



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-AP23-13 / 23-102493-PA
Conference Date	February 16, 2023
Applicant	Tim Lawler 3050 SE Division Street Suite 270 Portland, OR 97202
Case Manager	Aaron Panko

Mandatory Pre-Application Conference: ☒ Yes ☐ No

Project Description & Property Information	
Project Description	Proposed development of a 150-unit multi-family affordable housing development, for property approximately 10.6 acres in size
Property Address	2561 Center Street NE
Assessor's Map and Tax Lot Number	073W24CC / 04000
Existing Use	Vacant
Neighborhood Association	Northeast Neighbors (NEN)
Adjacent Neighborhood Association	Northeast Salem Community Association (NESCA)
Comprehensive Plan Map Designation	Community Service Hospital
Zoning	MU-I (Mixed Use-I)
Overlay Zone	NA
Urban Service Area	A portion of the subject property is located within the City's Urban Service Area, and a portion is located outside the Urban Service Area.
Urban Renewal Area	NA
Past Land Use Actions	PAR08-12 and PAR20-09 (Expired)

Planning Division Comments

Proposal

A pre-application conference to discuss development of a 150-unit multi-family affordable housing development, for property approximately 10.6 acres in size, zoned MU-I (Mixed Use-I), CO (Commercial Office), and CR (Retail Commercial), and located at 2561 Center Street NE - 97301 (Marion County Assessors Map and Tax Lot numbers: 073W24CC / 03900, 04000, and 04100).

Prior Land Use Actions for Property

- PAR08-12: A partition request to divide approximately 10.91 acres into two parcels, with Parcel 1 consisting of approximately 1.2 acres and Parcel 2 consisting of approximately 9.85 acres.
- PAR20-09 (Expired): A partition request to divide approximately 9.85 acres into two parcels, with Parcel 1 consisting of approximately 5.37 acres and proposed Parcel 2 consisting of approximately 4.48 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 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 checked="" 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			

- **Site Plan Review.** Required for proposed development. Class 3 Site Plan Review required due to the need for Adjustments. Design Review is not required for multi-family residential development in the MU-I zone per SRC 53.020.
- **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.
- **Tentative Partition.** If you want to divide your property into three or fewer parcels of land, then you need to apply for a partition. There are no minimum lot area, lot width, or lot depth standards in the MU-I zone. All lots or parcels shall have a minimum 16 feet of building frontage.
- **Property Line Adjustment.** If you want to change or remove the property line between two neighboring pieces of land, you will need to apply for a property line adjustment. Property line adjustments cannot be used to create an additional unit of land or to create units of land that do not meet zoning requirements.
- **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.

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:

- **Site Plan Review:**
<https://www.cityofsalem.net/business/land-use-zoning/development-application-help/build-on-your-property>
- **Adjustments:**
<https://www.cityofsalem.net/business/land-use-zoning/development-application-help/seek-an-adjustment-to-land-use-standards>
- **Tentative Partition:**
<https://www.cityofsalem.net/business/land-use-zoning/development-application-help/partition-your-land-into-three-or-less-lots>
- **Property Line Adjustments:**
<https://www.cityofsalem.net/business/land-use-zoning/development-application-help/move-your-property-lines-property-line-adjustment>

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 (SRC 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 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 checked="" type="checkbox"/>	CO – Commercial Office (SRC 521.000)	<input type="checkbox"/>	PH – Public and Private Health Services (SRC 543.000)
<input checked="" 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"> • Development within the MU-I zone that is exclusively residential shall have a minimum density of 15 dwelling units per acre. • Adjacent to Center Street NE and 23rd Street NE buildings are required to have a 0-foot setback. Up to 10 feet maximum is allowed if a plaza or outdoor space open to the public is provided. An adjustment would be needed for any building setback adjacent to a street that is greater than 10 feet. • Per Table 533-5, a minimum of 75 percent of the building frontage along Center Street NE shall be occupied by building(s) placed at the front setback line. A minimum of 40 percent of the building frontage along 23rd Street NE shall be occupied by building(s) placed at the front setback line. • Ground floor height is required to be a minimum of 14 feet, Adjustment may be needed. • Vertical or horizontal separation is required for ground floor residential uses provided facing Center Street NE or 23rd Street NE. • Building façade articulation required. Change in materials, color change, or horizontal transition piece required to separate ground floor from upper floors. • Ground floor (65% minimum) and upper floor (30% minimum) window requirements. • For residential uses on the ground floor, a primary building entrance for each building façade facing a primary street shall be located on the primary street (both Center Street NE and 23rd Street NE meet the definition of primary street in SRC Chapter 533). Building entrances shall include weather protection. • Weather protection in the form of awnings or canopies is required along a minimum of 75 percent of the building ground floors adjacent to a street • A complete list of use and development standards of the MU-I zone can be found in Salem Revised Code Chapter 533. 			

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 is required to show all existing trees on the property. Tree removal permit and/or variance required to remove protected trees. SRC Chapter 803 requires street connectivity throughout the development site at intervals of no more than 600 square feet, however staff is supportive of an alternative street standard request to remove the connectivity requirement for this site. However, a multi-modal pathway, 10' wide with a 15' wide public access easement and providing a north-south connection between Center Street NE, Gear Street NE, and D Street NE, as well as connectivity to the east via 23rd Street should be provided as an alternative to the full street connectivity requirement. <i>Following the conference, staff confirmed that the existing drive aisle and sidewalk at the north end of the site adjacent to D Street would not need to be widened further to comply with the multi-modal pathway standards as there does not appear to be enough space physically available.</i> 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. Off-street parking development standards of SRC Chapter 806 apply to creation of new drive aisles and parking area. The minimum bicycle parking requirement is one space per dwelling unit. Trash service areas need to comply with requirements of Chapter 800. 			

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 except Tree of heaven (Ailanthus altissima), Empress tree (Paulownia tomentosa), Black cottonwood (Populus trichocarpa), and Black locust (Robinia psuedoacacia)*), 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 protected significant trees will be proposed or required as part of the development. If the proposal will require the removal of any protected tree(s), 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 areas of mapped landslide hazards identified in the project area equal to 2-3 points. Multi-family residential development is assigned 2 activity points, for a total of 5 points, indicating a moderate landslide hazard risk. A geological assessment is 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)
Northeast Neighbors (NEN)	2 nd Tues. each month @ 6:30 PM <i>See calendar for specific dates and meeting locations</i>	Lynn Takata (<i>Chair</i>) lynntakata@aol.com Laura Buhl (<i>Land Use Chair</i>) buhl@yahoo.com
Northeast Salem Community Association (NESCA)	3 rd Tues. each month @ 7:00 PM <i>See calendar for specific dates and meeting locations</i>	Mike Beringer (<i>Chair</i>) salempilot@aol.com Ian Johnson (<i>Land Use Chair</i>) NESCASalem@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

March 1, 2023

Tim Lawler
Green Light Development
3050 SE Division Street, Suite 270
Portland OR 97202

Delivered by email to:
tim@gl-dev.com

**SUBJECT: Public Works Recommendations
Pre-App No. 23-13 (23-102493-PA), 2561 Center Street NE
150-Unit Multi-Family Affordable Housing Development**

Dear Mr. Lawler:

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

PROPOSAL

A pre-application conference to discuss development of a 150-unit multi-family affordable housing development, for property approximately 10.6 acres in size, zoned MU-I (Mixed Use-I), CO (Commercial Office), and CR (Retail Commercial), and located at 2561 Center Street NE - 97301 (Marion County Assessors Map and Tax Lot numbers: 073W24CC / 03900, 04000, and 04100).

SUMMARY OF FINDINGS

1. Convey land for dedication to equal a half-width right-of-way of up to 48 feet on the development side of Center Street NE.
2. Construct a half-street improvement along the frontage of 23rd Street NE to Collector street standards as specified in the *City Street Design Standards*, consistent with the provisions of SRC Chapter 803. Likely required improvements include Sidewalk and Street Tree installation.
3. 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.
4. Replace non-conforming portions of existing sidewalks along abutting streets pursuant to SRC 78.180.
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).

**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

6. City records show the proposed development may be a moderate landslide hazard risk. The applicant has two options for submitting information as part of the site plan review application:
 - a. Submit a geological assessment from a certified engineering geologist; or
 - b. Submit findings from a qualified professional engineer, architect, or surveyor that ground slopes and geological map information demonstrate a low landslide hazard risk per SRC Chapter 810.
7. The existing 6-inch water main, located in Gear Street NE, shall be extended through the property, and connected to the existing 24-inch water main in Center Street NE.

FACTS AND FINDINGS

Urban Growth Area Development Permit

The subject property is located outside of the Urban Service Area. Because the proposed development does not precede construction of required facilities, an Urban Growth Area Development permit is not required.

Water

1. Existing Conditions
 - a. The subject property is located within the G-0 water service level.
 - b. A 24-inch water main is located in 23rd Street NE and Center Street NE. Mains of this size generally convey flows of 8,500 to 19,700 gallons per minute.
 - c. A 6-inch water main is located in Gear Street NE. Mains of this size generally convey flows of 300 to 600 gallons per minute.
2. Water meters shall be placed along the right-of-way of streets adjacent to the subject property (PWDS Water 5.9(b)).
3. The existing 6-inch water main, located in Gear Street NE, shall be extended through the property, and connected to the existing 24-inch water main in Center Street NE.

Sanitary Sewer

1. Existing Conditions
 - a. An 8-inch sewer main is located in 23rd Street NE and Gear Street NE.
2. Every building shall have an independent connection with a public or private collection system (SRC 73.065).
3. There is additional capacity in the City system for a sewer connection to the main in D Street NE. The Applicant is encouraged to contact Engineering Planning to discuss a connection to main in D Street NE. Please contact Keith Garlinghouse at 503-588-6211 x7442 for more information.

Storm Drainage

1. Existing Conditions
 - a. A 12-inch storm main is located in Center Street NE.
 - b. An 18-inch storm main is located on the subject property, within an easement.
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).

Parks

The subject property is served by D Street Park, which is an undeveloped park site located northeast of 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. City records show there are category 3 landslide hazard areas mapped on the site. A commercial building permit is assigned 2 activity points, for a total of 5 activity points indicating a moderate landslide risk per SRC Chapter 810. The applicant has two options for submitting information as part of the site plan review application:

- a. Submit a geological assessment from a certified engineering geologist; or
 - b. Submit findings from a qualified professional engineer, architect, or surveyor that ground slopes and geological map information demonstrate a low landslide hazard risk per SRC Chapter 810. If the assessment indicates landslide hazards on the site, the Building Official shall specify the requirements of a high landslide risk assessment.
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. According to the Salem-Keizer Local Wetland Inventory (LWI), the subject property does not contain any wetland areas.

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.

Streets

1. 23rd STREET NE
 - a. Standard—This street is designated as a Collector street in the Salem TSP. The standard for this street classification is a 34-foot-wide improvement within a 60-foot-wide right-of-way.
 - b. Existing Conditions—This street has an approximate 36-foot improvement within a 64-foot-wide right-of-way abutting the subject property.
 - c. Right-of-Way—The existing conditions meet the standard for this classification of a Collector street; therefore, no additional right-of-way is required.
 - d. Improvements—The existing street condition along the frontage of 23rd Street NE is underimproved, as defined in SRC 803.005. The applicant shall construct a half-street improvement to Collector A Street standard as specified in the *City Street Design Standards*, consistent with the provisions of SRC Chapter 803.

- (1) Required improvements may include installation of sidewalk and street trees along the subject property frontage.

2. CENTER STREET NE

- a. Standard—This street is designated as a Major Arterial 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 is improved to a Minor Arterial standards. This street has an approximate 44-foot improvement within a 78-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 48 feet on the development side of Center Street NE (SRC 803.025) based on a rational nexus calculation.
- d. Improvements—The existing street condition along the frontage of Center Street NE is improved to Minor Arterial Standards. This Minor Arterial street improvement is currently authorized as an Alternate Street Standard.

3. GREAR 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 is improved to a Local street standards. This street has an approximate 34-foot improvement within a 60-foot-wide right-of-way abutting the subject property.
- c. Improvements—No required improvements to Grear Street NE are anticipated at this time.

4. MEDICAL CENTER DRIVE NE (Private Street)

- a. Existing Conditions—This private street is located along the western boundary of the subject property and has an improvement width of approximately 30 feet.
 - b. To provide vehicular circulation and emergency vehicle access, the Applicant shall grant public accessway easement over Medical Center Drive NE. Access should be granted from Center Street NE to D Street, and to Greer Street NE.
5. Access control—The proposed driveway approach to 23rd Street NE will be subject to the Class 2 Driveway Approach requirements described in SRC Chapter 804.
6. Vision clearance—Requirements shall be observed at all street and driveway intersections as provided for in SRC Chapter 805.
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,

Curt Pellatz
Senior Program Manager

cc: Beau Braman, PE, HHPR (BeauB@hhpr.com)
File