off-street parking and vehicle use areas shall have either separate driveways for ingress and egress, a single driveway for ingress and egress with an adequate turnaround that is always available, or a loop to the single point of access. The driveway approaches to the driveways shall conform to SRC chapter 804.

(b) *Location.* Driveways shall not be located within required setbacks except where:

- (1) The driveway provides direct access to the street, alley, or abutting property.

(2) *The driveway is a shared driveway located over the common lot line and providing access to two or more uses.*

(d) *Dimensions. Driveways shall conform to the minimum width set forth in Table 806-8.*

- **Minimum Driveway Width**

- *One-way driveway – 12 ft. width, 25 ft. inside radius of curves and corners (measured at curb or pavement edge)*

(e) *Surfacing.* All driveways, other than access roads required by the Public Works Design Standards to provide access to City utilities, shall be paved with a hard surface material meeting the Public Works Design Standards. Access roads required by the Public Works Design Standards to provide access to City utilities shall be an all-weather surface material meeting the Public Works Design Standards; provided, however, the first ten feet of the access road leading into the property, as measured from the property line, shall be paved with a hard surface material.

(f) *Drainage.* Driveways shall be adequately designed, graded, and drained according to the Public Works Design Standards, or to the approval of the Director.

(g) *"No Parking" signs.* Driveways shall be posted with one "no parking" sign for every 60 feet of driveway length, but in no event shall less than two signs be posted.

Response: There are no off-street driveways or parking areas proposed. The off-street loading area is located outside of setbacks and will be surfaced with a hard surface material and drain according to the Public Works Design Standards. Drainage for the off-street loading and vehicular use area will be provided off-street as part of the onsite stormwater management system. Required "No Parking" signage will be provided.

806.045 Bicycle Parking when Required

(a) *General applicability. Bicycle parking shall be provided as required under this chapter for:*

- (2) *Any change of use or activity.*
- (3) *Any intensification, expansion, or enlargement of a use or activity.*

Response: The proposed renovation will need to comply with the required bicycle parking standards.

806.050 Proximity of Bicycle Parking to Use or Activity Served

Except as otherwise provided in this chapter, bicycle parking shall be located on the same development site as the use or activity it serves.

Response: Short-term and long-term bicycle parking will be provided on site.

806.055 Amount of Bicycle Parking

(a) *Minimum required bicycle parking. Unless otherwise provided under the UDC, bicycle parking shall be provided in amounts not less than those set forth in Table 806-9.*

- (1) *Unless otherwise provided, when required bicycle parking is expressed in terms of a number of spaces per a square footage, the square footage shall equal the gross floor area.*
- (2) *The minimum bicycle parking spaces required in this table shall be developed as short-term spaces except when the applicant chooses to designate an allowed percentage of those spaces as long-term bicycle parking spaces.*

- *Governmental Services – 1 per 5,000 sq. ft.*
 - *Maximum % of Long-term spaces allowed: 25%*

(b) Long-term bicycle parking. Long-term bicycle parking may be provided to satisfy a percentage of the minimum bicycle parking spaces required under this chapter. Such long-term bicycle parking shall not exceed the amounts set forth in Table 806-8. The maximum percentage of long-term bicycle parking allowed is based solely on the minimum number of bicycle parking spaces required. This standard shall not be construed to prohibit the provision of additional long-term bicycle parking spaces provided the minimum number of required spaces is met.

Response: A bicycle parking summary table has been provided on sheet LU-G10 General Information.

806.060 Bicycle Parking Development Standards

(a) Location.

(1) Short-term bicycle parking. Short-term bicycle parking shall be located outside a building within a convenient distance of, and 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) Long-term bicycle parking.

(A) Generally. Long-term bicycle parking shall be located:

(i) Within a building, on the ground floor or on upper floors when the bicycle parking areas are easily accessible by an elevator; or

(C) Long-term bicycle parking for non-residential uses. Long-term bicycle parking spaces for non-residential uses shall be located within:

(i) A restricted access lockable room;

(b) Access. All 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.

(c) Dimensions. All bicycle parking areas shall meet the following dimension requirements:

(1) Bicycle parking spaces. Bicycle parking spaces shall conform to the minimum dimensions set forth in Table 806-10.

(2) Access aisles. Bicycle parking spaces shall be served by access aisles conforming to the minimum widths set forth in Table 806-10. Access aisles serving bicycle parking spaces may be located within the public right-of-way.

(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.

(e) Bicycle racks. Where bicycle parking is provided in racks, the racks may be horizontal or vertical racks mounted to the ground, floor, or wall. Bicycle racks shall meet the following standards:

(1) Racks must support the bicycle in a stable position.

(A) For horizontal racks, the rack must support the bicycle frame in a stable position in two or more places a minimum of six inches horizontally apart without damage to the wheels, frame, or components.

(B) For vertical racks, the rack must support the bicycle in a stable vertical position in two or more places without damage to the 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.*

Response: The location and required clearances of short-term bicycle parking are shown on the Level 02 Site Plan, sheet LU-G16. Short-term bicycle parking has been placed on an unobstructed path to the right-of-way and as close to the main building entry on Level 2 as possible due to the existing pedestrian bridge connecting the parking structure and building. Short-term bicycle racks will be a staple-style rack that is securely anchored to the parking garage deck. Long-term bicycle parking is located within the building on Level 01, near the entrance, in a secured access room.

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:

- (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.*

(b) Applicability to nonconforming off-street loading area. When off-street loading is required to be added to an existing off-street loading 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: There are no proposed changes to the existing use or activity of the building. The existing building footprint will be re-used. There is one existing loading space located at the existing loading dock on the north side of the building proposed to remain.

806.080 Off-street Loading Development Standards

(a) Location. Off-street loading areas shall not be located within required setbacks.

(b) Perimeter setbacks and landscaping. Perimeter setbacks and landscaping, as set forth in this subsection, shall be required for off-street loading areas abutting streets and abutting interior front, side, and rear property lines. Perimeter setbacks and landscaping are not required for off-street loading areas abutting an alley.

(c) Dimensions. Loading areas shall conform to the minimum dimensions set forth in Table 806-9.

(d) Maneuvering. Off-street loading areas shall be of sufficient size, and all curves and corners of sufficient radius, to accommodate the safe operation of a delivery vehicle.

(e) Surfacing. All loading areas shall be paved with a hard surface material meeting the Public Works Design Standards; provided, however, paving is not required for:

- (1) Temporary and seasonal gravel loading areas, approved pursuant to SRC chapter 701.*
- (2) Gravel loading areas, approved through a conditional use permit.*

(f) Drainage. Loading areas shall be adequately designed, graded, and drained according to the Public Works Design Standards, or to the approval of the Director.

(g) Lighting. Lighting for off-street loading areas shall not shine or reflect onto adjacent residentially zoned property, or property used for uses or activities falling under household living, or cast glare onto the street.

Response: The existing off-street loading space does not abut a property line or street and is not located within the required setbacks. The loading area will be paved with a hard surface material and drain according to the Public Works Design Standards. All proposed light fixtures shall be full cut-off and/or have their light source completely shielded from the adjacent street and have a glare rating of 0.

SRC 807.000 Landscaping and Screening

807.015 Landscaping and Screening

- (a) Landscaping types.*
- (b) Plant materials and corresponding plant unit values.*
- (c) Preservation of existing trees and vegetation.*
- (d) Tree replanting requirements.*
 - (1) Removal of trees within required setbacks.*
 - (2) Removal of trees from development site.*
- (e) Screening standards.*
 - (1) Height.*
 - (2) Opacity.*
 - (3) Maintenance.*
- (f) Berm.*
- (g) Street trees.*

Response: Per our pre-app meeting, this project is designated as Landscape Type A and does not require screening. All off-street parking is part of the existing parking structure and the existing vegetation around the garage is to remain and is not part of the current scope of work.

The proposed project planting will achieve the required overall and tree planting units for project type A. See LU-L12 Planting Plan for areas and calculations. The design will be broken up into different planting zones that have different characters and plant mixes. The planting plan and schedule provide example lists of plants that prioritize native and drought-tolerant species for each zone and indicate an approximate mix of shrubs to groundcover. Some areas may have species of perennials and ornamental grasses that exceed 4ft and meet the intent of a small shrub, but for the purposes of this calculation and simplicity, were considered all groundcover. A detailed planting plan will be submitted at the time of building permit.

(1) tree within the required setback and (9) total trees are proposed to be removed (25% of total existing trees), while (5) will be attempted to be transplanted. See Planting Plan for total of proposed trees to be planted and their approximate locations.

807.040 Irrigation

- (a) A permanent underground or drip irrigation system with an approved backflow prevention device shall be provided for all landscaped areas required under the UDC; provided, however, a permanent underground or drip irrigation system is not required for:*
 - (1) Existing healthy vegetation that has been established for at least two years and that is being preserved to meet the landscaping requirements under this chapter;*

(2) New vegetation that is drought resistant, in which case a two-year plant establishment schedule shall be provided with the landscaping plan describing the amount of water to be applied over a two-year time period and how that water will be distributed to the plant material; and

(3) New vegetation located within stormwater facilities as required by the Public Works Design Standards, in which case a two-year plant establishment schedule shall be provided with the landscaping plan describing the amount of water to be applied over a two-year time period and how that water will be distributed to the plant material.

(b) Wherever feasible, sprinkler heads irrigating lawns or other high-water-demand landscape areas shall be circuited so that they are on a separate zone or zones from those irrigating trees, shrubbery, or other reduced-water-requirement areas.

Response: A new irrigation system will be provided as part of this project. It will be a mixture of drip and spray irrigation and be tied into the client's overall network to help monitor weather and water use. Native and drought-tolerant plantings will be prioritized in the design to reduce overall site water use. Irrigation plans and details will be delegated design and a deferred permit submittal.

SRC 808.000 Preservation of Trees and Vegetation

808.010 Heritage Trees

(a) Designation of heritage trees. The Council may, by resolution, designate a heritage tree upon nomination by the property owner, in recognition of the tree's location, size, or age; botanical interest; or historic or cultural significance.

(b) Protection of heritage trees. No person shall remove a heritage tree unless the tree has been determined to be a hazardous tree by a certified arborist, and such determination is verified by the Planning Administrator.

(c) Rescinding heritage tree designation. The Council shall rescind a heritage tree designation if the tree has been removed pursuant to subsection (b) of this section.

Response: No Heritage trees were identified as part of the existing site conditions.

808.015 Significant Trees

No person shall remove a significant tree, unless the removal is undertaken pursuant to a tree and vegetation removal permit issued under SRC 808.030, undertaken pursuant to a tree conservation plan approved under SRC 808.035, or undertaken pursuant to a tree variance granted under SRC 808.045.

Response: (4) existing trees in the project area meet the qualifications to be designated as a "significant tree." All of those trees are to be preserved and protected during construction. See LU-L10 Tree Removal & Preservation Plan.

808.025 Trees on Lots or Parcels 20,000 sf or Greater

No person shall, prior to site plan review or building permit approval, remove a tree on a lot or parcel that is 20,000 square feet or greater, or on contiguous lots or parcels under the same ownership that total 20,000 square feet or greater, unless the removal is undertaken pursuant to a tree and vegetation removal permit issued under SRC 808.030, undertaken pursuant to a tree conservation plan approved under SRC 808.035, or undertaken pursuant to a tree variance granted under SRC 808.045. Nothing in this section shall be construed to require the retention of trees, other than heritage trees, significant trees, and trees and vegetation in riparian corridors, beyond the date of site plan review or building permit approval, if the proposed

development is other than single family residential, two family residential, three family residential, four family residential, or a cottage cluster.

Response: A tree removal permit will be requested at the time of the submission of the building permit package. The site is larger than 20,000sf and more than 5 trees will be removed within a single year. See LU-L10 Tree Removal & Preservation Plan for quantity and location of existing trees to be removed and protected.

808.035 Tree Conservation Plans

(a) Applicability. A tree conservation plan is required in conjunction with any development proposal for the creation of lots or parcels to be used for single family uses, two family uses, three family uses, four family uses, or cottage clusters.

Response: This requirement does not apply to the project land use type.

808.046 Protection Measures During Construction

Except where specific protection requirements are established elsewhere under the UDC, any trees or native vegetation required to be preserved or protected under the UDC shall be protected during construction as follows:

(a) Trees. All trees shall be protected during construction with the installation of an above ground silt fence, or its equivalent.

(1) The above ground silt fence shall encompass 100 percent of the critical root zone of the tree.

(2) Within the area protected by the above ground silt fence, the tree's trunk, roots, branches, and soil shall be protected to ensure the health and stability of the tree; and there shall be no grading, placement of fill, storage of building materials, or parking of vehicles.

(3) Notwithstanding SRC 808.046(a)(2):

(A) Up to a maximum of 30 percent of the critical root zone of a tree may be disturbed in order to accommodate development of the property when a report from an arborist is submitted documenting that such disturbance will not compromise the long-term health and stability of the tree and all recommendations included in the report to minimize any impacts to the tree are followed.

(B) Fences, patios, landscaping and irrigation, and accessory and similar structures that do not require a building permit, may be placed or constructed within the critical root zone of a tree.

(b) Native vegetation. All native vegetation shall be protected during construction with the installation of an above ground silt fence, or its equivalent.

(1) The above ground silt fence shall be located around the perimeter of the native vegetation.

(2) Within the area protected by the above ground silt fence, native vegetation shall not be removed and there shall be no grading, placement of fill, storage of building materials, or parking of vehicles.

(c) Duration. Protection measures required under this section shall remain in place until issuance of notice of final completion for the dwelling unit(s) on the lot, or issuance of certificate of occupancy in all other cases.

Response: Tree protection details will be provided at the time of building permit and will include a silt (or equivalent) fence with appropriate signage to deter disturbance in the critical root zone.

808.050 Tree Planting Requirements

(a) Within development proposals for the creation of lots or parcels to be used for single family uses, two family uses, three family uses, four family uses, or cottage clusters, each lot or parcel shall contain, at a minimum, the number of trees set forth in Table 808-1.

Response: This requirement does not apply to the project land use type. The project proposes to have more trees than the existing condition. See LU-12 Planting Plan.

SRC 900.000 Sign Code

900.025 Sign Permits

(a) Applicability. Except as otherwise provided in this chapter, a permit is required for the construction, erection, enlargement, alteration, or relocation of any sign.

Response: New building address numbers are proposed at both the west and east entry doors. The building address number height will need to be reviewed by the Fire Department. If the numbers are determined to need to be over 6" in height for readability, a sign permit will be required. The permit will be submitted by the signage contractor when bid documents are prepared.

900.030 Exceptions for Permit Requirement

(b) The following signs do not require a sign permit, but are otherwise regulated by this chapter:

- (1) Temporary signs not located in the public right-of-way.*
- (3) Vehicle directional signs.*

(c) The following signs do not require a sign permit, and are allowed in addition to any other signs otherwise allowed by this chapter:

- (1) A warning sign that does not exceed four square feet in display surface and six feet in height, that is not located in a vision clearance area, and that is erected on private property to warn the public of a danger on, or prohibiting or limiting access to, the premises on which the sign is located.*
- (2) Permanent building plaques, cornerstones, name plates, and similar building identifications.*
- (3) House and building numbers where the numerals do not exceed six inches in height.*
- (4) Historical markers erected or maintained by public authority or by a historical society or historical organization identifying sites, buildings, or structures of recognized historical value.*
- (5) Non-illuminated signs not visible from a public sidewalk, street, highway, or alley.*
- (6) Interior signs.*
 - (A) Non-illuminated interior signs in commercial and industrial zones, including, but not limited to, signs attached to or painted on the inside of a window.*
 - (C) Illuminated interior signs not intended to be viewed from the public right-of-way.*
- (7) Directional signs that do not exceed eight square feet of display surface.*
- (8) Directional signs in commercial and industrial zones that do not exceed 22 square feet of display surface, that designate an automobile service entrance onto the premises, and limited to one per business per premises.*

Response: Additional site signage includes vehicle directional signs. Directional signs do not exceed eight square feet of display surface.

900.105 Signs in Vision Clearance Areas

(a) Except in the Central Business District (CB), signs exceeding 30 inches in height above the curb level, or street shoulder where there is no curb, shall not be placed in a vision clearance area unless the bottom of the sign structure is 8.5 feet or more above the curb level, or the shoulder of a street where there is no curb.

(b) In the Central Business District (CB), signs exceeding 30 inches in height above the curb level may be placed in a vision clearance area, and are not required to be placed on a sign structure to elevate the sign above the curb level.

(b) No sign in a vision clearance area may have a supporting pillar or post that is greater than 12 inches in diameter or a rectangular pillar or post with a diagonal cross section measurement no greater than 12 inches.

Response: Vehicle directional signs are located within vision clearance areas to be visible to oncoming traffic as they approach site entrances. These directional signs do not exceed 30" in height above the curb level.

900.130 Freestanding Signs

(a) Setbacks.

(1) Freestanding signs shall have a setback of not less than three feet from the street front property line, unless the property is subject to a special setback area and no authorization to place a freestanding sign in the special setback area has been given, in which case the freestanding sign shall be setback not less than three feet from the special setback area.

(b) Structure.

(1) A freestanding sign shall be directly supported by poles or a foundation.

(2) No external cross braces, guy wires, "T" frames, "A" frames, "trusses," or similar bracing systems shall be used in constructing freestanding signs. Nothing in this subsection prohibits the use of standardized outdoor advertising structures and stringers customarily used for the support of sections of the display surface.

(c) Limit. A corner lot shall be limited to one freestanding sign.

Response: The existing main building ID sign is currently located over the eastern property line but is proposed to remain as it matches the other Building ID signs for buildings on the Capital Mall. The project intends to submit a Revokable Encroachment Permit if required in order to maintain the use of the portion of site that currently extends over the property line. The location of the existing building ID sign is located on sheet LU-G14.

900.215 Permanent Signs in Public Zones

(a) Signs permitted in Public and Private Cemeteries (PC), Capitol Mall (PM), and Public Service (PS) Zones.

(1) The following signs are permitted in PC, PM, and PS zones:

(A) Wall signs. One wall sign for each building frontage, which shall be limited to the greater of 32 square feet or two percent of the gross face area of the building frontage on which it is located.

(B) Freestanding signs. One freestanding sign for each building frontage which shall be limited to five feet in height and 24 square feet in total display surface. Such signs shall be set back at least three feet from a street front property line or the special set back area established by the Salem Zoning Ordinance, whichever is greater, provided further that, where adjacent property is zoned residential or commercial office, signs shall be set back at least 20 feet from the side lot line abutting a CO or residential zone.

(C) Vehicle directional signs. One vehicle directional sign located at each motor vehicle entrance to or exit from the property. A wall sign shall be limited to a display surface not exceeding four square feet. A freestanding sign shall be limited to a display surface not exceeding eight square feet and to a height not exceeding 30 inches.

(E) Commercial use. Where a commercial use is permitted in a PS zone, the signs allowed for such a use shall be the same as those permitted in subsection (d)(1) of this section.

(F) Externally illuminated and internally illuminated signs. Externally illuminated signs and internally illuminated signs are permitted only in PC, PM, and PS zones where the adjacent property is zoned commercial or industrial. No flashing illumination shall be permitted.

Response: Proposed signage includes building address signs and vehicle directional signs. One vehicle directional sign is proposed at each vehicle entrance or exit from the property. The display surface will not exceed 8 sf or 30" in height. Locations are shown on sheet LU-G14. There are no proposed externally illuminated signs.

End of Land Use Narrative



MEMO

TO: Peter Domine, Planner I
Community Development Department

FROM: Laurel Christian, Development Services Planner II
Public Works Department

DATE: March 10, 2023

**SUBJECT: PUBLIC WORKS RECOMMENDATIONS
SPR-ADJ-DAP23-06 (23-103081)
155 COTTAGE STREET NE
EXECUTIVE BUILDING SITE IMPROVEMNETS**

PROPOSAL

A Class 3 Site Plan Review for renovations at the Oregon State Executive Building including one Class 2 Driveway Approach Permit to widen the access to an existing loading and solid waste service area, and two Class 2 Adjustments to:

1. Reduce the required minimum spacing requirement of 370 feet between the driveway approach proposed for reconstruction and the adjacent intersections of Cottage Street NE and Church Street NE, per SRC 804.035(d).
2. Allow parallel access instead of perpendicular access to a solid waste service area of more than four cubic yards, per SRC 800.055(f)(1)(A).

The subject property is 2.65 acres in size, zoned PS (Public Services), and located at 155 Cottage St NE (Marion County Assessor's Map and Tax Lot Number 073W27AA / 2300).

RECOMMENDED CONDITIONS OF APPROVAL

1. Design and construct a storm drainage system at the time of development in compliance with SRC Chapter 71 and PWDS.

FACTS

Streets

1. Cottage Street NE

- a. Standard—This street is designated as a local street in the Salem TSP. The standard for this street classification is a 30-foot-wide improvement within a 60-foot-wide right-of-way.
- b. Existing Conditions—This street has an approximate 60-foot improvement within a 100-foot-wide right-of-way abutting the subject property.

2. Court Street NE

- a. Standard—This street is designated as a major arterial street in the Salem TSP. The standard for this street classification is a 68-foot-wide improvement within a 96-foot-wide right-of-way.
- b. Existing Conditions—This street has an approximate 68-foot improvement within a 100-foot-wide right-of-way abutting the subject property.

3. Church Street NE

- a. Standard—This street is designated as a major arterial street in the Salem TSP. The standard for this street classification is a 68-foot-wide improvement within a 96-foot-wide right-of-way.
- b. Existing Conditions—This street has an approximate 62-foot improvement within a 98-foot-wide right-of-way abutting the subject property.

4. State Street

- a. Standard—This street is designated as a major arterial street in the Salem TSP. The standard for this street classification is a 68-foot-wide improvement within a 96-foot-wide right-of-way.
- b. Existing Conditions—This street has an approximate 60-foot improvement within a 100-foot-wide right-of-way abutting the subject property.

Storm Drainage

1. Existing Conditions

- a. A 15-inch storm main is located in Cottage Street NE.

- b. A 12-inch storm main is located in State Street.

Water

1. Existing Conditions

- a. The subject property is located in the G-0 water service level.
- b. A 12-inch water main is located in Court Street NE, Church Street NE, and State Street. Mains of this size generally convey flows of 1,200 to 4,900 gallons per minute.

Sanitary Sewer

1. Existing Conditions

- a. A 48-inch sewer main is located in Cottage Street NE.
- b. A 24-inch sewer main is located in Court Street NE.
- c. A 48 -inch sewer main is located in Church Street NE.

CRITERIA AND FINDINGS—SITE PLAN REVIEW

Analysis of the development based on relevant criteria in SRC 220.005(f)(3) is as follows:

Criteria: SRC 220.005(f)(3)(A) The application meets all applicable standards of the UDC (*Unified Development Code*)

Finding—With completion of the conditions above, the subject property meets all applicable standards of the following chapters of the UDC: 601 – Floodplain; 802 – Public Improvements; 803 – Streets and Right-of-Way Improvements; 804 – Driveway Approaches; 805 – Vision Clearance; 809 – Wetlands; and 810 – Landslides.

Public Works staff has reviewed the Flood Insurance Study and Flood Insurance Rate Maps and has determined that no floodplain or floodway areas exist on the subject property.

According to the Salem-Keizer Local Wetland Inventory (LWI), the subject property does not contain any wetland areas or hydric soils.

According to the City's adopted landslide hazard susceptibility maps and SRC Chapter 810 (Landslide Hazards), there are no mapped landslide hazard areas on the subject property.

Criteria: SRC 220.005(f)(3)(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

Finding—The existing street system is adequate to serve the proposed development and the development is not proposing a building addition subject to SRC 803.040(a); therefore, no right-of-way dedication or street improvements are required.

Criteria: SRC 220.005(f)(3)(C) Parking areas and driveways are designed to facilitate safe and efficient movement of vehicles, bicycles, and pedestrians

Finding—The property is served by existing driveway approaches on Cottage Street NE, Court Street NE, and State Street. One of the two driveway approaches on Court Street NE is proposed to be widened to better accommodate delivery vehicles and solid waste collection. A driveway approach permit and adjustment to driveway spacing area is required for the proposed widening. Findings related to this request are summarized below. No additional changes to existing accesses are warranted or proposed. Existing and proposed access to the site provides safe and efficient movement of vehicles.

Criteria: SRC 220.005(f)(3)(D) The proposed development will be adequately served with City water, sewer, storm drainage, and other utilities appropriate to the nature of the development

Finding—The subject property is located inside the Urban Service Area and adequate facilities are available. No Urban Growth Area permit is required. The Public Works Department has reviewed the applicant's preliminary plan for this site. The water, sewer, and storm infrastructure are available within surrounding streets/areas and are adequate to serve the proposed development.

The proposed plan demonstrates compliance with PWDS Appendix 4E related to green stormwater infrastructure by setting aside at least ten percent of the total new impervious surface area for installation of green stormwater infrastructure. The applicant's engineer shall design and construct a storm drainage system at the time of development in compliance with SRC Chapter 71 and PWDS.

Condition: Design and construct a storm drainage system at the time of development in compliance with SRC Chapter 71 and PWDS.

The applicant shall design and construct all utilities (sewer, water, and storm drainage) according to the PWDS and to the satisfaction of the Public Works Director.

CRITERIA AND FINDINGS—CLASS 2 DRIVEWAY APPROACH PERMIT

Criteria—A Class 2 Driveway Approach Permit shall be granted if:

(1) The proposed driveway approach meets the standards of this Chapter and the Public Works Design Standards;

Finding—The proposed driveway is located less than 370 feet from adjacent driveways and street intersections; therefore, a Class 2 adjustment is required for driveway spacing as described below. The proposed driveway otherwise meets the standards in SRC Chapter 804 and PWDS.

(2) No site conditions prevent placing the driveway approach in the required location;

Finding—There are no site conditions prohibiting the location of the proposed driveway.

(3) The number of driveway approaches onto an arterial are minimized;

Finding—The proposal is to widen an existing driveway approach on an arterial street. The site is served by two existing driveway approaches onto Court Street NE; no additional approaches are proposed.

(4) The proposed driveway approach, where possible:

- i. Is shared with an adjacent property; or**
- ii. Takes access from the lowest classification of street abutting the property;**

Finding—The site is served by two existing driveway approaches onto Court Street NE; no additional approaches are proposed. Due to existing site conditions, it is not feasible for the site to be served by one driveway approach onto Court Street NE.

(5) Proposed driveway approach meets vision clearance standards;

Finding—The proposed driveway meets the PWDS vision clearance standards set forth in SRC Chapter 805.

(6) The proposed driveway approach does not create traffic hazards and provides for safe turning movements and access;

Finding—No evidence has been submitted to indicate that the proposed driveway will create traffic hazards or unsafe turning movements. Additionally, staff analysis of the proposed driveway indicates that it will not create a traffic hazard and will provide for safe turning movements for access to the subject property.

(7) The proposed driveway approach does not result in significant adverse impacts to the vicinity;

Finding—Staff analysis of the proposed driveway and the evidence that has been submitted indicate that the location of the proposed driveway will not have any adverse impacts to the adjacent properties or streets.

(8) The proposed driveway approach minimizes impact to the functionality of adjacent streets and intersections; and

Finding—The proposed driveway approach is located on a major arterial street and minimizes the impact to adjacent streets and intersections by providing forward in and forward out movements. In addition, the driveway approach is for deliveries and solid waste collection, and it not intended for general traffic circulation.

(9) The proposed driveway approach balances the adverse impacts to residentially zoned property and the functionality of adjacent streets.

Finding—The proposed driveway approach is not located in the vicinity of a residentially zoned area. The driveway will not have an effect on the functionality of the adjacent streets.

CRITERIA AND FINDINGS—CLASS 2 ADJUSTMENT

Analysis of the proposed Class 2 adjustment based on relevant criteria in SRC 250.005(d)(2) is as follows:

Criteria—The purpose underlying the specific development standard proposed for adjustment is:

1. Clearly inapplicable to the proposed development; or
2. Equally or better met by the proposed development.

Finding—The applicant is requesting a Class 2 adjustment to allow for reduced spacing between driveways less than the standard of 370 feet. The proposal will widen an existing driveway to accommodate delivery vehicles and solid waste collection. The existing driveway, proposed to be widened, is located 70 feet from an adjacent driveway approach on Court Street NE, and 180 feet from the intersection of Court Street NE and Church Street NE. The proposed widened driveway will accommodate forward in and forward out movements. The proposed driveway configuration meets the adjustment criteria by allowing for safe turning movements and traffic safety equal to what would be accomplished by meeting the development standard.

cc: File