



Pre-Application Report

Community Development Department
Planning Division

555 Liberty Street SE/Room 305

Phone: 503-588-6173

www.cityofsalem.net/planning

Case Number / AMANDA No.	PRE-AP22-122 / 22-124238-PA
Conference Date	January 9, 2023
Applicant	I&E Construction, Inc. 27357 SW Parkway Avenue Wilsonville, OR 97070
Contact	Zach Pelz AKS Engineering and Forestry, LLC 3700 River Road N, Suite 1 Keizer, OR 97303
Case Manager	Aaron Panko

Mandatory Pre-Application Conference: ☒ Yes ☐ No

Project Description & Property Information	
Project Description	Proposed development of a new 387-unit multi-family residential development, for property approximately 15.6 acres in size.
Property Address	4650 and 4680 Hazelgreen Road NE
Assessor's Map and Tax Lot Number	062W32C / 000400 and 000500
Existing Use	Single family dwelling, farm use
Neighborhood Association	Northgate Neighborhood Association
Adjacent Neighborhood Association	NA
Comprehensive Plan Map Designation	Mixed Use and Multi-Family Residential
Zoning	MU-I (Mixed Use-I) and RM-II (Multi-Family Residential)
Overlay Zone	NA
Urban Service Area	The subject property is located outside the City's Urban Service Area.
Urban Renewal Area	NA
Past Land Use Actions	ANXC-749

Planning Division Comments

Proposal

A pre-application conference to discuss development of a new 387-unit multi-family residential development, for property approximately 15.6 acres in size, zoned RM-II (Multi-Family Residential) and MU-I (Mixed-Use I), and located at 4650-4680 Hazelgreen Road NE - 97305 (Marion County Assessors Map and Tax Lot numbers: 062W32C / 000400 and 000500).

Prior Land Use Actions for Property

- **ANXC-749:** Petitioner-initiated annexation of territory approximately 16.06 acres in size located at 4650 & 4680 Hazelgreen Road including a change in the Comprehensive Plan map designation to "Mixed Use" and concurrent change in zoning MU-I (Mixed Use-I) for 1.8 acres of the territory and the application of City of Salem RM-II (Multiple Family Residential II) zoning for the remaining 13.7 acres.

Required Land Use Applications

The land use applications checked in the table below have been preliminarily identified as being required for development of the subject property based upon the information provided by the applicant at the time of the pre-application conference. Additional land use applications may be required depending on the specific proposal at the time of future development.

Required Land Use Applications					
Zoning		Site Plan Review			
<input type="checkbox"/>	Conditional Use (SRC 240.005)	<input type="checkbox"/>	Class 1 Site Plan Review (SRC 220.005)		
<input type="checkbox"/>	Comprehensive Plan Change (SRC 64.020)	<input type="checkbox"/>	Class 2 Site Plan Review (SRC 220.005)		
<input type="checkbox"/>	Zone Change (SRC 265.000)	<input checked="" type="checkbox"/>	Class 3 Site Plan Review (SRC 220.005)		
<input type="checkbox"/>	Temporary use Permit – Class 1 (SRC 701.010)	Design Review			
<input type="checkbox"/>	Temporary Use Permit – Class 2 (SRC 701.010)	<input checked="" type="checkbox"/>	Class 1 Design Review (SRC 225.005)		
<input type="checkbox"/>	Non-Conforming Use Extension, Alteration, Expansion, or Substitution (SRC 270.000)	<input type="checkbox"/>	Class 2 Design Review (SRC 225.005)		
<input type="checkbox"/>	Manufactured Dwelling Park Permit (SRC 235.010)	<input type="checkbox"/>	Class 3 Design Review (SRC 225.005)		
Land Divisions		Historic Design Review (SRC 230.020)			
<input checked="" type="checkbox"/>	Property Line Adjustment (SRC 205.055)	<input type="checkbox"/>	Major Commercial	<input type="checkbox"/>	Minor Commercial
		<input type="checkbox"/>	Major Public	<input type="checkbox"/>	Minor Public
<input type="checkbox"/>	Replat (SRC 205.025)	<input type="checkbox"/>	Major Residential	<input type="checkbox"/>	Minor Residential
<input checked="" type="checkbox"/>	Partition (SRC 205.005)	Wireless Communication Facilities			
<input type="checkbox"/>	Subdivision (SRC 205.010)	<input type="checkbox"/>	Class 1 Permit (SRC 703.020)		
<input type="checkbox"/>	Phased Subdivision (SRC 205.015)	<input type="checkbox"/>	Class 2 Permit (SRC 703.020)		

<input type="checkbox"/>	Planned Unit Development Tentative Plan (SRC 210.025)	<input type="checkbox"/>	Class 3 Permit (SRC 703.020)
<input type="checkbox"/>	Manufactured Dwelling Park Subdivision (SRC 205.020)	<input type="checkbox"/>	Temporary (SRC 703.100)
<input type="checkbox"/>	Validation of Unit of Land (SRC 205.060)		
Relief		<input type="checkbox"/>	Adjustment (SRC 703.090)
<input checked="" type="checkbox"/>	Adjustment – Class 1 (SRC 250.005) <i>(Applicable when a proposed deviation from standards is within 20 percent of the standard)</i>	Other	
<input checked="" type="checkbox"/>	Adjustment – Class 2 (SRC 250.005) <i>(Applicable when a proposed deviation from standards exceeds 20 percent of the standard, or when the standard is not numerical in nature)</i>	<input type="checkbox"/>	Annexation – Voter Approval (SRC 260.035)
<input type="checkbox"/>	Variance (SRC 245.005)	<input type="checkbox"/>	Annexation – Voter Exempt (SRC 260.035)
Natural Resources		<input type="checkbox"/>	Sign Adjustment (SRC 900.035)
<input type="checkbox"/>	Tree Conservation Plan (SRC 808.035)	<input type="checkbox"/>	Sign Conditional Use (SRC 900.045)
<input type="checkbox"/>	Tree Conservation Plan Adjustment (SRC 808.040)	<input type="checkbox"/>	Sign Variance (SRC 900.040)
<input type="checkbox"/>	Tree Removal Permit (SRC 808.030)	<input type="checkbox"/>	SWMU Zone Development Phasing Plan (SRC 531.015)
<input type="checkbox"/>	Tree Variance (SRC 808.045)	<input checked="" type="checkbox"/>	Urban Growth Preliminary Declaration (SRC 200.020)
<input type="checkbox"/>	Willamette Greenway Permit – Class 1 (SRC 600.015)		
<input type="checkbox"/>	Willamette Greenway Permit – Class 2 (SRC 600.015)	<input checked="" type="checkbox"/>	Historic Clearance Review- High Probability Archaeological Zone (SRC 230.100)
		<input checked="" type="checkbox"/>	Class 2 Driveway Approach Permit (SRC 804.025)
Staff Comments			

- **Urban Growth Area Preliminary Declaration.** Required to determine the necessary public facilities to serve development outside of the Urban Service Area.
- **Site Plan Review.** Required for proposed development. Class 3 Site Plan Review required due to Driveway Approach Permit and need for Adjustments.
- **Adjustments.** Provides a process to allow deviations from the development standards of the UDC for developments that, while not meeting the standards of the UDC, will continue to meet the intended purpose of those standards. Adjustments provide for an alternative way to meet the purpose of the Code and provide for flexibility to allow reasonable development of property where special conditions or unusual circumstances exist.
- **Design Review.** Required to determine compliance with applicable multi-family design review standards of SRC Chapter 702.
- **Driveway Approach Permit.** Required for each individual driveway approach to a public street.
- **Archeological Review.** In addition to the land use applications identified above, the subject property appears to be within the Historic and Cultural Resources Protection Zone, archeological review for the project may be required.

In order to determine what archeological requirements, if any, may be applicable to development of the property it is strongly recommended you contact **Kimberli Fitzgerald**, the City's Historic Preservation Officer. Kimberli can be reached at 503-540-2397 or KFitzgerald@cityofsalem.net.

- **Lot lines.** Existing lot lines may need to be removed and/or a land division may be needed.

Online Application Submittal Packets

The City has electronic application submittal guides for the applications identified above. The webpages include a summary of the review procedure, submittal requirements, and approval criteria. The submittal guides can be found on the City's website at the following location:

- **Urban Growth Area Preliminary Declaration:**
<https://egov.cityofsalem.net/SRCUtility/src/200>
- **Site Plan Review:**
<https://www.cityofsalem.net/business/land-use-zoning/development-application-help/build-on-your-property>
- **Design Review:**
<https://www.cityofsalem.net/business/land-use-zoning/development-application-help/design-review>
- **Adjustments:**
<https://www.cityofsalem.net/business/land-use-zoning/development-application-help/seek-an-adjustment-to-land-use-standards>
- **Driveway Approach Permit:**
<https://www.cityofsalem.net/business/land-use-zoning/development-application-help/build-on-your-property>

Land Use Application Fees

The applicable land use application fees for these applications can be found on the City's website at the location below. Land use application fees and descriptions start on **page 20** of the document.

[Master Fee Schedule](#)

Consolidated Land Use Application Procedures

When multiple land use applications are required or proposed for a development, the City's land use procedures ordinance (SRC Chapter 300) provides alternatives methods for how such applications may be processed.

The applications may be processed individually in sequence, concurrently, or consolidated into a single application. Where multiple applications proposed to be consolidated include an application subject to review by the Historic Landmarks Commission, the application subject to Historic Landmarks Commission review may be processed individually in sequence or concurrently.

Multiple land use applications consolidated into a single application shall be accompanied by the information and supporting documentation required for each individual land use action. Review of the application shall be according to the highest numbered procedure type and the highest Review Authority required for any of the land use applications proposed to be consolidated.

Multiple applications processed concurrently require the filing of separate applications for each land use action. Each application shall be reviewed separately according to the applicable procedure type and Review Authority and processed simultaneously.

Zoning

The zoning of the subject property has been identified in the table below. For specific requirements of the applicable zone(s), click on the zone(s) in the table.

Base Zones			
<input type="checkbox"/>	EFU – Exclusive Farm Use (SRC 500.000)	<input type="checkbox"/>	MU-II – Mixed Use II (SRC 534.000)
<input type="checkbox"/>	RA – Residential Agriculture (SRC 510.000)	<input type="checkbox"/>	MU-III – Mixed Use III (SRC 535.000)
<input type="checkbox"/>	RS – Single Family Residential (SRC 511.000)	<input type="checkbox"/>	MU-R – Mixed Use Riverfront (RSC 536.000)
<input type="checkbox"/>	RD – Duplex Residential (SRC 512.000)	<input type="checkbox"/>	ESMU – Edgewater/Second Street Mixed-Use Corridor (SRC 537.000)
<input type="checkbox"/>	RM-1 – Multiple Family Residential (SRC 513.000)	<input type="checkbox"/>	PA – Public Amusement (SRC 540.000)
<input checked="" type="checkbox"/>	RM-2 – Multiple Family Residential (SRC 514.000)	<input type="checkbox"/>	PC – Public and Private Cemeteries (SRC 541.000)
<input type="checkbox"/>	RM-3 – Multiple Family Residential (SRC 515.000)	<input type="checkbox"/>	PE – Public and Private Education (SRC 542.000)
<input type="checkbox"/>	CO – Commercial Office (SRC 521.000)	<input type="checkbox"/>	PH – Public and Private Health Services (SRC 543.000)
<input type="checkbox"/>	CR – Retail Commercial (SRC 522.000)	<input type="checkbox"/>	PS – Public Service (SRC 544.000)
<input type="checkbox"/>	CG – General Commercial (SRC 523.000)	<input type="checkbox"/>	PM – Capitol Mall (SRC 545.000)
<input type="checkbox"/>	CB – Central Business District (SRC 524.000)	<input type="checkbox"/>	EC – Employment Center (SRC 550.000)
<input type="checkbox"/>	WSCB – West Salem Central Business District (SRC 525.000)	<input type="checkbox"/>	IC – Industrial Commercial (SRC 551.000)

<input type="checkbox"/>	FMU – Fairview Mixed-Use (SRC 530.000)	<input type="checkbox"/>	IBC – Industrial Business Campus (SRC 552.000)
<input type="checkbox"/>	SWMU – South Waterfront Mixed-Use (SRC 531.000)	<input type="checkbox"/>	IP – Industrial Park (SRC 553.000)
<input checked="" type="checkbox"/>	MU-I – Mixed Use I (SRC 533.000)	<input type="checkbox"/>	IG – General Industrial (SRC 554.000)
Overlay Zones			
<input type="checkbox"/>	Willamette Greenway (SRC 600.000)	<input type="checkbox"/>	Mixed-Use (SRC 619.000)
<input type="checkbox"/>	Floodplain (SRC 601.000)	<input type="checkbox"/>	Salem Hospital (SRC 620.000)
<input type="checkbox"/>	Airport (SRC 602.000)	<input type="checkbox"/>	Oxford-Hoyt (SRC 623.000)
<input type="checkbox"/>	Portland Fairgrounds Road (SRC 603.000)	<input type="checkbox"/>	Hoyt-McGilchrist (SRC 624.000)
<input type="checkbox"/>	Chemawa-I-5 Northeast Quadrant Gateway (SRC 618.000)	<input type="checkbox"/>	Saginaw Street (SRC 625.000)
<input type="checkbox"/>	Superior-Rural (SRC 621.000)	<input type="checkbox"/>	McNary Field (SRC 629.000)
<input type="checkbox"/>	Oxford-West Nob Hill (SRC 622.000)	<input type="checkbox"/>	
Staff Comments			
<p>MU-I Zone Comments:</p> <ul style="list-style-type: none"> Min 15 DU per acre, no maximum. Property is approximately 1.8 acres in size. Minimum 27 dwelling units required. Proposed = 30, okay. Setbacks have been updated for residential uses in MU-I zone. See ORD No. 22-22. <ul style="list-style-type: none"> 5-10 foot setback required adjacent to a street if horizontal separation is provided. Adjacent to residential zone, buildings have a minimum 10 foot setback, plus 1.5 feet for each 1 foot of building height above 15 feet. Vehicle use areas have a minimum five foot setback. Multi-family development is not subject to design review according to the multi-family design review standards in Chapter 702. Pedestrian Oriented Design standards found in Table 533-6 are applicable. Building frontage standard, 75 percent minimum along street with the highest classification, 40 percent along secondary street. <p>RM-II Zone:</p> <ul style="list-style-type: none"> Min 15 DU per acre, max 31 DU per acre. Property is approximately 13.7 acres in size. Minimum 206 dwelling units and maximum 425 dwelling units required. Minimum 10 foot setback required adjacent to Mixed-Use zone. Industrial designation to east, minimum 15 foot setback. 			

Development Standards

The proposed development will be primarily subject to the provisions of the chapters identified in the table below. For specific requirements, click on chapters in the table.

Development Standards			
<input type="checkbox"/>	Special Use Provisions (SRC 700.000)	<input checked="" type="checkbox"/>	Off-Street Parking, Loading and Driveways (SRC 806.000)
<input checked="" type="checkbox"/>	General Development Standards (SRC 800.000)	<input checked="" type="checkbox"/>	Landscaping and Screening (SRC 807.000)
<input checked="" type="checkbox"/>	Public Improvements (SRC 802.000)	<input checked="" type="checkbox"/>	Preservation of Trees and Vegetation (SRC 808.000)

<input checked="" type="checkbox"/>	Streets and Right-Of-Way Improvements (SRC 803.000)	<input checked="" type="checkbox"/>	Wetlands (SRC 809.000)
<input checked="" type="checkbox"/>	Driveway Approaches (SRC 804.000)	<input checked="" type="checkbox"/>	Landslide Hazards (SRC 810.000)
<input checked="" type="checkbox"/>	Vision Clearance (SRC 805.000)	<input type="checkbox"/>	
Staff Comments			
<ul style="list-style-type: none"> Existing conditions plan required to show existing trees on the property. Tree removal permit required to remove significant trees. One off-street parking space per dwelling unit. Or, no off-street parking required for: Applicable to the following multiple family activities: ■ Multiple family dwelling units smaller than 750 square feet. ■ Multiple family that is affordable. ■ Multiple family that is publicly supported. ■ Multiple family located within the CSDP area or one quarter-mile of the Core Network. Area 2 exceeds maximum off-street parking. Required electric vehicle charging spaces. For any newly constructed building with five or more dwelling units on the same lot, including buildings with a mix of residential and nonresidential uses, a minimum of 40 percent of the off-street parking spaces provided on the site for the building shall be designated as spaces to serve electrical vehicle charging. In order to comply with this subsection, such spaces shall include provisions for electrical service capacity, as defined in ORS 455.417. Bicycle parking is one space per 10 dwelling units. Trash service areas need to comply with requirements of Chapter 800. East-West Street connectivity is required through the development site per Chapter 803. Additional conversation between the applicant and staff is needed to determine connectivity requirements for the subject property considering potential development of the abutting property to the east. 			

Natural Resources

Trees: There are trees present on the subject property. The City's tree preservation ordinance (SRC Chapter 808) protects Heritage Trees, Significant Trees (*including Oregon White Oaks with diameter-at-breast-height of 20 inches or greater and any other tree greater than 30 inches in dbh*), trees and native vegetation in riparian corridors, and trees on lots and parcels greater than 20,000 square feet. The tree preservation ordinance defines "tree" as, "any living woody plant that grows to 15 feet or more in height, typically with one main stem called a trunk, which is 10 inches or more dbh, and possesses an upright arrangement of branches and leaves."

Based on the information provided for the pre-application conference it's unclear whether the removal of any trees will be proposed or required as part of the development. If the proposal will require the removal of any protected tree(s) or native vegetation, a Tree Removal Permit and/or Tree Variance will be required. A Tree Variance is required in those situations when a proposed tree removal cannot otherwise meet the approval criteria for a Tree Removal Permit.

Wetlands: According to the Salem-Keizer Local Wetland Inventory (LWI) there are no areas of mapped wetlands present on the subject property.

Landslide Hazard Susceptibility: According to the City's adopted landslide hazard susceptibility maps there are no areas of mapped landslide hazards identified in the project area. Multi-family residential development is assigned 2 activity points, for a total of 2 points, indicating a low landslide hazard risk. A geological assessment is not required in conjunction with the proposed development.

Neighborhood Association Contact and Open House

Applicants are required to contact the applicable neighborhood association for certain types of land use applications prior to application submittal. For a limited number of application types, an open house or presentation at a neighborhood association meeting is required. This allows the neighborhood association to be involved early in the process and helps to identify any potential issues that might arise.

The table below indicates if the proposed development must meet either the neighborhood association contact requirement or open house/neighborhood association meeting requirement prior to application submittal. For specific requirements, see [SRC 300](#) (as amended by Ordinance No. 6-19).

Pre-Submittal Requirement	
<input checked="" type="checkbox"/> Neighborhood Association Contact (SRC 300.310)	<input type="checkbox"/> Open House (SRC 300.320)
Staff Comments	
Neighborhood association contact is required for submittal of a Class 3 Site Plan Review. Neighborhood contact meeting the requirements of Chapter 300 will be required prior to submittal.	

Neighborhood Association Contact

When a land use application requires neighborhood association contact, the applicant must contact the City-recognized neighborhood association(s) whose boundaries include, and are adjacent to, the subject property via e-mail or letter.

The e-mail or letter must be sent to **both** the Neighborhood Association Chair(s) and Land Use Chair(s) of the applicable neighborhood association and contain the following information:

- 1) The name, telephone number, and e-mail address of the applicant;
- 2) The address of the subject property;
- 3) A summary of the proposal;
- 4) A conceptual site plan, if applicable, that includes the proposed development; and
- 5) The date on which the e-mail or letter is being sent.

Note: Land use applications requiring neighborhood association contact will not be accepted unless they are accompanied by a copy of the e-mail or letter that was sent to the neighborhood association and a list of the e-mail or postal addresses to which the e-mail or letter was sent.

Open House

When a land use application requires an open house, the applicant must arrange and attend one open house to share the development proposal with the neighborhood and surrounding property owners and residents prior to application submittal.

The open house must be within the boundaries of the City-recognized neighborhood association in which the subject property is located or within two miles of the subject property. The applicant must provide written notice of the open house to the applicable neighborhood association(s) and the Planning Administrator and must post notice of the open house on the subject property. **Note: Applicants can choose to present their proposals at a neighborhood association meeting in-lieu of arranging and attending an open house.**

Neighborhood Association Information

For your convenience, neighborhood association(s) contact information is included below. Please note that the identified neighborhood association chair(s), and their corresponding contact information, is

current as of the date of the pre-application conference, but this information is subject to change if the chair(s) or their contact information has changed subsequent to the date of the pre-application conference.

Up-to-date contact information for neighborhood representatives may also be obtained by contacting the City's Neighborhood Enhancement Division at 503-588-6207 or by visiting the City's website at the following location: <https://www.cityofsalem.net/my-neighborhood>

Applicable Neighborhood Association(s):	Meeting Date, Time, & Location	Neighborhood Association Chair(s)
Northgate Neighborhood Association	3 rd Thurs each month @ 6:00 PM Northgate Wesleyan Church 2405 Carleton Way NE <i>See calendar for specific dates and meeting locations</i>	Bayard Mentrum (<i>Chair</i>) beebalmbees@gmail.com Don Jensen (<i>Land Use Chair</i>) northgateneighborhoodsalem@gmail.com

Salem Revised Code Available Online

The entire [Salem Revised Code](#) can be accessed online through the link.



Public Works Department

555 Liberty Street SE / Room 325 • Salem OR 97301-3513 • Phone 503-588-6211 • Fax 503-588-6025

January 20, 2023

Zach Pelz
AKS Engineering & Forestry, LLC
3700 River Road N, Suite 1
Keizer, OR 97303

Delivered by email to:
pelzz@aks-eng.com

**SUBJECT: Public Works Recommendations
Pre-App No. 22-122 (22-124238)
4680 HAZELGREEN ROAD NE
Multi-family Development**

Dear Mr. Pelz:

Below are the Public Works Department's comments in regard to the pre-application submittal referenced above.

PROPOSAL

A pre-application conference to discuss development of a new 387-unit multi-family residential development, for property approximately 15.6 acres in size, zoned RM-II (Multi-Family Residential) and MU-I (Mixed-Use I), and located at 4650-4680 Hazelgreen Road NE - 97305 (Marion County Assessors Map and Tax Lot numbers: 062W32C / 000400 and 000500).

SUMMARY OF FINDINGS

1. Convey land for dedication to equal a half-width right-of-way of up to 60 feet on the development side of Hazelgreen Road NE.
2. Construct a half-street improvement along the frontage of Hazelgreen Road NE to parkway street standards as specified in the City Street Design Standards, consistent with the provisions of *Salem Revised Code* (SRC) Chapter 803.
3. At the time of development, the applicant shall be required to comply with the Street Standards for connectivity (SRC 803.035(a)).

**Transportation and Utility
Operations**

1410 20th Street SE / Building 2
Salem OR 97302-1209
Phone 503-588-6063
Fax 503-588-6480

Parks Operations

1460 20th Street SE / Building 14
Salem OR 97302-1209
Phone 503-588-6336
Fax 503-588-6305

**Willow Lake Water Pollution
Control Facility**

5915 Windsor Island Road N
Keizer OR 97303-6179
Phone 503-588-6380
Fax 503-588-6387

- a. Lunar Street NE is stubbed to the southern property boundary. This street should be extended to Hazelgreen Road NE. An acceptable alignment may be for the centerline to run along the shared property line of the subject property and the Hazelgreen Road Park property to the west.
 - b. Moon Avenue NE is stubbed to the neighborly property to the east. Moon Avenue NE should be constructed on the subject property to provide an eventual connection to Hazelgreen Road Park.
4. Pursuant to SRC 86.015(e), any person undertaking development adjacent to public streets shall provide street trees to the maximum extent feasible in accordance with the standards and specifications set forth in this chapter and applicable administrative rules.
5. Design and construct a storm drainage system at the time of development for areas of replaced and new impervious surface. If the development proposal meets the definition of a large project, as defined in SRC 70.005, the applicant shall provide a storm drainage system that provides treatment and flow control as required by *Public Works Design Standards* (PWDS).
6. Pursuant to SRC 200.010(c), an Urban Growth Area Development permit shall be required, because the subject property is located outside the Urban Service Area. An Urban Growth Area permit requires an applicant to provide linking and boundary facilities to their property under the standards and requirements of SRC Chapter 200. Anticipated Urban Growth Area requirements are as follows:
 - a. Construct a minimum 16-inch water main in Hazelgreen Road NE from approximately 200 feet east to the west line of the subject property as specified in the PWDS.
 - b. Construct a minimum 8-inch water main in the new internal street from Hazelgreen Road NE to Lunar Drive NE or County Side NE to provide a looped system.
 - c. Construct a minimum 8-inch sewer main in Hazelgreen Road NE from approximately 170 feet east to the west line of the subject property.
 - d. Construct a minimum 8-inch sewer main in the new internal street.
 - e. Construct a storm main in Hazelgreen Road NE and the new internal streets to serve the proposed development.

FACTS AND FINDINGS

Urban Growth Area Development Permit

The subject property is located outside of the Urban Service Area. A UGA permit may be required subject to the type of development. A UGA permit requires an applicant to provide linking and boundary facilities to their property under the standards and requirements of SRC Chapter 200.

Water

1. Existing Conditions

- a. The subject property is located within the G-0 water service level.
 - b. A 16-inch water main is located in Hazelgreen Road NE, approximately 200 feet east of the subject property. Mains of this size generally convey flows of 1,900 to 4,400 gallons per minute.
 - c. The nearest adequate linking facility appears to be an existing 16-inch water main in Hazelgreen Road NE, approximately 200 feet east of the subject property.
2. Extend a minimum 16-inch water main in Hazelgreen Road NE to the western property line.
 3. Extend a minimum 8-inch water main in the new internal street from Hazelgreen Road NE to Lunar Drive NE or County Side NE to provide a looped system.
 4. Water meters shall be placed along the right-of-way of streets adjacent to the subject property (PWDS Water 5.9(b)).
 5. At the time of development, the subject property shall be linked to adequate facilities by the construction of water distribution lines, reservoirs, and pumping stations that connect to such existing water service facilities (SRC 200.070). The applicant shall provide linking water mains consistent with the *Water System Master Plan* adequate to convey fire flows to serve the proposed development as specified in the *Water Distribution Design Standards*.

Sanitary Sewer

1. Existing Conditions

- a. An 8-inch sewer main is located in Hazelgreen Road NE.
 - b. The nearest adequate linking facility appears to be an existing 8-inch sewer main in Hazelgreen Road NE approximately 170 feet east of the subject property.
2. Every building shall have an independent connection with a public or private collection system (SRC 73.065).
 3. At the time of development, the subject property shall be linked to adequate facilities as identified in the *Salem Wastewater Management Master Plan* by the construction of sewer lines and pumping stations, which are necessary to connect to such existing sewer facilities (SRC 200.060). The applicant shall construct the improvements to PWDS standards and link to existing facilities that are defined as adequate under SRC 200.005(a).

Storm Drainage

1. Existing Conditions

- a. An 18-inch storm main is located in Hazelgreen Road NE, approximately 200 feet east of the subject property.
2. At the time of development, the applicant shall be required to design and construct a storm drainage system for areas of new and replaced impervious surfaces. If the development proposal meets the definition of a large project, as defined in SRC 70.005, the applicant shall provide a storm drainage system that provides treatment and flow control as required by PWDS, by one of three means:
 - a. Runoff from the new and replaced impervious surfaces flows into one or more locations that have been set aside for installation of Green Stormwater Infrastructure (GSI) and the locations have a total area of at least ten percent of the total new plus replaced impervious surface area; or
 - b. GSI is used to mitigate the impacts of stormwater runoff from at least 80 percent, but less than 100 percent, of the total new plus replaced impervious surfaces; or
 - c. Under a design exception from the City Engineer, GSI is used to mitigate the impacts of stormwater runoff from less than 80 percent of the total new plus replaced impervious surfaces and the factor(s) limiting implementation (SRC 71.095).
3. The proposed development shall be linked to existing adequate facilities by the construction of storm drain lines, open channels, and detention facilities, which are necessary to connect to such existing drainage facilities. The applicant shall link the on-site system to existing facilities that are defined as adequate under SRC 200.005(a).

Parks

The subject property is served by Hazelgreen Road Park, which is an undeveloped park site located adjacent to the subject property.

Environmental Pre-treatment

1. The applicant is advised to contact Matt Butcher, Environmental Compliance Specialist, at 503-588-6063 for more information regarding possible pre-treatment requirements.

Natural Resources

1. For projects greater than one acre, a National Pollutant Discharge Elimination System (NPDES) permit from the Oregon Department of Environmental Quality is required for all construction activities that disturb one acre or more. Proof of a valid permit must be submitted at the time of plans submission. City construction permits will not be issued without a valid NPDES permit. City permits will not be issued without a valid NPDES

erosion control plan approval letter or written certification by the applicant that a permit is not required for this project.

2. 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.
3. 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.
4. The Salem-Keizer Local Wetland Inventory shows that there are hydric soils mapped on the property. The applicant should contact the Oregon Department of State Lands (DSL) to verify if any permits are required for development or construction in the vicinity of the mapped wetland area(s). A wetland delineation may be required by DSL.

Traffic

Trip Generation Estimate—The City Traffic Engineer will determine through a Trip Generation Estimate the number of new vehicle trips this development will generate. Requirements for street improvements, traffic impact analysis, and right-of-way dedication are often based on the findings of the Trip Generation Estimate.

Traffic Impact Analysis—As a requirement of development, the applicant may be required to provide a Traffic Impact Analysis (TIA) to identify the impacts of this proposed development on the public transportation system in the area, and construct any necessary mitigation measures identified in that report (SRC 803.015). City Traffic Engineering staff will determine the need for a TIA based on the development proposed for the site, and review and approve the TIA for conformance with City Standards.

1. Based on the plans submitted, Pursuant to SRC 220.005(e)(2)(I) and 803.015(b)(1), a Traffic Impact Analysis (TIA) is required. The applicant's traffic engineer is advised to contact Tony Martin, Assistant City Traffic Engineer, at 503-588-6211 or tmartin@cityofsalem.net to discuss the scope needed and if there are any questions about the TIA requirements.
2. The property is subject to a Trip Cap established under CPC-ZC22-03 :
 - a. **Condition 1:** *The transportation impacts from the 15.62-acre site shall be limited to a maximum cumulative total of 2,992 average daily vehicle trips.*

Streets

1. Hazelgreen Road NE
 - a. Standard—This street is designated as a parkway street in the Salem TSP. The standard for this street classification is an 80-foot-wide improvement within a 120-foot-wide right-of-way.

- b. Existing Conditions—This street has an approximate 30-foot improvement within a 68-foot-wide right-of-way abutting the subject property.
- c. Right-of-Way—The applicant shall convey land for dedication to equal a half-width right-of-way of up to 60 feet on the development side of Hazelgreen Road NE (SRC 803.025) based on a rational nexus calculation.
- d. Improvements—The existing street condition along the frontage of Hazelgreen Road NE is underimproved, as defined in SRC 803.005. The applicant shall construct a half-street improvement to parkway street standards as specified in the City Street Design Standards, consistent with the provisions of SRC Chapter 803.

2. Lunar Drive 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 30-foot improvement within a 60-foot-wide right-of-way abutting the subject property.
3. Access control—Hazelgreen Road NE is designated as a parkway according to the Salem TSP. A driveway approach onto Hazelgreen Road NE will not be permitted pursuant SRC 804.040.
- a. Driveway approaches onto the new internal local street will be subject to the Class 2 Driveway Approach requirements described in SRC Chapter 804.
4. Vision clearance—Requirements shall be observed at all street and driveway intersections as provided for in SRC Chapter 805.
5. Connectivity—At the time of development, the applicant shall be required to comply with the Street Standards for connectivity (SRC 803.035(a)).
- a. Lunar Street NE is stubbed to the southern property boundary. This street should be extended to Hazelgreen Road NE.
 - b. Moon Avenue NE is stubbed to the neighborly property to the east. Moon Avenue NE should be constructed on the subject property to provide an eventual connection to Hazelgreen Road Park.
 - i. Based on a preliminary review of the approved site plans for the neighboring property to the east, it appears Moon Avenue NE can be extended through the adjacent property. Building placement was taken into consideration and an eventual connection to the west needs to be addressed in the revised site design.

- c. If street connectivity standards cannot be met, the applicant shall include written findings that address SRC 803.030(b) and SRC 803.065.
6. Linking Streets—The subject property is required to be linked to an adequate linking street. An adequate linking street is defined as the nearest point on a street that has a minimum 60-foot-wide right-of-way with a minimum 30-foot improvement for local streets or a minimum 34-foot improvement for major streets (SRC 200.055(b)). The nearest adequate facility is Hazelgreen Road NE, abutting the subject property. Linking street(s) configuration shall be based on findings in the Traffic Impact Analysis (TIA), if applicable.
7. Sidewalk—Pursuant to SRC 78.180(a), the applicant shall construct sidewalk and replace non-conforming portions of existing sidewalk along abutting streets in conformance with the provisions of SRC Chapter 78 and PWDS.
8. Street Trees—Pursuant to SRC 86.015(e), any person undertaking development adjacent to public streets shall provide street trees to the maximum extent feasible in accordance with the standards and specifications set forth in SRC Chapter 86 and applicable administrative rules.

General Comments

1. All development activity will require building and/or construction permits in accordance with the SRC, the PWDS, and *Standard Construction Specifications*. Permits will not be issued by the City of Salem Permit Application Center until all construction plans have been approved by the Public Works Department.
2. All utilities and roadway facilities shall be designed and constructed to meet the requirements of the City of Salem PWDS and *Standard Construction Specifications*.
3. The applicant shall be required to obtain a clearing and grading permit prior to conducting any clearing and grading operations on parcels within the city limits (SRC 82.030).

Sincerely,



Laurel Christian
Development Services Planner II