

Conditional Use Permit and Class 3 Site Plan Review

Submittal Date: February 2024

Submitted To: City of Salem Planning

Project Location: 3295 Ladd Avenue NE
Salem, OR

Applicant(s): St. Timothy's Episcopal Church

Applicant's Representative: Britany Randall of BRAND Land Use
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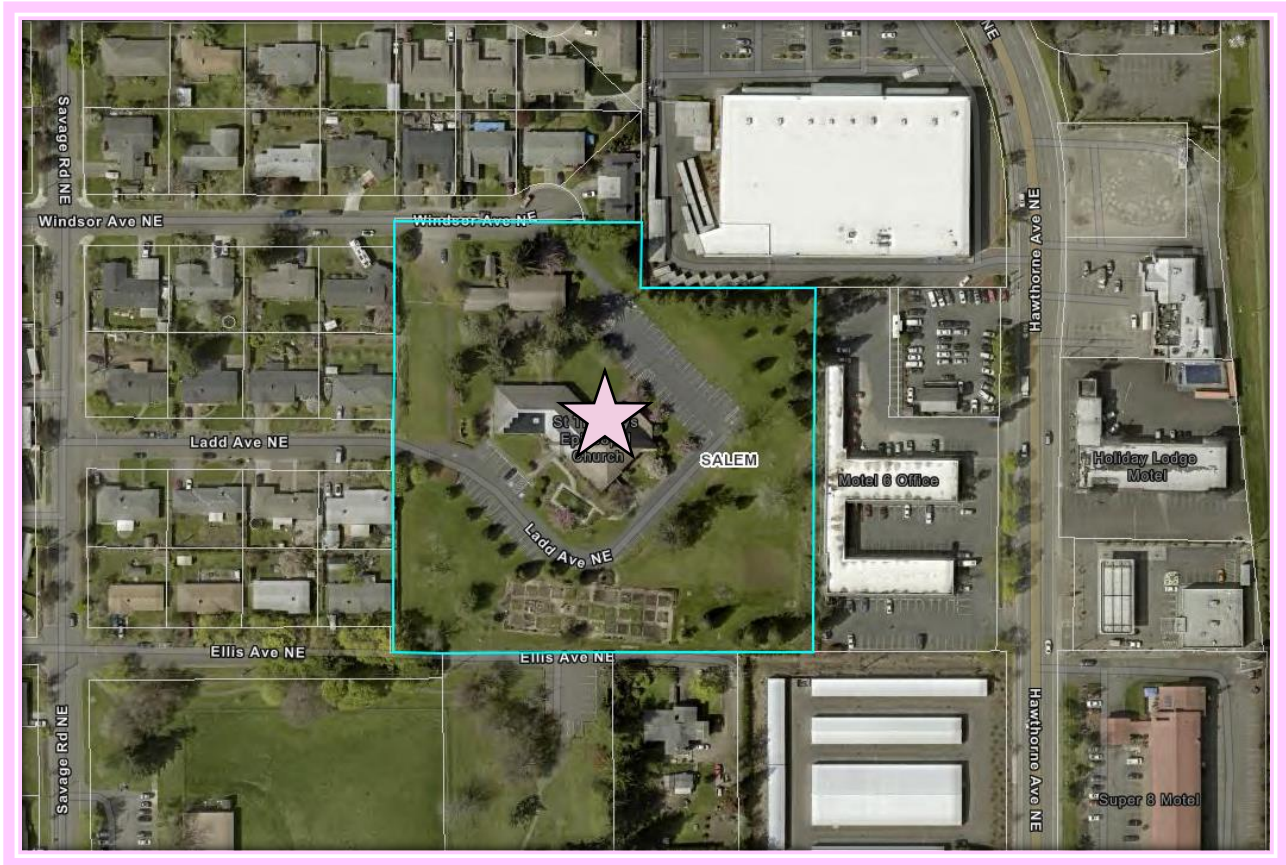
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Aerial View of Subject Property and Existing Development



Section 1: Property Background and Request

The applicant, St. Timothy's Episcopal Church, is presenting a conditional use permit and a class 3 site plan review to construct a small addition to an existing religious assembly falling within North East Salem Community Association (NESCA).

The applicant is proposing an expansion to the existing parish hall, which will include a kitchen, restrooms, furniture storage, and mechanical room. The addition is 2,581 square feet in size and will not increase the number of seats for the assembly which remains to be 375. The church has been in existence at this location since at least 1961, according to assessor records. The property and its use are connected to city services, such as water and sewer.

Pursuant to SRC 700.055, Table 700-5, a conditional use permit is required for deviation from any special use standards. The religious assembly use is located within the RS zone and is subject to a site maximum of 2 acres in size. The existing site is approximately 5.29 acres and

has been in current use and configuration since at least 1961. The applicant is utilizing the conditional use permit to deviate from the lot size standards.

The applicant will be removing three (3) “trees” which do not meet the city’s definition of trees as they are less than 10” dbh. The areas of the site which are undeveloped are landscaped in accordance with the special use standards listed in Chapter 700 for a religious assembly. However, pursuant to SRC 807.015, Table 807-1 the proposal requires a minimum of one plant unit (PU) per 20 square feet of landscaping to meet Type A standards. The existing plant units do not meet the required 8,178 PU but the site has approximately 3,847 PU. The applicant is utilizing the conditional use permit to deviate from the minimum plant unit requirement.

The church utilizes two access points, the ingress from Ladd Ave NE which flows through a one-way circulation to the egress on Windsor Ave NE. The applicant is utilizing this conditional use permit to continue the use of the two access points. The access points allow for church traffic to minimally impact the neighboring single family dwellings and creates better control of the traffic flow through the development site.

The site is identified as 3295 Ladd Avenue NE in Salem, OR 97301 or Marion County Map and Tax Lot Number 073W24DA00900. The site is zoned Single Family Residential (RS) which allows for a religious facility subject to SRC 700.055.

Section 2: Existing Conditions

The subject site is approximately 5.29 acres in size and is described as Marion County Assessor Map and Tax Lots 073W24DA00900. A Marion County Tax Map is included within the exhibits list identifying the subject property.

The site is located within the corporate City limits of the City of Salem. The Salem Area Comprehensive Plan (SACP) map has designated for the property as “Single-family Residential.” The property is within the City’s Urban Service Area (USA) making an Urban Growth Preliminary Declaration unnecessary.

The Comprehensive Plan designations of surrounding properties include:

North: Across Windsor Avenue NE, SF "Single Family Residential" and MU “Mixed Use”

South: CSE "Community Service Education", POS "Parks - Open Space- Outdoor Recreation", and SF “Single Family Residential”

East: MU "Mixed Use"

West: SF "Single Family Residential"

The subject property is zoned RS (Single Family Residential)

Surrounding properties are zoned as follows:

North: Across Windsor Avenue NE, RS (Single Family Residential) and MU-III (Mixed Use III)

South: PE (Public/Private Education), PA (Public Amusement), and RS (Single Family Residential)

East: MU-III (Mixed Use-III)

West: RS (Single Family Residential)

Section 3: Applicable Zoning Codes

Salem Revised Code Chapter 220 – Site Plan Review

Section 220.001 – Purpose

Section 220.005 – Site plan review

Salem Revised Code Chapter 240 – Conditional Use

Section 240.001 – Purpose

Section 240.005 – Conditional use permit

Salem Revised Code Chapter 300 – Procedures for Land Use Applications and Legislative Land Use Proposals

Section 300.001 – Purpose

Section 300.010 – Scope and Applicability

Section 300.020 – General Rule

Section 300.100 – Procedure Types

Section 300.110 – Review Authorities

Section 300.120 – Procedures for Review of Multiple Applications

Section 300.200 – Initiation of Applications

Section 300.210 – Application Submittal

Section 300.220 – Completeness Review

Section 300.230 – Withdrawal of Application

Section 300.300 – Pre-application Conference

Section 300.310 – Neighborhood Association Contact

Section 300.600 – General Description

Section 300.610 – Type III applications

Section 300.620 – Type III Procedure

Section 300.800 – Public Notice Compliance; Waiver of Notice

Section 300.810 – State Mandated Decision Date

Section 300.820 – Conditions of Approval

Section 300.830 – Amended Decisions

Section 300.840 – Issuance; Effective Date

Section 300.850 – Expiration and Extensions

Section 300.860 – Revocation of Approval

Section 300.870 – Resubmission following denial

Section 300.900 – Public hearings, generally

Section 300.910 – Responsibilities of the Planning Administrator

Section 300.920 – Rules of procedure

Section 300.930 – Conflicts of interest; ex parte contact; challenges to impartiality; and abstention or disqualification

Section 300.940 – Burden of proof

Section 300.950 – Evidence; witnesses; site visits; official notice

Section 300.960 – Order of proceedings

Section 300.970 – Continued hearing; extension of the record

Section 300.980 – Record of proceedings

Salem Revised Code Chapter 511 – RS-Single-Family Residential

Section 511.001 – Purpose

Section 511.005 – Uses

Salem Revised Code Chapter 602 – Airport Overlay Zone

Section 602.001 – Purpose

Section 602.010 – Airport Overlay Zone Boundary

Section 602.015 – Uses

Section 602.020 – Development Standards

Salem Revised Code Chapter 700 - Special Use Provisions

Section 700.055 – Religious assembly

Salem Revised Code Chapter 800 – General Development Standards

Section 800.001 – Purpose

Section 800.005 – Applicability

Section 800.035 – Setbacks

Section 800.060 – Exterior lighting

Section 800.065 – Pedestrian Access

Salem Revised Code Chapter 806 – Off-Street Parking, Loading and Driveways

Section 806.001 – Purpose

Section 806.045 – Bicycle parking; when required

Section 806.050 – Proximity of bicycle parking to use or activity served

Section 806.055 – Amount of bicycle parking

Section 806.060 - Bicycle parking development standards

Section 806.065 – Off-street loading areas; when required

Section 806.070 – Proximity of off-street loading areas to use or activity served

Section 806.075 – Amount of off-street loading

Salem Revised Code Chapter 807 – Landscaping and Screening

Section 807.001 – Purpose

Section 807.010 – Applicability

Section 807.015 – Landscaping and screening

Section 807.025 – Plant material standards

Section 807.030 – Tree protection measures during construction

Section 807.045 – Maintenance

Salem Revised Code Chapter 808 – Preservation of Trees and Vegetation

Section 808.001 – Purpose

Section 808.025 – Trees on Lots or Parcels 20,000 Square Feet or Greater

Section 808.046 – Protection Measures During Construction

Section 4: Findings Applicable to Administrative Procedures

Chapter 300 – Procedures for Land Use Applications and Legislative Land Use Proposals

Section 300.001 – Purpose

The purpose of this chapter is to establish uniform procedures for the review and processing of land use applications, and to establish procedures for legislative land use proposals. This chapter is intended to make the land use application review process clear and understandable for applicants; to facilitate timely review of land use applications by the City; and to enable the public to effectively participate in the local land use decision making process.

Applicant's Findings: *The applicant understands the purpose of Chapter 300 and has provided findings in response to each applicable criterion to satisfy the burden of proof for approvability of the requested application.*

Section 300.010 – Scope and Applicability

This chapter applies to all land use actions and all legislative land use proceedings under the UDC.

Applicant's Findings: *The applicant understands the provisions of SRC Chapter 300 are applicable to the applications being proposed.*

Section 300.020 – General Rule

No person shall engage in or cause development, as defined under SRC chapter 111, to occur without first obtaining the necessary land use approvals required by, and according to the procedures in, this chapter.

Applicant's Findings: *The applicant understands they may not proceed with any development prior to obtaining land use approval.*

Section 300.100 – Procedure Types

- (a) Unless otherwise provided in the UDC, land use actions required under the UDC are classified as one of four procedure types set forth in Table 300-1. The procedure type governs the decision-making process for the specific land use application.
- (b) The specific procedure type assigned to a land use application is specified in Table 300-2.

- (c) When the procedure type for a land use application is not identified in Table 300-2, specified elsewhere in the UDC, or otherwise required by law, the Planning Administrator shall determine the applicable procedure based on the guidelines in this subsection. Questions as to the appropriate procedure shall be resolved in favor of the procedure type providing the greatest notice and opportunity to participate by the public.

Applicant's Findings: *The applicant is submitting a consolidated review for site plan review and conditional use permit. Because the application is consolidated, the entire land use application will be reviewed utilizing Type III procedures.*

- (1) Type I procedures shall be used when the land use action will be based on standards and criteria that do not require interpretation or the exercise of policy or legal judgment.

Applicant's Findings: *The review type for the applications submitted are identified in Table 300-2 as Type III, this criterion is not applicable.*

- (2) Type II procedures shall be used when the land use action will be based on standards or criteria that require only limited discretion or legal judgment.

Applicant's Findings: *The review type for the applications submitted are identified in Table 300-2 as Type III, this criterion is not applicable.*

- (3) Type III procedures shall be used when the land use action will be based on standards and criteria that require the exercise of discretion or legal judgment.

Applicant's Findings: *The applicant understands the review is Type III as the review requires discretion or legal judgement. This criterion will be met.*

- (4) Type IV procedures shall be used when the land use action will be based on standards and criteria that require the exercise of discretion or legal judgment, and where the land use application must first be referred to an advisory body for review and recommendation to the Council, which then makes the decision.

Applicant's Findings: *The review type for the application submitted is identified in Table 300-2. Therefore, this criterion is not applicable.*

- (d) Notwithstanding any other provision in this section, and upon payment of the applicable fee, an applicant may choose to process a land use application that would be a Type I procedure as a Type II or Type III procedure, or to process a land use application that would be a Type II procedure as a Type III procedure.

Applicant's Findings: *The applicant will not ask for a higher review type as the application being submitted will be processed using Type III procedures.*

Section 300.110 – Review Authorities

- (a) *Review authorities, generally.* Review authorities are those designated individuals or bodies that make recommendations or decisions regarding land use actions. The applicable Review Authorities for specific land use actions are identified under Table 300-2. The Review Authority shall review an application following the applicable procedure type for the application and according to the applicable approval standards and criteria.

Applicant's Findings: *The applicant understands the review authority in this case to be city staff as the consolidated application will be reviewed using the Type III process.*

- (b) *Review Authority hierarchy.* Review authorities are organized under the following hierarchy, from lowest to highest:
- (1) Staff, including, but not limited to, the Planning Administrator, Community Development Director, Public Works Director, and Building Official;
 - (2) Historic Landmarks Commission;
 - (3) Hearings Officer;
 - (4) Planning Commission;
 - (5) Council.

Applicant's Findings: *The applicant understands the hierarchy of review authorities.*

- (c) *Historic Landmarks Commission jurisdiction over certain applications.* Notwithstanding any other provision of this section, the Historic Landmarks Commission shall have exclusive jurisdiction over those land use applications under SRC chapter 230 requiring Historic Landmarks Commission review.

Applicant's Findings: *The subject property is not historic, and the Historic Landmarks Commission (HLC) does not have review authority in this case.*

Section 300.120 – Procedures for Review of Multiple Applications

When multiple land use actions are required or proposed by an applicant, the applications may be processed individually in sequence, concurrently, or through the consolidated procedure provided in this section. The applicant shall elect how the land use applications are to be processed, except where a specific review process or sequence is otherwise required or where the land use applications are subject to the same procedure type and decided upon by the same Review Authority. When multiple land use applications are subject to the same procedure type and decided upon by the same Review Authority, the land use applications shall be consolidated.

Applicant's Findings: *This application is for a consolidated review of a site plan review and conditional use permit. This application requires a Type III review process.*

- (a) *Applications processed individually in sequence.* Multiple applications processed individually require the filing of separate applications for each land use action. Each application shall be reviewed separately according to the applicable procedure type and processed sequentially, as follows:
- (1) Applications with the highest numbered procedure type must be processed first;
 - (2) Notwithstanding any other provision in this subsection, where a particular sequence for the review of land use applications is established by another section of the UDC, the applications shall be processed in that sequence; and
 - (3) Notwithstanding any other provision in this subsection, where one land use application is dependent upon the approval of another land use application (e.g., conditional use permit is subject to prior approval of a zone change), the land use application upon which the other is dependent shall be processed first.

Applicant's Findings: *The applications are being processed under a consolidated review, not individually. Therefore, this criterion is not applicable.*

- (b) *Applications processed concurrently.* 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 processed simultaneously.

Applicant's Findings: *The applications are being processed under a consolidated review. Therefore, this criterion is not applicable.*

- (c) *Consolidated applications.* When multiple applications are consolidated, a single application is filed for all land use actions. The 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 required for any of the land use applications. The Review Authority shall be the highest applicable Review Authority under the highest numbered procedure type required for any of the land use applications. Notwithstanding the provisions of this subsection, where multiple applications that are proposed to be consolidated include an application subject to review by the Historic Landmarks Commission, the application that is subject to Historic Landmarks Commission review shall be processed individually or concurrently.

Applicant's Findings: *This application includes a site plan review and conditional use permit. All required information and supporting documentation has been included with this consolidated*

application. The applicant understands this application will be reviewed utilizing the strictest review procedures, which is in this case is a Type III review.

Section 300.200 – Initiation of Applications

- (a) Type I, Type II, Type III, and Type IV land use applications may be submitted by one or more of the following persons:
 - (1) The owner of the subject property;
 - (2) The contract purchaser of the subject property, when the application is accompanied by proof of the purchaser's status as such and by the seller's written consent;
 - (3) A lessee in possession of the property, when the application is accompanied by the owners' written consent; or
 - (4) The agent of any of the foregoing, when the application is duly authorized in writing by a person authorized to submit an application by subsection (a)(1), (2) or (3) of this section, and accompanied by proof of the agent's authority.

Applicant's Findings: *The applicant is the owner of the subject property. This criterion is met.*

- (b) Type III applications may be initiated by the City where identified in the UDC for specific application type.

Applicant's Findings: *This application is a Type III application, but it was not initiated by the city. This criterion is met.*

- (c) Type IV applications may be initiated by the City.

Applicant's Findings: *The application is Type III; this criterion is not applicable.*

Section 300.210 – Application Submittal

- (a) Land use applications shall be submitted on forms prescribed by the Planning Administrator. A land use application shall not be accepted in partial submittals. All of the following must be submitted to initiate completeness review under SRC 300.220. All information supplied on the application form and accompanying the application shall be complete and correct as to the applicable facts.
 - (1) A completed application form. The application form shall contain, at a minimum, the following information:
 - (A) The names and addresses of the applicant(s), the owner(s) of the subject property, and any authorized representative(s) thereof;
 - (B) The address or location of the subject property and its assessor's map and tax lot number;
 - (C) The size of the subject property;

- (D) The comprehensive plan designation and zoning of the subject property;
- (E) The type of application(s);
- (F) A brief description of the proposal; and
- (G) Signatures of the applicant(s), owner(s) of the subject property, and/or the duly authorized representative(s) thereof authorizing the filing of the application(s).

Applicant's Findings: *The required forms and information have been included with this application submittal for review by city staff.*

- (2) Recorded deed/land sales contract with legal description;

Applicant's Findings: *The recorded deed has been supplied along with this application submittal.*

- (3) Any information that would give rise to an actual or potential conflict of interest under state or local ethics laws for any member of a Review Authority that will or could make a decision on the application;

Applicant's Findings: *The applicant sees no reason city staff would have a conflict of interest under any state or local ethics laws. This section is not applicable.*

- (4) Pre-application conference written summary, if a pre-application conference was required under SRC 300.310(a) and Table 300-2; or copy of the approved pre-application conference waiver, if such approval was granted pursuant to SRC 300.310(b);

Applicant's Findings: *In accordance with Table 300-2, a pre-application conference is required. The applicant held the mandatory pre-application conference on May 16th, 2022. A copy of the pre-application conference notes are included with this land use submittal. This criterion is met.*

- (5) A statement as to whether any City-recognized neighborhood associations whose boundaries include, or are adjacent to, the subject property were contacted in advance of filing the application and, if so, a summary of the contact. The summary shall include the date when contact was made, the form of the contact and who it was with (e.g., phone conversation with neighborhood association chairperson, meeting with land use committee, presentation at neighborhood association meeting), and the result;

Applicant's Findings: *In accordance with Table 300-2, contact with the Neighborhood Association ahead of application submittal is required for a Class 3 Site Plan Review and conditional use permit. The letter sent to the neighborhood association and supplemental exhibits are included with this submittal package. This criterion is met.*

- (6) For applications requiring neighborhood association contact under SRC 300.310, a copy of the required e-mail or letter to the neighborhood association, and a list of the e-mail or postal addresses to which the e-mail or letter was sent;

Applicant's Findings: As stated previously, neighborhood association contact is required for this application. The applicant provided notice and has attached the emails and exhibits sent to the chair and co-chair of the association with this land use submittal. This criterion is met.

- (7) For applications requiring an open house under SRC 300.320:

- (A) A copy of the sign-in sheet for the open house and a summary of the comments provided; or
- (B) When a neighborhood association meeting has been substituted for a required open house, a summary of the comments provided at the neighborhood association meeting;

Applicant's Findings: Pursuant to SRC 300.320, an open house is not required for this submittal. This criterion is not applicable.

- (8) A statement as to whether the Salem-Keizer Transit District was contacted in advance of filing the application; and if so, a summary of the contact. The summary shall include the date when contact was made, the form of the contact, who it was with, and the result;

Applicant's Findings: Communication with Salem-Keizer Transit District is not required for this application. Therefore, this criterion is not applicable.

- (9) A written statement addressing each applicable approval criterion and standard;

Applicant's Findings: This narrative includes findings and responses to each applicable approval criterion and standard.

- (10) For Type II, Type III, and applicant initiated Type IV applications involving property subject to an active and duly incorporated Homeowner's Association (HOA) registered with the Oregon Secretary of State which includes an identified registered agent, the HOA name and mailing address for the registered agent.

Applicant's Findings: The subject property is not incorporated into an HOA that is registered with the Oregon Secretary of State. This criterion is not applicable.

- (11) For applications for affordable multiple family housing where a 100-day state mandated decision date is sought, a draft copy of the covenant required under ORS 197.311 restricting the owner, and each successive owner, of the development or a residential unit within the development from selling or renting

any of the identified affordable residential units as housing that is not affordable housing for a period of 60 years from the date of the certificate of occupancy.

Applicant's Findings: *This application is not for affordable multiple family housing. This section is not applicable.*

(12) Any additional information required under the UDC for the specific land use action sought;

Applicant's Findings: *The applicant believes no additional information will be required to be submitted and staff will be able to move forward and write a favorable decision.*

(13) Any additional information, as determined by the Planning Administrator, that may be required by another provision, or for any other permit elsewhere, in the UDC, and any other information that may be required to adequately review and analyze the proposed development plan as to its conformance to the applicable criteria;

Applicant's Findings: *The applicant believes no additional information will be required to be submitted and staff will be able to move forward and write a favorable decision.*

(14) Payment of the applicable application fee(s) pursuant to SRC 110.090.

Applicant's Findings: *Upon population of the applicable application fees, the applicant will pay them within 5 days. This criterion will be met.*

(b) The Planning Administrator may waive any submittal requirement if the Planning Administrator determines that the specific requirement would not provide evidence needed to satisfy any of the applicable criteria.

Applicant's Findings: *The applicant understands that the planning administrator has the authority to waive any submittal requirement. However, a thorough and complete application is being submitted to city staff for review and it is not anticipated any requirement will be waived.*

(c) Each application, when received, shall be date-stamped with the date the application was received, and designated with a receipt number and a notation of the staff person who received the application.

Applicant's Findings: *The applicant understands this requirement of city staff for processing applications.*

Section 300.220 – Completeness Review

(a) Except as otherwise provided under ORS 227.178, the Planning Administrator shall review an application for completeness within 30 days of its receipt.

Applicant's Findings: The applicant understands the 30-day completeness review rule pursuant to ORS 227.178. The applicant anticipates having satisfied all code requirements for the proposal.

- (b) Determination of completeness shall be based upon the information required under SRC 300.210 and shall not be based on opinions as to quality or accuracy. A determination that an application is complete indicates only that the application is ready for review on its merits, not that the City will make a favorable decision on the application.

Applicant's Findings: The applicant understands the provisions for determining the completeness of this application. The applicant believes this application is able to be deemed complete and a favorable decision will be rendered.

- (c) If an application is determined to be complete, review of the application shall commence.

Applicant's Findings: The applicant anticipates the application submitted is complete and review of the application can proceed. However, it is understood staff will need a review period to examine the materials being submitted.

- (d) If an application is determined to be incomplete, written notice shall be provided to the applicant identifying the specific information that is missing and allowing the applicant the opportunity to submit the missing information. An application which has been determined to be incomplete upon initial filing shall be deemed complete for purposes of this section upon receipt of:
 - (1) All of the missing information;
 - (2) Some of the missing information and written notice from the applicant that no other information will be provided; or
 - (3) Written notice from the applicant that none of the missing information will be provided.

Applicant's Findings: The applicant understands written notice of an incomplete application will be provided, if applicable. The applicant also understands the three actions they may take to satisfy completeness.

- (e) If an application was complete at the time it was first submitted, or if the applicant submits additional required information within 180 days of the date the application was first submitted, approval or denial of the application shall be based upon the standards and criteria that were in effect at the time the application was first submitted.

Applicant's Findings: The applicant understands if there is a code amendment to the approval criteria during the review process of the application, the code in effect at the time the application was submitted will be used to determine approval.

- (f) An application shall be deemed void if the application has been on file with the City for more than 180 days and the applicant has not provided the missing information or otherwise responded, as provided in subsection (d) of this section.

Applicant's Findings: *The applicant understands if the 180-days is surpassed and completeness is not satisfied, the application will be void.*

Section 300.230 – Withdrawal of Application

- (a) An application may be withdrawn by the applicant at any time prior to the issuance of the final written decision of the City, including the final written decision of the City on an appeal or City Council Review.

Applicant's Findings: *The applicant understands they may withdraw their application at any time prior to the issuance of the final written decision of the city. The applicant does not believe they will need to withdraw their application at this time.*

- (b) A request to withdraw an application shall be in writing.

Applicant's Findings: *The applicant understands, if they need to withdraw their application, they will need to do so in writing.*

- (c) Upon receipt of a request to withdraw, the application shall be deemed dismissed without further action by the Review Authority. A withdrawal shall not bar filing a new application; withdrawal shall not be deemed a final decision for any purpose. A new application, upon payment of a new fee, may be filed unless the filing is barred by another provision of the UDC. Withdrawals under this subsection cannot be appealed.

Applicant's Findings: *The applicant understands, if they withdraw their application, a withdrawal of the application will not impact future applications.*

- (d) If an application is withdrawn after the mailing of public notice, the Planning Administrator shall send written notice stating the application has been withdrawn to all persons who were provided mailed notice of the application or public hearing.

Applicant's Findings: *The applicant understands, if they withdraw their application, the planning administrator will send out written notices of the application being withdrawn.*

Section 300.300 – Pre-Application Conference

- (a) *Purpose.* Pre-application conferences are intended to familiarize applicants with the requirements of the UDC; to provide applicants with an opportunity to meet with city staff to discuss proposed projects in detail; and to identify approval criteria, standards, and procedures prior to filing a land use application. The pre-application conference is intended to be a tool to orient applicants and assist them in navigating the land use

process, but is not intended to be an exhaustive review that identifies or resolves all potential issues, and does not bind or preclude the City from enforcing all applicable regulations or from applying regulations in a manner differently than may have been indicated at the time of the pre-application conference.

Applicant's Findings: *The applicant understands the purpose of requiring a pre-application conference. On May 16th, 2022, the applicant held a pre-application conference with staff which satisfies the requirement of this section. The pre-application conference notes are included in the exhibits.*

(b) *Applicability and waiver of pre-application requirement.*

- (1) Pre-application conferences are mandatory for those land use actions identified under Table 300-2 as requiring a pre-application conference.

Applicant's Findings: *In accordance with Table 300-2, a pre-application conference is required for a conditional use permit. A pre-application conference was held on May 16th, 2022, satisfying this requirement.*

- (2) Nothing in this section shall preclude an applicant from voluntarily requesting a pre-application conference for any other land use action.

Applicant's Findings: *In accordance with Table 300-2, a pre-application conference is required for site plan review and conditional use permit. A pre-application conference was held on May 16th, 2022. This criterion is met.*

- (3) Notwithstanding the provisions of this section, a mandatory pre-application conference may be waived by the Planning Administrator if the application is relatively simple, and good cause is shown by the applicant. An application for a waiver shall be made on forms provided by the Planning Administrator. The applicant for a waiver shall acknowledge that waiving the pre-application conference increases the risk of an application being rejected or processing delayed due to insufficient, incomplete, or incorrect information being provided. The decision of the Planning Administrator on an application to waive a pre-application conference is not appealable.

Applicant's Findings: *The applicant is not requesting that the pre-application conference requirement be waived.*

(c) *Pre-application conference procedures.*

- (1) *Application requirements.*

- (A) *Application form.* Pre-application conference requests shall be made on forms provided by the Planning Administrator.

Applicant's Findings: *The pre-application request was made in accordance to this provision. This criterion is met.*

(B) *Submittal requirements.* Pre-application conference requests shall:

- (i) Include a completed application form;
- (ii) Include payment of the application fee;
- (iii) Be accompanied by the information required, if any, for the specific pre-application conference sought; and
- (iv) Be accompanied by any additional information the applicant deems necessary to demonstrate the nature and scope of the proposal in sufficient detail to allow city staff to review and comment.

Applicant's Findings: *Prior to the pre-application conference the applicant provided all of the above requirements. This criterion is met.*

- (2) *Scheduling of pre-application conference.* Upon receipt of a complete application, the Planning Administrator shall schedule the pre-application conference. The Planning Administrator shall coordinate the involvement of other city departments, as appropriate, in the pre-application conference. Pre-application conferences are not open to the general public.

Applicant's Findings: *The pre-application conference was scheduled and held on May 16, 2022. This criterion is met.*

- (3) *Pre-application conference summary.* Subsequent to the pre-application conference, the Planning Administrator will provide the applicant with a written summary of the conference. The purpose of the written summary is to provide a preliminary assessment of the proposal, but shall not be deemed to be a recommendation by the City or any other outside agency or service provider on the merits of the proposal.

Applicant's Findings: *The applicant received a pre-application summary after the conclusion of the meeting. All items have been addressed which were brought to the attention of the applicant. This criterion is met.*

- (4) *Validity period for mandatory pre-application conferences; follow-up conferences.* A follow-up conference is required for those mandatory pre-application conferences that have already been held when:

- (A) A complete application relating to the proposed development that was the subject of the pre-application conference has not

- been submitted within 18 months of the pre-application conference;
- (B) The proposed use, layout, and/or design of the proposal have significantly changed; or
- (C) The owner and/or developer of a project changes after the pre-application conference and prior to application submittal.

Applicant's Findings: *The applicant understands the requirements for the pre-application conference and subsequent follow up.*

Section 300.310 – Neighborhood Association Contact

- (a) *Purpose.* The purpose of neighborhood association contact is to provide an opportunity for neighborhood associations to learn of upcoming land use applications involving land within or adjacent to their boundaries in advance of applications being submitted. This encourages dialogue and provides opportunities for feedback and resolution of potential issues prior to filing.

Applicant's Findings: *The applicant understands the purpose of requiring 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.

Applicant's Findings: *As mentioned previously, Table 300-2 requires neighborhood association contact for the applications. The applicant's representative prepared a letter and sent it to the chair and land use chair of the neighborhood association. The letter was sent via email. The email and the letter are included with this submittal.*

- (2) When multiple land use applications are consolidated into a single application and one or more of the applications involved include a requirement for neighborhood association contact and the other applications do not require neighborhood association contact, the entire consolidated application shall require neighborhood association contact.

Applicant's Findings: *The applicant understands because the application is consolidated, neighborhood association contact is required for all applications included. As demonstrated by the contact materials provided, the applicant notified the chair and land use chair of all applications being requested. This criterion is met.*

- (3) Nothing in this section shall be construed to preclude additional contact between an applicant and neighborhood association beyond the requirements of

this section, or an applicant from contacting a neighborhood association where no neighborhood association contact is required.

Applicant's Findings: *The applicant understands nothing in this section shall preclude additional contact between the applicant and neighborhood association.*

(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;

Applicant's Findings: *The applicant emailed a letter with information relating to the proposal to both the chair and land use chair of the neighborhood association. The letter included all the required information listed above. This criterion is met.*

(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.

Applicant's Findings: *The applicant understands the city is unable to accept applications requiring neighborhood association contact prior to contact being made. However, the applicant has demonstrated satisfying this criterion prior to submittal.*

Section 300.600 – General description

Type III applications are quasi-judicial in nature, and involve land use actions governed by criteria and standards that require the use of discretion and judgment. The issues associated with the land use action may be complex and the impacts significant, and conditions of approval may be imposed to mitigate the impacts and ensure compliance with the UDC and Salem Area Comprehensive Plan. A Type III application is a quasi-judicial review process where the Review Authority receives evidence and testimony, reviews the application for

conformance with the applicable standards and approval criteria and issues a decision. The Type III application process is illustrated in Figure 300-3.

Section 300.610 – Type III applications

The following land use actions are Type III applications:

- (a) Those identified in Table 300-2 as Type III applications;
- (b) Those identified in the UDC as Type III applications; or
- (c) Those identified by the Planning Administrator as Type III applications based upon the guidelines for classification of applications under SRC 300.100(c).

Applicant's Findings: *The review type for the applications submitted is identified in Table 300-2. Type III application procedures will be used to review the application package.*

Section 300.620 – Type III procedure

(a) *Application requirements.*

- (1) *Applicant initiated.* If the Type III application is applicant initiated, the following shall apply:

- (A) *Application form.* Type III applications shall be made on forms provided by the Planning Administrator.

- (B) *Submittal requirements.* Type III applications shall include the information required under SRC 300.210.

- (2) *City initiated.* If the Type III application is City initiated, the application shall be initiated by resolution of the Council or Planning Commission.

Applicant's Findings: *This submittal includes the required application forms provided by the city. Each submittal requirement is provided, and the applicant has demonstrated how the proposal meets each criterion.*

- (b) *Public notice.* Public notice is required for Type III applications. With the exception of annexation applications, public notice shall be by first class mail and by posting on the subject property. Annexation applications require public notice to be provided by first class mail, posted in a public place, and published.

- (1) *Oregon Department of Land Conservation and Development notice.* Notice to the Oregon Department of Land Conservation and Development is required for certain Type III applications, pursuant to ORS 197.610. Notice to the Oregon Department of Land Conservation and Development shall be provided as follows:

- (A) The City shall provide notice of the application to the Oregon Department of Land Conservation and Development no later than the minimum number of days required by ORS ch. 197. An affidavit of mailing shall be prepared and made part of the file.

(B) Notice to the Oregon Department of Land Conservation and Development shall be made on forms provided by the Oregon Department of Land Conservation and Development. Notice shall be accompanied by information of sufficient detail to convey the nature and effect of the application, and a certificate of mailing.

(2) *Mailed notice.* Mailed notice shall be provided as follows:

(A) The City shall mail notice of the public hearing not less than 20 days prior to the public hearing. An affidavit of mailing shall be prepared and made part of the file.

(B) Notice of public hearing shall be mailed to:

- (i) The applicant(s) and/or authorized representative(s);
- (ii) The owner(s) or contract purchaser(s) of record of the subject property;
- (iii) The address of the subject property, based on the City's current addressing records;
- (iv) The tenants of a manufactured home or mobile home park, for applications involving a comprehensive plan map change and/or zone change affecting all or part of the manufactured home or mobile home park;
- (v) All property owners whose property will become an enclave notifying them of the potential for their property to become an enclave, for annexation applications resulting in the creation of an enclave;
- (vi) Any active and duly incorporated Homeowner's Association (HOA) involving the subject property that is registered with the Oregon Secretary of State and which includes an identified registered agent. For purposes of this subsection, the HOA shall be the HOA as identified by the applicant. Notice requirements to the HOA shall be deemed to have been met when notice is provided to the registered agent of the HOA utilizing the contact information provided by the applicant;
- (vii) Any City-recognized neighborhood association whose boundaries include, or are adjacent to, the subject property;

- (viii) Property owners of record, as shown on the most recent property tax assessment roll, of properties located within 250 feet of the subject property;
- (ix) Addresses, based on the City's current addressing records, within 250 feet of the subject property;
- (x) The Salem Area Mass Transit District;
- (xi) Any governmental agency entitled to notice by law or under an intergovernmental agreement with the City;
- (xii) Any community organizations, public utilities, agencies, or individuals who have submitted written requests for notification to the City; and
- (xiii) All property owners within the historic district, for Class 3 major historic design review, historic resource demolition, Class 2 historic accessory structure demolition, and historic resource relocation applications within a historic district.

(C) Mailed notice shall include:

- (i) The names of the applicant(s), any representative(s) thereof, and the owner(s) of the subject property;
- (ii) The type of application and a concise description of the nature of the request;
- (iii) The proposed site plan, if any;
- (iv) The street address or other easily understood geographical reference to the subject property;
- (v) A vicinity map identifying the subject property with relation to nearby major streets or other landmarks;
- (vi) A list of the applicable criteria by name and code section;
- (vii) The date, time, and place of the public hearing;
- (viii) A statement that the application and all documents and evidence submitted by the applicant are available for review and that copies can be obtained at a reasonable cost;
- (ix) A brief summary of the decision making process for the application;

- (x) A general explanation of the requirements for submission of testimony and the procedure for conduct of hearings;
- (xi) A statement that all interested persons may appear either in person or with representation by an attorney and provide testimony; and that only those participating at the hearing, in person or by submission of written testimony, have the right to appeal the decision;
- (xii) A statement that failure to raise an issue prior to the close of the public hearing, in person or in writing, or failure to provide statements or evidence with sufficient specificity to afford the applicant and Review Authority to respond to the issue precludes an appeal to the Oregon Land Use Board of Appeals on that issue;
- (xiii) A statement that a copy of the staff report with recommendation to the Review Authority will be available for inspection at no cost at least seven days prior to the hearing, and that copies will be provided at a reasonable cost;
- (xiv) A statement that after the close of the public hearing a decision shall be made that will be mailed to the applicant, property owner, affected neighborhood association, anyone who participated in the hearing, either in person or in writing, and anyone who requested to receive notice of the decision; and
- (xv) The name and contact information for the staff case manager.

(3) *Posted notice.* Posted notice shall be provided as follows:

(A) *Notice posted on subject property.* Except for annexation applications, notice for Type III applications shall be posted on the subject property as follows:

- (i) The applicant, or City, if the application is City-initiated, shall post notice on the subject property no earlier than 14 and no later than ten days prior to the public hearing. The notice shall remain in place through the day of the public hearing. An

affidavit of posting shall be filed no later than five days after the date of the original posting. The affidavit shall be made a part of the file.

- (ii) Notice shall be posted on each street frontage of the subject property in a conspicuous place that is visible from the public right-of-way. If no street abuts the subject property, the notice shall be placed as near as possible to the subject property in a conspicuous place that can be readily seen by the public.
- (iii) Posted notice shall be provided on signs as prescribed by the Planning Administrator.
- (iv) The applicant, or City, if the application is City-initiated, shall remove and return the signs within seven days after the close of the public hearing.

(B) *Notice posted in public place.* Notice for annexation applications shall be posted in a public place as follows:

- (i) The applicant, or City, if the application is City-initiated, shall post notice in four public places within the City for two weeks prior to the public hearing. The notice shall remain in place through the day of the public hearing. An affidavit of posting shall be filed no later than five days after the date of the original posting. The affidavit shall be made part of the file.
- (ii) Notice shall be posted in a conspicuous place that is visible from the public right-of-way.
- (iii) Posted notice shall be provided on signs as prescribed by the Planning Administrator.
- (iv) The applicant, or City, if the application is City-initiated, shall remove and return the signs within seven days after the close of the public hearing.

- (4) *Published notice.* The City shall cause notice of the public hearing on an annexation application to be published in a newspaper of general circulation within the City at least once a week for two consecutive weeks prior to the hearing. An affidavit of publication from the newspaper shall be obtained and made part of the file.

Applicant's Findings: *The applicant understands the noticing procedures required under this section. Posting notice on the subject property is required for the requested application and the procedures outlined above will be followed.*

- (c) *Application review and staff report.* Staff shall review the application, written comments, and evidence submitted prior to the public hearing and prepare a staff report summarizing the application, comments received to-date, and relevant issues associated with the application; and making a recommendation to the Review Authority. The staff report shall be made available to the public for review a minimum of seven days prior to the hearing.

Applicant's Findings: *The applicant understands staff will have an initial review of the application in order to prepare a staff report and recommendation for the hearings officer's consideration.*

- (d) *Public hearing.* A public hearing shall be held before the Review Authority for the purpose of receiving evidence and testimony regarding the application. The hearing shall be conducted in accordance with the public hearing procedures established under SRC 300.900. The Review Authority shall consider in its review the application, all evidence and testimony submitted for the record, and the recommendation of staff.

Applicant's Findings: *The applicant understands the hearings officer to be the review authority for this case and understands a public hearing will be held.*

- (e) *Decision.* The Review Authority shall approve, conditionally approve, or deny the application based upon the facts contained within the record and according to the applicable standards and criteria. The decision shall be a written order or, in the case of an annexation application, an ordinance that shall include:
 - (1) A list of the approval criteria by section number;
 - (2) A statement of facts upon which the Review Authority relied to find the application does or does not comply with each approval criterion and to justify any conditions of approval. The Review Authority may direct the party whose position is adopted to prepare the statement of facts, and may adopt or incorporate a staff report or written findings prepared by any party to the proceeding into the order;
 - (3) A statement of conclusions based on the statement of facts; and
 - (4) An order or ordinance approving, approving with conditions, or denying the application.

Applicant's Findings: *The applicant understands the options of the review authority for making a decision in this case.*

- (f) *Notice of decision.* Notice of the decision shall be mailed within seven days from the date the Review Authority adopts the written order or, in the case of an annexation application, within seven days from the date of adoption of the ordinance. An affidavit of mailing shall be prepared and made part of the file.

(1) Notice of decision shall be mailed to:

- (A) The applicant(s) and/or authorized representative(s);
- (B) The owner(s) or contract purchaser(s) of record of the subject property;
- (C) Any City-recognized neighborhood association whose boundaries include, or are adjacent to, the subject property;
- (D) Any group or individual who submitted testimony for the record prior to the close of the public hearing;
- (E) Any governmental agency which is entitled to notice by law or under an intergovernmental agreement with the City, and any governmental agency that submitted testimony prior to the close of the public hearing;
- (F) Any community organizations, agencies, or individuals who submitted written requests for notice of the decision to the City; and
- (G) The Oregon Department of Land Conservation and Development, for decisions which required notice to the Oregon Department of Land Conservation and Development.

Applicant's Findings: *The applicant understands who shall be entitled to receipt of the mailed notice of decision.*

(2) Notice of decision shall include:

- (A) A brief description of the application;
- (B) A description of the site sufficient to inform the reader of its location, including site address, if available, map and tax lot number, and its comprehensive plan designation and zoning;
- (C) A brief summary of the decision, and conditions of approval, if any;
- (D) A statement of the facts relied upon;
- (E) The date the Review Authority's decision becomes effective, unless appealed;
- (F) The date, time, and place by which an appeal must be filed, a brief statement explaining how to file an appeal, and where further information may be obtained concerning the appeal process;

- (G) A statement that all persons who presented evidence or testimony as part of the hearing may appeal the decision; and
- (H) A statement that the complete case file, including findings, conclusions, and conditions of approval, if any, is available for review. The notice shall state where the case file is available and the name and telephone number of the staff case manager to contact about reviewing the case file.

Applicant's Findings: *The applicant understands the information that the city must include in the notice of decision as outlined in this section.*

(g) Appeal and review.

- (1) Unless appealed pursuant to SRC 300.1010 or review is initiated by the Council pursuant to SRC 300.1050, the decision of the Review Authority on a Type III application shall be the final decision of the City.
- (2) Only the applicant and persons who provided evidence or testimony prior to the close of the public hearing have standing to appeal a Type III application.
- (3) The Review Authorities for appeals are identified under Table 300-2. The decision of the Review Authority on appeal, or, if review is initiated by the Council, the Council on review, shall be the final decision of the City.
- (4) *Exceptions.* Notwithstanding any other provision of this subsection:
 - (A) The decision on a Class 3 major historic design review application is not subject to Council review unless the application is for new construction, as defined under SRC Chapter 230.
 - (B) The Council decision on an annexation application is the final decision of the City.
- (5) Appeal of the City's final decision is to the Oregon Land Use Board of Appeals.

Applicant's Findings: *The applicant understands the provisions applicable to an appeal of the decision as itemized above.*

- (h) *Expiration of approval.* Approval of a Type III application expires automatically as provided under SRC 300.850(a).

Applicant's Findings: *As demonstrated previously, the applicant understands the expiration and extension provisions of this application submittal.*

Section 300.800 – Public Notice Compliance; Waiver of Notice

Notice of land use approval under the procedures of this chapter shall be deemed to have been satisfied as follows:

(a) *Compliance.* The requirements for notice shall be deemed satisfied for any person who, prior to the public hearing and in any manner, obtains actual knowledge of the date, time, place, and subject matter of the hearing. Requirements for the provision of mailed, posted or published public hearing notice shall be deemed satisfied as follows:

(1) *Mailed notice.* Mailed notice shall be deemed to have been provided upon the date the notice is deposited in the mail. Failure of the addressee to receive such notice shall not invalidate the proceedings if it can be demonstrated by affidavit that such notice was deposited in the mail.

(2) *Posted notice.* Posted notice shall be deemed to have been provided upon the date when the sign is first posted. Subsequent removal of or damage to the sign by anyone other than the applicant or an officer of the City shall not invalidate the proceeding.

(3) *Published notice.* Published notice shall be deemed to have been provided upon the date when the notice appears within a newspaper of general circulation within the City.

Applicant's Findings: *The applicant understands the public notice requirements including mailed, posted, and published notice.*

(b) *Waiver of notice.* The appearance or provision of testimony or comments on an application by any person subsequent to the initiation of the application or prior to the close of the record after a public hearing shall be deemed a waiver of such person to any claim of defect in the provision of notice.

Applicant's Findings: *The applicant understands the provisions of waiver of notice in accordance with this section.*

Section 300.810 – State Mandated Decision Date

(a) Except as otherwise provided in this section, the City shall take final action on land use applications subject to ORS 227.178, including resolution of all local appeals, within 120 days after the application has been deemed complete pursuant to SRC 300.220, unless the applicant provides written request or consent to an extension of such period pursuant to ORS 227.178(5).

Applicant's Findings: *The applicant understands the city must take final action on land use actions subject to ORS 227.178, including the resolution of appeals, within 120 days after the application has been deemed complete. The applicant understands they have the right to grant an extension to the 120-day rule.*

(b) The City shall take final action on an application for affordable multiple family housing, including resolution of all local appeals, within 100 days after the application has been

deemed complete pursuant to SRC 300.220, unless the applicant provides a written request or consent to an extension pursuant to ORS 227.178(5).

Applicant's Findings: *This application is not for affordable multiple family housing and therefore does not apply.*

Section 300.820 – Conditions of Approval

(a) *Imposition of conditions, generally.* The Review Authority may impose conditions on land use actions to the extent allowed by law in order to protect the public and adjacent property owners from adverse impacts resulting from the proposed development, to fulfill an identified need for public services or infrastructure caused by or required for the proposed development, or to ensure conformance with the applicable development standards and criteria in the UDC. A condition of approval shall be valid and enforceable from and after the date the decision becomes effective.

(1) Conditions of approval should be stated in clear and unambiguous terms; be reasonably related to the public health, safety, and welfare; and be designed to reasonably effectuate the intended purpose.

Applicant's Findings: *The applicant understands the review authority may impose conditions on the land use application included in this submittal. The conditions of approval should be clear, unambiguous, related to the public health, safety, and welfare, and designed in a manner to effectuate the intended purpose.*

(2) The Review Authority shall not impose any permanent condition which would limit use of the subject property to one particular owner, tenant, or business. Permanent conditions may limit the subject property as to use, but shall not be so restrictive that other occupants who might devote the property to the same or substantially similar use would be unable to reasonably comply with the conditions.

Applicant's Findings: *The applicant understands the limits imposed on permanent conditions.*

(b) *Effect of conditions.* Conditions of approval shall be construed and enforced, in all respects, as provisions of the UDC relating to the use and development of land.

Applicant's Findings: *The applicant understands the effect of conditions in accordance with this section.*

(c) *Imposition of conditions on applications for housing developments.*

(1) Except as otherwise provided in this subsection, the Review Authority may impose conditions on applications for housing developments. The Review Authority may not, however:

- (A) Impose a condition on an application for a housing development reducing its density if:
 - (i) The density applied for is at or below the maximum density allowed; and
 - (ii) At least 75 percent of the floor area applied for is reserved for housing.
- (B) Impose a condition on an application for a housing development reducing its height if:
 - (i) The height applied for is at or below the maximum height allowed;
 - (ii) At least 75 percent of the floor area applied for is reserved for housing; and
 - (iii) Reducing the height would have the effect of reducing the proposed density.
- (2) Notwithstanding paragraph (1) of this subsection, the Review Authority may impose a condition on an application for a housing development reducing its density or height if the reduction is necessary to resolve a health, safety, or habitability issue or to comply with a protective measure adopted pursuant to a statewide land use planning goal.

Applicant's Findings: *The application is not for a housing development and the provisions of this section are not applicable to this submittal.*

Section 300.830 – Amended Decisions

- (a) After notice of a decision on a land use action has been provided, an amended decision may be issued correcting typographical errors, rectifying inadvertent omissions, and/or making other minor changes that do not materially alter the decision if the amended decision is issued prior to the expiration of the appeal period of the original decision, but in no event beyond the state mandated decision date set forth under ORS 227.178 unless the applicant otherwise agrees to and requests an extension pursuant to ORS 227.178(5).

Applicant's Findings: *The applicant understands an amended decision may be issued within the appeal period in accordance with the limitations listed in this section.*

- (b) Notice of an amended decision shall be given using the same mailing and distribution list as for the original notice of the decision.

Applicant's Findings: *If an amended decision is issued, it is understood that it will be distributed to the same interested parties the original decision was distributed to.*

- (c) A new appeal period equal to that of the original decision shall be provided from the date of mailing the amended decision.

Applicant's Findings: *The applicant understands with an amended decision, a new appeal period would be required.*

Section 300.840 – Issuance; Effective Date

- (a) Each decision shall be specific as to the approval granted and shall be subject to the standards and conditions set forth in UDC, including any variances or conditions authorized pursuant to the UDC.

Applicant's Findings: *The applicant understands each application, when granted, is subject to their own conditions and standards listed within the UDC.*

- (b) Decisions on land use actions become effective on:
 - (1) The day the decision is issued, if no appeal is allowed;
 - (2) The later occurring of either:
 - (A) The day after the appeal period expires, if an appeal is allowed, but no notice of appeal is timely filed; or
 - (B) The day after the decision appears on the City Council agenda, if the decision is eligible for Council Review pursuant to SRC 300.1050, but Council Review is not initiated;
 - (3) The day the decision is issued by the final appeal body, if an appeal is allowed and notice of appeal is timely filed;
 - (4) The day the decision is issued by the Council, if the decision is eligible for Council Review and Council Review is initiated pursuant to SRC 300.1050; or
 - (5) The effective date of the ordinance, if the written decision is issued by ordinance.

Applicant's Findings: *The applicant understands the provisions related to when the land use action becomes effective.*

Section 300.850 – Expiration and Extensions

- (a) *Approval expiration and termination.*
 - (1) Unless a different period of time is established in the UDC or in the decision, all approvals of land use actions shall expire automatically upon the dates set forth in Table 300-3 unless one of the following has occurred:
 - (A) Development has commenced in compliance with the land use approval;
 - (B) An extension has been granted pursuant to SRC 300.850(b); or

- (C) The land use approval has been revoked as provided under SRC 300.860 or is otherwise invalidated by an administrative board or court of competent jurisdiction.
- (2) Where the decision involves work for which a building permit is required, no exercise of the rights granted under the land use action shall be deemed to have commenced until a building permit has been issued. Unless otherwise extended, the approval of the land use action shall automatically expire if the approval has expired as set forth in Table 300-3, and all required building permits issued for the land use action have expired.

Applicant's Findings: *The applicant understands the provisions surrounding expiration standards.*

(b) *Extensions.*

- (1) Whenever the decision requires exercise of approval rights or satisfaction of conditions of approval within a particular period of time, the approval period may be extended for the times set forth in Table 300-3 through filing an application for extension prior to the expiration date.
- (2) *Classes.*
 - (A) *Class 1 extension.* A Class 1 extension is an extension that applies when there have been no changes to the standards and criteria used to approve the original application.
 - (B) *Class 2 extension.* A Class 2 extension is an extension that applies when there have been changes to the standards and criteria used to approve the original application, but such changes to the standards and criteria would not require modification of the original approval.
- (3) *Procedure type.*
 - (A) A Class 1 extension is processed as a Type I procedure under SRC chapter 300.
 - (B) A Class 2 extension is processed as a Type II procedure under SRC chapter 300.
- (4) *Criteria.*
 - (A) A Class 1 extension shall be granted if there have been no changes to the standards and criteria used to approve the original application.
 - (B) A Class 2 extension shall be granted if there have been no changes to the standards and criteria used to approve the original application that would require modification of the original approval.

- (5) Appeal and review.
 - (A) The decision on a Class 1 extension may not be appealed, and is not subject to Council review.
 - (B) The decision on a Class 2 extension may be appealed, and is subject to Council review pursuant to SRC 300.1050. The Review Authority for an appeal of a Class 2 extension shall be the Hearings Officer.
- (6) While an application for extension is pending, no further action to develop the subject property or expand any use dependent upon the approval shall be taken subsequent to the expiration of the approval period; but existing established uses may continue during the time the extension request is pending.
- (7) The decision granting an extension shall revive all rights under the original approval as they existed prior to the expiration of the original approval period.

Applicant's Findings: As expressed previously under the administrative procedures, the applicant understands both the expiration and extension provisions for this application.

Section 300.860 – Revocation of Approval

- (a) Unless otherwise provided under the UDC, the Director may revoke a permit or approval issued pursuant to the UDC when:
 - (1) The permit or approval was issued on the basis erroneous or misleading information, or a material misrepresentation;
 - (2) The development authorized under the permit or approval violates other applicable law;
 - (3) The development violates the permit or approval, the UDC, or other applicable law;
 - (4) The permittee failed to pay an administrative penalty for violations relating to the development authorized under the permit or approval;
 - (5) The work is, or threatens to become, an imminent hazard to property or public safety; or
 - (6) Prior to the development obtaining vested rights or nonconforming status, a change in the UDC, or the Salem Area Comprehensive Plan, has made the approved development unlawful or not permitted.

Applicant's Findings: The applicant understands the director may revoke a permit or approval if such instances, as those listed above, exist to warrant a revocation.

- (b) Revocation of a permit or approval shall follow a Type I procedure.

Applicant's Findings: It is understood the revocation would follow a Type I procedure.

- (c) Notice of revocation shall be given, in writing, to the applicant or the applicant's assigns or successors in interest, stating the grounds for revocation, the date upon which the revocation becomes effective, and the right to appeal.

Applicant's Findings: *The applicant understands the notice procedure required in conjunction with a revocation.*

- (d) Any person entitled to notice under subsection (c) of this section may appeal the revocation to the Hearings Officer by filing written notice of appeal with the Planning Administrator within ten days of the date the notice of revocation was mailed.

Applicant's Findings: *The applicant understands any person entitled to notice, as provided under subsection (c), would have the right to appeal any revocation of decision within ten days of the date of mailing the notice.*

- (e) Revocation shall be effective immediately upon the mailing of notice. Unless otherwise provided in the notice, revocation terminates all rights to continue the use or development under the approval of the land use action. It is unlawful to continue any use or development for which approval has been revoked.

Applicant's Findings: *The applicant understands the effective date of a revocation is immediately upon the mailing of notice and that the revocation terminates the rights to continue the use or development.*

- (f) Revocation of approval of a land use action on the basis of false, inaccurate, or incomplete statements of material fact in the application shall not bar, nor otherwise prejudice the right of the applicant to resubmit a new application containing accurate and complete statements of material fact. Revocation on any other grounds shall be treated as a basis for denial of the application on its merits and resubmission of application shall be made as provided in SRC 300.870.

Applicant's Findings: *The applicant understands they may resubmit an application following a revocation with a revised set of information.*

- (g) Revocation is in addition to, and not in lieu of, any other remedy provided by law or equity, and is not a condition precedent to any such remedy.

Applicant's Findings: *The applicant understands the provisions of this section and that revocation is in addition to, and not in lieu of, any other remedy provided by law or equity, and is not a condition precedent to any such remedy in regard to applications involving false or inaccurate information.*

Section 300.870 – Resubmission Following Denial

Denial of an application shall bar refiling of the same or substantially similar application for a period of one year from the date of the decision. An exception may be granted by the original Review Authority if, upon a showing of good cause, the application is so amended that the substantive basis for denial no longer exists; the proposal has been so mitigated that a new application should be given consideration; or there has been a substantial change in the facts or a change in City policy which would change the outcome.

Applicant's Findings: *The applicant understands the provisions of resubmission following a denial.*

Section 300.900 – Public hearing, generally

The provisions of SRC 300.900 through 300.990 apply to all public hearings held pursuant to this chapter. Where the provisions of SRC 300.900 through 300.990 conflict with other sections of the Salem Revised Code the provisions of SRC 300.900 through 300.990 shall control.

Applicant's Findings: *The applicant understands the above provisions.*

Section 300.910 – Responsibilities of the Planning Administrator

For all public hearings held pursuant to this chapter, the Planning Administrator shall:

- (a) Schedule the public hearing before the applicable Review Authority.
- (b) Provide public notice of the hearing.
- (c) Prepare and make available to the public a staff report summarizing the proposal, the relevant issues, and any comments received as of the date of the report; and making recommendation based upon the proposal's conformance, or lack thereof, with the standards and criteria.
- (d) Mail notice of the decision to those entitled to notice under this chapter.
- (e) Maintain and prepare the record of the proceedings as required under SRC 300.980.

Applicant's Findings: *The applicant understands the responsibilities of the planning administrator for all public hearings.*

Section 300.920 – Rules of procedure

Public hearings shall be conducted in accordance with the provisions of this section and rules of procedure adopted by the Review Authority.

- (a) Any party may speak in person, through an attorney, or elect to have a representative from an officially recognized neighborhood association present the party's case.
- (b) A copy of any written testimony or physical evidence which a party desires to have introduced into the record at the time of hearing shall be submitted to the clerk of the

Review Authority prior to, or at the time the party makes his or her presentation. If the testimony or evidence is not submitted to the secretary, it shall not be included in the record for the proceeding.

- (c) No person may speak more than once without obtaining permission from the Review Authority.
- (d) Upon being recognized by the presiding officer of the Review Authority, any member of the Review Authority, city staff or the City Attorney may question any person who testifies.
- (e) Testimony shall be directed towards the applicable standards and criteria which apply to the proposal.
- (f) The Review Authority may exclude or limit cumulative, repetitious, or immaterial testimony. To expedite hearings, the Review Authority may call for those in favor and those in opposition to rise, and the secretary of the Review Authority shall note the numbers of such persons for the record in the minutes.

Applicant's Findings: *The applicant and their representatives understand the rules of procedure for a public hearing. The applicant and their representatives will follow the rules of procedure during the public hearing as outlined above.*

Section 300.930 – Conflicts of interest; ex parte contact; challenges to impartiality; and abstention or disqualification

- (a) A member shall not participate in the discussion or vote in a quasi-judicial land use matter if:
 - (1) The member has an actual conflict of interest as defined by SRC 12.015(1), ORS 244.020(1), or ORS 244.120 or is prohibited from participating under section 62 of the Salem City Charter;
 - (2) The member was not present during the public hearing; provided, however, the member may participate if the member has reviewed the evidence, including recordings of the hearing, and declares such fact for the record.
- (b) Members shall reveal any ex parte contacts with regard to the proceeding at the commencement of the hearing, or any continuance thereof, of any quasi-judicial land use matter. If such contacts impair the member's impartiality, the member shall state this fact, and abstain from participation in the matter.
- (c) Upon a challenge to the qualifications or impartiality of a member of a Review Authority, the challenged member shall be given an opportunity to respond orally or in writing to the challenge. The challenge and response shall be included in the record of the proceeding.
- (d) An abstaining or disqualified member of a Review Authority shall be counted for purposes of forming a quorum. A member who represents a personal interest at a hearing may do so only by making full disclosure to the Review Authority, abstaining

from voting on the proposal, vacating the seat on the Review Authority, and physically joining the audience. A member representing a personal interest at a hearing shall not be counted for purposes of forming a quorum.

Applicant's Findings: *The applicant understands the provisions related to conflicts of interest; ex parte contact; challenges to impartiality; and abstention or disqualification.*

Section 300.940 – Burden of proof

- (a) The proponent has the burden of proof on all elements of the proposal, and the proposal must be supported by proof that it conforms to all applicable standards and criteria.
- (b) The decision shall be based on the applicable standards and criteria set forth in the UDC, the Salem Area Comprehensive Plan, and, if applicable, any other land use standards imposed by state law or administrative rule.
- (c) The applicant and any opponents may submit to the Review Authority a set of written findings or statements of factual information which are intended to demonstrate the proposal complies or fails to comply with any or all applicable standards and criteria.

Applicant's Findings: *The applicant understands they have the burden of proof in this case and has presented evidence that all applicable criteria, both for local and state regulations, have been met.*

Section 300.950 – Evidence; witnesses; site visits; official notice

- (a) The technical rules relating to evidence and witnesses set forth in the Oregon Evidence Code shall not apply in hearings under this chapter, and any relevant evidence may be received by the Review Authority. Relevant evidence is any evidence having a tendency to make the existence or non-existence of a fact that is of consequence to the land use approval more or less probable than it would without the evidence.
- (b) For hearings under this chapter, evidence shall be anything offered for the record in the form of written or oral communication; or offered into the record as a representation or illustration of a fact or idea. The Review Authority shall be the exclusive judge as to what evidence may be received.
- (c) Witnesses shall not be sworn, provided that evidence of a factual nature in the form of a sworn affidavit may be given greater weight than unsworn contradictory evidence.
- (d) No decision shall be deemed invalid on the basis that any evidence was excluded, except where such exclusion was in error and caused harm to the substantive rights of the person offering the evidence.
- (e) Members of the Review Authority may inspect the subject property, provided that the date, time and place of the inspection are disclosed at the commencement of the hearing, along with the material facts observed during the inspection.

- (f) The Review Authority may take official notice either before or after the hearing, of official records, statutes, administrative rules and regulations, and ordinance. Any party may request on the record that official notice be taken of general, technical and scientific facts within the knowledge of the reviewing body. Any such general, technical and scientific facts need not be established by evidence and may be considered by the Review Authority in the determination of the matters. All other parties shall be given the opportunity to present rebuttal evidence for any general, technical or scientific fact for which official notice is requested.

Applicant's Findings: *The applicant understands the provisions regarding evidence; witnesses; site visits; and official notice, as outlined above.*

Section 300.960 – Order of proceedings

The order of proceeding for a hearing will depend in part on the nature of the hearing. The following shall be supplemented by the adopted rules of procedure of the Review Authority as appropriate:

- (a) *General.* Before receiving the staff report, testimony or evidence on the proposal, any objections on jurisdictional grounds shall be noted in the record and if there is objection, the Review Authority has the discretion to proceed or terminate the hearing.
- (b) *Land use hearing disclosure statement.* The secretary of the Review Authority shall read the land use disclosure statement, which shall include:
 - (1) A list of the applicable criteria;
 - (2) A statement that testimony, arguments and evidence must be directed toward the applicable criteria or other criteria in the plan or land use regulation which the person believes to apply to the decision;
 - (3) A statement that failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker and the parties an opportunity to respond to the issue precludes appeal to the Oregon Land Use Board of Appeals based on that issue; and
 - (4) If applicable, a statement that a failure to raise constitutional issues relating to proposed conditions of approval precludes an action for damages in circuit court.
- (c) *Call for ex parte contacts.* The presiding officer of the Review Authority should inquire whether any member has had ex parte contacts. Any member announcing an ex parte contact shall state for the record the nature and content of the contact.
- (d) *Call for abstentions.* The presiding officer of the Review Authority should inquire whether any member must abstain from participation in the hearing due to conflicts of interest or due to any of the circumstances set forth in the Salem City Charter, section 62. Any member announcing a conflict of interest shall state the nature of the conflict, and shall not participate in the proceeding, unless the vote is necessary to meet a

requirement of a minimum number of votes necessary to take official action; provided, however, that the member shall not participate in any discussion or debate on the issue out of which the conflict arises.

- (e) *Staff summary.* City staff shall present a summary and recommendation concerning the proposal.
- (f) *Presentation of the case.*
 - (1) Applicant's case.
 - (2) Persons in favor.
 - (3) Neighborhood associations. Appearance by a representative from any officially recognized neighborhood association which includes the affected area to present the association's position on the proposal.
 - (4) Persons opposed.
 - (5) Other interested persons.
 - (6) Rebuttal and surrebuttal. Rebuttal may be presented by the applicant. The scope of rebuttal is limited to matters which were introduced during the hearing. If new evidence is submitted by the applicant during rebuttal, all other persons shall have the opportunity for surrebuttal.
- (g) *Close of hearing.* No further information shall be received after the close of the hearing, except for specific questions directed to staff. If the response to any such questions requires the introduction of new factual evidence, all parties shall be afforded an opportunity to respond to the new factual evidence.
- (h) *Reopened hearings.* The hearing may be reopened by the Review Authority, upon majority vote, prior to decision, to receive additional testimony, evidence or argument. Notice shall be provided to the same persons who received notice of the original hearing.
- (i) *Deliberations and decision.* Deliberations shall immediately follow the hearing, except that the Review Authority may delay deliberations to a subsequent date and time certain.
- (j) *Findings and order.* The Review Authority may approve, approve with conditions, or deny an application. The Review Authority shall adopt findings to support its decision. The Review Authority may incorporate findings proposed by the applicant, an opponent, staff, the hearings officer or the planning commission in its decision, or may direct the prevailing party to prepare draft findings for consideration by the Review Authority.

Applicant's Findings: *The applicant is familiar with and understands the order of proceedings for the public hearing that is required for this case.*

Section 300.970 – Continued hearing; extension of the record

- (a) *Procedure when hearing does not constitute the first evidentiary hearing.* If additional evidence or documents are provided by any party after the date the staff report is made

available to the public, the Review Authority may allow a continuance or leave the record open to allow the parties a reasonable opportunity to respond. Any continuance or extension of the date for closing the record requested by an applicant shall result in a corresponding extension of the state mandated decision date set forth under ORS 227.178—227.179.

(b) *Procedure when hearing constitutes the first evidentiary hearing.* Prior to the conclusion of a quasi-judicial land use proceeding which constitutes the first evidentiary hearing on the matter, any party may request an opportunity to present additional evidence, arguments or testimony regarding the proposal. Upon such request, the Review Authority shall either continue the hearing or hold the record open as provided in this subsection.

(c) *Continuances.*

(1) If the Review Authority grants a continuance, the hearing shall be continued to a time certain at least seven days after the date of the hearing. The continued hearing shall provide an opportunity for persons to present and rebut new evidence, arguments and testimony.

(2) If new written evidence is submitted at the continued hearing, any person may request, prior to the conclusion of the continued hearing, that the record be left open for at least seven days to submit additional written evidence, arguments or testimony for the purpose of responding to the new written evidence.

(3) Only one continuance is available of right under this subsection; provided, however, nothing in this subsection shall restrict the Review Authority, in its discretion, from granting additional continuances.

(d) *Holding the record open.*

(1) If the Review Authority holds the record open for additional written evidence, arguments or testimony, the record shall be left open for at least seven days after the close of the hearing.

(2) Any participant may file a written request with the City Recorder for an opportunity to respond to any new evidence submitted during the period the record was left open. Any such request shall be filed no later than the end of the last business day the record is held open. If such a request is filed, the Review Authority shall reopen the record.

(e) *Reopening the record.* If the record is reopened, any person may submit additional evidence, arguments or testimony to respond to the new evidence or new testimony submitted during the period the record was left open, or raise new issues or make new arguments which relate to the new evidence, new arguments or new testimony. Notice of the reopened record shall be provided to any person who presented evidence or testimony in the proceedings prior to the date the record was reopened.

- (f) *Presentation of final written argument.* Prior to the close of the record, the applicant may, in writing, request an opportunity to submit final written argument. If an applicant makes such a request, as provided in this subsection, the applicant shall have at least seven days after the record is closed to all other parties to submit final written argument in support of the application. The applicant's final submittal shall be considered part of the record, but shall not include any new evidence. A failure by an applicant to make a request to submit final written argument, as provided by this subsection, shall be deemed a waiver by the applicant of this right.
- (g) *Effect on state mandated decision date.* Any continuance of the hearing or extension of the date for closing the record which is agreed to or requested by the proponent shall result in a corresponding extension of the state mandated decision date imposed by ORS 227.178—227.179. A seven-day period for submittal of final written argument provided to the proponent shall likewise result in a corresponding extension of the state mandated decision date. Any other continuance or extension shall be subject to the state mandated decision date.
- (h) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Argument means assertions and analysis regarding the satisfaction or violation of legal standards or policy believed relevant by the proponent of a decision. Argument does not include facts.

Evidence means facts, documents, data or other information offered to demonstrate compliance or noncompliance with the standards and criteria believed by the proponent to be relevant to the proposal.

Applicant's Findings: *The applicant understands the hearing may be continued or the record held open. It is understood if this is to happen, the procedures outlined above will be followed.*

Section 300.980 – Record of proceedings

- (a) *Record content.* A record of the proceedings shall be prepared and maintained for all public hearings. The record of proceedings is comprised of:
 - (1) The Charter of the City, the Salem Area Comprehensive Plan, and the Salem Revised Code, all of which shall be automatically incorporated into the record by virtue of this subsection;
 - (2) The application, resolution, or other action which initiated the proceeding;
 - (3) All testimony, evidence, and exhibits submitted prior to the close of the record of the proceeding. Where practicable, exhibits submitted shall be marked to show the identity of the person offering the item and whether the person is in favor, or opposed to, the application;

- (4) Any staff reports submitted prior to and after the hearing;
 - (5) An electronic recording of the hearing;
 - (6) Minutes of the hearing;
 - (7) Minutes of any public meeting after the close of the hearing at which the proceeding is discussed or acted upon by the hearing body; and
 - (8) The written decision.
- (b) *Access to record.* Access to the record shall be made available to the public at a reasonable time and place; any person may obtain copies of the record at the person's own expense.

Applicant's Findings: *The applicant understands an official record will be made and access to the record must be made available to the public at a reasonable time and place.*

Section 5: Findings Applicable to Conditional Use Permit

Chapter 240 – Conditional Use

Section 240.001 – Purpose

The purpose of this chapter is to allow uses that are similar to other uses permitted outright in a zone but because of the manner in which the use may be conducted, or the land and buildings developed for the use, review is required to determine whether the imposition of conditions is necessary to minimize the negative impacts on uses in the surrounding area.

Section 240.005 – Conditional Use Permits

(a) *Applicability.*

- (1) No building, structure, or land shall be used or developed for any use which is designated as a conditional use in the UDC unless a conditional use permit has been granted pursuant to this chapter.
- (2) No use for which a conditional use permit has been granted shall be expanded, relocated, or changed to another conditional use, and no building or structure devoted to such use shall be structurally altered or enlarged, unless a new conditional use permit, or a modification of an existing conditional use permit, has been granted pursuant to this chapter for such expansion, relocation, change, structural alteration, or enlargement; provided, however, a new conditional use permit, or modification of an existing conditional use permit, shall not be required for interior construction or tenant improvements that involve no change of use, or for alterations required to address a building code violation or to comply with the Americans with Disabilities Act.

Applicant's Findings: *As stated in the pre-application notes the applicant will need to apply for conditional use to expand the existing church site. The applicant understands this conditional use permit is dictated by the provisions listed above. This criterion is met.*

- (b) *Procedure type.* A conditional use permit is processed as a Type III procedure under SRC chapter 300.

Applicant's Findings: *The applicant understands the conditional use permit requires a Type III review procedure in accordance with SRC Chapter 300.*

- (c) *Submittal requirements.* In addition to the submittal requirements for a Type III application under SRC chapter 300, an application for a conditional use permit 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 the following information:
 - (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) Loading areas, if included with proposed development;
 - (D) All proposed landscape areas on the site, with an indication of square footage and as a percentage of site area;
 - (E) 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;
 - (F) The location of all trees and vegetation required to be protected under SRC chapter 808; and
 - (G) 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 and whether they are to be removed;
 - (C) The location of the 100-year floodplain, if applicable; and
 - (D) The location of drainage patterns and drainage courses, if applicable.
 - (3) A completed Trip Generation Estimate for the proposed development, on forms provided by the City.
 - (4) A traffic impact analysis, if required SRC chapter 803.

Applicant's Findings: The proposed site plan shows all locations of existing and proposed development, including parking, fencing, and landscaping. Any additional information is either not applicable or located on the site plan. This criterion is met.

(d) *Criteria.* An application for conditional use permit shall be granted if all of the following criteria are met:

- (1) The proposed use is allowed as a conditional use in the zone;
- (2) The reasonably likely adverse impacts of the use on the immediate neighborhood can be minimized through the imposition of conditions; and
- (3) The proposed use will be reasonably compatible with and have minimal impact on the livability or appropriate development of surrounding property.

Applicant's Findings: The site has historically and will continue to be used as a religious assembly for St. Timothy's Church. The church is seeking approval to permit a small expansion on their existing site. Because some deviations are required to the special use standards listed in Section 700.055, a conditional use permit is required. The expansion is located near the special setback and right of way for Windsor Avenue NE. The proposed expansion does not remove any existing buffering between the church building and abutting single family dwellings. The expansion is not proposed to be closer to abutting single family dwellings than the existing structures on site. The expansion will be utilized for a kitchen space, storage, and a meeting room and does not increase the church's congregation capacity of 375 seats, nor does it increase the demand on the transportation system. It is not anticipated that the expansion, as proposed, will create any adverse impacts on the immediate neighborhood. Additionally, the applicant would like to make the record clear that the conditional use permit is not triggered because of the expansion proposed by the church, but rather because of some existing conditions which do not meet the special use requirements. These standards include 1) exceeding the maximum lot size of 2 acres; 2) the church has two points of access which are to remain; and 3) the existing landscaped areas do not include the required number of plant units. The church has existed within the surrounding neighborhood since the 1960's. The requested expansion will not cause the church to be incompatible with or make the area unlivable. These criteria are met.

(e) *Transfer of conditional use permit.* Unless otherwise provided in the decision granting the conditional use permit, conditional use permits shall run with the land.

Applicant's Findings: The applicant understands the rights granted by the conditional use permit will run with the land and cannot be transferred in another manner. This criterion is met.

Section 6: Findings Applicable to Class 3 Site Plan Review

Chapter 220 – Site Plan Review

Section 220.001 – Purpose

The purpose of this chapter is to provide a unified, consistent and efficient means to conduct site plan review for development activity that requires a building permit, to ensure that such development meets all applicable standards of the UDC, including, but not limited to, standards related to access, pedestrian connectivity, setbacks, parking areas, external refuse storage areas, open areas, landscaping, and transportation and utility infrastructure.

Section 220.005 – Site Plan Review

(a) *Applicability.*

(1) Except as provided in subsection (a)(2) of this section, site plan review approval is required:

- (A) Prior to issuance of a building permit, for any development that requires a building permit;
- (B) Prior to a change of use, when a building permit is not otherwise required; and
- (C) Prior to commencement of work, for any of the following when a building permit is not otherwise required:
 - (i) Development of a new off-street parking or vehicle use areas;
 - (ii) Expansion of an existing off-street parking or vehicle use areas, when additional paved surface is added;
 - (iii) Alteration of an existing off-street parking or vehicle use areas, when the existing paved surface is replaced with a new paved surface;
 - (iv) Paving of an unpaved area; and
 - (v) Restriping of an off-street parking or vehicular use areas, when the layout will be reconfigured.

Applicant's Findings: The applicant understands that prior to any building permit issuance a site plan must be approved. Section 200.005(a)(1)(A) is applicable and met. The proposal is not for a change of use, Section 200.005(a)(1)(B) is not applicable. The proposal is not for the development of new parking areas, Section 200.005(a)(1)(C) is not applicable.

(2) *Exemptions.*

- (A) The following development that requires a building permit is exempt from site plan review:

- (i) Development of a single family use, two family use, three family use, four family use, or cottage cluster on an individual lot, including the construction of accessory structures and paving associated with such uses.
 - (ii) Sign installation.
 - (iii) Ordinary maintenance or repair of existing buildings, structures, utilities, landscaping, and impervious surfaces, and the installation or replacement of operational equipment or fixtures.
 - (iv) The alteration to the facade of a building except in the Mixed Use-I (MU-I) and Mixed Use-II (MU-II), Mixed Use-III (MU-III), Mixed Use-Riverfront (MU-R) zones.
 - (v) Interior construction or tenant improvements that involve no change of use or occupancy.
 - (vi) Demolition permit.
 - (vii) Construction of a fence.
- (B) Any of the activities identified under subsection (a)(1)(C) of this section are exempt from site plan review if they are for a single family use, two family use, three family use, four family use, or cottage cluster on an individual lot.

Applicant's Findings: The proposal does not fall under any of the site plan review exceptions. This criterion is not applicable.

(b) *Classes.* The three classes of site plan review are:

- (1) *Class 1 site plan review.* Class 1 site plan review is site plan review for any development under subsection (a)(1) of this section that does not involve a land use decision or limited land use decision, as those terms are defined in ORS 197.015, and that involves either:
 - (A) A change of use or change of occupancy where only construction or improvements to the interior of the building or structure are required; or
 - (B) A change of use when a building permit is not otherwise required.
- (2) *Class 2 site plan review.* Class 2 site plan review is site plan review for any development under subsection (a)(1) of this section, other than development subject to Class 1 site plan review, that does not involve a land use decision or limited land use decision, as those terms are defined in ORS 197.015.

- (3) *Class 3 site plan review.* Class 3 site plan review is site plan review for any development under subsection (a)(1) of this section that involves a land use decision or limited land use decision, as those terms are defined in ORS 197.015. As used in this subsection, land use decisions and limited land use decisions include, but are not limited to, any development application that:
- (A) Requires a Transportation Impact Analysis pursuant to SRC chapter 803;
 - (B) Requires a geotechnical report or geologic assessment under SRC chapter 810, except where a geotechnical report or geologic assessment has already been approved for the property subject to the development application;
 - (C) Requires deviation from clear and objective development standards of the UDC relating to streets, driveways or vision clearance areas;
 - (D) Proposes dedication of right-of-way which is less than the requirements of the Salem Transportation System Plan;
 - (E) Requires deviation from the clear and objective standards of the UDC and where the Review Authority is granted the authority to use limited discretion in deviating from the standard; or
 - (F) Involves the imposition of conditions of approval; or
 - (G) Requires a variance, adjustment, or conditional use permit.

Applicant's Findings: *The proposal requires a conditional use permit, therefore triggering the Class III site plan review.*

(c) *Procedure type.*

- (1) Class 1 site plan review is processed as a Type I procedure under SRC chapter 300.
- (2) Class 2 site plan review is processed as a Type I procedure under SRC chapter 300.
- (3) Class 3 site plan review is processed as a Type II procedure under SRC chapter 300.
- (4) An application for site plan review may be processed concurrently with an application for a building permit; provided, however, the building permit shall not be issued until site plan review approval has been granted.

Applicant's Findings: *The Class III site plan review will be processed as a Type III procedure because it is consolidated with a conditional use permit requiring the higher review type.*

(d) *Submittal requirements for Class 1 site plan review.* In lieu of the application submittal requirements under SRC chapter 300, an application for a Class 1 site plan review shall include a completed application form that shall contain the following information:

- (1) The names and addresses of the applicant(s), the owner(s) of the subject property, and any authorized representative(s) thereof;
- (2) The address or location of the subject property and its assessor's map and tax lot number;
- (3) The size of the subject property;
- (4) The comprehensive plan designation and zoning of the subject property;
- (5) The type of application(s);
- (6) A brief description of the proposal; and
- (7) Signatures of the applicant(s), owner(s) of the subject property, and/or the duly authorized representative(s) thereof authorizing the filing of the application(s).

Applicant's Findings: *The Class III site plan review will be processed as a Type III procedure; this section is not applicable.*

(e) *Submittal requirements for Class 2 and Class 3 site plan review.*

(1) *Class 2 site plan review.* In addition to the submittal requirements for a Type I application under SRC chapter 300, an application for Class 2 site plan review shall include the following:

(A) A site plan, of a size and form and in the number of copies meeting the standards established by the Planning Administrator, containing the following information:

- (i) The total site area, dimensions, and orientation relative to north;
- (ii) The location of all proposed primary and accessory structures and other improvements, including fences, walls, and driveways, indicating distance from the structures and improvements to all property lines and adjacent on-site structures;
- (iii) Loading areas, if included in the proposed development;
- (iv) The size and location of solid waste and recyclables storage and collection areas, and amount of overhead clearance above such enclosures, if included in the proposed development;
- (v) An indication of future phases of development on the site, if applicable;

- (vi) All proposed landscape areas on the site, with an indication of square footage and their percentage of the total site area;
 - (vii) 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;
 - (viii) The location of all trees and vegetation required to be protected pursuant to SRC chapter 808;
 - (ix) The location of all street trees, if applicable, or proposed location of street trees required to be planted at time of development pursuant to SRC chapter 86; and
 - (x) Identification of vehicle, pedestrian, and bicycle parking and circulation areas, including handicapped parking stalls, disembarking areas, accessible routes of travel, and proposed ramps.
- (B) 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:
- (i) The total site area, dimensions, and orientation relative to north;
 - (ii) The location of existing structures and other improvements on the site, including accessory structures, fences, walls, and driveways, noting their distance from property lines; and
 - (iii) The location of the 100-year floodplain, if applicable.
- (C) A grading plan depicting proposed site conditions following completion of the proposed development, when grading of the subject property will be necessary to accommodate the proposed development.
- (D) A completed trip generation estimate for the proposed development, on forms provided by the City.
- (E) Building elevation drawings for any proposed new buildings and any exterior additions or alterations to existing buildings when the height of the building, or a portion of the building is changed.
- (F) For development in the Mixed Use-I (MU-I) and Mixed Use-II (MU-II) Mixed Use-III (MU-III), and Mixed Use-Riverfront (MU-R) zones,

architectural drawings, renderings, or sketches showing all elevations of the existing buildings and the proposed buildings as they will appear on completion.

Applicant's Findings: This application is for a class 3 site plan review and includes all the required information outlined above.

(2) *Class 3 site plan review.* In addition to the submittal requirements for a Type II application under SRC chapter 300, an application for Class 3 site plan review shall include the following:

- (A) All submittal requirements for a Class 2 site plan review under subsection (e)(1) of this section;
- (B) The zoning district, comprehensive plan designation, and land uses for all properties abutting the site;
- (C) Driveway locations, public and private streets, bike paths, transit stops, sidewalks, and other bike and pedestrian pathways, curbs, and easements;
- (D) The elevation of the site at two-foot contour intervals, with specific identification of slopes in excess of 15 percent;
- (E) The location of drainage patterns and drainage courses, if applicable;
- (F) A preliminary utility plan showing capacity needs for municipal water, stormwater facilities, and sewer service, and schematic location of connection points to existing municipal water and sewer services;
- (G) Summary table which includes site zoning designation; total site area; gross floor area by use (e.g., manufacturing, office, retail, storage); building height; itemized number of full size compact and handicapped parking stalls, and the collective total number; total lot coverage proposed, including areas to be paved for parking and sidewalks;
- (H) A geological assessment or geotechnical report, if required by SRC chapter 810, or a certification from an engineering geologist or a geotechnical engineer that landslide risk on the site is low, and that there is no need for further landslide risk assessment; and
- (I) A Transportation Impact Analysis, if required by SRC chapter 803.

Applicant's Findings: This application is for a class 3 site plan review and includes all the required information outlined above.

(f) *Criteria.*

(1) *Class 3 site plan review.* An application for Class 3 site plan review shall be granted if:

(A) The application meets all applicable standards of the UDC;

Applicant's Findings: *The applicant has compiled a complete list of applicable standards and criteria and has provided a response to each within this narrative. This criterion is met.*

(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;

Applicant's Findings: *The transportation system within the area is built up and has a complete network of streets providing for the safe, orderly, and efficient circulation of traffic into and out of the development site. Because the proposed circulation plan accommodates all modes of transportation and meets safety standards for vision clearance areas, this criterion is met.*

(C) Parking areas and driveways are designed to facilitate safe and efficient movement of vehicles, bicycles, and pedestrians; and

Applicant's Findings: *The parking areas are existing and have been in use since at least the early 90s (via aerial images) and no new parking is proposed. The existing parking is designed with a one-way pattern which facilitates safe and efficient movement of vehicles, bicycles, and pedestrians. This criterion is met.*

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

Applicant's Findings: *The use of the site is a religious assembly and has been in existence as a religious assembly since at least 1961 (per assessor's records) and is served by city services which can be extended to the proposed addition. This criterion is met.*

Chapter 511 – RS – Single Family Residential Section 511.001 – Purpose

The purpose of the Single Family Residential (RS) Zone is to implement the single family residential designation of the Salem Area Comprehensive Plan through the identification of allowed uses and the establishment of development standards. The RS zone generally allows single family, two family, three family, and four family residential uses, along with a mix of other uses that are compatible with and/or provide support and services to the residential area.

Section 511.005 – Uses

- (a) Except as otherwise provided in this section, the permitted (P), special (S), conditional (C), and prohibited (N) uses in the RS zone are set forth in Table 511-1.
- (b) Continued uses. Existing, legally established uses established prior to August 24, 2022, which would otherwise be made nonconforming by this chapter, are hereby deemed continued uses.
 - (1) Building or structures housing a continued use may be structurally altered or enlarged, or rebuilt following damage or destruction, provided such alteration, enlargement, or rebuilding complies with the standards set forth in SRC 511.010(g).
 - (2) Cease of occupancy of a building or structure for a continued use shall not preclude future use of the building or structure for that use; provided, however, conversion of the building or structure to another use shall thereafter prevent conversion back to that use.
- (c) Neighborhood hub uses. Any use that is a permitted use within the Neighborhood Hub (NH) zone shall be a permitted use on lots created pursuant to SRC 511.010(a)

Applicant's Findings: *The religious assembly is a special use within the RS zone. Because some deviations must be made to the special use standards, a conditional use permit is required.*

Chapter 602 – Airport Overlay Zone

Section 602.001 – Purpose

The purpose of the Airport Overlay Zone is to establish standards to promote air navigational safety and prevent hazards and obstructions to air navigation and flight.

Applicant's Findings: *The applicant understands the provisions set forth in this chapter are to eliminate or prevent any hazards or obstructions to air navigation and flight. It is understood any development within these areas is subject to the standards of this section.*

Section 602.010 – Airport Overlay Zone Boundary

The boundaries of the Airport Overlay Zone are shown in Figure 602-1. The Airport Overlay Zone is divided into the following areas that apply to land beneath, upon, and above the approach surface, transitional surfaces, horizontal surface, and conical surfaces of McNary Field:

- (a) *Approach area.* The approach area consists of the following:
 - (1) *Runway other than utility runway with only visual approach area.* The inner boundary of the runway other than utility runway with only visual approach area lies along the end of the primary surface and is 500 feet wide. The area expands outward uniformly to a width of 1,500 feet at a horizontal distance of 5,000 feet

from the primary surface. The centerline of the area is the continuation of the centerline of Runway 16/34.

- (2) *Non-precision instrument runway having a non-precision instrument approach with visibility minimums as low as three-quarter mile area.* The inner boundary of the non-precision instrument runway having a non-precision instrument approach with visibility minimums as low as three-quarter mile area lies along the end of the primary surface and is 1,000 feet wide. The area expands outward uniformly to a width of 4,000 feet at a horizontal distance of 10,000 feet from the primary surface. The centerline of the area is the continuation of the centerline of Runway 13.
- (3) *Precision instrument runway approach area.* The inner boundary of the precision instrument runway approach area lies along the end of the primary surface and is 1,000 feet wide. The area expands outward uniformly to a width of 16,000 feet at a horizontal distance of 10,000 feet from the primary surface and thereafter to a horizontal distance of 50,000 feet from the primary surface. The centerline of the area is the continuation of the centerline of Runway 31.
- (b) *Transitional areas.* The transitional areas are those areas that lie beneath the transitional surfaces of each runway.
- (c) *Horizontal area.* The boundary of the horizontal area is established by swinging arcs with 5,000 feet radii, for all utility or visual runways, and 10,000 feet radii, for all other runways, from the center of each end of the primary surface of each runway and connecting the adjacent arcs by drawing lines tangent to those arcs. The horizontal area does not include the approach and transitional areas.
- (d) *Conical surface area.* The conical surface area commences at the periphery of the horizontal area and extends outward a horizontal distance of 4,000 feet.

Applicant's Findings: *The development site is subject to the restrictions of the horizontal area as it is within this boundary of the overlay zone.*

Section 602.015 – Uses

Any use that is a permitted, special, conditional, or prohibited use in the underlying zone is a permitted, special, conditional, or prohibited use in the Airport Overlay Zone.

Applicant's Findings: *The applicant understands the uses permitted are reliant on the underlying zoning and overlay zoning, not the airport overlay zone itself. The applicant is proposing a religious use which are permitted through a conditional use permit within the RS zone. This criterion is met.*

Section 602.020 – Development Standards

Development within the Airport Overlay Zone must comply with the development standards applicable in the underlying zone and the development standards set forth in this section. The development standards in this section are in addition to, and not in lieu of, all other applicable development standards in the underlying zone. Where the development standards in this section conflict with the development standards applicable in the underlying zone or any other overlay zone, the more restrictive development standards shall be the applicable development standard.

- (a) *Height.* Except as otherwise provided in this chapter, no building, structure, or object shall be erected or increased in height, and no vegetation shall be allowed to grow, to a height in excess of the height limitations set forth in this subsection. If all or part of a lot is located in more than one Airport Overlay Zone area, the applicable height limitation shall be the most restrictive height limitation.
 - (1) *Runway other than a utility runway with only visual approaches.* No building, structure, object, or vegetative growth shall have a height greater than that established by a plane sloping 20 feet outward for each one foot upward beginning at the end of, and at the same elevation as, the primary surface and extending to a horizontal distance of 5,000 feet along the extended centerline of Runway 16-34.
 - (2) *Non-precision instrument runway having a non-precision instrument approach with visibility minimums as low as three-quarter mile.* No building, structure, object, or vegetative growth shall have a height greater than that established by a plane sloping 34 feet outward for each one foot upward beginning at the end of, and at the same elevation as, the primary surface and extending to a horizontal distance of 10,000 feet along the extended centerline of Runway 13.
 - (3) *Precision instrument runway approach.* No building, structure, object, or vegetative growth shall have a height greater than that established by a plane sloping 50 feet outward for each one foot upward beginning at the end of, and at the same elevation as, the primary surface and extending to a horizontal distance of 10,000 feet along the extended centerline of Runway 31; thence sloping 40 feet outward for each one foot upward to an additional horizontal distance of 40,000 feet along the extended centerline of Runway 31.
 - (4) *Transitional surface.* In the transitional surface, no building, structure, object, or vegetative growth shall have a height greater than that established by a plane sloping seven feet outward for each one foot upward beginning at the sides of, and at the same elevation as, the primary surface and the approach surface, and extending to a height of 150 feet above the airport elevation. In addition, in the transitional surface there are established height limits sloping seven feet

outward for each one foot upward beginning at the sides of, and the same elevation as, the approach surface, and extending to where they intersect the conical surface. Where the precision instrument runway approach area projects beyond the conical area, there are established height limits sloping seven feet outward for each one foot upward beginning at the sides of, and the same elevation as, the approach surface, and extending a horizontal distance of 5,000 feet measured at 90-degree angles to the extended runway centerline.

Applicant's Findings: *The development site falls within the horizontal surface. Criteria 1 through 4 are not applicable.*

- (5) *Horizontal surface.* In the horizontal surface, no building, structure, object, or vegetative growth shall have a height greater than that established by a horizontal plane 150 feet above the airport elevation.

Applicant's Findings: *The elevation of the development site is approximately 210-215 feet MSL. The addition is proposed to be a single story with a total height of 16'-4" therefore the proposal will not have a height greater than the horizontal plane 150 feet above the airport elevation which is approximately 210-215 feet MSL. This criterion is met.*

- (6) *Conical surface.* In the conical surface, no building, structure, object, or vegetative growth shall have a height greater than that established by a plane sloping 20 feet outward for each one foot upward beginning at the periphery of the horizontal surface, 150 feet above the airport elevation, and extending to a height of 350 feet above the airport elevation.

Applicant's Findings: *The development site falls within the horizontal surface. This criterion is not applicable.*

- (b) *Development compatibility.* Uses within the Airport Overlay Zone shall not be developed, conducted, or maintained in such a manner as to create electrical interference with navigational signals or radio communications between the airport and aircraft, make it difficult for pilots to distinguish between airport lights and other lights, result in glare in the eyes of pilots using the airport, impair visibility in the vicinity of the airport, attract wildlife, or endanger or interfere in any other manner with landing, takeoff, or maneuvering of aircraft using or intending to use McNary Field.

Applicant's Findings: *Staff will review this proposal at the time of submittal and determine development compatibility. It is the assertion of the applicant and their representatives that proposed use will not cause any electrical interference with navigational signals or radio communications between the airport and aircraft. This criterion is met.*

- (c) *Marking and lighting.* Marking and lighting necessary to indicate the presence of buildings, structures, or vegetation to operators of aircraft in the vicinity of the airport shall be provided as required by the FAA.

Applicant's Findings: *If additional markings or lighting is determined to be required by the FAA to indicate the presence of fencing or vegetation, the applicant will comply with all reasonable requests to ensure the standards are met.*

Chapter 700 – Special Use Provisions

Section 700.055 – Religious Assembly

Where designated as a special use, religious assembly shall comply with the additional standards set forth in this section.

- (a) Where a development site is located in two or more zones, the entire development site shall comply with the more restrictive development standards of the zones involved.

Applicant's Findings: *The subject site is located entirely within the RS zone. This criterion is not applicable.*

- (b) Notwithstanding SRC chapter 270, existing nonconforming religious assemblies that are substantially damaged or destroyed by any cause may be rebuilt provided that the degree of nonconformity is not increased. For purposes of this section, "existing nonconforming religious assemblies" are religious assemblies that were nonconforming on February 25, 1993.

Applicant's Findings: *The existing religious assembly has not been substantially damaged or destroyed. This criterion is not applicable.*

- (c) *Seating capacity.* The seating capacity of the largest space within a religious assembly shall not exceed the standards set forth in Table 700-3. Where seating is provided in the form of fixed individual seating, one fixed individual seat equals one seat. Where seating is provided in the form of fixed benches, two feet of fixed bench length equals one seat. In areas where portable seating is provided, 15 square feet of floor area equals one seat. Maximum seating capacity cannot be modified through conditional use approval.

Applicant's Findings: *The maximin seating capacity according to Table 700-3 is 375, the applicant is not proposing to increase available seating. This criterion is met.*

- (d) *Locational standards.* Religious assemblies shall be located on streets as set forth in Table 700-4.

Applicant's Findings: *The existing religious assembly meets the current standards located in Tabel 700-4. This criterion is met.*

- (e) *Access.* Access to religious assemblies may be provided from local, collector, or arterial streets. Access provided from a local street shall conform to the standards set forth in Table 700-5.

Applicant's Findings: The existing religious assembly uses two access points, one from Ladd Ave and one from Windsor Ave utilizing a one-way traffic pattern. This has existed in its current use since 1961, which pre-dates zoning requirements and the special use standards which is considered a legal non-conforming use. The purpose of the conditional use is to expand this non-conformity. The traffic pattern allows ingress from Ladd Ave and then egress onto Windsor Ave. The criterion will be met once the conditional use permit is approved.

- (f) *Lot standards.* Maximum lot area and minimum street frontage requirements for religious assemblies are set forth in Table 700-6. The lot standards identified in Table 700-6 apply to an individual lot, or contiguous lots when two or more lots under a single ownership are combined to accommodate the development. For purposes of this subsection, contiguous lots shall include lots that are separated by an alley.

Applicant's Findings: The lot standards listed in Table 700-6 allow for a maximum of 2 acres. However, the use has existed since at least 1961 (per assessor's records) which predates the zoning code restrictions. The size of the lot is a legal non-conforming lot standard. The applicants are utilizing the conditional use permit to remain on site as shown on the 5.29 acres. This criterion is met.

- (g) *Setbacks.* Setbacks for religious assemblies shall be provided as set forth in Table 700-7.

Applicant's Findings: The setbacks for the proposed addition far exceed the minimum requirements. The north setback is 62 feet, the east setback is 95 feet, the west setback is 85 feet, and the south setback is 364 feet. All of these measurements are measured from the property line. The special setback for the addition from the 30-foot center right of way line is approximately 32.6 feet. This criterion is met.

- (h) *Lot coverage; height.* Buildings and accessory structures for religious assemblies shall conform to the lot coverage and height standards set forth in Table 700-8.

Applicant's Findings: The lot coverage maximum in the RS zone is 40 % and depicted on the submitted plans the lot coverage for the proposal will bring the total to approximately 8%. This criterion is met.

- (i) *Off-street parking.*

(1) *Location.*

- (A) Off-street parking may be located on-site or off-site. When parking is provided off-site, it shall be located:

- (i) On a lot or lots that are contiguous to the lot containing the main building or use; or
 - (ii) Within 600 feet of the lot containing the main building or use, on a lot or lots within a nonresidential zone.
 - (B) For the purposes of this subsection, contiguous shall include a lot or lots that are separated from the lot containing the main building or use by an alley.
- (2) *Screening.* Off-street parking areas shall be screened from abutting residential zoned property as provided in SRC 806.

Applicant's Findings: *The off street parking is existing and no new parking is proposed. However, the existing parking area does meet the applicable criteria as shown on the submitted plans. This criterion is met.*

- (j) *Landscaping.* All lot area not developed for buildings, structures, sports fields, parking, loading, or driveways shall be landscaped as provided in SRC chapter 807.

Applicant's Findings: *As shown on the submitted site plans and in the existing conditions image all areas not utilized for parking or structures are landscaped. No new landscaping is proposed. This criterion is not applicable.*

- (k) *Related uses.* Schools, day care facilities, kindergartens, meeting facilities for clubs and organizations, and other similar activities operated primarily for the purpose of religious instruction, worship, government of the church, or the fellowship of its congregation shall be permitted. When such activities are not operated primarily for the purpose of religious instruction, worship, government of the church, or the fellowship of its congregation, the activities shall be allowed only if they are an allowed use in the zone.

Applicant's Findings: *The applicant understands the provisions for related uses. This criterion is met.*

Chapter 800 – General Development Standards

Section 800.001 – Purpose

The purpose of this chapter is to establish certain standards that apply generally to development throughout the City, regardless of zone.

Section 800.005 – Applicability

The standards set forth in this chapter apply to all development in every zone unless otherwise exempted by the UDC. In the event of a conflict between the standards set forth in this chapter and any other provision of the UDC, the more restrictive provision shall apply.

Section 800.035 – Setbacks

- (a) *Setbacks to be unobstructed.* Except as otherwise provided under subsection (b) of this section, required setbacks shall be unobstructed.

Applicant's Findings: *The proposed buildings are unobstructed, and nothing is projecting into the setbacks. This criterion is met.*

- (b) *Permitted projections into required setbacks.* Permitted projections into required setbacks are set forth in Table 800-2.

Applicant's Findings: *As shown on the submitted plans, the proposal does not depict any projections into the minimum setbacks. This criterion is not applicable.*

- (c) *Zone-to-zone setbacks abutting property outside City limits or urban growth boundary.*

(1) *Property located outside city limits.* Where a zone-to-zone setback is required abutting a property located outside the City limits, the abutting zone for purposes of determining the required zone-to-zone setback shall be the equivalent City zone identified under SRC Chapter 260, Table 260-1, based on the comprehensive plan designation for the property and its zoning in the county.

(2) *Property located outside UGB.* Where a zone-to-zone setback is required abutting a property located outside the urban growth boundary (UGB), the abutting zone for purposes of determining the required zone-to-zone setback shall be considered a residential zone.

Applicant's Findings: *There are no abutting parcels located outside of city limits or outside of the UGB. This criterion is not applicable.*

- (d) *Setbacks abutting an interstate freeway, railroad right-of-way, or alley.*

(1) The required setback abutting an interstate freeway, railroad right-of-way, or alley shall be considered either an interior front setback, an interior side setback, or an interior rear setback depending upon the dimensions and configuration of the lot.

(2) Where the required interior front, interior side, or interior rear setback abutting an interstate freeway or railroad right-of-way is a zone-to-zone setback, the minimum required in interior front, interior side, or interior rear setback shall be five feet in-lieu of the zone-to-zone setback.

Applicant's Findings: *The parcel does not abut an interstate freeway, railroad right-of-way, or alley. This criterion is not applicable.*

Section 800.060 – Exterior Lighting

- (a) Exterior lighting shall not shine or reflect onto adjacent properties, or cast glare onto the public right-of-way.

Applicant's Findings: *The applicant's proposal will not include exterior lighting that will reflect onto adjacent properties. All lights will be directed in a manner to stay within the property lines. This criterion is met.*

- (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.

Applicant's Findings: *Any exterior lighting will be located and designed so that the light source will be shielded from direct view. This criterion is met.*

Section 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, and four family uses, and multiple family uses subject to SRC Chapter 702, 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. Development also does not include the installation of electric vehicle charging stations in existing approved parking lots or vehicle use areas.

Applicant's Findings: *The applicant understands the requirement for pedestrian connections.*

- (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).

Applicant's Findings: As shown on the submitted plans the applicant is adding pedestrian connections (sidewalks) to the existing parking areas, between the existing and proposed buildings and to the north where the property meets Windsor Ave NE. This criterion 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 (see Figure 800-12).

Applicant's Findings: There is not a transit stop within 20 feet of the proposal, however the pedestrian connection will still connect to the nearest street. This criterion is met.

- (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.

Applicant's Findings: The development site is at the end of Windsor Ave NE, a dead-end road. There will be a new pedestrian connection to the street as depicted on the submitted site plans. This criterion is not applicable but is met, nonetheless.

(2) *Connection between buildings on the same development site.*

- (A) Except as otherwise provided in this subsection, where there is more than one building on a development site, a pedestrian connection, or pedestrian connections, shall be provided to connect the primary building entrances of all of the buildings.
- (B) A pedestrian connection, or pedestrian connections, is not required between buildings on the same development site if:
 - (i) The buildings have a primary building entrance that is located within 20 feet of, and has a pedestrian connection to, the property line abutting a street; and

- (ii) A public sidewalk within the adjacent street right-of-way provides pedestrian access between the primary building entrances; or
- (iii) The buildings are service, storage, maintenance, or similar type buildings not primarily intended for human occupancy.

Applicant's Findings: *As shown on the submitted site plans there will be pedestrian connections between all existing and proposed buildings. This criterion is met.*

(3) *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 or where there is no building, through the parking area as provided in this subsection.

(i) The pedestrian connections shall be:

(aa) Provided in a minimum amount of either one connection for every four drive aisles or one connection for every 250 feet (See Figure 800-13); provided, however, in no case shall less than one pedestrian connection be provided. Where the pedestrian connection requirements of this subsection result in a fractional number, any fractional number greater than 0.5 shall be round up to require an additional pedestrian connection;

(bb) Spaced a minimum of two drive aisles apart; and

(cc) Connected to a pedestrian connection, or pedestrian connections, that lead to the primary building entrance. Where there is no building, the pedestrian connections shall connect to the street either at the sidewalk or at the public street right-of-way when there is no sidewalk.

- (ii) Where the off-street surface parking area is adjacent to a street that is a transit route and there

is an existing or planned transit stop along the 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.

- (iii) A pedestrian connection provided between a primary building entrance and a street may be counted as a required connection through an off-street surface parking area.
- (iv) Regardless of the size of the off-street parking area, pedestrian connections are not required through off-street surface parking areas that have a depth, in all locations, of not more than 124 feet. For purposes of this subsection, parking area depth is measured through the parking area from its outside edge towards the building.
- (v) For purposes of this subsection, off-street surface parking area means:
 - (aa) An off-street surface parking area that is separated from other off-street surface parking areas on the development site by either a driveway, which begins at the street and extends into the site, or other physical separation; or
 - (bb) An off-street surface parking area located in a separate location on the development site from other off-street surface parking areas.

Applicant's Findings: *The off-street parking area does not consist of more than 4 consecutive parallel drive aisles or more than 25,000 square feet. The applicant has, however, added striping to dictate the pedestrian connection areas and to show areas where ADA accessibility is located. There is not a transit location in the vicinity or the proposal, the nearest one is located at the intersection of Market and Hawthorne. These applicable criteria have been met.*

- (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.

Applicant's Findings: *There are no parking structures or garages proposed. This criterion is not applicable.*

- (4) *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.

Applicant's Findings: *There are no parks or public paths in the vicinity. The nearest open space is Hoover Elementary to the south. This criterion is not applicable.*

- (5) *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. A pedestrian connection is not required, however:
- (A) To abutting properties used for activities falling within the following use classifications, use categories, and uses under SRC Chapter 400:
 - (i) Single family;
 - (ii) Two family;
 - (iii) Group living;
 - (iv) Industrial;
 - (v) Infrastructure and utilities; and
 - (vi) Natural resources.
 - (B) Where the use of an abutting property has specific security needs that make providing a connection impractical or undesirable;
 - (C) Where on-site activities on abutting properties, such as the operation of trucks, forklifts, and other equipment and machinery would present safety conflicts with pedestrians;
 - (D) Where buildings or other improvements on abutting properties physically preclude a connection now or in the future; or
 - (E) Where physical conditions of the land, such as topography or existing natural resource areas, including, but not limited to, wetlands, ponds, lakes, streams, or rivers, make providing a connection impractical.

Applicant's Findings: *There is no vehicular connection to abutting properties. This criterion is not applicable.*

- (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.

Applicant's Findings: *The pedestrian connections and walkways will be hard surfaced and a minimum of 5 feet in width, which meets the public works design standards. This criterion is met.*

- (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.

Applicant's Findings: *As depicted on the submitted plans the walkways that encroach in to parking areas, drive isles, or driveways are visually differentiated with striping and material. This criterion is met.*

- (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.

Applicant's Findings: *The existing sidewalk adjacent to the parking areas are raised with existing curbs and will have ADA curb ramps installed per submitted plans. There are no other parking area walkways proposed. This criterion is met.*

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

Applicant's Findings: All pedestrian connections exist, and no new connections are proposed along parking areas. This criterion is met but not applicable.

- (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.

Applicant's Findings: The pedestrian circulation exists, and no new lighting is proposed. This criterion is not applicable.

- (d) *Applicability of standards to development sites comprised of lots under separate ownership.*

- (1) When a development site is comprised of lots under separate ownership, the pedestrian access standards set forth in this section shall apply only to the lot, or lots, proposed for development, together with any additional contiguous lots within the development site that are under the same ownership as those proposed for development.
- (2) Where the pedestrian access standards of this section would otherwise require additional pedestrian connections throughout the development site beyond just the lot, or lots, proposed for development and any contiguous lots under the same ownership, the required pedestrian connections shall be extended to the boundaries of the lot, or lots, proposed for development and any contiguous lots under the same ownership in order to allow for future extension of required pedestrian connections through the other lots within the development site in conformance with the standards in this section.

Applicant's Findings: The lot is of one ownership. This criterion is not applicable.

Chapter 806 – Off-Street Parking, Loading, and Driveways

Section 806.001 – Purpose

The purpose of this chapter is to establish standards for off-street parking and vehicle use areas, bicycle parking, loading areas, and driveways.

Section 806.045 – Bicycle Parking; When Required

- (a) *General applicability.* Bicycle parking shall be provided as required under this chapter for:
 - (1) Each proposed new use or activity.
 - (2) Any change of use or activity.
 - (3) Any intensification, expansion, or enlargement of a use or activity.

- (b) *Applicability to change of use of existing building in Central Business District (CB), West Salem Central Business District (WSCB), Mixed Use-I (MU-I), Mixed Use-II (MU-II), Mixed Use-III (MU-III), Mixed Use-Riverfront (MU-R), and Edgewater/Second Street Mixed-Use Corridor (ESMU) zone.* Notwithstanding any other provision of this chapter, the bicycle parking requirements for a change of use of an existing building within the CB, WSCB, MU-I, MU-II, MU-III, MU-R, and ESMU zones where at least 75 percent of the width of the lot at the front setback line is occupied by existing buildings shall be met if there are a minimum of eight bicycle parking spaces located within the public right-of-way of the block face adjacent to the primary entrance of the building. If the minimum number of required bicycle parking spaces are not present within the block face, the applicant shall be required to obtain a permit to have the required number of spaces installed. For purposes of this subsection, "block face" means the area within the public street right-of-way located along one side of a block, from intersecting street to intersecting street.
- (c) *Applicability to nonconforming bicycle parking area.* When bicycle parking is required to be added to an existing bicycle parking 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.

Applicant's Findings: *The proposed new development of the subject site triggers the applicability of this section.*

Section 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.

Applicant's Findings: *The bicycle parking is located on the same development site. This criterion is met.*

Section 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 806-8.

Applicant's Findings: *Tabel 806-8 requires 1 stall per 30 car parking spaces. The site currently has 70 parking spaces, $(70/30+2.3)$ and since the site has four (4) existing bike parking stalls the criterion is met.*

- (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. *(Example: A restaurant requiring a minimum of four bicycle parking spaces may, but is not required to, designate one of the required spaces as a long-term space. Additional short-term and long term spaces may be provided as long as the minimum required three short-term spaces are maintained).*

Applicant's Findings: *There is no proposed long-term bike parking. This criterion is not applicable.*

Section 806.060 – Bicycle Parking Development Standards

Unless otherwise provided under the UDC, bicycle parking shall be developed and maintained as set forth in this section. The standards set forth in this section shall not apply to City approved bike share stations which utilize bike docking stations.

(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.

Applicant's Findings: *The existing bike parking is located within 50 feet of the building as depicted on the site plan. This criterion is met.*

(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
- (ii) On-site, outside of a building, in a well-lighted secure location that is sheltered from precipitation and within a convenient distance of the primary entrance.

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

- (i) A residential dwelling unit;
- (ii) A lockable garage;

- (iii) A restricted access lockable room serving an individual dwelling unit or multiple dwelling units;
 - (iv) A lockable bicycle enclosure; or
 - (v) A bicycle locker.
- (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;
 - (ii) A lockable bicycle enclosure; or
 - (iii) A bicycle locker.

Applicant's Findings: *There is no proposed long-term bike parking. This criterion is not applicable.*

- (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.

Applicant's Findings: *The bike parking is existing but does meet the above criteria as shown on the site plan. This criterion is not applicable but met.*

- (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 806-9.
 - (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.

Applicant's Findings: *The bike parking is existing and exceeds the requirements listed in Table 806-9. This criterion is not applicable but met.*

- (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.

Applicant's Findings: *The existing bike parking is located on a hard surface as required above. This criterion is not required but met.*

- (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.
- (5) Examples of types of bicycle racks that do, and do not, meet these standards are shown in Figure 806-11.

Applicant's Findings: *The bike parking is existing. This criterion is not applicable.*

- (f) *Bicycle lockers.* Where bicycle parking is provided in lockers, the lockers shall meet the following standards:
 - (1) Lockers shall conform to the minimum dimensions set forth in Table 806-9.
 - (2) Lockers shall be served by an access aisle conforming to the minimum width set forth in Table 806-9 in front of each locker opening.
 - (3) Lockers shall be securely anchored.

Applicant's Findings: *No bike lovers are proposed. Tis criterion is not applicable.*

Section 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:
 - (1) Each proposed new use or activity.
 - (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.

Applicant's Findings: *The use does not require a delivery vehicle which exceeds 8,000 pounds, and all off-street parking is located within 25 feet of the use it serves. The applicant will utilize off-street parking area. This criterion is met.*

- (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.

Applicant's Findings: *The use does not require a delivery vehicle which exceeds 8,000 pounds, and all off-street parking is located within 25 feet of the use it serves. The applicant will utilize off-street parking area. This criterion is met.*

Section 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.

Applicant's Findings: *The use does not require a delivery vehicle which exceeds 8,000 pounds, and all off-street parking is located within 25 feet of the use it serves. The applicant will utilize off-street parking area. This criterion is met.*

Section 806.075 – Amount of Off-Street Loading

Unless otherwise provided under the UDC, off-street loading shall be provided in amounts not less than those set forth in Table 806-10.

- (a) *Off-street parking used for loading.* An off-street parking area meeting the requirements of this chapter may be used in place of a required off-street loading space when the use or activity does not require a delivery vehicle which exceeds a maximum combined vehicle and load rating of 8,000 pounds and the off-street parking area is located within 25 feet of the building or the use or activity that it serves.

Applicant's Findings: *The use does not require a delivery vehicle which exceeds 8,000 pounds, and all off-street parking is located within 25 feet of the use it serves. This criterion is not applicable.*

Chapter 807 – Landscaping and Screening

Section 807.001 – Purpose

The purpose of this chapter is to establish standards for required landscaping and screening under the UDC to improve the appearance and visual character of the community, promote compatibility between land uses, encourage the retention and utilization of existing vegetation, and preserve and enhance the livability of the City.

Section 807.010 – Applicability

The provisions of this chapter apply to all required landscaping and screening under the UDC.

Applicant's Findings: *The applicant understands the applicability of this section. This criterion is met.*

Section 807.015 – Landscaping and Screening

Unless otherwise provided under the UDC, required landscaping and screening shall conform to the standards set forth in this section.

- (a) *Landscaping types.* Required landscaping shall be provided according to one of the
- (b) landscaping types set forth in Table 807-1. Where landscaping is required under the UDC without a reference to a specific landscaping type, the required landscaping shall meet the Type A standard.
- (c) *Plant materials and corresponding plant unit values.* Plant materials, their corresponding minimum plant unit values, and minimum plant material size at time of planting for landscaping within required landscaped areas are set forth in Table 807-2. 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 shall provide for a minimum 75 percent coverage of required landscaped areas within five years.

Applicant's Findings: *The undeveloped areas of the site are required to be landscaped to Type A standards including a minimum of one plant unit per 20 square feet of landscaped area, where no screening is required. The site has an existing total landscaped area of 163,556 square feet which includes a mixture of mature trees, large shrubs, box gardens and open grassy areas. The total number of plant units required per Table 807-1 is approximately 8,178/pu. Currently, the site has approximately 3,847/pu. The applicant will retain all existing landscaping and is not proposing any new plant units. The open grassy areas of the site are utilized as play areas. The intent of the Type A landscaping is met by the existing development because the church has large setbacks providing buffering to the single family dwellings in the area. Additionally, the church grounds are maintained in nice condition. With the approval of the deviation from the required plant units under this conditional use permit, this criterion is met.*

- (d) *Preservation of existing trees and vegetation.* The preservation of existing trees and vegetation is encouraged. If preserved, existing trees as defined under SRC chapter 808, existing trees less than ten inches dbh, and existing vegetation may be utilized to satisfy required landscaping if they conform to the minimum plant unit requirements specified in this chapter.

Applicant's Findings: *The applicants proposal requires the removal of three "trees", that are located within or near the building footprint. All of these would not be considered mature trees as they are less than 10-inches dbh. The remaining landscaping onsite will be retained. This criterion is met.*

- (e) *Tree replanting requirements.* In addition to the landscaping required under this chapter, when existing trees, as defined under SRC chapter 808, are proposed for

removal from within required setbacks or from a development site, replanting shall be required as provided in this subsection. The provisions of this subsection do not apply to lots used for single family uses, two family uses, three family uses, four family uses, or cottage clusters.

- (1) *Removal of trees within required setbacks.* When an existing tree or trees, as defined under SRC chapter 808, within a required setback are proposed for removal, two new trees shall be planted for each tree removed. Replanted trees shall be of either a shade or evergreen variety with a minimum 1.5 inch caliper.

Applicant's Findings: *The applicants proposal requires the removal of three "trees", that are not located within or near the required setback. None of the trees proposed for removal meet the City's definition of a tree due to a dbh of less than 10 inches. This criterion is not applicable.*

- (2) *Removal of trees from development site.* When more than 75 percent of the existing trees, as defined under SRC chapter 808, on a development site are proposed for removal, two new trees shall be planted for each tree removed in excess of 75 percent. Replanted trees shall be of either a shade or evergreen variety with a minimum 1.5 inch caliper. For purposes of this section, existing trees within vision clearance areas, or within areas to be cleared for required roads, utilities, sidewalks, trails, or stormwater facilities, shall not be counted in the total percentage of trees removed from the development site.

Applicant's Findings: *Only three "trees," measuring less than 10 dbh are set to be removed. This criterion is not applicable.*

- (f) *Screening standards.* Unless otherwise provided under the UDC, where screening is required in the form of a fence, wall, or landscaping, it shall conform to the following standards:

- (1) *Height.* Fences and walls shall be a minimum of six feet in height. Landscaping shall be of a species that will attain a height of at least six feet within three years after planting.
- (2) *Opacity.* Screening shall be sight-obscuring. Fences, walls, and landscaping shall be at least 75 percent opaque when viewed from any angle at a point 25 feet away from the fence, wall, or landscaping. Landscaping shall be of an evergreen species that will attain required opacity within three years after planting.
- (3) *Maintenance.* Fences and walls shall be maintained in safe condition, and shall be maintained as opaque. Landscaping shall be replaced within six months after dying or becoming diseased to the point that required opacity can no longer be maintained.

Applicant's Findings: *The site is currently screened with a sight obscuring fence and a vegetative buffer to surrounding residential uses. Where there is no sight obscuring fence there*

is site obscuring vegetation. Although there is no screening requirements (per Table 807-1) this criterion is met.

- (g) *Berm.* Unless otherwise provided under the UDC, where screening is required in the form a berm, the berm shall be an earthen mound no less than three feet in height above the existing grade, and shall be constructed with a slope no steeper than 3:1 on all sides. The berm shall be planted with plant materials to prevent erosion. The berm shall not alter natural drainage flows from abutting properties.

Applicant's Findings: *The existing landscaping provides screening; there is no screening requirements (per Table 807-1), and no berm is proposed. This criterion is not applicable.*

- (h) *Street trees.* Development adjacent to public streets shall provide street trees that meet the standards and specifications set forth in SRC chapter 86.

Applicant's Findings: *Windsor Ave NE is an underdeveloped right of way and based on the trip generations the city will likely not require dedication or improvements. The applicant understands the special setback requirements and that setback is measured at approximately 32.6 feet from edge of building to the 30-foot centerline setback. This criterion is met.*

Section 807.025 – Plant Material Standards

All plant materials shall be, upon installation, vigorous and well-branched, with healthy and well-furnished root systems free of disease, insects, pests, and injuries.

Applicant's Findings: *The existing landscape is healthy and free of disease, insects pests, and injury. This criterion is met.*

Section 807.030 – Tree Protection Measures During Construction

Trees used to meet the landscaping requirements set forth in this chapter shall be protected during construction as provided under SRC chapter 808.

Applicant's Findings: *The applicant intends to protect existing landscaping during the construction of the addition. This criterion is met.*

Section 807.045 – Maintenance

- (a) The owner and tenant shall be jointly and severally responsible for maintaining all landscaping material in good condition so as to present a healthy, neat, and orderly appearance.

Applicant's Findings: *The applicant understands the required maintenance of all landscaping and will continue to maintain it in accordance with this section. This criterion is met.*

- (b) Unhealthy or dead plant materials shall be replaced in conformance with the approved landscape plan.

Applicant's Findings: All unhealthy or dead plant materials will be removed as needed. This criterion is met.

Chapter 808 – Preservation of Trees and Vegetation

Section 808.001 – Purpose

The purpose of this chapter is to provide for the protection of heritage trees, significant trees, and trees and native vegetation in riparian corridors, as natural resources for the City, and to increase tree canopy over time by requiring tree preservation and planting of trees in all areas of the City.

Section 808.025 – Trees on Lots or Parcels 20,000 Square Feet 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.

Applicant's Findings: The applicant understands the provision above. The application does not include the removal of any trees as defined by the Salem Revised Code.

Section 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.

Applicant's Findings: *The applicant will adhere to best management practices during construction to protect trees. This criterion is met.*

(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.

Applicant's Findings: *The site has established landscaping which will remain with the exception of three plants that must be removed for the expansion.. This section is not applicable.*

(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.

Applicant's Findings: *The applicant understands protection measures for existing landscaped areas are to remain in place during the entire construction phase. This criterion will be met.*

Section 8: Conclusion

Based on the facts and findings presented by the applicant within this detailed written narrative, the applicant believes they have satisfied the burden of proof required by the Unified Development Code and demonstrated how the proposed site plan review and conditional use permit not only satisfies all applicable criteria but would also be a benefit to the community by providing a parish hall addition to an existing and well-established religious facility.

Section 9: Exhibits

Exhibit A	Marion County Tax Map
Exhibit B	Deeds
Exhibit C	Articles of Organization
Exhibit D	HOA Statement
Exhibit E	Airport Overlay Map
Exhibit F	Pre-Application Conference Notes
Exhibit G	TGE Form
Exhibit H	Neighborhood Association Map
Exhibit I	Neighborhood Association/Transit Contact
Exhibit J	Existing Conditions Plan
Exhibit K	Site Plan
Exhibit L	Floor Plan
Exhibit M	Civil Plans

Exhibit A – Marion County Tax Map

07 3W 24DA

SEE MAP
073W24AC

LADD AVENUE NE

HOOVER
SEE MAP
073W24DB

ELEMENTARY

SCHOOL

07 3W 24DA

WINDSOR AVE
1/16 COR
900
5.29 AC

GARDEN

HOOVER

24 01 0

PARK

1200
3.26 AC

NOTE: REMAINDER OF THIS
PARCEL ON MAP 07 3W 24DD

CITY

SEE MAP
073W24DD

SEE MAP
073W24AD

AVENUE

HAWTHORNE AVENUE NE

ADD.

INTERSTATE 5 FREEWAY

SEE MAP
072W19BC
1/4 COR

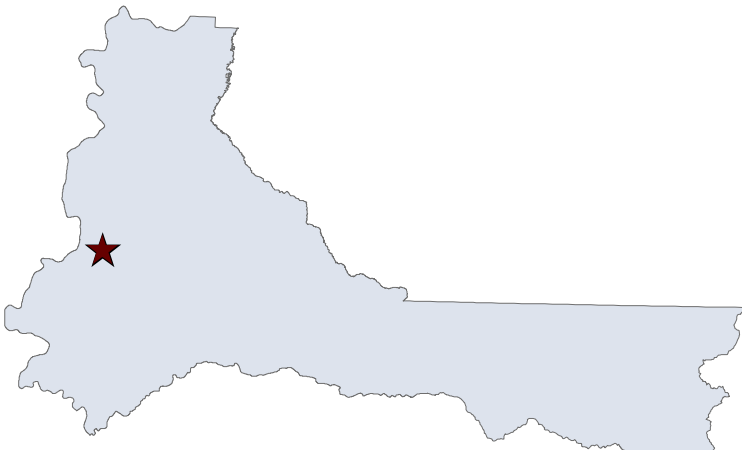
24 01 0

SEE MAP
072W19CB

1/16 COR

SEE MAP
072W19CC

07 3W 24DA
SALEM



MARION COUNTY, OREGON
NE1/4 SE1/4 SEC24 T7S R3W W.M.
SCALE 1" = 100'

LEGEND

LINE TYPES

- | | |
|--------------------------|-----------------------|
| Taxlot Boundary | Historical Boundary |
| Road Right-of-Way | Easement |
| Railroad Right-of-Way | Railroad Centerline |
| Private Road ROW | Taxcode Line |
| Subdivision/Plat Bndry | Map Boundary |
| Waterline - Taxlot Bndry | Waterline - Non Bndry |

CORNER TYPES

- | | |
|-----------------------|------------------|
| + 1/16TH Section Cor. | 1/4 Section Cor. |
| ⊙ DLC Corner | Section Corner |

NUMBERS

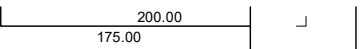
Tax Code Number
00 00 0

Acreage
0.25 AC

All acres listed are Net Acres, excluding any portions of the taxlot within public ROWs

NOTES

Tick Marks: A tick mark in the road indicates that the labeled dimension extends into the public ROW



CANCELLED NUMBERS

101
102
103
202
203
301
400
401
500A1
800A1

DISCLAIMER: THIS MAP WAS PREPARED
FOR ASSESSMENT PURPOSES ONLY



Assessors Office
Cartography Dept

FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT
www.co.marion.or.us

PLOT DATE: 10/16/2020

SALEM
07 3W 24DA

Exhibit B – Deeds



Parcel Information

Parcel #:	526896
Tax Lot:	073W24DA00900
Site Address:	3295 Ladd Ave NE
	Salem OR 97301 - 1750
Owner:	St Timothy's Episcopal Church
Owner2:	
Owner Address:	PO Box 7416
	Salem OR 97303
Twn/Range/Section:	07S / 03W / 24 / SE
Parcel Size:	5.29 Acres (230,432 SqFt)
Plat/Subdivision:	
	Lot: FR 1,7 & ADJ AC & FR VAC ST
Block:	
Census Tract/Block:	000703 / 1013
Waterfront:	

Tax Information

Levy Code Area:	24010
Levy Rate:	19.6499
Tax Year:	2022
Annual Tax:	\$0.00
Exempt Desc:	N/A

Legal

GARDEN CITY ADD FR LOTS 1 & 7 ALSO LAND ADJ ALSO FR VAC ST SO LOT 7

Assessment Information

Market Value Land:	\$460,460.00
Market Value Impr:	\$894,920.00
Market Value Total:	\$1,355,380.00
Assessed Value:	\$0.00

Land

Zoning:	RS - Single Family Residential	Cnty Bldg Use:	901 - Residential - Parsonage
Cnty Land Use:	911	Neighborhood:	
Std Land Use:	MREL - Religious	Recreation:	
School District:	24J - Salem-Keizer	Primary School:	Hoover Elementary School
Middle School:	Parrish Middle School	High School:	North Salem High School

Improvement

Year Built:	1961	Stories:	1	Finished Area:	12,754
Bedrooms:		Bathrooms:		Garage:	
Basement Fin:					

Transfer Information

Sale Date:	04/15/1983	Sale Price:		Doc Num:	03140376	Doc Type:	RD
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Sentry Dynamics, Inc. and its customers make no representations, warranties or conditions, express or implied, as to the accuracy or completeness of information contained in this report.

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REEL
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WARRANTY DEED—STATUTORY FORM

CORPORATE GRANTOR

THE DIOCESE OF OREGON, an Oregon corporation,
a corporation duly organized and existing under the laws of the State of Oregon, Grantor,
conveys and warrants to ST. TIMOTHY'S EPISCOPAL CHURCH, an Oregon corporation,

Grantee, the following described real property free of encumbrances except as
specifically set forth herein situated in MARION County, Oregon, to-wit:

REAL PROPERTY AS DESCRIBED ON EXHIBIT A
ATTACHED HERETO

(IF SPACE INSUFFICIENT, CONTINUE DESCRIPTION ON REVERSE SIDE)

The said property is free from all encumbrances except zoning ordinances, building
restrictions and easements of record, if any.

The true consideration for this conveyance is \$ other than (Here comply with the requirements of ORS 93.030)
money in its entirety

Done by order of the grantor's board of directors with its corporate seal affixed on April 19 83

(CORPORATE SEAL)

THE DIOCESE OF OREGON
By Matthew P. Bigliardi President
By David Lounsbury Secretary

STATE OF OREGON, County of Multnomah ss. April 19 83
Personally appeared Matthew P. Bigliardi and David Lounsbury
who, each being first duly sworn, did say that the former is the president and that the latter is the
secretary of THE DIOCESE OF OREGON

a corporation; and that the seal affixed to the foregoing instrument
is the corporate seal of said corporation and that said instrument was signed and sealed in behalf of said corporation by authority of its
board of directors; and each of them acknowledged said instrument to be its voluntary act and deed.

(OFFICIAL SEAL)

Before me: John A. Diamond
Notary Public for Oregon; My commission expires Jan. 5, 1984

WARRANTY DEED

The Diocese of Oregon

GRANTOR

St Timothy's Episcopal Church

GRANTEE

GRANTEE'S ADDRESS, ZIP

After recording return to:

St. Timothy's Episcopal Church
P.O. Box 7110
Salem OR 97303

NAME, ADDRESS, ZIP

Until a change is requested, all tax statements
shall be sent to the following address:

same as above

NAME, ADDRESS, ZIP

STATE OF OREGON, ss.

County of }

I certify that the within instru-
ment was received for record on the
day of 19
at o'clock M., and recorded
in book/reel/volume No. on
page or as document/fee/tile/
instrument/microfilm No.
Record of Deeds of said county.

Witness my hand and seal of
County attixed.

NAME TITLE

By Deputy

JUN 24 1983

0 24 83

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PAGE
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JUN 24 1983

EXHIBIT A

PARCEL 1

Beginning at the Southwest corner of a tract of land described in a deed recorded May 28, 1935 in Volume 222 at Page 125 of Deed Records for Marion County, Oregon; thence North 0° 12' East along the Westerly line of said tract 13.011 chains to the Northwest corner of said tract, which point is in the center line of Market Street; thence North 89° 49' West along the center line of said Market Street 0.187 chains to the Northeast corner of a tract of land described in deed recorded April 3, 1957 in Volume 498 at Page 652 of Deed Records for Marion County, Oregon; thence South 0° 15' West along the Easterly line of said last mentioned tract 3.48 chains to the Southeast corner thereof; thence North 89° 49' West along the South line of said tract 0.757 chains to the Southwest corner of said tract, which Southwest corner is on the Easterly line of Roseland Addition, Marion County, Oregon (See Volume 17, Page 50, Record of Town Plats for said County and State); thence South 0° 15' West along the Easterly line of said Roseland Addition to the Southeast corner of Lot 1 in Block 3 of said Roseland Addition; thence Easterly along the Easterly extension of the South line of said Lot 1 to a point which bears South 0° 12' West from the point of beginning; thence North 0° 12' East to the point of beginning.

PARCEL 2

That portion of the tract conveyed to Frank Tipton by deed recorded in Volume 182, at page 544 of Marion County Oregon Deed Records, which lies south of the easterly extension of the center line of Windsor Avenue as said avenue is shown on the recorded plat of Roseland Addition.

6 24 83

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REEL
314PAGE
378

JUN 24 1983

PARCEL 3

Beginning at the Southwest corner of Lot 7 in Garden City Addition to Salem, as recorded in Volume 2, Page 1, Record of Town Plats for Marion County, Oregon; and running thence North 89 degrees 31' East along the South line of said Lot 7, 3.89 chains to an iron pipe, which point is the Southwest corner of the East one-half of said Lot 7; thence North 0 degrees 14' East along the West line of said East one-half of said Lot 7, 6.405 chains to a point on the North line of said Lot; thence Westerly along the Northerly line of said Lot 7, and said line extended Westerly, 6.501 chains to an iron pipe which marks the Southwest corner of a tract of land described in a deed recorded May 28, 1935 in Volume 222, Page 125, Deed Records for Marion County, Oregon; thence North 0 degrees 12' East along the Westerly line of last said tract 13.011 chains to the Northwest corner of said last mentioned tract, which point is also in the center of a County Road; thence North 89 degrees 49' West along the center line of said County Road 0.187 chains to the Northeast corner of a tract of land described in deed recorded April 3, 1957 in Volume 498, Page 652, Deed Records for Marion County, Oregon; thence South 0 degrees 15' West along the Easterly line of said last mentioned tract to the Southeast corner thereof a distance of 3.48 chains; thence North 89 degrees 49' West along the South line of said last mentioned tract 0.757 chains to the Southwest corner thereof, which Southwest corner is also the Easterly line of Roseland Addition, Marion County, Oregon (See Volume 17, Page 50, Record of Town Plats for said County and State); thence South 0 degrees 15' West along the Easterly line of said Roseland Addition 15.939 chains to an iron pipe, which point is South 89 degrees 31' West 3.564 chains from the point of beginning; thence North 89 degrees 31' East 3.564 chains to the point of beginning, being a portion of Lot 7, Garden City Addition to Salem, and part of Section 24 in Township 7 South, Range 3 West of the Willamette Meridian, Marion County, Oregon.

STATE OF OREGON

County of Marion

13762

I hereby certify
that the within was
received and duly
recorded by me
in Marion County
records.

JUN 24 11 09 AM '83

EDWIN P. MORGAN
MARION COUNTY CLERKBY J DEPUTYReel 314 Page 376

1300

Exhibit C – Articles of Organization



Secretary of State
Corporation Division
255 Capitol Street NE, Suite 151
Salem, OR 97310-1327

Phone: (503) 986-2200
FAX: (503) 378-4381
sos.oregon.gov/business

2023 ANNUAL REPORT

REGISTRY NUMBER: **16512717**

DATE OF FILING: 12/16/1982

FEE: \$50

DUE DATE: 12/16/2023

TYPE: DOMESTIC NONPROFIT CORPORATION

00222

ST. TIMOTHY'S EPISCOPAL CHURCH
PO BOX 7416
SALEM OR 97303

FILED: DEC 26, 2023
OREGON SECRETARY OF STATE



16512717-25678539

ST. TIMOTHY'S EPISCOPAL...

RENANA

Business Name: ST. TIMOTHY'S EPISCOPAL CHURCH

Jurisdiction: OREGON

Non-Profit Type: RELIGIOUS

The following information is required by statute. Please complete the information below. If any of the information is incorrect, you can make changes on this form. Failure to submit this Annual Report and fee by the due date may result in inactivation on our records.

REGISTERED AGENT:

BRANDON L FILBERT

STREET ADDRESS: (Must be an Oregon Physical Street Address)

3295 LADD AVE NE, SALEM, OR 97301

If the Registered Agent has changed, the new Agent has consented to the appointment.

Type of Business:

Principal Place of Business Address:

3295 LADD AVE NE, SALEM, OR 97301

(Physical Street Address)

Mailing Address:

PO BOX 7416, SALEM, OR 97303

President Name and Address

JOYCE BEACH

1135 RIDGEPOINT DR NE, KEIZER, OR 97303

Secretary Name and Address

R MERRYNGRAE

3295 LADD AVE NE, SALEM, OR 97301

Execution: I declare, under penalty of perjury, that this document does not fraudulently conceal, fraudulently obscure, fraudulently alter or otherwise misrepresent the identity of the person or any officers, directors, employees or agents of the corporation on behalf of which the person signs. This filing has been examined by me and is, to the best of my knowledge and belief, true, correct, and complete. Making false statements in this document is against the law and may be penalized by fines, imprisonment or both.

Signature

R. Meryn Grae

Printed Name

R. Meryn Grae

Date

11/21/2023

Phone Number

503-363-0601

Make check payable to "Corporation Division" and mail completed form with payment to the address above.

Note: Filing fees may be paid with a major credit card. Submit the card number and expiration date on a separate page for your protection.

Exhibit D – HOA Statement

BRAND

Homeowners Association Information









3295 Ladd Avenue NE, Salem, OR – Conditional Use Permit and Class 3 Site Plan Review

The applicant is submitting this statement to confirm there is no homeowners association (HOA) which is active or registered with the Oregon Secretary of State which impacts the subject property.

Exhibit E – Airport Overlay Map

Airport Overlay Zone

Legend

- | | |
|---|---|
|  Primary Surface |  Transitional Surface |
|  PIRA |  {NEED DESCRIPTION} |
|  RLUMV |  Urban Growth Boundary |
|  RLUVA/URVA
(URVA exists within RLUVA) |  Outside Salem City Limits |

0 2,000 4,000
Feet



CITY OF *Salem*
AT YOUR SERVICE

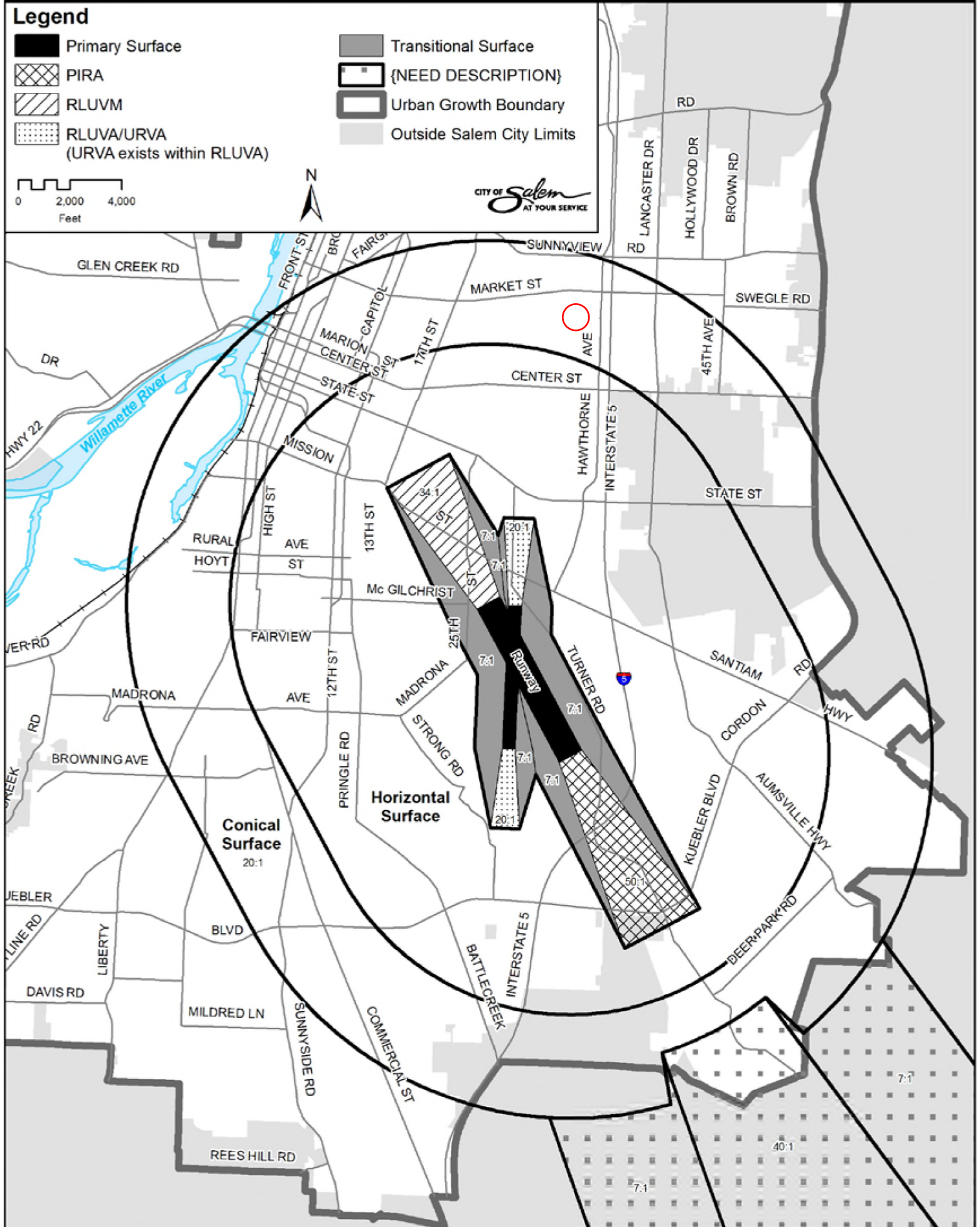


Exhibit F – Pre-Application Conference Notes



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-AP22-57 / 22-108983-PA
Conference Date	May 16, 2022
Applicant	ST TIMOTHY EPISCOPAL CHURCH 3295 LADD AV NE SALEM OR 97301
Representative	ANGELA FLORES, CARLSON VEIT JUNGE ARCHITECTS PC 3095 RIVER RD N SALEM OR 97303 aflores@carlsonveit.com
Case Manager	Brandon Pike

Mandatory Pre-Application Conference: ☐ Yes ☒ No

Project Description & Property Information

Project Description	A pre-application conference to discuss construction of a 2,560-square-foot addition to an existing parish hall at St. Timothy's Episcopal Church. The subject property is 5.29 acres in size, zoned RS (Single Family Residential), and located at 3295 Ladd Avenue NE.
Property Address(es)	3295 Ladd Avenue NE
Assessor Map and Tax Lot Number(s)	073W24DA / 900
Existing Use	<i>Religious assembly</i>
Legal Units of Land	Without reviewing deeds for the subject property, it is not possible for Staff to determine if the subject property is a legal lot. Preliminary research by Staff did not clearly show either way. At the time of land use application, it will be up to the applicant to provide evidence that the property was created legally.
Comprehensive Plan Map Designation	SF – Single Family Residential
Urban Service Area	The subject property is located inside the City's Urban Service Area.
Urban Renewal Area	None
Past Land Use Actions	None found

Planning Division Comments

Proposal

The materials provided by the applicant show an addition to the existing parish hall at the St. Timothy's Episcopal Church facility. The applicant posed the following specific question for the Planning Division to answer at the pre-app:

- Q: As this is in a residential zone, are there any special use or conditional uses for the site?
 - A: Yes, the special use provisions of SRC 700.055 apply to the proposal. See the *Development Standards* table herein for further details.

No staff person from the Building and Safety Division was able to attend the conference. Questions related to building codes can be directed to Claude Kennedy (503-540-2417 / CKennedy@cityofsalem.net) or Ryan McGraw (503-540-2474 / rmcgraw@cityofsalem.net).

Relevant Past Land Use Decisions

Staff found no past land use decisions which would influence or prohibit the proposal.

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 checked="" type="checkbox"/>	Conditional Use (SRC 240.005)	<input type="checkbox"/>	Class 1 Site Plan Review (SRC 220.005)		
<input type="checkbox"/>	Comprehensive Plan Change (SRC 64.020)	<input checked="" type="checkbox"/>	Class 2 Site Plan Review (SRC 220.005) <i>(Applicable if the development will meet the triggers for Class 2 Site Plan Review under SRC 220.005(b)(2))</i>		
<input type="checkbox"/>	Zone Change (SRC 265.000)	<input checked="" type="checkbox"/>	Class 3 Site Plan Review (SRC 220.005) <i>(Applicable if the development will meet the triggers for Class 3 Site Plan Review under SRC 220.005(b)(3))</i>		
<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"/>	Nonconforming Use Extension, Alteration, Expansion, or Substitution (SRC 270.000)	<input type="checkbox"/>	Class 2 Design Review (SRC 225.005)		
<input type="checkbox"/>	Manufactured Dwelling Park Permit (SRC 235.010)	<input type="checkbox"/>	Class 3 Design Review (SRC 225.005)		
Land Divisions		Historic Design Review (SRC 230.020)			
<input type="checkbox"/>	Property Line Adjustment (SRC 205.055)	<input type="checkbox"/>	Major Commercial	<input type="checkbox"/>	Minor Commercial

		<input type="checkbox"/>	Major Public	<input type="checkbox"/>	Minor Public
<input type="checkbox"/>	Replat (SRC 205.025)	<input type="checkbox"/>	Major Residential	<input type="checkbox"/>	Minor Residential
<input type="checkbox"/>	Partition (SRC 205.005)	Wireless Communication Facilities			
<input type="checkbox"/>	Subdivision (SRC 205.010)	<input type="checkbox"/>	Class 1 Permit (SRC 703.020)		
<input type="checkbox"/>	Phased Subdivision (SRC 205.015)	<input type="checkbox"/>	Class 2 Permit (SRC 703.020)		
<input type="checkbox"/>	Planned Unit Development Tentative Plan (SRC 210.025)	<input type="checkbox"/>	Class 3 Permit (SRC 703.020)		
<input type="checkbox"/>	Manufactured Dwelling Park Subdivision (SRC 205.020)	<input type="checkbox"/>	Temporary (SRC 703.100)		
<input type="checkbox"/>	Validation of Unit of Land (SRC 205.060)				
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 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 type="checkbox"/>	Historic Clearance Review- High Probability Archaeological Zone (SRC 230.100)		
		<input type="checkbox"/>	Class 2 Driveway Approach Permit (SRC 804.025)		
Staff Comments					

Note: The applications checked above have been initially identified as being required for the proposed development. Depending on the proposal that is ultimately submitted, additional land use applications may be required. Some of the applications checked in this list are to anticipate various development scenarios which may or may not occur, some of which require a pre-application conference.

Site Plan Review: A Site Plan Review application is required for the proposal—a Class 3 will be required if the proposal triggers a Class 2 Driveway Approach Permit, or if the applicant requests any Adjustment(s).

Adjustment: If you want to improve or build on your property but cannot meet a development standard in the Salem Revised Code (SRC), you can seek an Adjustment. Adjustments provide an alternative way to meet the purposes of the SRC and provide flexibility to allow reasonable development of property where special conditions or unusual circumstances exist.

Conditional Use Permit: A conditional use permit will only be required if the project must deviate from the special use provisions of SRC 700.055, per SRC 700.005(d).

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(s):

- Site Plan Review and/or Design Review: <https://www.cityofsalem.net/Pages/build-on-your-property.aspx>
- Adjustment: <https://www.cityofsalem.net/Pages/seek-an-adjustment-to-land-use-standards.aspx>
- Conditional Use Permit: <https://www.cityofsalem.net/Pages/conditional-use-permit.aspx>

Land Use Application Fees

The applicable land use application fees for these applications can be found on the City's website at the location below. Land use application fees and descriptions start on **page 25** of the document.

<https://www.cityofsalem.net/CityDocuments/city-of-salem-fees.pdf>

Consolidated Land Use Application Procedures

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

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

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

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

Zoning

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

Base Zones			
<input type="checkbox"/>	EFU – Exclusive Farm Use (SRC 500.000)	<input type="checkbox"/>	MU-I – Mixed Use I (SRC 533.000)
<input type="checkbox"/>	RA – Residential Agriculture (SRC 510.000)	<input type="checkbox"/>	MU-II – Mixed Use II (SRC 534.000)
<input checked="" type="checkbox"/>	RS – Single Family Residential (SRC 511.000)	<input type="checkbox"/>	EMSU – Edgewater/Second Street Mixed-Use Corridor (SRC 535.000)
<input type="checkbox"/>	RD – Duplex Residential (SRC 512.000)	<input type="checkbox"/>	PA – Public Amusement (SRC 540.000)
<input type="checkbox"/>	RM-1 – Multiple Family Residential (SRC 513.000)	<input type="checkbox"/>	PC – Public/Private Cemetery (SRC 541.000)
<input type="checkbox"/>	RM-2 – Multiple Family Residential (SRC 514.000)	<input type="checkbox"/>	PE – Public/Private Education (SRC 542.000)
<input type="checkbox"/>	RH – Multiple Family High-Rise Residential (SRC 515.000)	<input type="checkbox"/>	PH – Public/Private Health Services (SRC 543.000)
<input type="checkbox"/>	CN – Neighborhood Commercial (SRC 520.000)	<input type="checkbox"/>	PS – Public Service (SRC 544.000)
<input type="checkbox"/>	CO – Commercial Office (SRC 521.000)	<input type="checkbox"/>	PM – Capitol Mall (SRC 545.000)
<input type="checkbox"/>	CR – Retail Commercial (SRC 522.000)	<input type="checkbox"/>	EC – Employment Center (SRC 550.000)
<input type="checkbox"/>	CG – General Commercial (SRC 523.000)	<input type="checkbox"/>	IC – Industrial Commercial (SRC 551.000)
<input type="checkbox"/>	CB – Central Business District (SRC 524.000)	<input type="checkbox"/>	IBC – Industrial Business Campus (SRC 552.000)
<input type="checkbox"/>	WSCB – West Salem Central Business District (SRC 525.000)	<input type="checkbox"/>	IP – Industrial Park (SRC 553.000)
<input type="checkbox"/>	FMU – Fairview Mixed-Use (SRC 530.000)	<input type="checkbox"/>	IG – General Industrial (SRC 554.000)
<input type="checkbox"/>	SWMU – South Waterfront Mixed-Use (SRC 531.000)	<input type="checkbox"/>	II – Intensive Industrial (SRC 555.000)
<input type="checkbox"/>	NCMU – Neighborhood Center Mixed-Use (SRC 532.000)	<input type="checkbox"/>	SCI – Second Street Craft Industrial Corridor (SRC 556.000)
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"/>	Superior-Rural (SRC 621.000)
<input type="checkbox"/>	Portland Fairgrounds Road (SRC 603.000)	<input type="checkbox"/>	Oxford-West Nob Hill (SRC 622.000)
<input type="checkbox"/>	Pine Street Mixed-Use (SRC 604.000)	<input type="checkbox"/>	Oxford-Hoyt (SRC 623.000)
<input type="checkbox"/>	Northgate Mixed-Use (SRC 605.000)	<input type="checkbox"/>	Hoyt-McGilchrist (SRC 624.000)
<input type="checkbox"/>	Wallace Road Corridor (SRC 606.000)	<input type="checkbox"/>	Saginaw Street (SRC 625.000)
<input type="checkbox"/>	West Salem General Industrial (SRC 608.000)	<input type="checkbox"/>	Commercial High-Density Residential (SRC 626.000)
<input type="checkbox"/>	Patterson Street Corridor (SRC 609.000)	<input type="checkbox"/>	22 nd and Electric (SRC 627.000)
<input type="checkbox"/>	Walker School Residential Area (SRC 612.000)	<input type="checkbox"/>	State Street (SRC 628.000)
<input type="checkbox"/>	Broadway-High Street Retail (SRC 613.000)	<input type="checkbox"/>	McNary Field (SRC 629.000)
<input type="checkbox"/>	Broadway-High Street Housing (SRC 614.000)	<input type="checkbox"/>	South Gateway (SRC 630.000)
<input type="checkbox"/>	Broadway-High Street Transition (SRC. 615.000)	<input type="checkbox"/>	Compact Development (SRC 631.000)

<input type="checkbox"/>	Riverfront High Density Residential (SRC 616.000)	<input type="checkbox"/>	General Retail/Office (SRC 632.000)
<input type="checkbox"/>	Riverfront (SRC 617.000)	<input type="checkbox"/>	Front Street (SRC 633.000)
<input type="checkbox"/>	Chemawa-I-5 Northeast Quadrant Gateway (SRC 618.000)		
Staff Comments			
<p>Our Salem: Under the City's Our Salem project, no changes are proposed to the subject property's zoning or comprehensive plan map designations.</p> <p>Allowed Uses: The existing and proposed use (<i>religious assembly</i>) is allowed as a special use in the RS zone, subject to SRC 700.055.</p>			

Development Standards

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

Development Standards			
<input type="checkbox"/>	Multiple Family Design Review Guidelines and Standards (SRC 702.000)	<input checked="" type="checkbox"/>	Off-Street Parking, Loading and Driveways (SRC 806.000)
<input checked="" type="checkbox"/>	General Development Standards (SRC 800.000)	<input checked="" type="checkbox"/>	Landscaping and Screening (SRC 807.000)
<input type="checkbox"/>	Public Improvements (SRC 802.000)	<input checked="" type="checkbox"/>	Preservation of Trees and Vegetation (SRC 808.000)
<input type="checkbox"/>	Streets and Right-Of-Way Improvements (SRC 803.000)	<input type="checkbox"/>	Wetlands (SRC 809.000)
<input type="checkbox"/>	Driveway Approaches (SRC 804.000)	<input type="checkbox"/>	Landslide Hazards (SRC 810.000)
<input type="checkbox"/>	Vision Clearance (SRC 805.000)	<input type="checkbox"/>	Sign Code (SRC 900.000)
Staff Comments			
<p>Special Use Provisions</p> <p>It's unclear if the proposal meets the following standard(s) from SRC 700.055:</p> <ul style="list-style-type: none"> SRC 700.055(j): <i>Landscaping. All lot area not developed for buildings, structures, parking, loading, or driveways shall be landscaped as provided in SRC chapter 807.</i> The area which appears to be gravel in the northwest portion of the site—unless this can be shown to be a permitted parking, loading, or driveway area, this may need to be landscaped. At the pre-app, Staff and the applicant discussed how this had been used as a loading area. <p>Pedestrian Access</p> <p>The proposal does not appear to meet the following pedestrian access standard(s):</p> <ul style="list-style-type: none"> SRC 800.065(a)(1)(A): <i>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</i> 			

entrances are connected, via a pedestrian connection, to the required connection to the street (see Figure 800-11). This standard is not met in the following location(s):

- Connections to Windsor Avenue and Ladd Avenue are required.

Amount Bicycle Parking

SRC 806.055 requires a minimum number of bicycle parking spaces based on use/activity. For *religious assembly* uses, the minimum bicycle parking standard is one per 30 vehicle parking spaces. Based on the applicant's site plan, there are approximately 65 vehicle parking spaces, requiring a minimum of two bicycle spaces. The spaces must meet the development standards of SRC 806.060.

Amount Off-Street Loading

You will need to provide evidence the proposal meets the minimum off-street loading standards set forth under SRC 806.075. For *religious assembly* uses with 5,000 to 60,000 square feet of gross floor area, a minimum of one loading space is required meeting the standards of SRC 806.080.

Neighborhood Association Contact Information

Staff recommends that applicants/property owners contact the relevant neighborhood association(s) regarding their proposals as soon as possible. This allows for the neighborhood association(s) to be involved early in the process and helps to identify any potential issues that might arise.

SRC 300.310 establishes requirements for contacting the applicable neighborhood association(s) prior to land use application submittal for certain applications. Applications which require neighborhood association contact are identified within SRC Table 300-2. Based on the applicant's materials for the proposed development, **Staff advises the following:**

Submittal of a Class 3 Site Plan Review application requires the applicant to contact the neighborhood associations prior to submittal. If you submit a Class 2 Site Plan Review application, you are not required to contact the neighborhood associations, but are still encouraged to do so.

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)
North East Salem Community Association (NESCA)	Meetings are held the third Tuesday, 7 p.m. See the calendar for specific dates and meeting locations. https://www.cityofsalem.net/Pages/north-east-salem-community-association.aspx	Chair: Mike Beringer (salempilot@aol.com)
		Land use chair: Ian Johnson (NESCASalem@gmail.com)

Salem Revised Code Online Availability

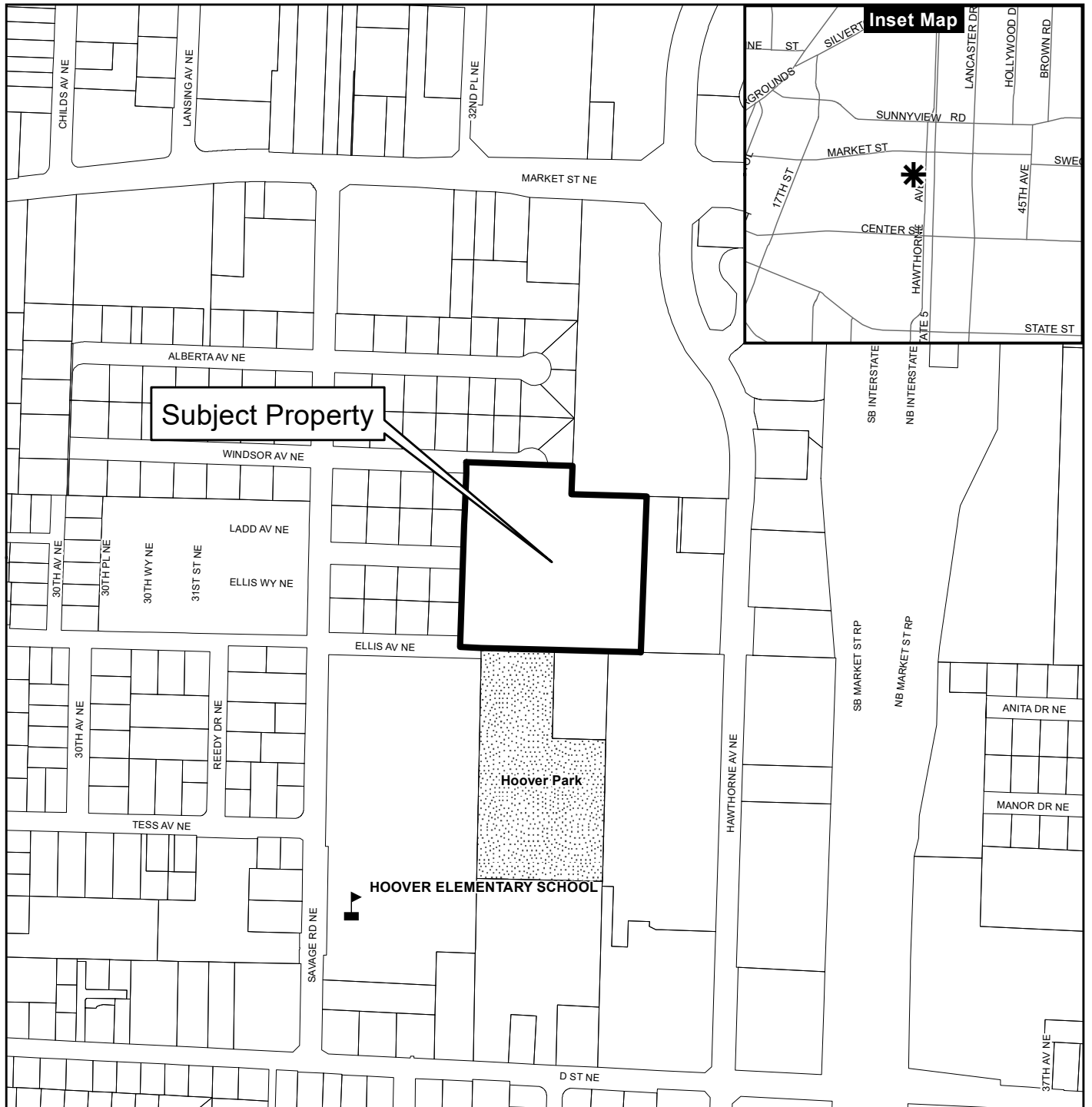
The entire Salem Revised Code can be accessed online through the City's website at:
<https://www.cityofsalem.net/Pages/salem-revised-code.aspx>

Attachments





- A. Pre-Application Conference Materials

Vicinity Map

3295 Ladd Avenue NE



Legend

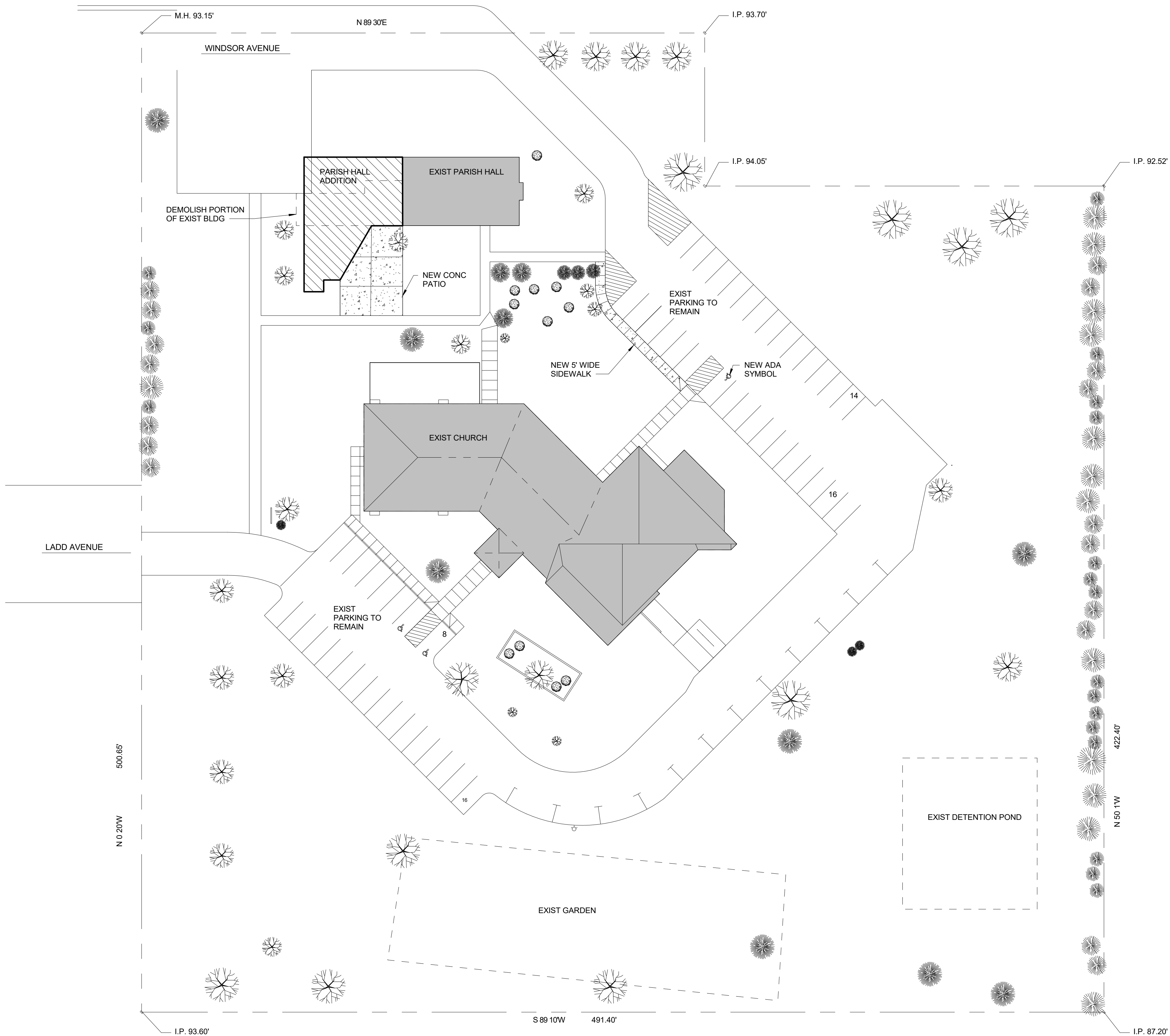
-  Taxlots
-  Urban Growth Boundary
-  City Limits
-  Outside Salem City Limits
-  Historic District
-  Schools
-  Parks

0 100 200 400 Feet



CITY OF Salem
AT YOUR SERVICE
Community Development Dept.

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PRELIMINARY
NOT FOR CONSTRUCTION

PRELIMINARY DATE:
04-21-22

project: **ST. TIMOTHY'S EPISCOPAL CHURCH
PARISH HALL ADDITION**
3295 Ladd Ave NE,
Salem, OR 97301
consultants:

revisions:

date: Issue Date
project: 00622
drawn by: Author
checked by: Checker
copyright © 2022
Carlson Veit Junge Architects PC

SITE PLAN

sheet: **A-100**
of:

DOOR SCHEDULE														
DOOR MARK	SIZE			DOOR			FRAME			ELEVATION/DETAILS	RATING	HARDWARE	REMARKS	
	W	HT	THK	TYPE	CONST	FINISH	GLASS	CONST	FINISH					
101A	6'-0"	7'-0"	1 3/4"	DD	ACW	FF	1" T/IN	ACW	FF		--			
101B	3'-6"	7'-0"	1 3/4"	C	SC	WT	1/4" T	HS	ME		--			
102A	3'-0"	7'-0"	1 3/4"	A	HS	ME	--	HS	ME		--			
103A	4'-0"	7'-0"	1 3/4"	AA	SC	WT	--	HS	ME		--			
104A	6'-0"	7'-0"	1 3/4"	DD	ACW	FF	1" T/IN	ACW	FF		--			
104B	3'-0"	7'-0"	1 3/4"	B	HS	ME	1" T/IN	HS	ME		--			
105A	2'-8"	7'-0"	1 3/4"	A	SC	WT	--	HS	ME		--			
106A	2'-8"	7'-0"	1 3/4"	A	SC	WT	--	HS	ME		--			
107A	3'-0"	7'-0"	1 3/4"	A	SC	WT	--	HS	ME		--			
110A	3'-0"	7'-0"	1 3/4"	A	SC	WT	--	HS	ME		--			
111A	3'-0"	7'-0"	1 3/4"	A	HS	ME	--	HS	ME		--			
111B	6'-0"	6'-6"	2"	F	HS	FF	--	HS	ME		--			
112A	3'-0"	7'-0"	1 3/4"	A	HS	ME	--	HS	ME		--			
113A	5'-6"	7'-0"	1' - 9"	AA	SC	WT	--	HS	ME		--		NOTE 1	
114A	4'-0"	6'-8"	1 1/2"	A	SC	WT	--	HS	ME		--		NOTE 3	
114B	3'-3 1/2"	7'-0"	1 1/2"	AA	SC	WT	--	HS	ME		--		NOTE 2	
114C	3'-6"	7'-0"	1 3/4"	B	SC	WT	1/4" T	HS	ME		--			
114D	6'-0"	4'-0"	2"	E	RU	SSTL	-	HS	SSTL		--			

TYPE

SEE DOOR TYPES

CONSTRUCTION

SC = SOLID CORE WOOD
HS = HOLLOW STEEL
RU = ROLL UP/COIL
ACW = ALUM CLAD WOOD

FINISH

WT = WOOD TRANSPARENT
ME = METAL ENAMEL
SSTL = STAINLESS STEEL
FF = FACTORY FINISH

GLASS

T = TEMPERED
T/IN = TEMPERED INSULATING

ELEVATION

SEE FRAME ELEVATIONS

RATING

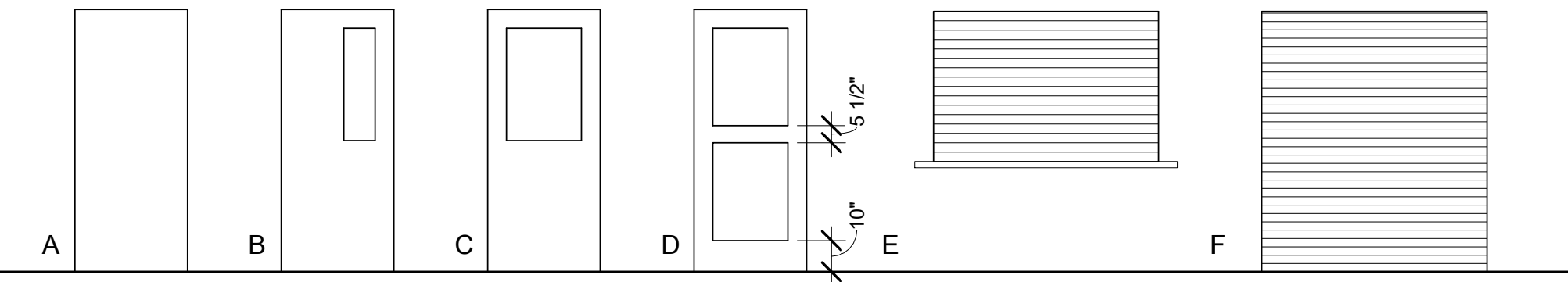
20, 25, 60, 90 MINUTES
FIRE RATING IN MINUTES

HARDWARE

NUMBER REFERS TO HARDWARE
GROUP IN HARDWARE SCHEDULE

REMARKS

1. PAIR SLIDING BARN DOORS
2. POCKET DOOR
3. PAIR POCKET DOORS

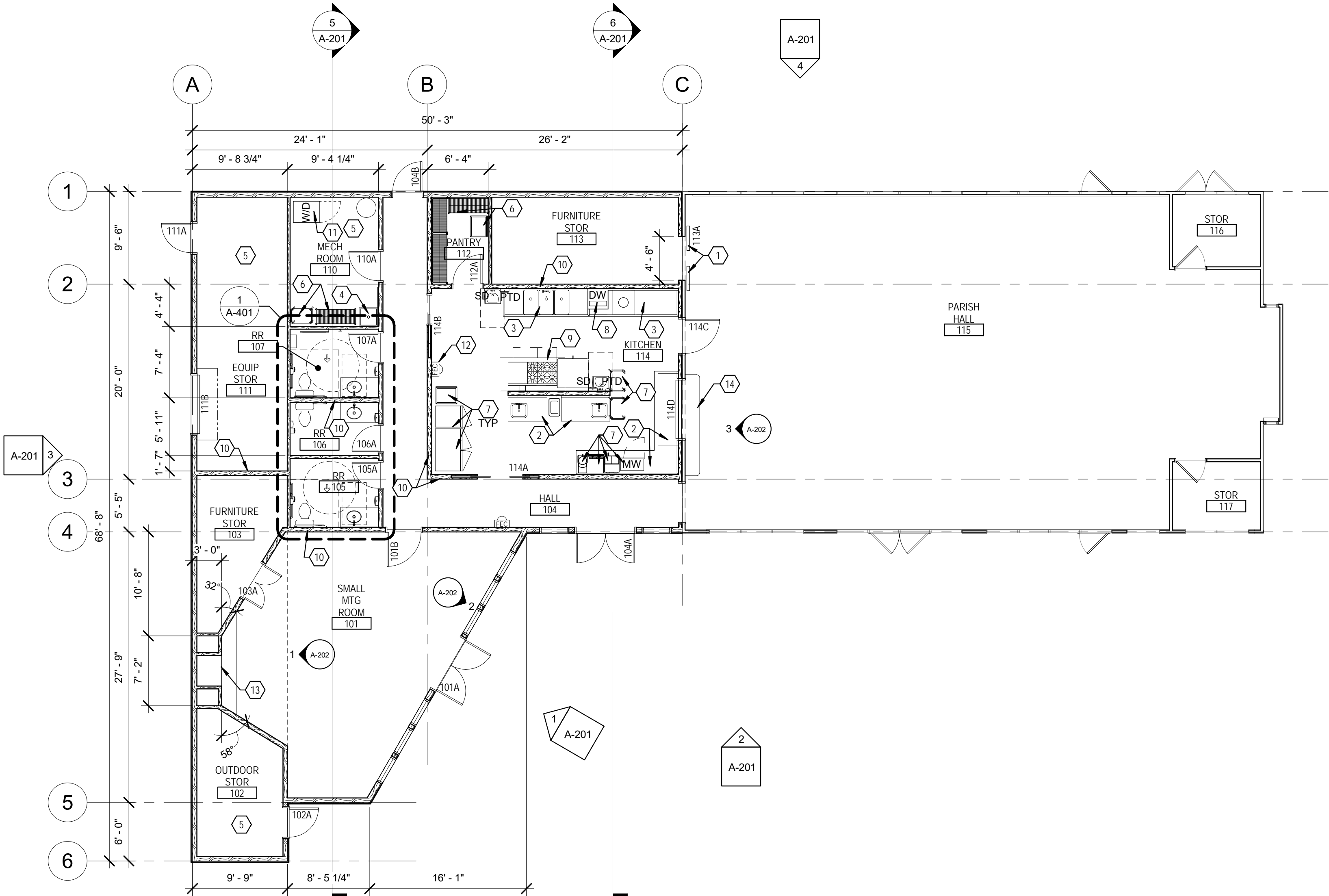


GENERAL NOTES

- ALL NEW INTERIOR WALLS TO BE 2X4 WD STUDS AT 24" OC W/ (1) LAYER GYP BD EACH SIDE, UON, SURFACE TEXTURE TO MATCH ADJACENT WALLS.
- ALL DIMENSIONS ARE TO GRIDLINES OR FACE OF NEW STUD UON.
- SEE A-202 FOR WINDOW SCHEDULE & ELEVATIONS.
- GRIDLINES ALIGN W/ EXT FACE OF STUD OR CENTERLINE OF STRUCTURE

CONSTRUCTION NOTES

- SLIDING BARN DOOR
- OFCI SSTL BUILT-IN COUNTER
- OFCI SSTL SINK/COUNTER.
- MOP SINK, PROVIDE FRP 4' - 10" AFFx 4' - 10" LONG, EACH SIDE
- PROVIDE PLYWD SHEATHING ON GYP BD UP TO 8'-6" AFF, ENTIRE RM
- OFOI FURNITURE
- OFCI KITCHEN EQUIPMENT
- OFCI DISHWASHER
- OFCI COMMERCIAL RANGE & TYPE 1 HOOD
- 6" STUD WALL
- OFCI STACKABLE WASHER AND DRYER
- KITCHEN RATED FEC
- NATURAL GAS FIREPLACE INSERT
- PLAM CASEWORK



FIRST FLOOR PLAN
1/8" = 1'-0"

PRELIMINARY
NOT FOR CONSTRUCTION

PRELIMINARY DATE:
04/21/2022

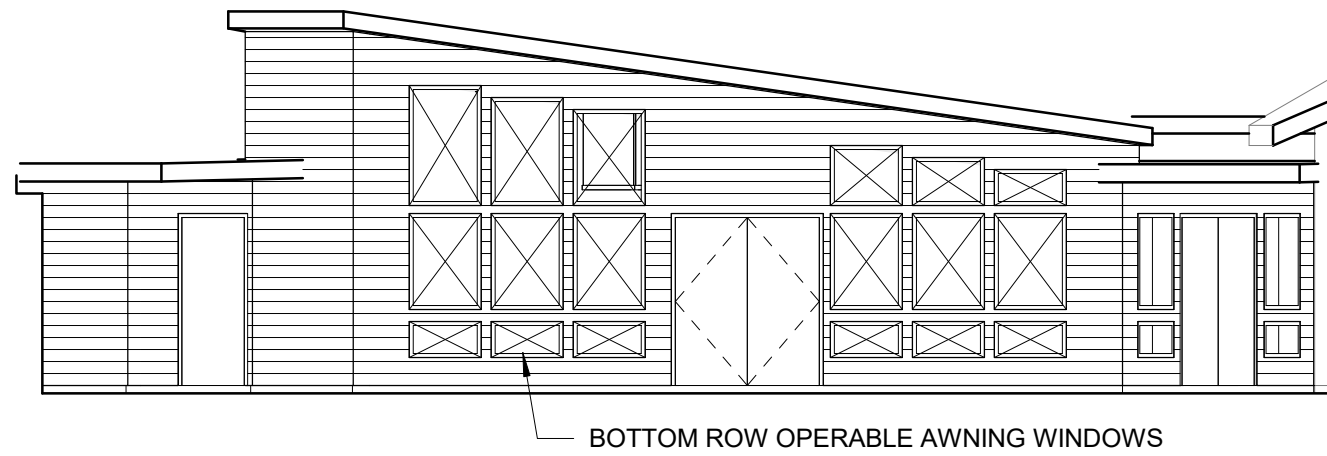
project:
ST. TIMOTHY'S EPISCOPAL CHURCH
PARISH HALL ADDITION
3295 Ladd Ave NE,
Salem, OR 97301
consultants:

revisions:

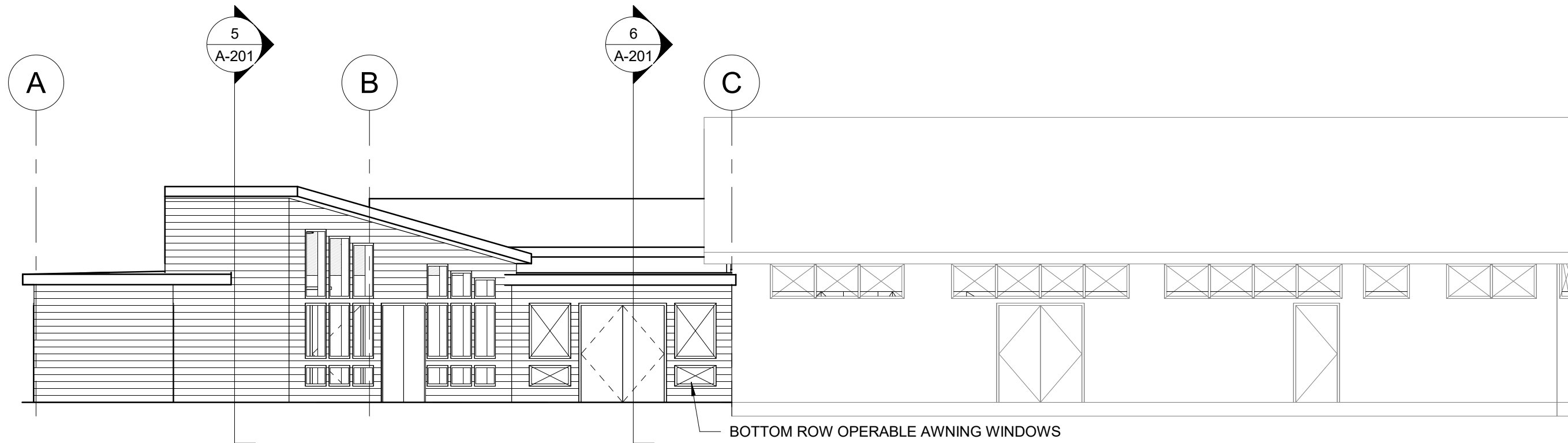
date: Issue Date
project: 00622
drawn by: KC
checked by: AF
copyright © 2022
Carlson Veit Junge Architects PC

FIRST FLOOR
PLAN

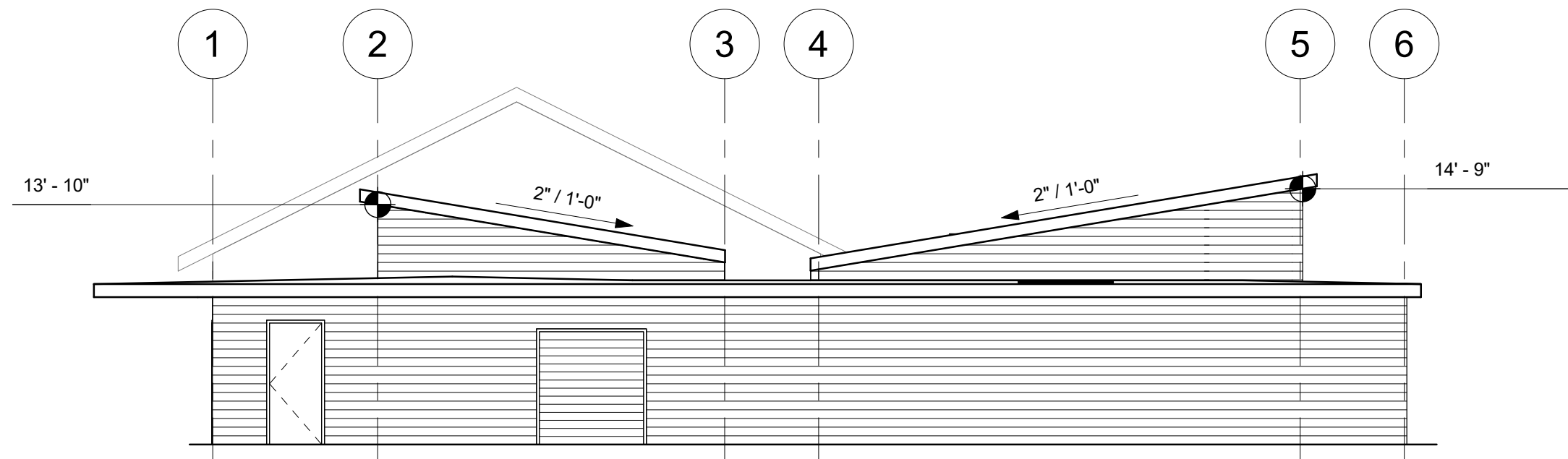
sheet:
A-102
of:



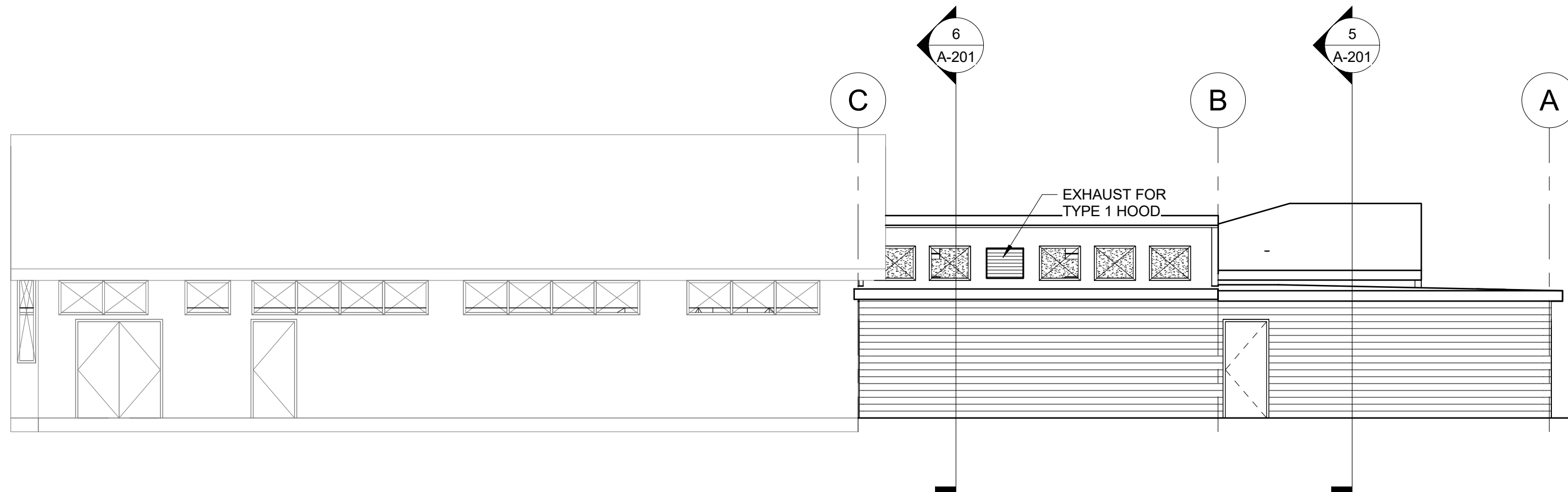
1 SOUTH WEST EXTERIOR ELEVATION
1/8" = 1'-0"



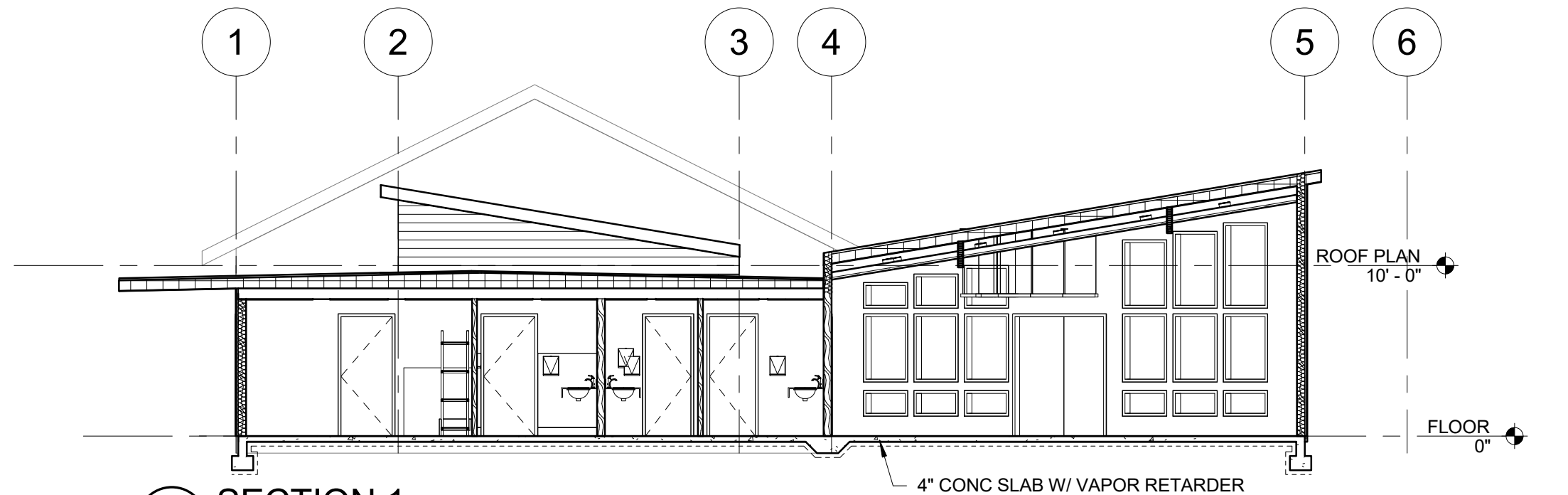
2 SOUTH EXTERIOR ELEVATION
1/8" = 1'-0"



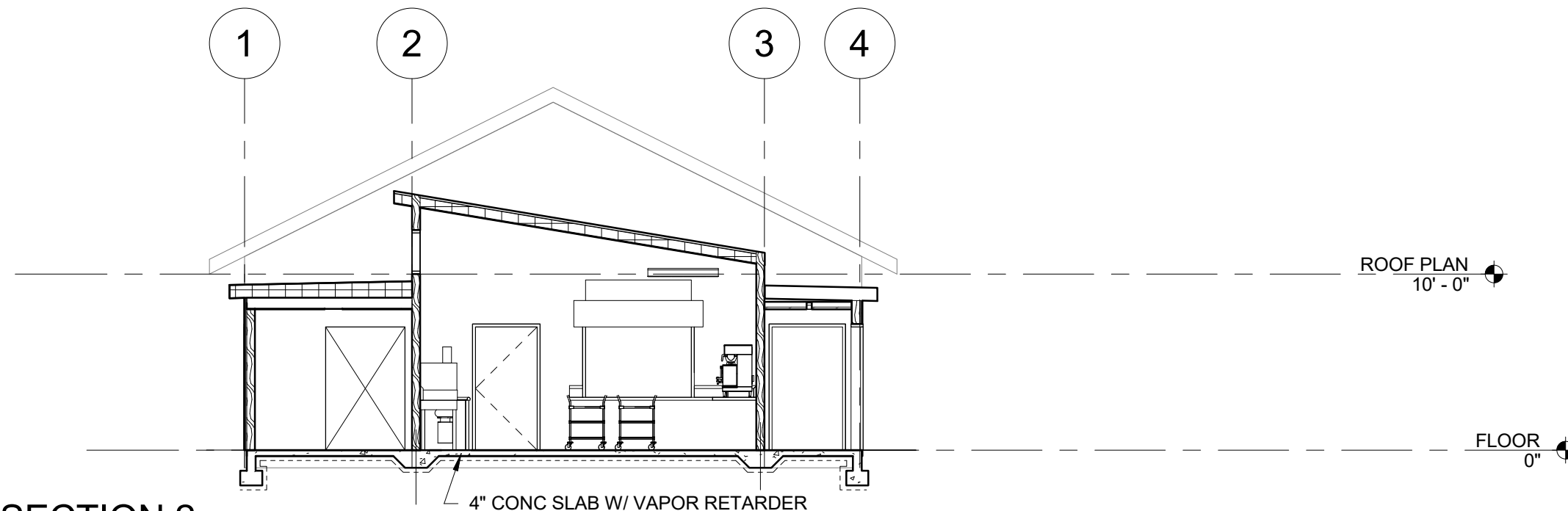
3 WEST EXTERIOR ELEVATION
1/8" = 1'-0"



4 NORTH EXTERIOR ELEVATION
1/8" = 1'-0"



5 SECTION 1
1/8" = 1'-0"



6 SECTION 2
1/8" = 1'-0"

EXTERIOR FINISH NOTES

1. EXTERIOR WALLS TO BE PAINTED FIBER CEMENT SIDING OVER 1/2" FURRING STRIPS OVER PLYWD SHTHG, OVER 2X6 WD STUDS @ 16" OC W/ R-21 BATT INSUL.
2. SLOPED ROOFS TO BE STANDING SEAM METAL ROOFING OVER COVER BOARD OVER 6" RIGID INSUL OVER PLYWD ROOF SHTHG OVER FRAMING.
3. LOW-SLOPE ROOFS TO BE TPO MECHANICALLY FASTENED MEMBRANE ROOFING OVER COVER BOARD OVER 6" RIGID INSUL OVER PLYWD SHTHG OVER FRAMING.
4. EXTERIOR WINDOWS TO BE ALUMINUM-CLAD FIBERGLASS, OPERABLE WHERE NOTED.

PRELIMINARY NOT FOR CONSTRUCTION

PRELIMINARY DATE:
04/21/22

project:
ST. TIMOTHY'S EPISCOPAL CHURCH
PARISH HALL ADDITION
3295 Ladd Ave NE,
Salem, OR 97301
consultants:

revisions:

date: Issue Date
project: 00622
drawn by: AF
checked by: AF
copyright © 2022
Carlson Veit Junge Architects PC

EXTERIOR ELEVATIONS

sheet:
A-201
of:

Planning/Permit Application Center

City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301-3513

503-588-6173 * planning@cityofsalem.net

If you need the following translated in Spanish, please call 503-588-6256.

Si usted necesita lo siguiente traducido en español, por favor llame 503-588-6256.

(For office use only)

Permit #:

How to request a Pre-Application Conference

Your Pre-Application Conference Request must be submitted through the City of Salem Permit Application Center at <https://permits.cityofsalem.net>. You will need to create an account, if you do not have one, in order to submit a pre-application conference request. Once you are logged in, you will be able to follow the instructions for creating your request, uploading your application form and plans, selecting your conference date and paying the application fee. Please note that the application fee must be paid when the application is submitted. Conference dates and times will not be secured until the fee is paid. Staff will contact you to confirm your conference time within three business days of submittal.

Application requirements

You need the following items to apply for a pre-application conference:

- Complete this application form. This application form will need to be uploaded as part of the pre-application conference scheduling process through the PAC Portal.
- Preliminary site plan drawing, elevations, vicinity map, proposed property division, assessor tax lot maps and/or any other drawings showing a detailed view of the proposed development. These documents should be drawn to scale on letter (8.5" x 11") or tabloid (11" x 17") pages.
- Additional documents required by the SRC for the specific land use action.
- Payment of the application fee.

Development proposal

Site address or property location:

Please describe the development proposal to be discussed at the conference and any specific questions you would like answered.

People information

	Name	Full Mailing Address	Phone Number and Email address
Applicant			
Agent			
Paid By			

Exhibit G – TGE Form



CITY OF Salem
AT YOUR SERVICE

Traffic Engineering Section
Public Works Department
555 Liberty Street SE, Room 325 Telephone: 503-588-6211
Salem, Oregon 97301-3513 TTY: 503-588-6292

Trip Generation Estimate

Street _____

Bin # _____ TGE # _____

Date Received _____

Section 1 (To be completed by applicant.)

Applicant Name: _____ Telephone: _____

Applicant Mailing Address: _____

Location of New Development: _____

(Please provide street address. If unknown, provide approximate address and geographical description/nearest cross streets.)

Description and Size of New Development: _____

(e.g., 150 single-family homes, 20,000 sq. ft. office addition, 12-pump gas station, 50-student day care, additional parking, etc.)

Description and Size of Existing/Past Development, if any (note whether to remain or be removed): _____

Planning Action Involved, if any: _____ Building Permit Involved: _____

(e.g., zone change, subdivision, partition, conditional use, PUD, mobile home park, etc.)

Yes ☐ No ☐

Section 2 (To be completed by City staff.)

Proposed Use

Development Quantity: _____

ITE Land Use Code: _____

Trip Generation Rate/Equation: _____

Average Daily Trips: _____

ELNDT Adjustment Factors

Trip Length: _____ Linked Trip: _____

TSDC Trips: _____

Existing Use

Development Quantity: _____

ITE Land Use Code: _____

Trip Generation Rate or Equation: _____

Average Daily Trips: _____

ELNDT Adjustment Factors

Trip Length: _____ Linked Trip: _____

TSDC Trips: _____

Section 3 (To be completed by City staff.)

Transportation Impact Analysis (TIA)

Net Increase in Average Daily Trips: _____

(Proposed use minus existing use.)

☐ A TIA **will** be required:

☐ Arterial/Collector—1000 Trip/day Threshold

☐ Local Street/Alley—200 Trip/day Threshold

☐ Other: _____

☐ A TIA **will not** be required.

Transportation Systems Development Charge

Net Increase in TSDC Trips: _____

(Proposed use minus existing use.)

☐ A TSDC **will** be required.

(Fee determined by Development Services.)

☐ A TSDC **will not** be required.

(For additional information, refer to the back of this application.)

Section 4 (To be completed by City staff.)

Remarks: _____

Date: _____

cc: ☐ Chief Development Services Engineer

☐ Community Development

☐ Building Permit Application

☐ _____

By: _____

Information Required to Assess the Need for a Traffic Impact Analysis and Transportation Systems Development Charge



The following information is required in order to assess the need for a Traffic Impact Analysis (TIA) and to calculate the Transportation Systems Development Charge (TSDC) to be levied on a proposed new development.

TIA Determination:

The City of Salem may require that a TIA be prepared as part of the approval process for major new development. The purpose of a TIA is to estimate the traffic impacts created by a new development on the surrounding street system. Any significantly adverse traffic impacts identified in the TIA must be mitigated by the applicant.

The estimated daily traffic generation of a new development is used as the criteria for determining whether a TIA is needed. If the new development access is located on an arterial or collector and the estimated daily traffic generation is more than 1000 trips, a TIA may be required. If access is located on a local street or alley and the generated trips exceed 200, a TIA may be required. Other criteria such as site access issues, driveway restrictions, and existing facilities deficiencies may also be used, if recommended by City Traffic Engineering staff.

The City Traffic Engineer makes the determination as to whether a TIA is required. (For more information on TIA criteria, see Development Bulletin No. 19 dated January 20, 1995.) When the determination has been made, copies of the Trip Generation Estimate form are sent to Public Works Development Services Division and the applicant. If a planning action is required, a copy is also forwarded to the Community Development Department.

TSDC Analysis:

The City of Salem charges a TSDC on all new development that creates a net increase in traffic on the surrounding street system. The total charge is assessed on a per trip fee times the TSDC trips calculated for the development. For more information on the TSDC, see Council Staff Report dated October 9, 1995.

To assist in estimating the daily trips generated by a new development, please answer the questions in Section 1 of this sheet and return it to Room 325 of the Civic Center. If you have any questions, Traffic Engineering staff are available at 503-588-6211. A copy of the completed trip generation estimate will be returned to you at the address provided in Section 1.

No Land Use, Planning, or Development Approval applications requiring Trip Generation Estimates will be processed until this information has been provided and the TIA/TSDC assessment has been made by City Traffic Engineering staff.

Exhibit H – Neighborhood Association Map

Info

Search result

Zoom

3295 Ladd Av NE, Salem,
Oregon, 97301

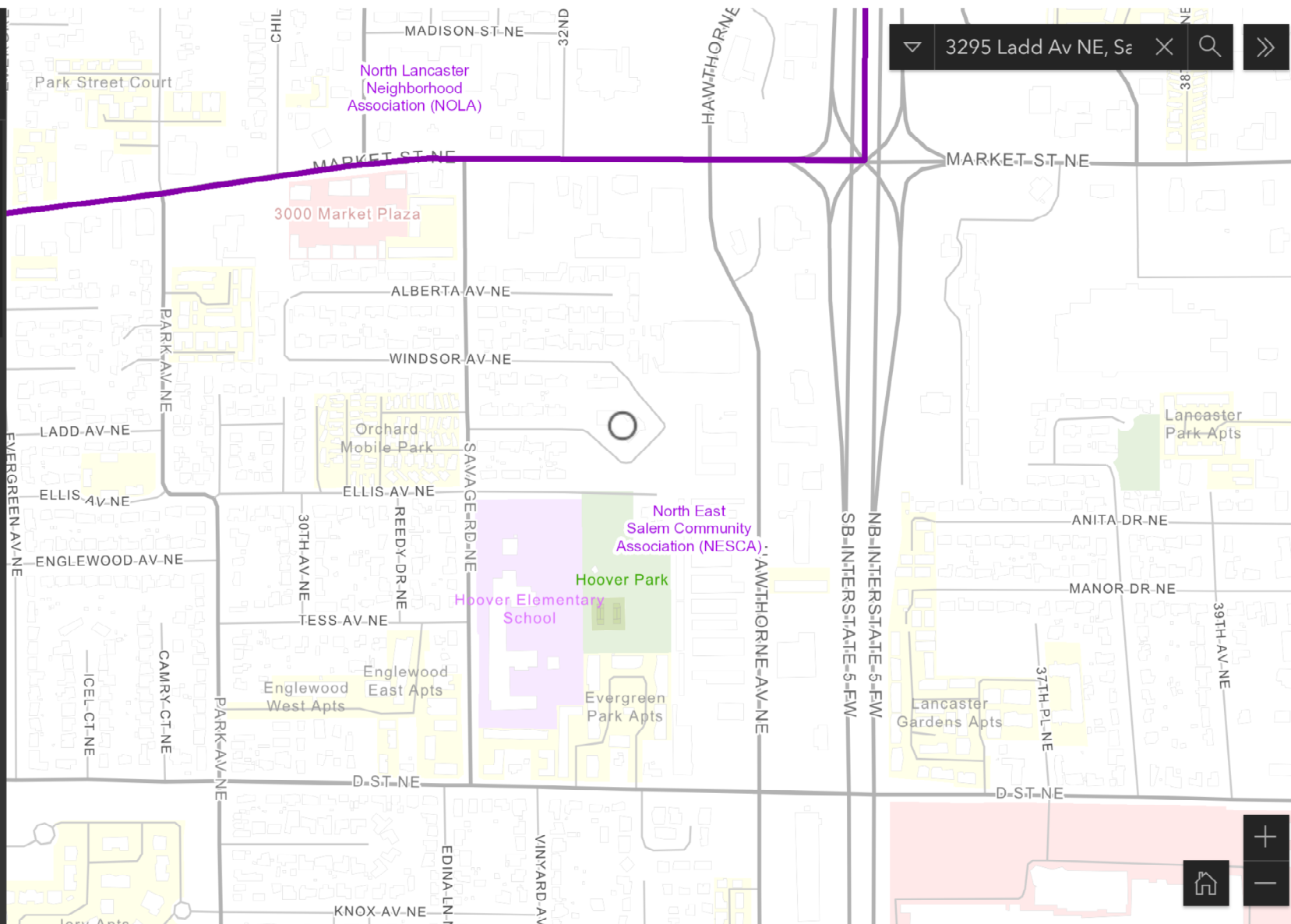


Exhibit I – Neighborhood Association/Transit Contact



Notice of Land Use Application Submittal

February 9, 2024

North East Salem Community Association

Mike Beringer
salempilot@aol.com

Ian Johnson
NESCASalem@gmail.com

RE: Conditional Use Permit and a Class 3 Site Plan Review for property identified as Marion County Map and Tax lot Numbers 073W24DA00900

Dear North East Salem Community Association Chair and Land Use Chair,

We are reaching out to you regarding a project within the boundaries of your Neighborhood Association.

The applicant/property owners are seeking approval of a conditional use permit and a class 3 site plan review. The purpose of the project is to expand St. Timothy's.

This application will be processed using Type III procedures. The neighborhood association, property owners, and tenants within 250-feet of all portions of the property will receive notice of the application and have an opportunity to provide comments. Additionally, a public hearing will be held with notice of the hearing being sent by the city, and hearing notice signs posted on the development site.

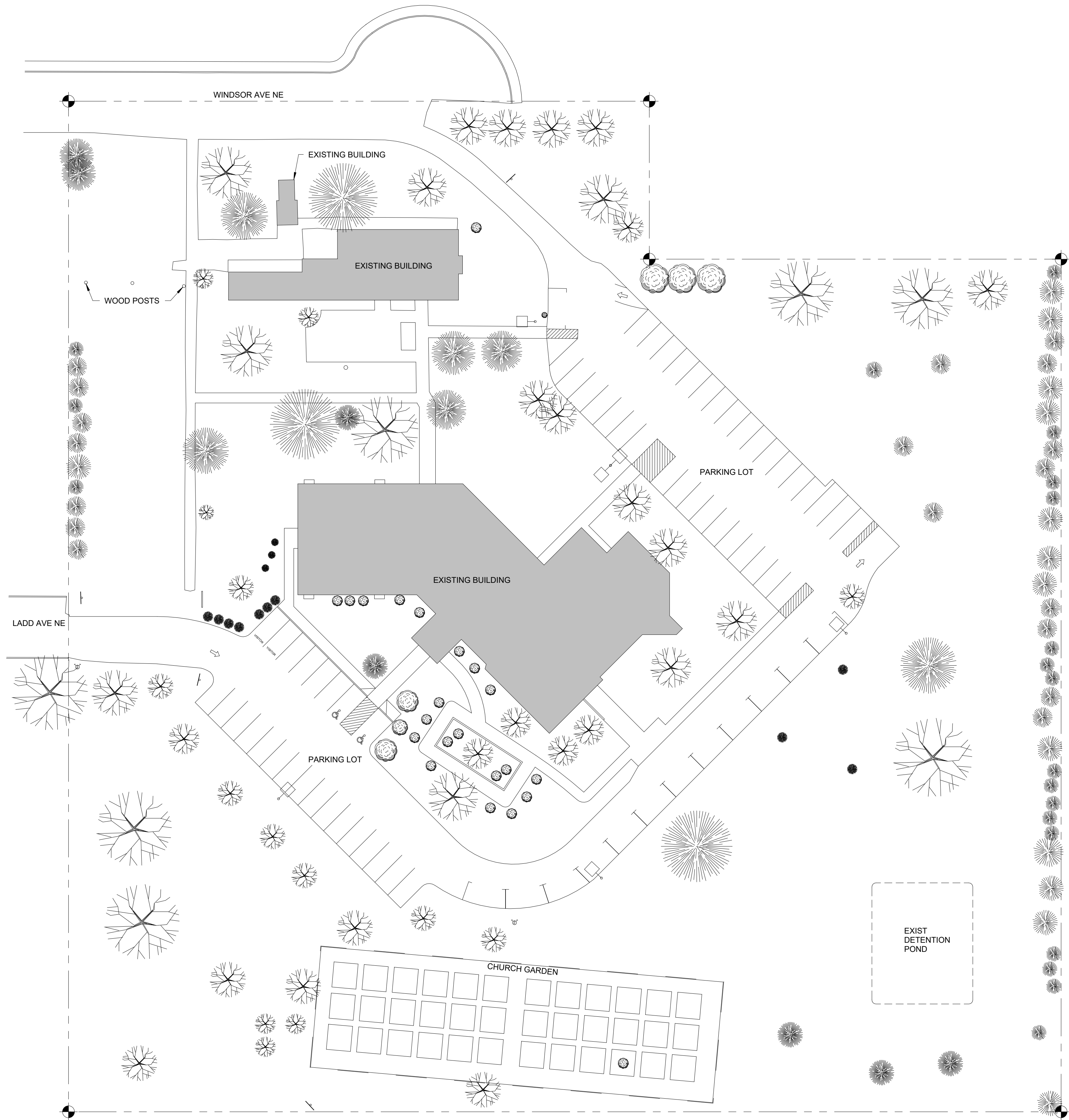
We hope that you find this letter and attached conceptual plan informative. If you have any questions regarding this notice, please [contact the applicant's land use representative.](#)

Thank you.

Applicant Information
Carlson, Veit, Junge Architects

Applicant Representative Information
BRAND Land Use, LLC | Brittany Randall
Ph: 503-370-8704
Britany@BRANDlanduse.com

Exhibit J – Existing Conditions Plan



 SITE PLAN-EXISTING CONDITIONS
1" = 30'-0"

PRELIMINARY
NOT FOR CONSTRUCTION

PRELIMINARY DATE:
11-29-23

project: ST. TIMOTHY'S EPISCOPAL CHURCH -
3295 Ladd Ave NE,
Salem, OR 97301
consultants:

revisions:

date: Issue Date
project: 00622
drawn by: Author
checked by: AF
copyright © 2023
Carlson Veit Junge Architects PC

SITE PLAN -
EXISTING

sheet: **A-100**

of:

Exhibit K – Site Plan

ZONING SUMMARY

THIS PROJECT COMPRISES AN ADDITION TO AN EXISTING PARISH HALL BUILDING FOR A NEW COMMERCIAL KITCHEN, MEETING ROOM AND SUPPORT SPACES.

ZONING CODE	
PLANNING ZONE	RS-SINGLE FAMILY RESIDENTIAL
RELIGIOUS ASSEMBLY	SPECIAL USE, <375 SEATS, EXISTING SEATING TO REMAIN
MAP # 073W24DA, LOT 00900	
LOT COVERAGE	
OVERALL SITE AREA:	230,301 SF
BUILDING AREA:	16,941 SF = 7.4% < 35%
NEW ADDITION:	2,581 SF
LANDSCAPE AREA:	163,556 SF
BUILDING HEIGHT	
PROPOSED HEIGHT:	16'-4"
LANDSCAPING	
PLANTING REQUIRED: 1 PU PER 20 SF (BUILDING ADDITION = 2,581 SF)	130 PU
PLANTING PROVIDED: TOTAL	XXX PU
PARKING	
MAXIMUM PARKING ALLOWED:	
RELIGIOUS ASSEMBLY: 1 PER 15' BENCH (296')	20 SPACES
TOTAL PROVIDED:	70 SPACES (EXISTING NON-CONFORMING)
ACCESSIBLE REQUIRED:	3
ACCESSIBLE PROVIDED:	3
BIKE PARKING REQUIRED: (1 PER 30 VEHICLE)	3
BIKE PARKING PROVIDED:	4

GENERAL NOTES

CONSTRUCTION NOTES

- 1
- NEW 5' WIDE SIDEWALK
- 2
- NEW ADA SYMBOL
- 3
- NEW ADA CURB RAMP

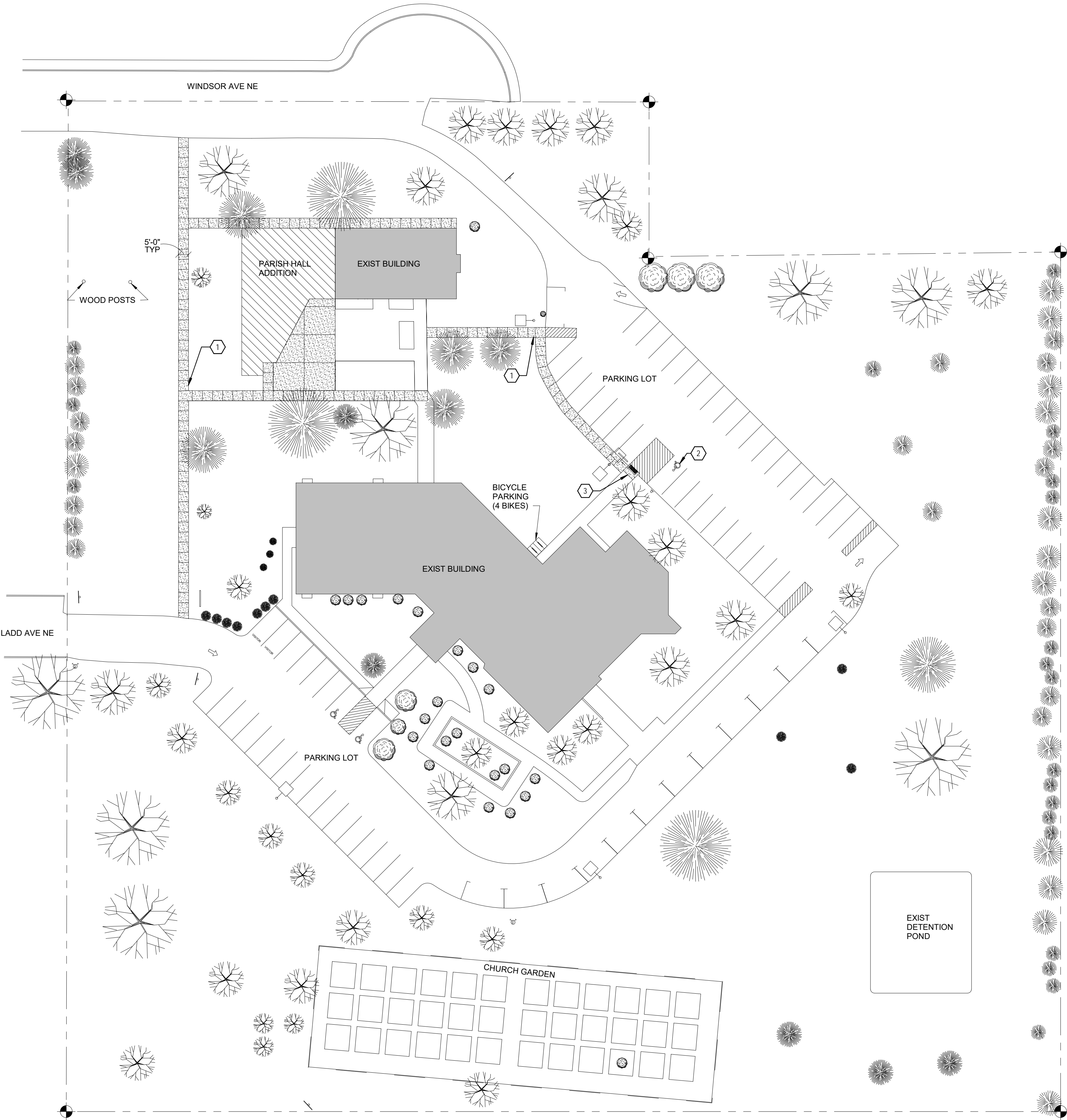
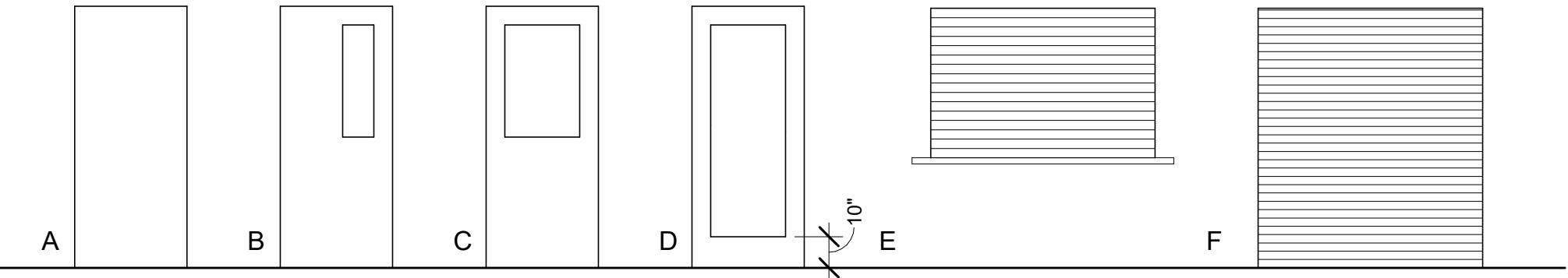


Exhibit L – Floor Plan

DOOR SCHEDULE													
DOOR MARK	SIZE			DOOR				FRAME			RATING	HARDWARE	REMARKS
	W	HT	THK	TYPE	CONST	FINISH	GLASS	CONST	FINISH	ELEVATION/DETAILS			
101A	6'-0"	7'-0"	1 3/4"	DD	ACW	FF	1" T/IN	ACW	FF		--		
101B	3'-6"	7'-0"	1 3/4"	C	SC	WT	1/4" T	HS	ME		--		
102A	3'-6"	7'-0"	1 3/4"	A	HS	ME	--	HS	ME		--		
103A	4'-0"	7'-0"	1 3/4"	AA	SC	WT	--	HS	ME		--		
104A	6'-0"	7'-0"	1 3/4"	DD	ACW	FF	1" T/IN	ACW	FF		--		
104B	3'-0"	7'-0"	1 3/4"	B	HS	ME	1" T/IN	HS	ME		--		
105A	2'-8"	7'-0"	1 3/4"	A	SC	WT	--	HS	ME		--		
106A	2'-8"	7'-0"	1 3/4"	A	SC	WT	--	HS	ME		--		
107A	3'-0"	7'-0"	1 3/4"	A	SC	WT	--	HS	ME		--		
110A	3'-0"	7'-0"	1 3/4"	A	SC	WT	--	HS	ME		--		
111A	3'-0"	7'-0"	1 3/4"	A	HS	ME	--	HS	ME		--		
111B	6'-0"	6'-6"	2"	F	HS	FF	--	HS	ME		--		
112A	3'-0"	7'-0"	1 3/4"	A	HS	ME	--	HS	ME		--		
113A	5'-6"	7'-0"	1' - 9"	AA	SC	WT	--	HS	ME		--		NOTE 1
114A	4'-0"	6'-8"	1 1/2"	A	SC	WT	--	HS	ME		--		NOTE 3
114B	3'-3 1/2"	7'-0"	1 1/2"	AA	SC	WT	--	HS	ME		--		NOTE 2
114C	3'-6"	7'-0"	1 3/4"	B	SC	WT	1/4" T	HS	ME		--		
114D	6'-0"	4'-0"	2"	E	RU	SSTL	--	HS	SSTL		--		
114E	5'-6"	7'-0"	1' - 9"	AA	SC	WT	--	HS	ME		--		NOTE 1
114F	5'-6"	7'-0"		AA	SC	WT	--	HS	ME		--		NOTE 1
114G	5'-6"	7'-0"		AA	SC	WT	--	HS	ME		--		NOTE 1
114H	5'-6"	7'-0"		AA	SC	WT	--	HS	ME		--		NOTE 1

TYPE	ELEVATION
SEE DOOR TYPES	SEE FRAME ELEVATIONS
CONSTRUCTION	RATING
SC = SOLID CORE WOOD HS = HOLLOW STEEL RU = ROLL UP/COIL ACW = ALUM CLAD WOOD	20, 25, 60, 90 MINUTES FIRE RATING IN MINUTES
FINISH	HARDWARE
WT = WOOD TRANSPARENT ME = METAL ENAMEL SSTL = STAINLESS STEEL FF = FACTORY FINISH	NUMBER REFERS TO HARDWARE GROUP IN HARDWARE SCHEDULE
GLASS	REMARKS
T = TEMPERED T/IN = TEMPERED INSULATING	1. PAIR SLIDING BARN DOORS 2. POCKET DOOR 3. PAIR POCKET DOORS

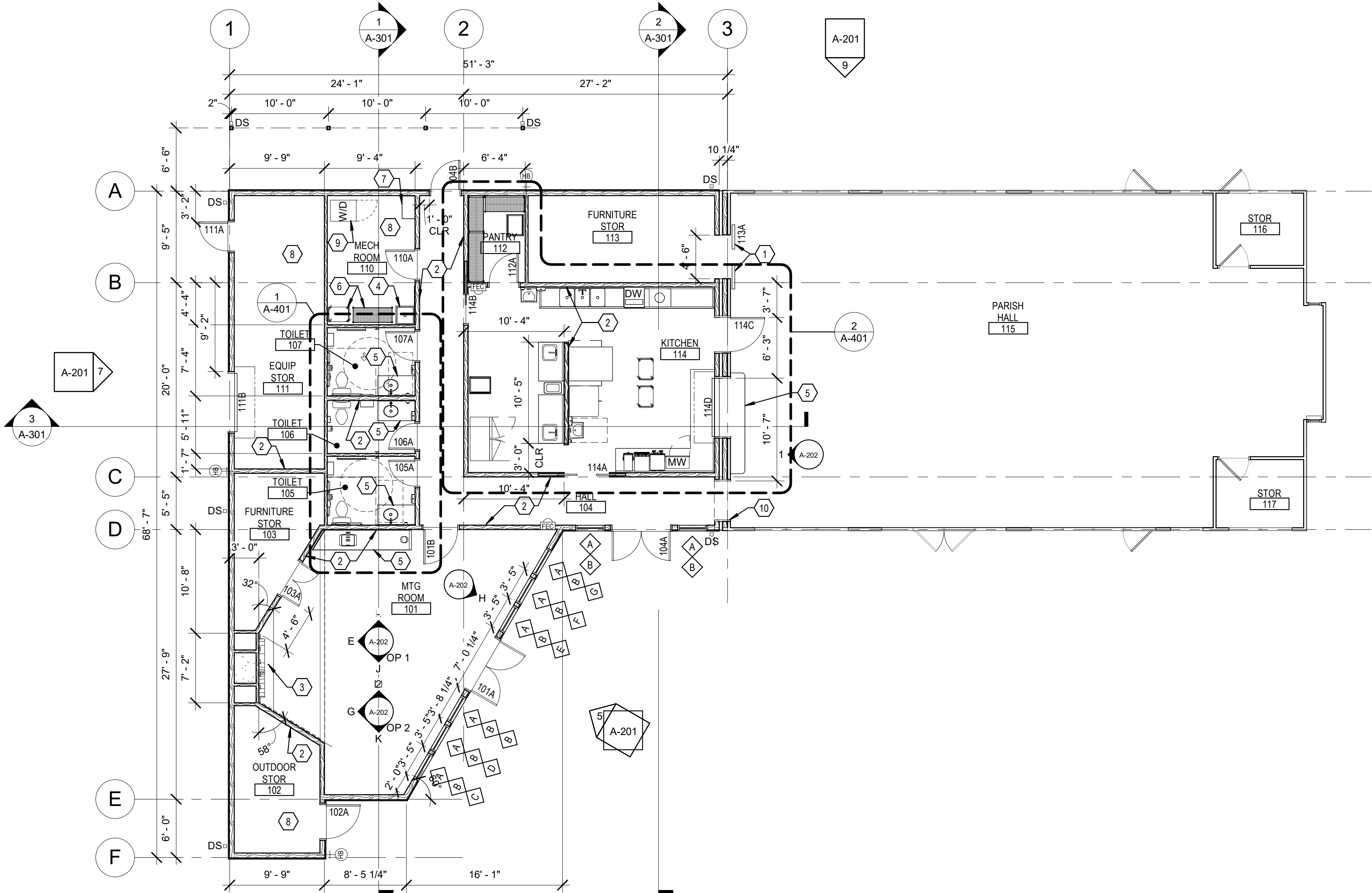


GENERAL NOTES

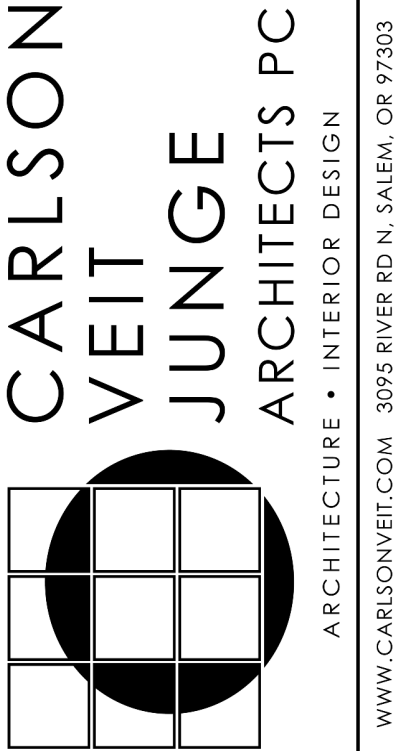
- ALL NEW INTERIOR WALLS TO BE 2X4 WD STUDS AT 24" OC W/ (1) LAYER GYP BD EACH SIDE, UON, SURFACE TEXTURE TO MATCH ADJACENT WALLS.
- ALL DIMENSIONS ARE TO GRIDLINES OR FACE OF NEW STUD UON.
- SEE A-202 FOR WINDOW SCHEDULE & ELEVATIONS.
- GRIDLINES ALIGN W/ EXT FACE OF STUD OR CENTERLINE OF STRUCTURE

CONSTRUCTION NOTES

- SLIDING BARN DOOR
- 6" STUD WALL
- NATURAL GAS FIREPLACE INSERT
- MOP SINK, PROVIDE FRP 4' - 10" AFFx 4' - 10" LONG, EACH SIDE
- PLAM CASEWORK
- OFOI FURNITURE
- TANKLESS WATER HEATER
- PROVIDE PLYWD SHEATHING ON GYP BD UP TO 8'-6" AFF. ENTIRE RM
- OFCI STACKABLE WASHER AND DRYER
- X' - X" x 7' - 2" OPENING W/ GYP BD & SHT MTL WRAP
-



FIRST FLOOR PLAN
1/8" = 1'-0"



PRELIMINARY
NOT FOR CONSTRUCTION

PRELIMINARY DATE:
01/19/24

project:
ST. TIMOTHY'S EPISCOPAL CHURCH
PARISH HALL ADDITION
3295 Ladd Ave NE,
Salem, OR 97301
consultants:

revisions:

date: Issue Date
project: 00622
drawn by: KC
checked by: AF
copyright © 2024
Carlson Veit Junge Architects PC

FIRST FLOOR
PLAN

sheet:
A-103

of:

CD PROGRESS SET

Exhibit M – Civil Plans

C:\Users\CAD\Westech Engineering Dropbox\Alec Kenyon\My PC (C109-18)\Desktop\Work (PC)\Projects\Carlson Veit\St. Timothy\Civil\Plots\C0.0 - Cover, Index & Vicinity Maps.dwg

DRAWINGS FOR:

ST TIMOTHY'S EPISCOPAL CHURCH

3295 LADD AVE NE

SALEM, OR 97301

FOR:

ANGELA FLORES, AIA

CARLSON VEIT JUNGE ARCHITECTS PC

3095 RIVER RD N

SALEM, OR 97303

503.390.0281



Know what's below.
Call before you dig.

ITEM	PROPOSED	EXISTING
SANITARY SEWER		SS
STORM DRAIN		SD
WATER		W
GAS		G
TELEPHONE		T
POWER		P
TELEVISION		TV
FENCE		X
RAILROAD		
CURB, DRIVEWAY, P.C.C. SIDEWALK		
HEDGE OR BRUSH		
TREES		
STREET OR ALLEY RIGHT OF WAY		
PLATTED LOT LINE		
PLATTED LOT LINE (ABANDONED)		
OWNERSHIP LINE		
EASEMENT OR TEMPORARY RIGHT OF WAY		
IMPROVEMENT DISTRICT BOUNDARY		
PROJECT CENTERLINE AND STATIONING		
CITY LIMITS LINE		

BARRICADE		
FLOW DIRECTION		
TELEPHONE MANHOLE		
TELEPHONE PEDESTAL		
SANITARY SEWER MANHOLE		
STORM DRAIN MANHOLE		
CATCH BASIN		
JUNCTION BOX		
FIRE HYDRANT AND VALVE		
WATER METER		
WATER VALVE		
POWER POLE		
POWER POLE W/ANCHOR		
POLE W/LUMINARE		
LIGHT POLE		
SIGN POST		
MAILBOX		
TRAFFIC SIGNAL		
X-WALK SIGNAL		

ABBREVIATIONS			
ASPH	ASPHALT	IRR	IRRIGATION
AD	AREA DRAIN	IE	INVERT ELEVATION
ASSY	ASSEMBLY	JB	JUNCTION BOX
BLDG, BLD	BUILDING	LP	LIGHT POLE
BW	BOTTOM OF WALL	M	METER, MAIN
CATV	CABLE TELEVISION	MB	MAILBOX
CB	CATCH BASIN	MH	MANHOLE
CO	CLEAN-OUT	OH	OVER-HEAD
CONC	CONCRETE	P/L, R	PROPERTY LINE
CL	CENTERLINE	PP	POWER POLE
DIP	DUCTILE IRON PIPE	PVC	POLYVINYL CHLORIDE
EG	EDGE OF GRAVEL	PWR	POWER
EOP, EP	EDGE OF PAVEMENT	R, RAD	RADIUS
ELEV	ELEVATION	R, RAD	RIGHT-OF-WAY
EX, EXIST	EXISTING	SS	SANITARY SEWER
FDC	FIRE DEPT. CONNECTOR	SD	STORM DRAIN
FT	FEET	SVC	SERVICE
FF	FINISH FLOOR	SWK, S/W	SIDEWALK
FG	FINISH GRADE	TC	TOP OF CURB
FH	FIRE HYDRANT	TEL	TELEPHONE
FI	FIELD INLET	TR	TRANSFORMER
FM	FORCE MAIN	TS	TRAFFIC SIGNAL
GRAV	GRAVEL	TW	TOP OF WALL
GM	GAS METER	TYP	TYPICAL
GP	GATE POST	UG, U/G	UNDER GROUND
GS	GROUND SHOT	UTIL	UTILITY
GV	GAS VALVE	VL	VAULT
HDPE	HIGH-DENSITY POLYETHYLENE	W	WITH
HYD	HYDRANT	WM	WATER METER
IR	IRON ROD	WLM	WETLANDS MARKER
IP	IRON PIPE	YPC	YELLOW PLASTIC CAP

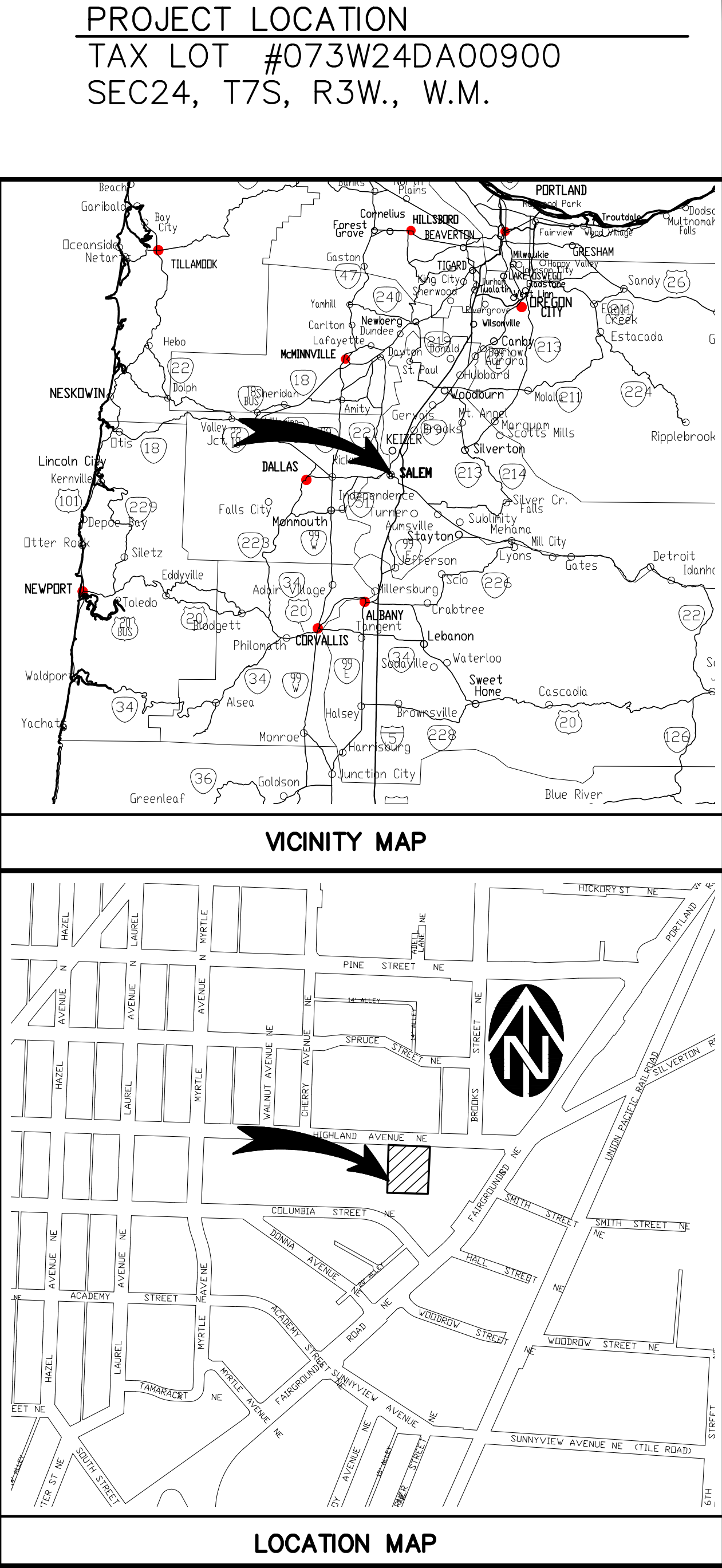
SYMBOLS			
AD	AREA DRAIN		SIGN POST
CB or	CATCH BASIN	PEDO	PEDESTAL
COO	CLEANOUT		MAIL BOX
	FIRE HYDRANT		IRRIGATION VALVE
GV	GAS VALVE		LIGHT POLE
WV	WATER VALVE		UTILITY/POWER POLES
	GAS/POWER/WATER METER		TEST PIT
DSO	DOWN SPOUT		MONUMENT FOUND
	MANHOLE TELEPHONE		
	MANHOLE STORM DRAIN		
	MANHOLE SANITARY SEWER		
	TREES - *TREENAME* DIAMETER (INCHES)*DRIP RADIUS (FEET)		
	NOTE: DIAMETER MEASURED AT BREAST HEIGHT		

LINE TYPES			
CATV LINE		CATV	CATV
COMMUNICATION LINE		COM	COM
EASEMENT LINE		ELEC	ELEC
FENCE LINE		FDC	FDC
FIBER OPTIC LINE		GAS	GAS
GAS LINE		OH LINES	OH LINES
EDGE OF GRAVEL LINE		PH	PH
OVERHEAD LINE		ELEC	ELEC
PHONE LINE		SS	SS
POWER LINE		SD	SD
SANITARY SEWER LINE		W	W
STORM DRAIN LINE			
WATER LINE			

SHEET INDEX	
#	TITLE
C0.0	COVER, INDEX, & VICINITY MAPS
C1.0	EXISTING CONDITIONS, DEMOLITION, & EROSION CONTROL PLAN
C1.1	POST-DEVELOPMENT EROSION CONTROL PLAN
C1.2	EROSION CONTROL NOTES & DETAILS
C1.3	EROSION CONTROL NOTES
C2.0	GRADING & DRAINAGE PLAN
C3.0	UTILITY PLAN
C4.0	SURFACING PLAN
C5.0	CONSTRUCTION NOTES
C5.1	CONSTRUCTION NOTES
C6.0	CONSTRUCTION DETAILS

NOTES

- BASIS OF BEARINGS AND COORDINATE SYSTEM IS BASED ON OREGON STATE PLANE NORTH ZONE 3601, NAD83(2011), EPOCH 2010.00. ALL DISTANCES SHOWN HEREON ARE GROUND DISTANCES.
- ELEVATIONS WERE ESTABLISHED BY GPS RTK OBSERVATIONS TO CITY OF SALEM BENCHMARK "6030". MARK IS AN ALUMINUM DISK IN THE CURB AT THE SOUTHWEST CORNER OF LANCASTER DRIVE AND SUNNYVIEW ROAD NE. ELEVATION = 203.97' (CITY OF SALEM DATUM, NGVD29)
- THE LOCATION OF UTILITIES SHOWN HEREON ARE FROM OBSERVED VISIBLE EVIDENCE OF ABOVE GROUND APPURTENANCES ALONG WITH SURFACE UTILITY MARKINGS BY OTHERS. ALL UNDERGROUND UTILITIES SHOWN WERE MARKED ON THE SURFACE BY AN "OREGON ONE-CALL NOTIFICATION CENTER" REQUEST AS WELL AS "MARK IT OUT, LLC", A PRIVATE LOCATING SERVICE PROVIDER. SURVEYOR MAKES NO GUARANTEE AS TO THE ACCURACY OF SAID MARKINGS, HOWEVER, THEY ARE LOCATED AS ACCURATELY AS THEY ARE MARKED ON THE GROUND.
- PER ORS 209.150, ANY SURVEY MONUMENT REMOVED, DISTURBED OR DESTROYED SHALL BE REPLACED BY A PROFESSIONAL LAND SURVEYOR WITHIN 90 DAYS AT THE EXPENSE OF THE PERSON OR PUBLIC AGENCY RESPONSIBLE FOR SAID REMOVAL, DISTURBANCE OR DESTRUCTION.
- FIELD SURVEYED OCTOBER, 2023.



project: ST. TIMOTHY'S EPISCOPAL CHURCH PARISH HALL ADDITION
3295 LADD AVE NE
SALEM, OR 97301

revisions:	
1	----
2	----
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4	----
5	----

date: DEC 2023
project: 3476.0000.0
dwg file:
drawn by: AK
checked by: JW
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COVER, INDEX, & VICINITY MAPS

sheet: C0.0

of:

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REGISTERED PROFESSIONAL ENGINEER

REVIEW

WILLIAM J. STEIN

REVIEW: 6/10/2024

WESTECH ENGINEERING, INC.

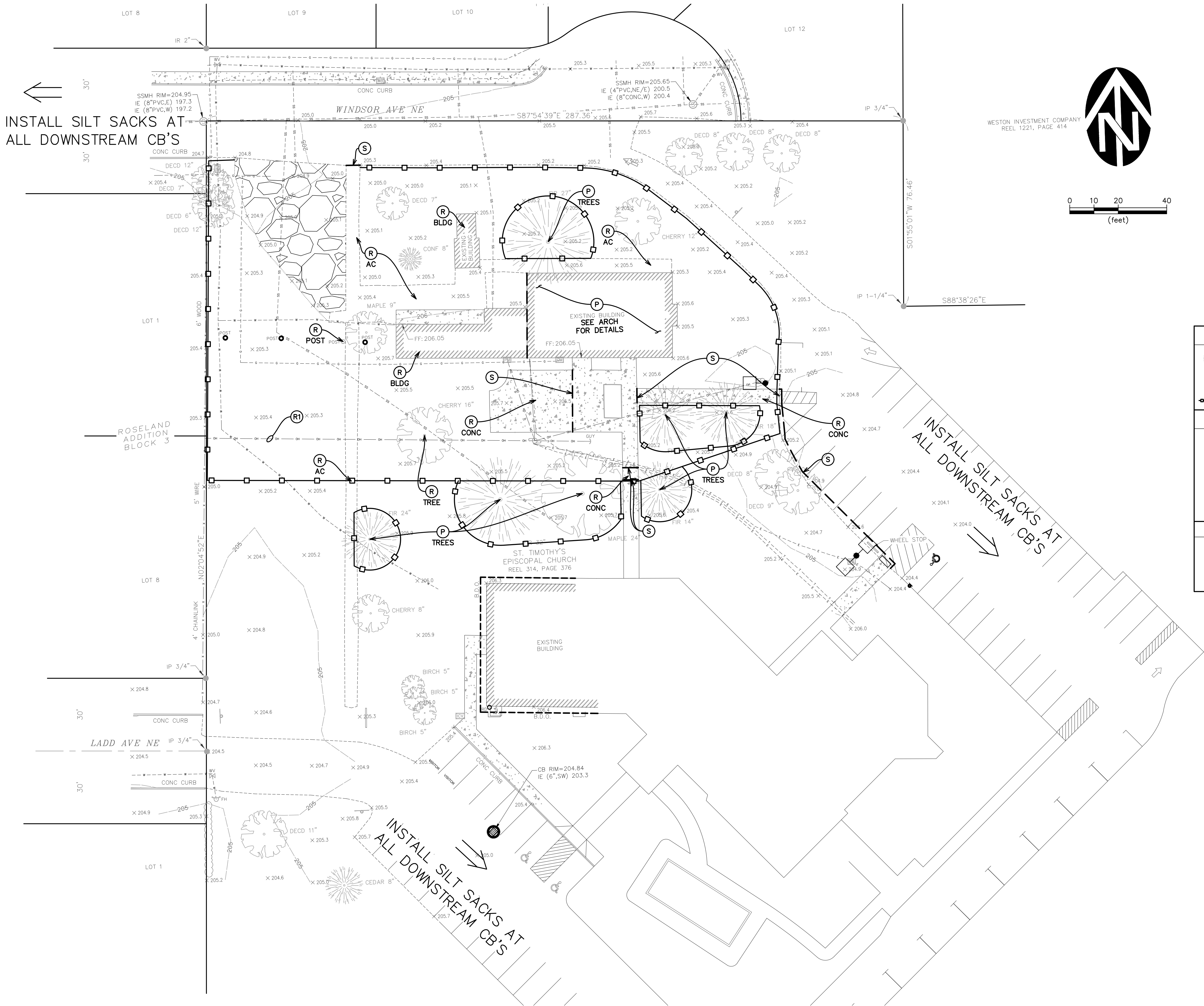
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EROSION CONTROL LEGEND	
	SILT SACK
	BIO-BAG
	SILT FENCE
DEMOLITION LEGEND	
	ABANDON
	REMOVE
	CONTRACTOR TO COORDINATE W/ PGE. RELOCATE AS REQ'D.
	PROTECT
	SAWCUT
NOTES	
1. NO CONCRETE WASHOUTS OR STOCKPILES ALLOWED ON SITE	
2. CONTRACTOR TO WORK OFF OF EXT'G GRAVEL. IF TRACKING BECOMES AN ISSUE, INSTALL GRAVEL CONSTRUCTION ENTRANCE.	

project:
ST. TIMOTHY'S EPISCOPAL CHURCH
PARISH HALL ADDITION
3295 LADD AVE NE
SALEM, OR 97301

revisions:
1
2
3
4

date: DEC 2023
project: 3476.0000.0
dwg file:
drawn by: AK
checked by: JW
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EXISTING CONDITIONS,
DEMOLITION, & EROSION
CONTROL PLAN

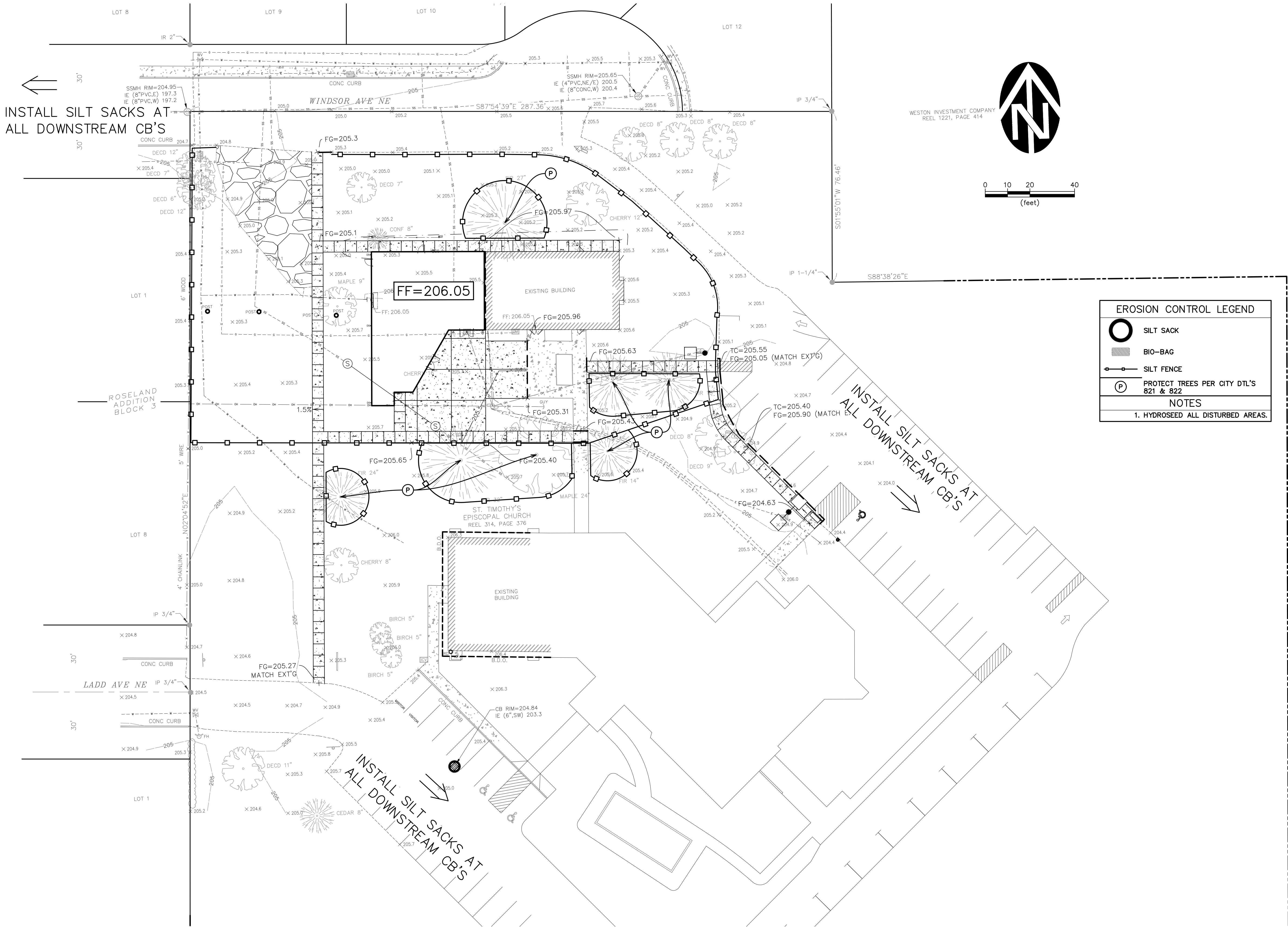
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REGISTERED PROFESSIONAL
ENGINEER
NOV. 12, 2008
WILLIAM J. NELSON
RENEWAL: 6/30/2024
REVIEW

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project:
ST. TIMOTHY'S EPISCOPAL CHURCH
PARISH HALL ADDITION
3295 LADD AVE NE
SALEM, OR 97301

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revisions:
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date: DEC 2023
project: 3476.0000.0
dwg file:
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POST-DEVELOPMENT
EROSION CONTROL PLAN

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REGISTERED PROFESSIONAL
ENGINEER
CREATED: 10/12/2023
WILLIAM J. NELSON
REVIEW: 6/20/2024

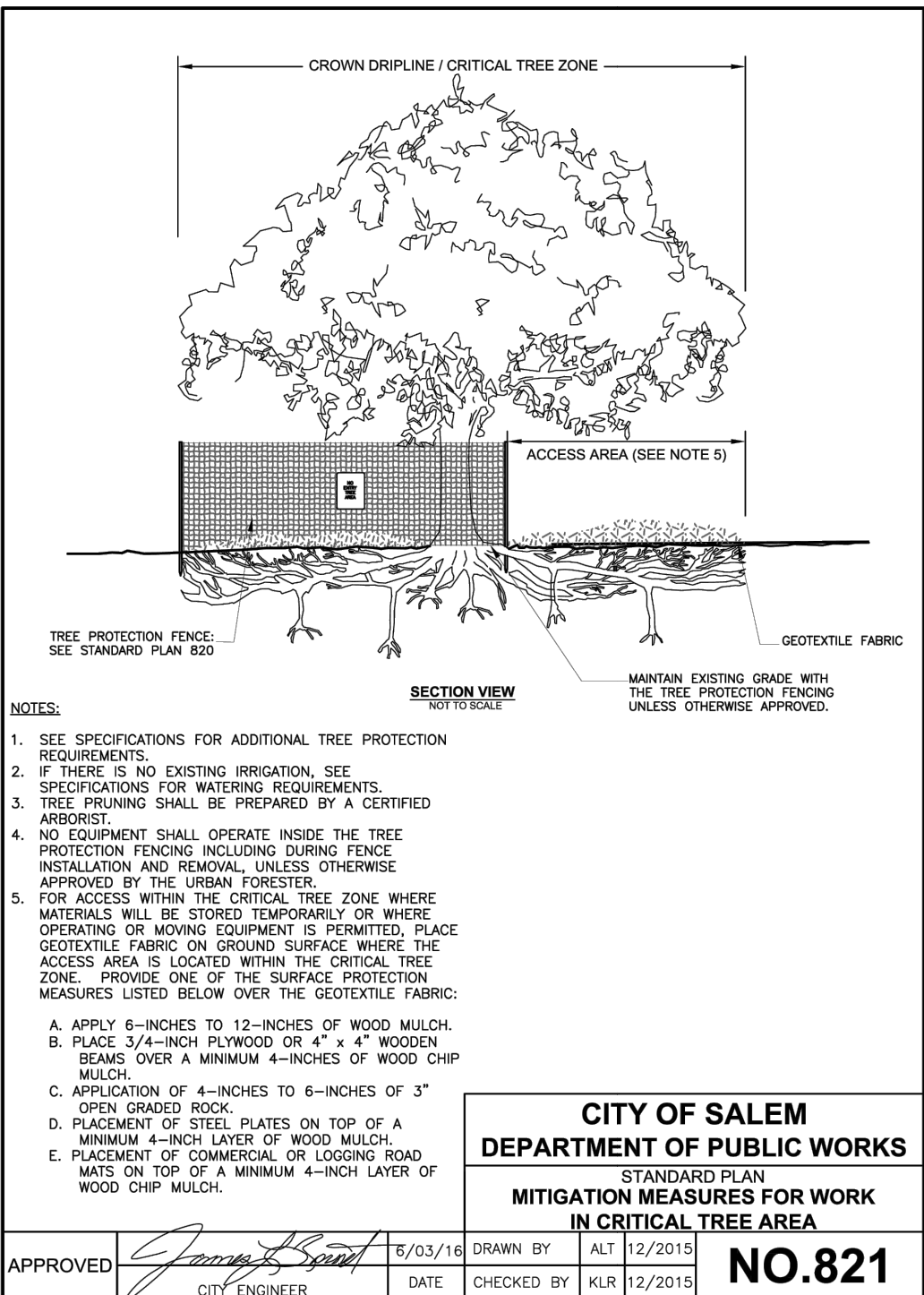
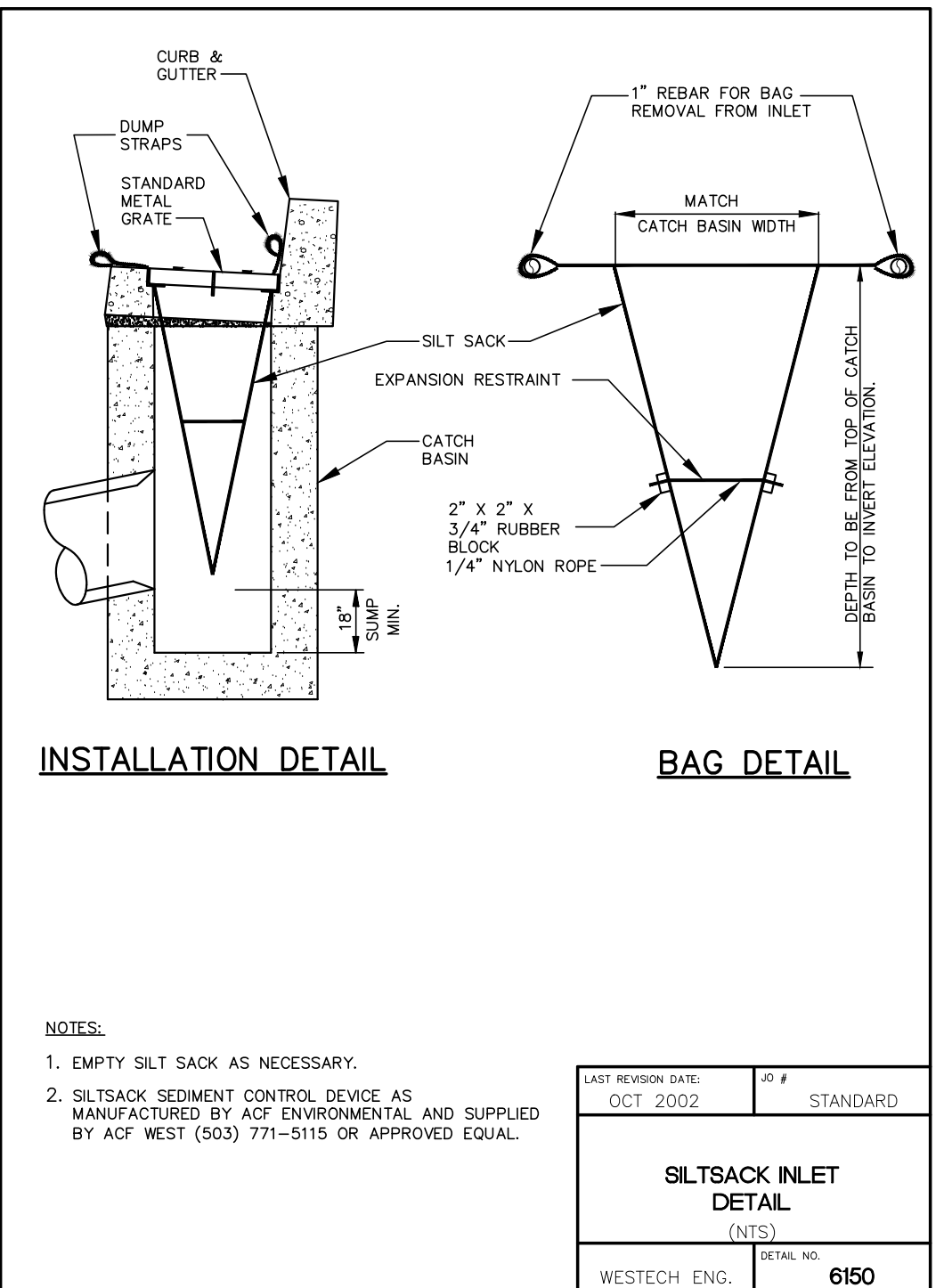
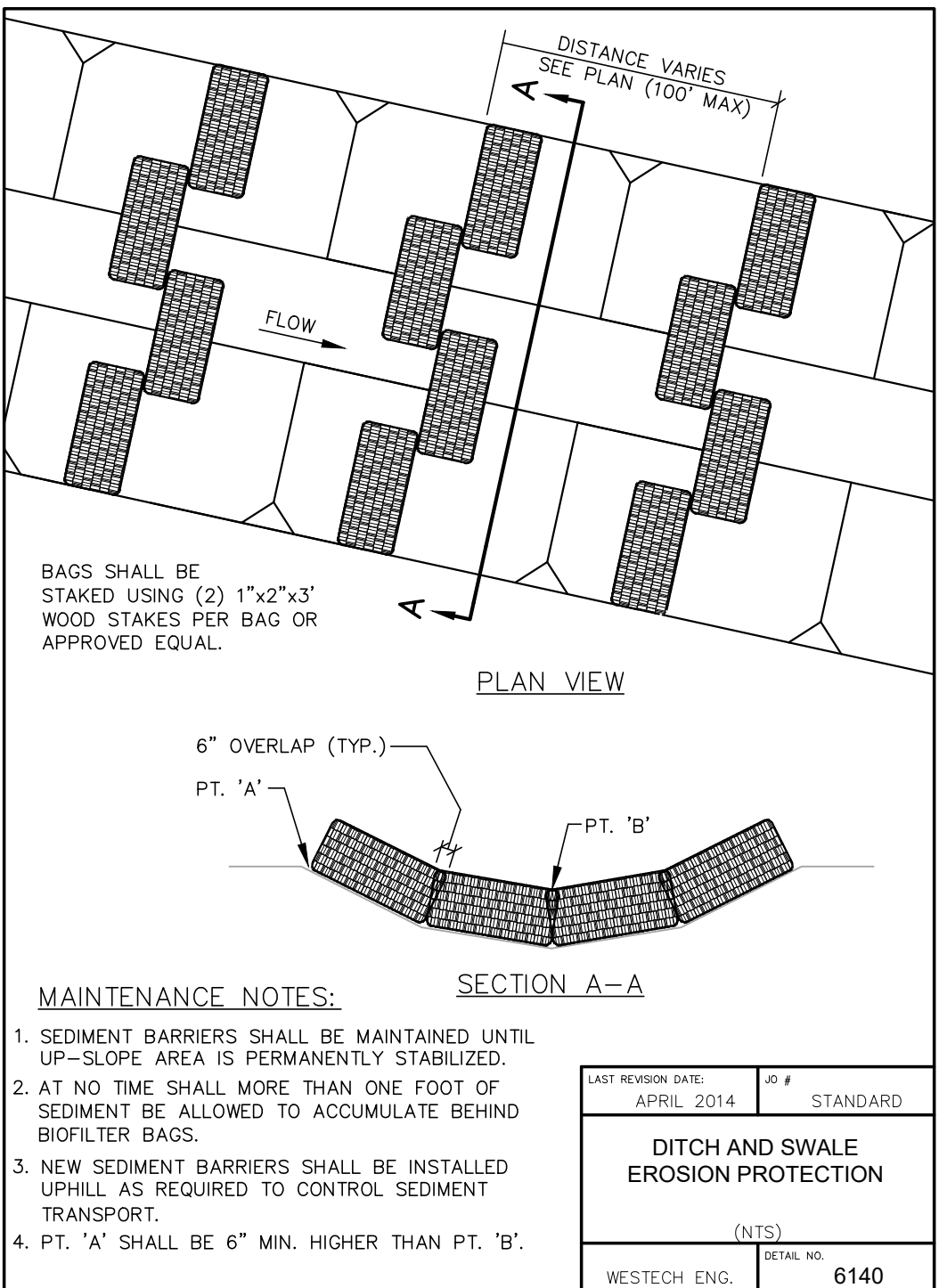
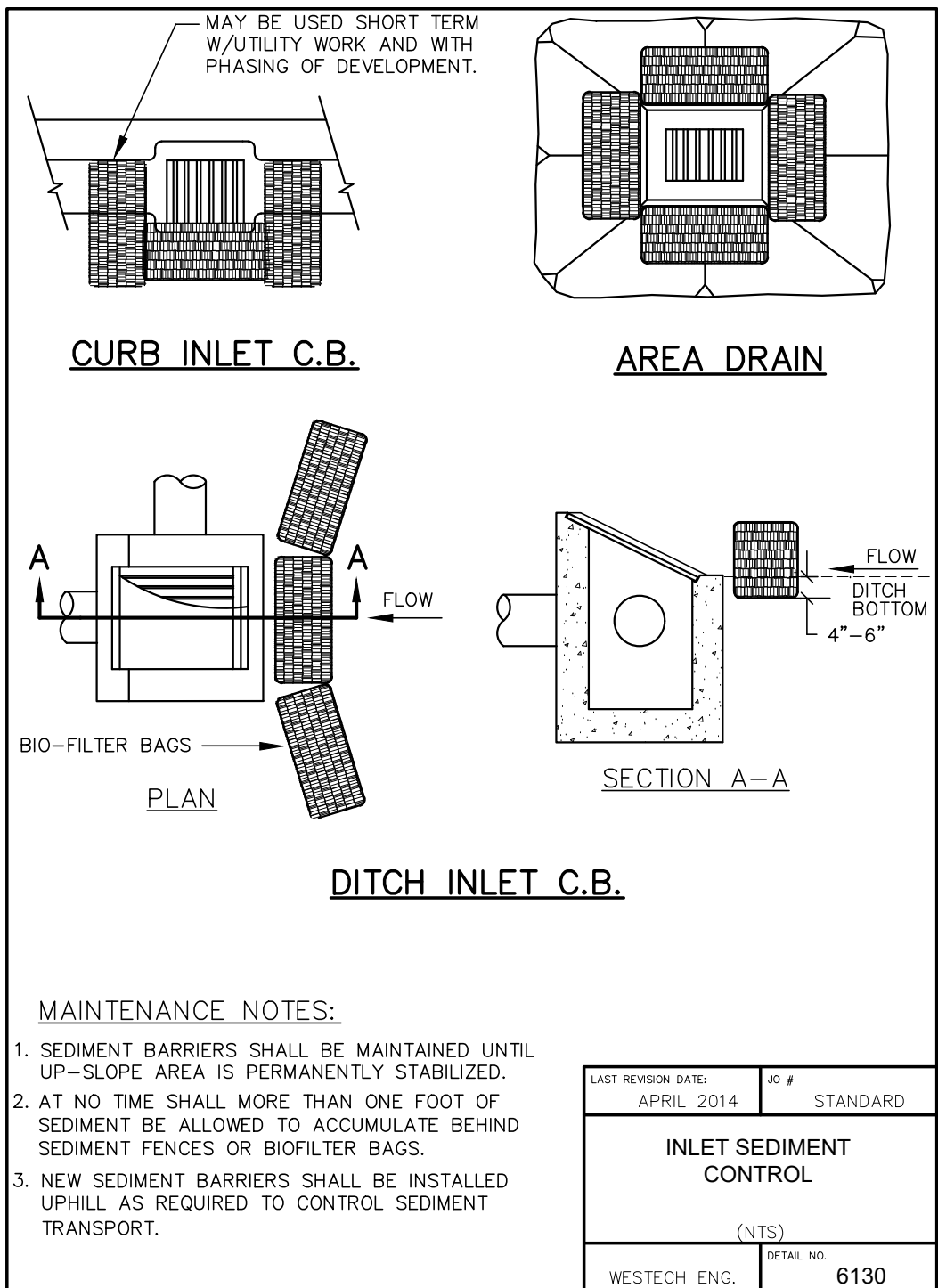
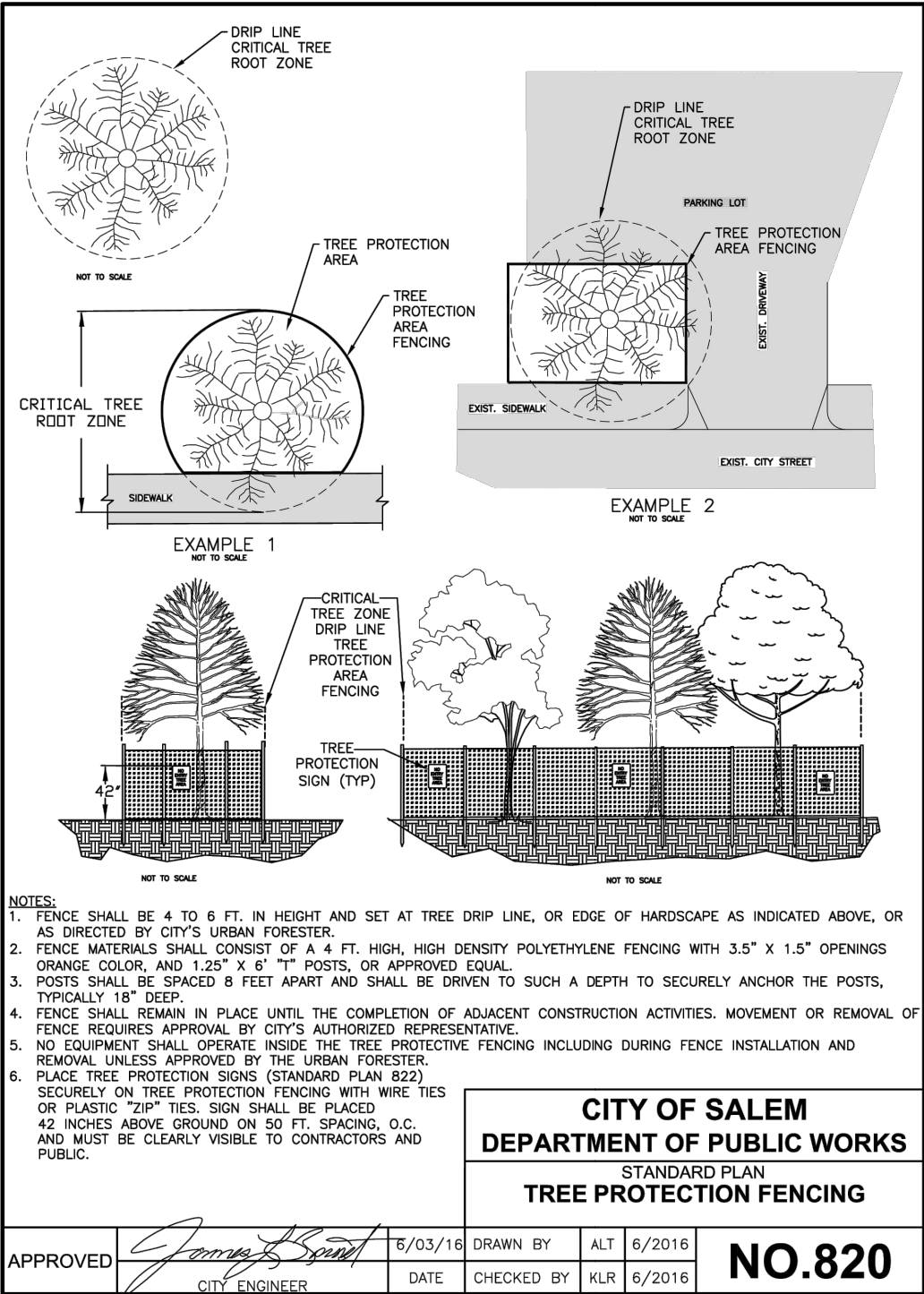
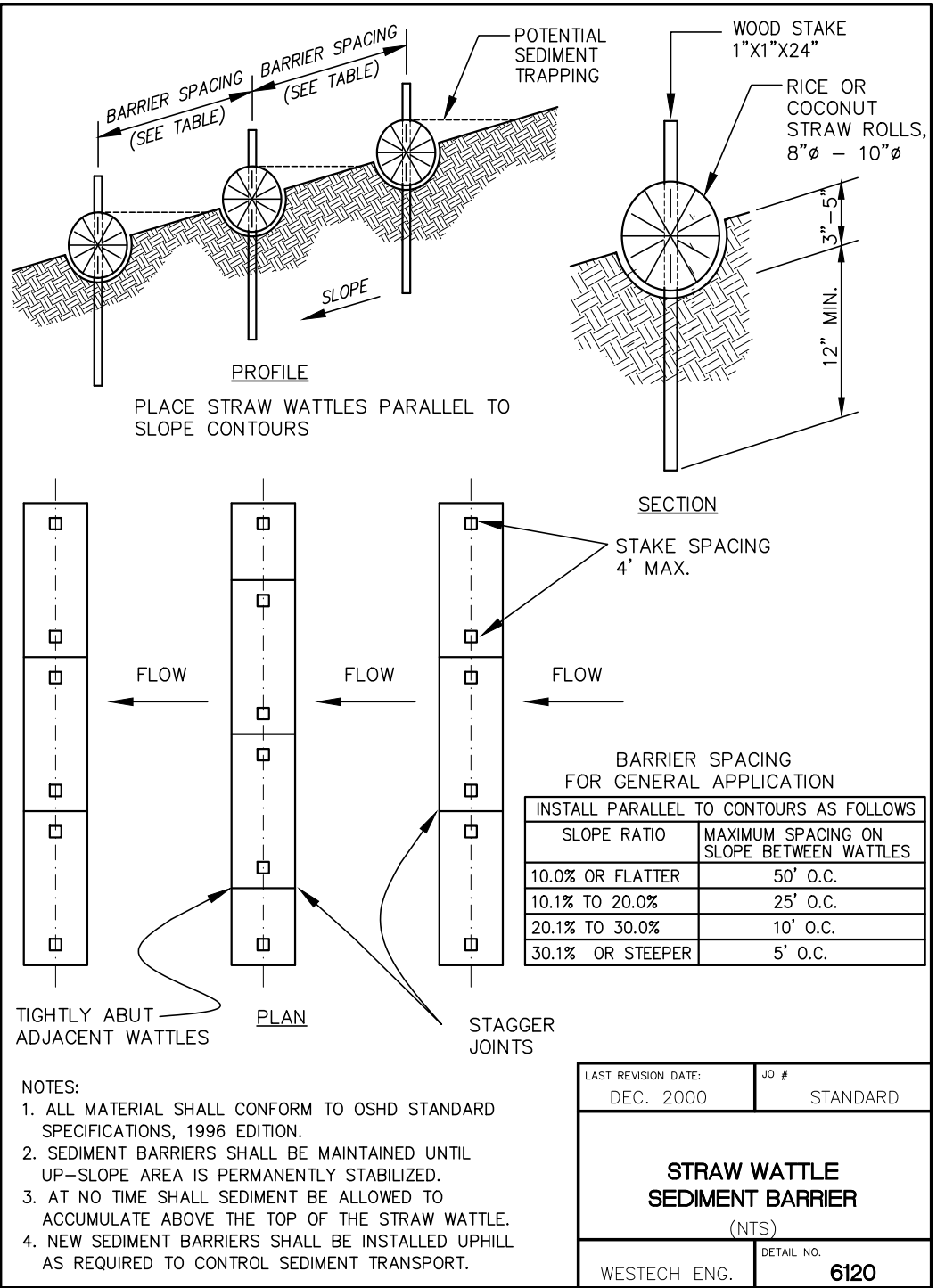
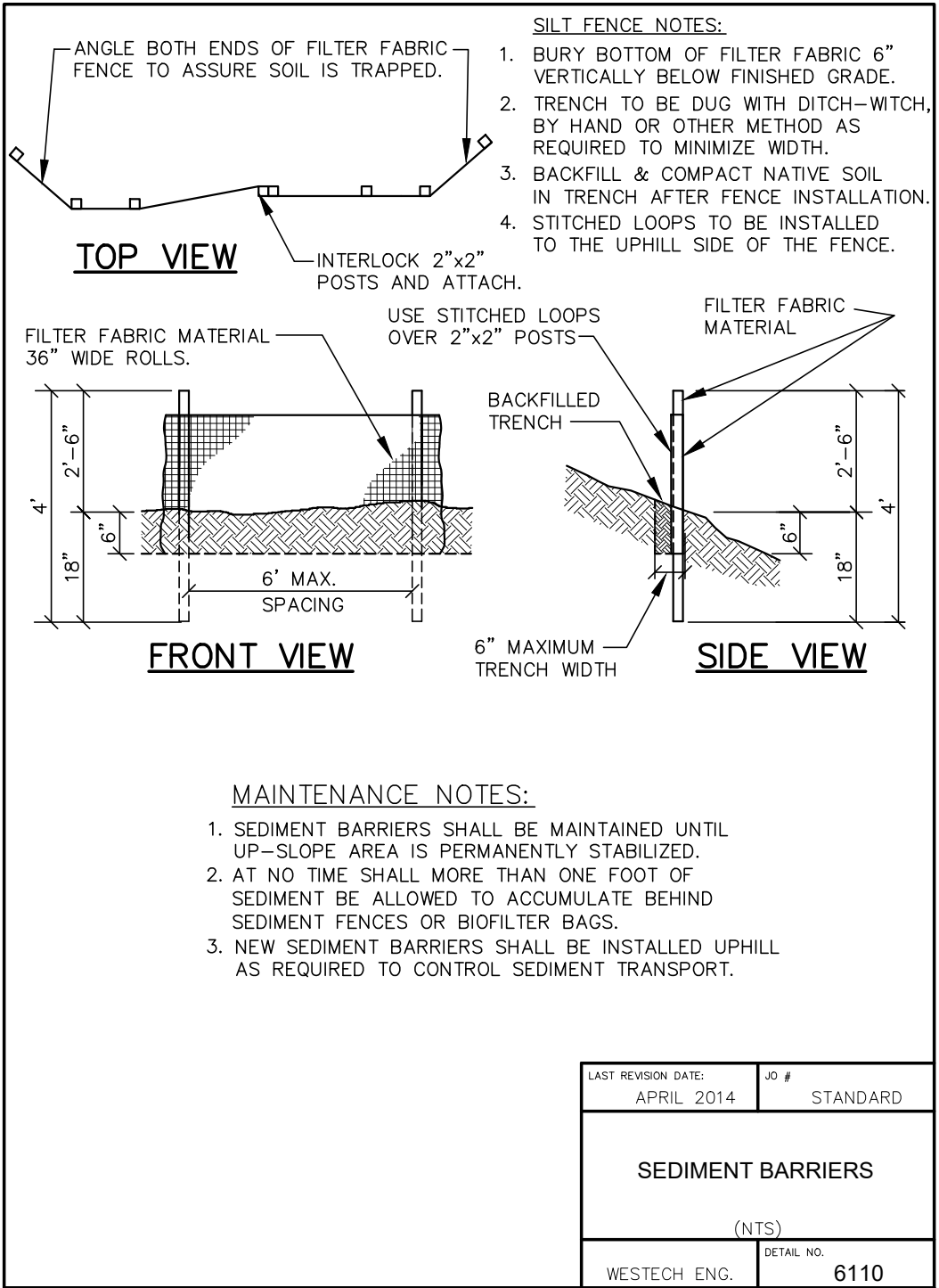
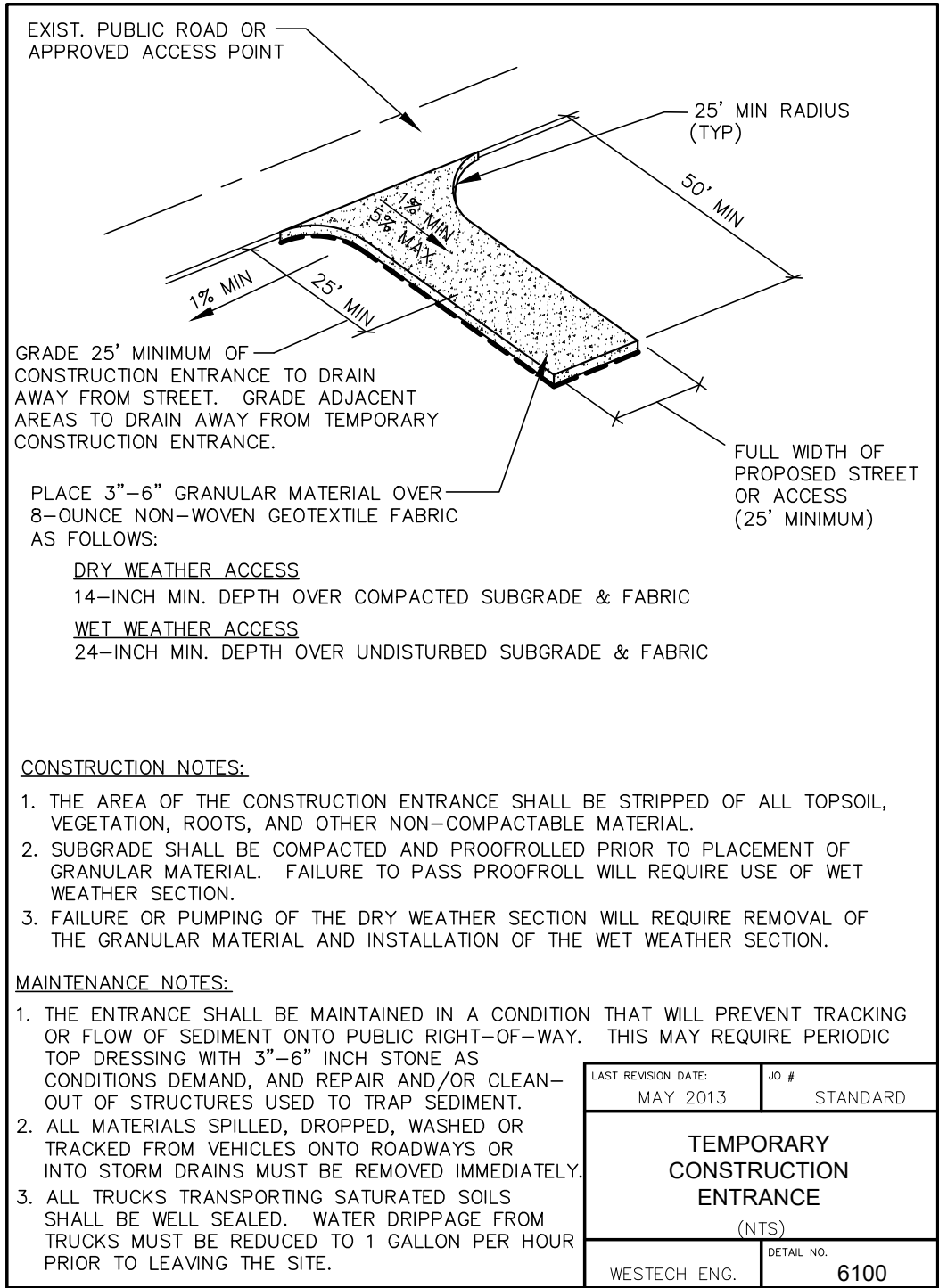
EROSION CONTROL NOTES:

1. Clearing and grading erosion control measures shall be in place prior to site disturbance. All other necessary erosion control measures shall be implemented prior to starting work on the portion/phase of the project to which the measures are related. Erosion control measures shall be maintained in such a manner as to ensure that sediment and sediment-laden water does not enter the drainage system, roadways, or violate applicable water quality standards.
2. The erosion control construction, maintenance, replacement and upgrading of the erosion control facilities is the responsibility of the Contractor until all construction is completed and approved, and permanent erosion control (i.e. vegetation/landscaping) is established on all disturbed areas.
3. All recommended erosion control procedures are dependent on construction methods, staging, site conditions, weather and scheduling. During the construction period, erosion control facilities shall be upgraded as necessary due to unexpected storm events and to ensure that sediment and sediment laden water does not leave the site.
4. The Contractor is responsible for control of sediment transport within project limits. If an installed erosion control system does not adequately contain sediment on site, then the erosion control measures shall be adjusted or supplemented by the Contractor as necessary to ensure that sediment laden water does not leave the site. Additional measures shall be provided as required to ensure that all paved areas are kept clean for the duration of the project. Additional interim measures will include, at a minimum, installation of sediment barriers or silt fences in accordance with the details shown on the drawings. These measures shall be installed along all exposed embankments and cut slopes to prevent sediment transport.

5. All existing and newly constructed storm inlets and drains shall be protected until pavement surfaces are completed and/or vegetation is established.
6. Erosion control facilities and sediment fences on active sites shall be inspected by the Contractor at least daily during any period with measurable precipitation. Any required repairs or maintenance shall be completed immediately. The erosion control facilities on inactive sites shall be inspected and maintained by the Contractor a minimum of once a month or within 24 hours following the start of a storm event.
7. At no time shall sediment accumulation within a trapped catch basin exceed 50% of the sediment capacity. All catch basins and conveyance lines shall be cleaned prior to paving. The cleaning operation shall not flush sediment-laden water into the downstream system. The Contractor shall remove all accumulated sediment from all impacted catch basins and storm pipes prior to acceptance by the Owner.
8. The Contractor is solely responsible for protection of all adjacent property and downstream facilities from erosion and siltation during project construction. Any damage resulting from such erosion and siltation shall be corrected at the sole expense of the Contractor.
9. The Contractor shall provide site watering as necessary to prevent wind erosion of fine-grained soils.
10. Unless otherwise indicated on the drawings, all temporary erosion control facilities, including sediment fences, silt sacks, bio-bags, etc. shall be removed by the Contractor within 30 days after permanent landscaping/vegetation is established.

11. Sediment fences shall be constructed of continuous filter fabric to avoid use of joints. When joints are necessary, filter cloth shall be spliced together only at a support post, with a minimum 6-inch overlap, and both ends securely fastened to a post.
12. Sediment fence shall be installed per drawing details. Sediment fences shall have adequate support to contain all silt and sediment captured.
13. The standard strength filter fabric shall be fastened securely to stitched loops installed on the upslope side of the posts, and 6 inches of the fabric shall be extended into the trench. The fabric shall not extend more than 30 inches above the original ground surface. Filter fabric shall not be stapled to existing trees.
14. Bio-filter bags shall be clean 100 percent wood product waste. Bags shall be 18-inch x 18-inch x 30-inch, weigh approximately 45 lbs., and be contained in a bag made of 1/2-inch plastic mesh.
15. Sediment barriers shall be maintained until the up-slope area has been permanently stabilized. At no time shall more than 10-inches of sediment be allowed to accumulate behind sediment fences. No more than 2 inches of sediment shall be allowed to accumulate behind bio-filter bags. Sediment shall be removed prior to reaching the above stated depths. New sediment barriers shall be installed uphill as required to control sediment transport.
16. Stabilized construction entrances shall be installed at the beginning of construction and maintained for the duration of the project. Additional measures may be required to ensure that all paved areas are kept clean for the duration of the project.

17. The Contractor shall verify that all trucks are well sealed when transporting saturated soils from the site. Water dripnage from trucks transporting saturated soils must be reduced to less than 1 gallon per hour prior to leaving the site.
18. The entrance shall be maintained in a condition that will prevent tracking or flow of mud onto the public right-of-way or approved access point. The entrance may require periodic top dressing as conditions demand, and repair and/or clean out of any structures used to trap sediment.
19. All materials spilled, dropped, washed, or tracked from vehicles onto roadways or into storm drains must be removed immediately, and the Contractor shall provide protection of downstream inlets and catch basins to ensure sediment laden water does not enter the storm drain system.
20. Temporary grass cover measures must be fully established by Oct 15th, or other cover measures (ie. erosion control blankets with anchors, 3-inches minimum of straw mulch, 6 mil HDPE plastic sheet, etc.) shall be in place over all disturbed soil areas until April 30th. To establish an adequate grass stand for controlling erosion by Oct 15th, it is recommended that seeding and mulching occur by September 1st. Straw mulch, if used, shall not leave any bare ground visible through the straw.
21. Minimum wet weather slope protection. For slopes steeper than 3H:1V but less than 2H:1V, use Tensor/North American Green Type S150 erosion control blanket. For slopes 2H:1V or steeper, use Tensor/North American Green Type SC150 erosion control blanket. Use a minimum of 2-inches straw mulch or Tensor/North American Green Type S150 for slopes flatter than 3H:1V. Slope protection shall be placed on all disturbed areas immediately after completion of each section of construction activity, until the erosion control seeding has been established. As an option during temporary or seasonal work stoppages, a 6-mil HDPE plastic sheet may be placed on exposed slopes. The plastic sheet shall be provided with an anchor trench at the top and bottom of the slope, and shall be sandbagged on the slopes as required to prevent damage or displacement by wind.
22. Permanent erosion control vegetation on all embankments and disturbed areas shall be re-established as soon as construction is completed.
23. Soil preparation. Topsoil should be prepared according to landscape plans, if available, or recommendations of grass seed supplier. It is recommended that slopes be textured before seeding by rack walking (ie. driving a crawling tractor up and down the slopes to leave a pattern of cleat imprints parallel to slope contours) or other method to provide stable areas for seeds to rest.
24. When used, hydromulch shall be applied with grass seed at a rate of 2000 lbs. per acre between April 30 and June 10, or between September 1 and October 1. On slopes steeper than 10 percent, hydrosseed and mulch shall be applied with a bonding agent (tackifier). Application rate and methodology to be in accordance with seed supplier recommendations.
25. When used in lieu of hydromulch, dry, loose, weed free straw used as mulch shall be applied at a rate of 4000 lbs. per acre (double the hydromulch application requirement). Anchor straw by working in by hand or with equipment (rollers, cleat trackers, etc.). Mulch shall be spread uniformly immediately following seeding.
26. When conditions are not favorable to germination and establishment of the grass seed, the Contractor shall irrigate the seeded and mulched areas as required to establish the grass cover.
27. Seeding. Recommended erosion control grass seed mix is as follows. Dwarf grass mix (low height, low maintenance) consisting of dwarf perennial ryegrass (80% by weight), creeping red fescue (20% by weight). Application rate shall be 100 lbs. per acre minimum.
28. Grass seed shall be fertilized at a rate of 10 lbs. per 1000 S.F with 16-16-16 slow release type fertilizer. Development areas within 50 feet of water bodies and wetlands must use a non-phosphorous fertilizer.



project: ST. TIMOTHY'S EPISCOPAL CHURCH PARISH HALL ADDITION 3295 LADD AVENUE SE SALEM, OR 97301

revisions:

NO.	DESCRIPTION
1	

date: DEC 2023

project: 3476.0000.0

dwg file:

drawn by: AK

checked by: JW

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EROSION CONTROL NOTES & DETAILS

sheet: C1.2

of:

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REGISTERED PROFESSIONAL ENGINEER

WILLIAM J. WELLS

NO. 12

EXPIRATION DATE: 6/30/2024

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CITY OF SALEM PUBLIC WORKS DESIGN STANDARDS:

Division 007 Appendix A–EPSC Plan Standard Notes

(a) PRE–CONSTRUCTION

(1). Prior to any land disturbing activities, the boundaries of the clearing and grading limits, vegetated buffers, and any sensitive areas shown on this plan shall be clearly delineated in the field. Unless otherwise approved, no disturbance is permitted beyond the clearing limits. The Contractor must maintain the delineation for the duration of the project. Note: vegetated corridors to be delineated with orange construction fence or approved equal.

(2). BMPs that must be installed prior to land disturbing activities are construction entrance, perimeter sediment control, and inlet protection.

(3). Hold a preconstruction conference to review the EPSCP and with the City's Project Manager and Inspector.

(b) CONSTRUCTION

(1). All sediment is required to stay on site. Sediment amounts greater than 1/2–cubic foot which leave the site must be cleaned up within 24 hours and placed back on the site and stabilized or properly disposed. Vacuuming or dry sweeping must be used to clean up released sediment and it must not be swept or washed into storm sewers, drainage ways, or water bodies. The cause of the sediment release must be found and prevented from causing a recurrence of the discharge within the same 24 hours. Any in–stream clean up of sediment shall be performed according to the DSL required time frame.

(2). Construction, maintenance, replacement, and upgrading of erosion prevention and sediment control facilities is the sole responsibility of the Contractor until all construction is completed, approved, and permanent erosion control (i.e., vegetation/landscaping) is established on all disturbed areas.

(3). All recommended erosion prevention and sediment control procedures are dependent on construction methods, staging, site conditions, weather, and scheduling. During the construction period, erosion control facilities shall be revised, upgraded, replaced, or added, to comply with SRC and State and Federal regulatory requirements.

(4). The Contractor is solely responsible for protection of all adjacent property and downstream facilities from erosion and siltation during project construction. Any damage resulting from such erosion and siltation shall be corrected at the sole expense of the Contractor.

(5). When saturated soil is present, water–tight trucks must be used to transport saturated soils from the construction site. Soil may be drained on site at a designated location, using appropriate BMPs. Soil must be drained sufficiently to drip less than one gallon per hour prior to leaving the site.

(6). All materials spilled, dropped, or washed into storm drains must be removed immediately, and the Contractor shall provide protection of downstream inlets and catch basins to ensure sediment–laden water does not enter the storm drain system.

(7). All discharge of sediment–laden water must be treated with an appropriate BMP to remove sediment from discharge waters and to comply with SRC and State and Federal Regulatory Permits.

(8). In areas subject to wind erosion, appropriate BMPs must be used which may include the application of fine water spraying, plastic sheeting, mulching, or other approved measures.

(9). The EPSC measures and BMPs shown on this plan are the minimum requirements for anticipated site conditions. During the construction period, these measures shall be upgraded as needed to maintain compliance with all regulations.

(10). The contractor shall provide onsite water or other appropriate BMPs to prevent dust and wind erosion of fine grain soils.

(11). Disturbed areas must be stabilized after 14 days of inactivity, or immediately if rain is forecasted. See Subsection 7A.1(d)–Wet Weather Period.

(12). During the wet weather work period or when rain is forecasted, all active and inactive soil stock piles must be covered with appropriate plastic sheeting. Plastic sheeting must cover the entire stock pile and be sufficiently anchored.

(c) POLLUTANTS, SOLID WASTE AND HAZARDOUS MATERIALS MANAGEMENT

(1). Any use of toxic or other hazardous materials must include proper storage, application, and disposal.

(2). The contractor is solely responsible to properly manage pollutants, hazardous wastes, used oils, contaminated soils, concrete waste, sanitary waste, liquid waste, or other toxic substances discovered or generated during construction to prevent leakage, spills or release of pollutants to the environment and surface waters.

(3). Contractor shall develop a project specific written spill prevention and response procedures that includes employee training on spill prevention and proper disposal procedures; regular maintenance schedule for vehicles and machinery; and material delivery and storage controls, signage, material use, and use of covered storage areas for waste and supplies. The plan shall comply with SRC and Federal and State requirements, and shall be available on site at all times.

(d) WET WEATHER PERIOD (OCTOBER 15 THROUGH APRIL 30)

(1). Construction activities must avoid or minimize the duration of disturbed areas.

(2). Temporary stabilization of the site including covering of bare soils with approved BMPs, must be installed at the end of the shift before a holiday or weekend, or at the end of each workday if rainfall is forecast in the next 24 hours.

(3). Temporary stabilization or covering of soil stockpiles and protection of stockpiles located away from construction activity must occur at the end of each workday.

(e) MAINTENANCE

(1). Erosion control measures shall be maintained in such a manner as to ensure that erosion is prevented and sediment–laden water does not enter a drainage system, roadway, or violate applicable water quality standards.

(2). Sediment shall not be washed or swept into storm sewers, drainage ways, or water bodies.

(3). Sediment must be removed from behind all sediment control measures when it has reached a height of 1/3 the barrier height, and prior to the control measures removal.

(4). Removal of trapped sediment in a sediment basin or sediment trap or catch basins must occur when the sediment retention capacity has been reduced by 50 percent; is not functioning properly and/or at the completion of project.

(5). Cleaning of all structures, inlet protection BMPs, and sump pumps must be completed regularly and as required to ensure structures and inlets function properly and flow freely.

(6). Construction site exits shall be maintained in a condition that will prevent tracking or flow of mud onto the ROW or approved access point. The entrance may require periodic top dressing as conditions demand, and repair and/or cleanup of any structures used to trap sediment. Wheel washing shall be required to prevent sediment and material tracking on road surfaces if passive BMPs are not effective.

(f) INSPECTION

(1). The EPSCP must be kept onsite at all times. All measures shown on the plan must be installed properly to ensure compliance with SRC and State and Regulatory permits, and that sediment does not enter a surface water system, roadway, or other properties.

(2). Written EPSC inspection logs shall be maintained onsite and available to City inspectors upon request.

(3). All BMPs shall be inspected at least every week. When a rainfall event exceeds 1/2–inch in a 24–hour period, daily inspection of the erosion controls, sediment controls, and discharge outfalls must be conducted and documented. Inspections shall be done by a representative of the permit registrant who is knowledgeable and experienced in the principles, practices, installation, and maintenance of erosion and sediment controls.

(g) INACTIVE CONSTRUCTION PERIODS AND POST–CONSTRUCTION

(1). Should work cease in any area for 14 days, the inactive area must be stabilized with appropriate soil stabilization BMPs. If all construction activity ceases the entire site must be temporarily stabilized using vegetation, heavy mulch layer, temporary seeding, or other method.

(2). All temporary erosion prevention and sediment control facilities shall be removed by the contractor within 30 days after permanent landscaping/vegetation is established and the threat of erosion and sediment transport has been mitigated.

(3). Temporary grass cover measures must be fully established by October 15 or other cover measures (i.e., erosion control blankets with anchors, one–inch of straw mulch, six mil HDPE plastic sheet, etc.) shall be in place over all disturbed soil areas until April 30. To establish an adequate grass stand for controlling erosion by October 15, it is recommended that seeding and mulching occur by September 1.

(4). Permanent erosion control vegetation on all embankments and disturbed areas shall be re–established as soon as construction is completed.

(h) SPECIFICATIONS

(1). Soil preparation. Topsoil should be prepared according to the landscape plans, if available, or recommendations of the grass seed supplier. Slopes shall be textured before seeding by rack walking (i.e., driving a crawling tractor up and down the slopes to leave a pattern of cleat imprints parallel to slope contours) or other method to provide stable areas for seeds to rest.

(2). Seeding. Erosion control grass seed mix shall be as follows: Dwarf grass mix (low height, low maintenance) consisting of dwarf perennial ryegrass (80 percent by weight), creeping red fescue (20 percent by weight). Application rate shall be 100 pounds per acre minimum.

(3). Grass seed shall be fertilized at a rate of ten pounds per 1,000 square feet with 16–16–16 slow release type fertilizer. Disturbed areas within 50 feet of water bodies and wetlands must use a non–phosphorous fertilizer.

(4). The application rate of fertilizers used to reestablish vegetation shall follow manufacturer's recommendations. Nutrient releases from fertilizers to surface waters shall be minimized. Time release fertilizers shall be used. Care shall be made in the application of fertilizers within any waterway riparian zone to prevent leaching into the waterway.

(5). When used, hydromulch shall be applied with grass seed at a rate of 2,000 pounds per acre between April 30 and June 10, or between September 1 and October 1. On slopes steeper than ten percent, hydroseed and mulch shall be applied with a bonding agent (tackifier). Application rate and methodology shall be in accordance with seed supplier recommendations.

(6). When used in lieu of hydromulch, dry, loose, weed–free straw used as mulch shall be applied at a rate of 4,000 pounds per acre (double the hydromulch application requirement). Anchor straw by working in by hand or with equipment (rollers, cleat trackers, etc.). Mulch shall be spread uniformly immediately following seeding.

(7). When conditions are not favorable to germination and establishment of the grass seed, the Contractor shall irrigate the seeded and mulched areas as required to establish the grass cover.

(8). Sediment fences shall be constructed of continuous filter fabric to avoid use of joints. When joints are necessary, filter cloth shall be spliced together only at a support post, with a minimum six–inch overlap, and both ends securely fastened to a post.

(9). The standard strength filter fabric shall be fastened securely to stitched loops installed on the upslope side of the posts, and six inches of the fabric shall be extended into the trench. The fabric shall not extend more than 30 inches above the original ground surface. Filter fabric shall not be stapled to existing trees.

(10). Bio–filter bags shall be clean 100 percent wood product waste. Bags shall be 18–inch x 18–inch x 30–inch, weigh approximately 45 pounds, and be contained in a bag made of 1/2–inch plastic mesh.

(11). Minimum wet weather slope protection. For 3H:1V or steeper slopes use Bon Terra Type C2 or North American Green Type C125 erosion control blankets. Use a minimum of two inches straw mulch or North American Green Type S150 for slopes flatter than 3H:1V and greater than 6H:1V. Slopes flatter than 6H:1V use one inch straw mulch, hydroseed with hydromulch and tackifier. Slope protection shall be placed on all disturbed areas immediately after completion of each section of construction activity, until the erosion control seeding has been established. As an option during temporary or seasonal work stoppages, a six–mil HDPE plastic sheet may be placed on exposed slopes. The plastic sheet shall be provided with an anchor trench at the top and bottom of the slope, and shall be sandbagged on the slopes as required to prevent damage or displacement by wind.

project:

ST. TIMOTHY'S EPISCOPAL CHURCH
PARISH HALL ADDITION
3295 LADD AVE NE
SALEM, OR 97301

WESTTECH ENGINEERING, INC.
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drawn by: AK
checked by: JW
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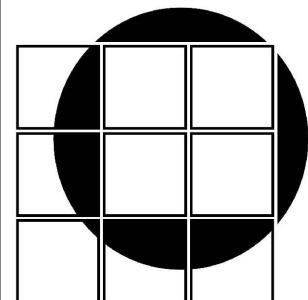
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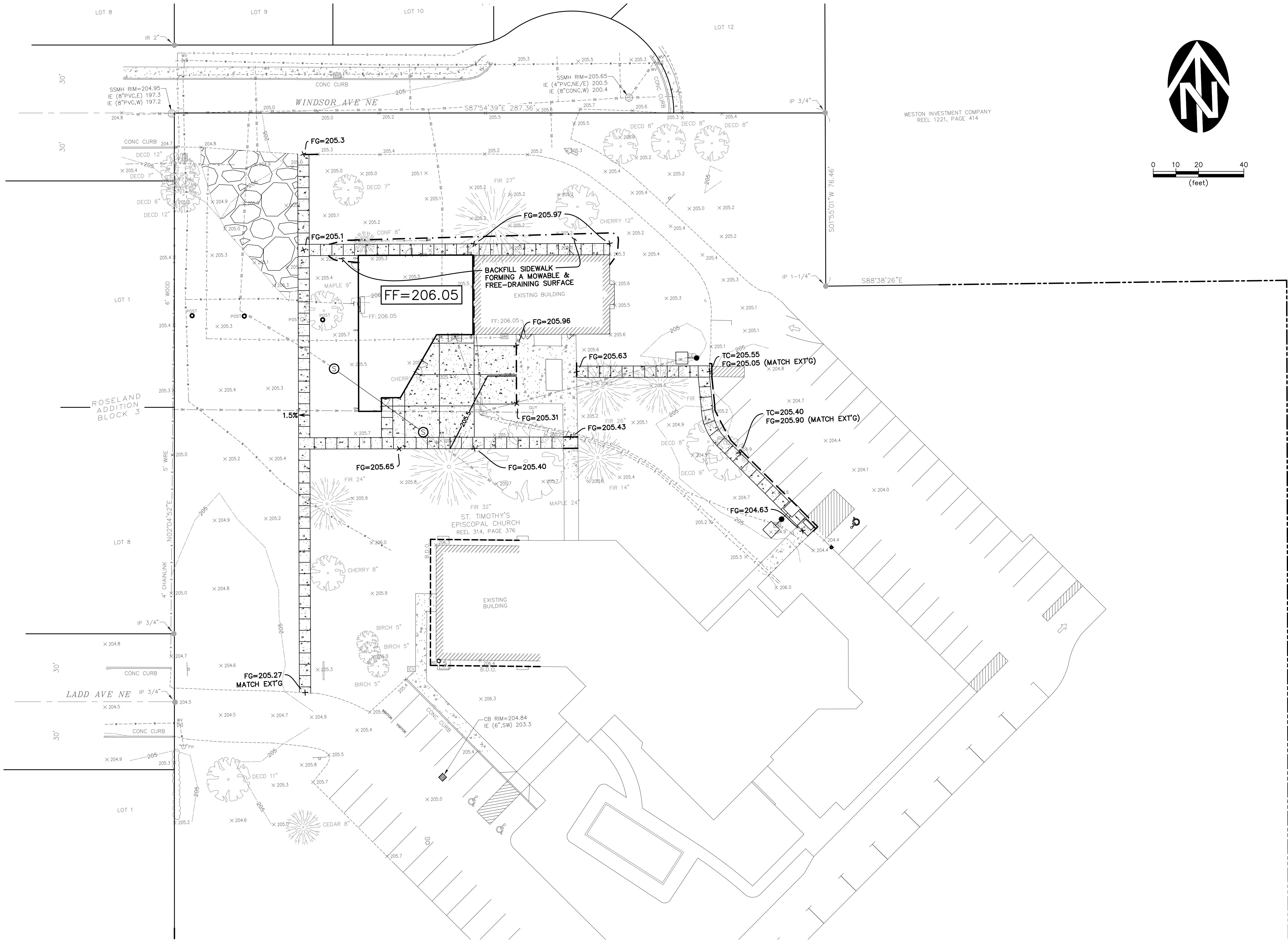
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project:
ST. TIMOTHY'S EPISCOPAL CHURCH
PARISH HALL ADDITION
3295 LADD AVE NE
SALEM, OR 97301

WESTECH ENGINEERING, INC.
CONSULTING ENGINEERS AND PLANNERS

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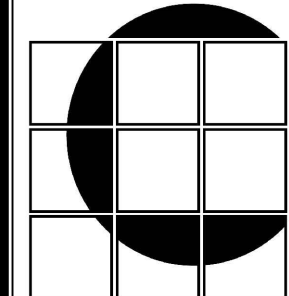
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GRADING &
DRAINAGE PLAN

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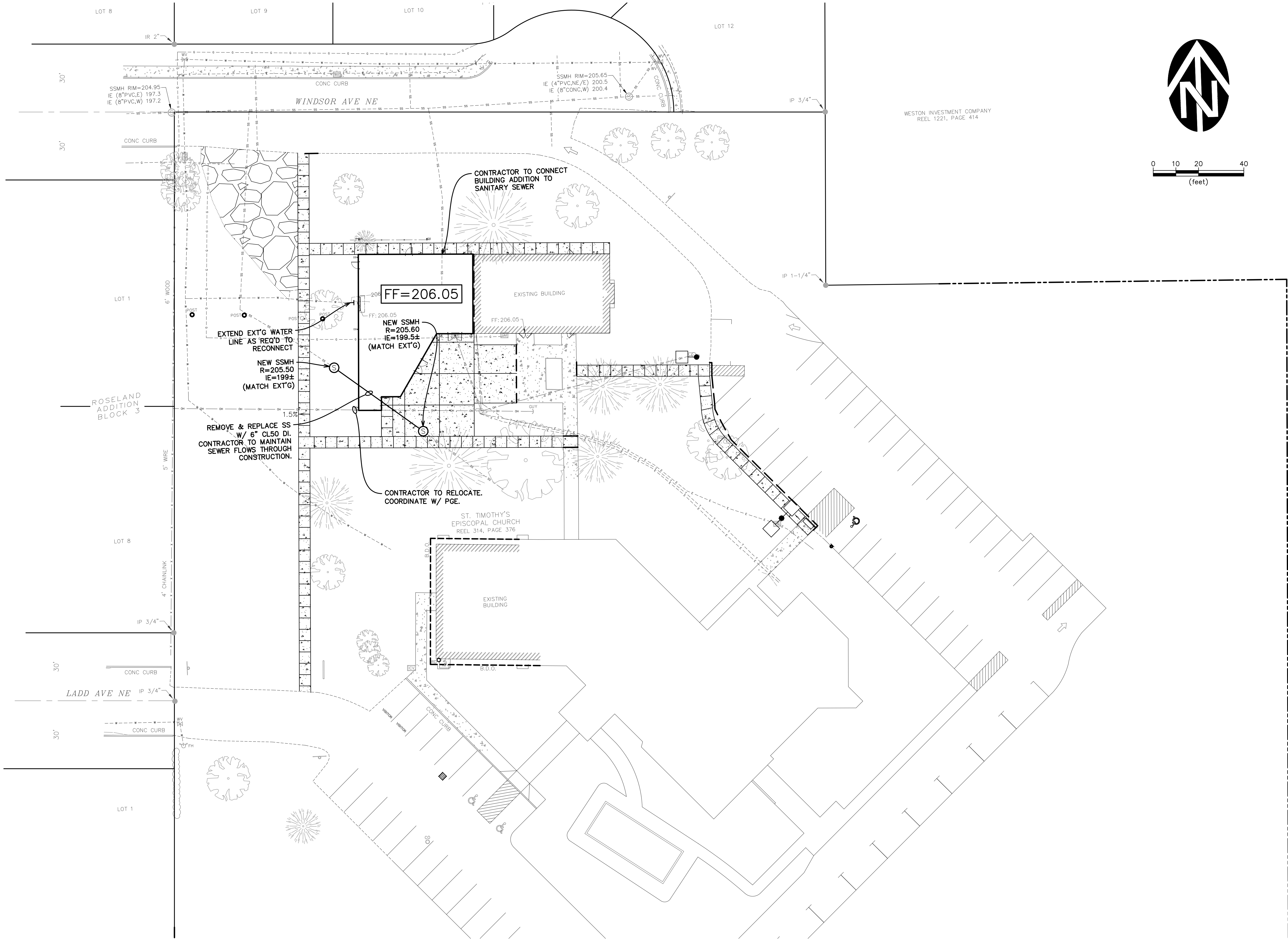
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UTILITY PLAN
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REGISTERED PROFESSIONAL ENGINEER
WILLIAM J. NELSON
NOV. 12, 2008
RENEWED: 6/30/2024

REVIEW

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GENERAL NOTES

1. Contractor shall procure and conform to all construction permits required by the City of Detroit and Marion County.
2. Owner to pay all project permit costs, including but not limited to utility tapping, TV, and chlorination costs. The Contractor shall coordinate with the Approving Agency to determine appropriate fees and provide the Owner with 48 hours notice prior to the required payment of fees or costs.
3. Oregon law requires the Contractor to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. Obtain copies of the rules by calling the center. (Note: the telephone number for the Oregon Utility Notification Center is 503-232-1987).
4. Contractor to notify City, County, ODOT and all utility companies a minimum of 48 business hours (2 business days) prior to start of construction, and comply with all other notification requirements of the Approving Agency with jurisdiction over the work.
5. Contractor shall provide all bonds and insurance required by public and/or private agencies having jurisdiction. Where required by public and/or private agencies having jurisdiction, the Contractor shall submit a suitable maintenance bond prior to final payment.
6. All materials and workmanship for facilities in street right-of-way or easements shall conform to the Approving Agencies' construction specifications wherein each has jurisdiction, including but not limited to the City, County, Oregon Health Division (OHD) and the Oregon Department of Environmental Quality (DEQ).
7. Unless otherwise approved by the Public Works Director, construction of all public facilities shall be done between 7:00 a.m. and 6:00 p.m., Monday through Saturday.
8. The Contractor shall perform all work necessary to complete the project in accordance with the approved construction drawings including such incidentals as may be necessary to meet the Approving Agencies' requirements and provide a completed project.
9. Any inspection by the City, County or other Approving Agency shall not, in any way, relieve the Contractor from any obligation to perform the work in strict compliance with the contract documents, applicable codes, and Approving Agency requirements.
10. Contractor shall maintain one complete set of approved drawings on the construction site at all times whereon he will record all approved deviations in construction from the approved drawings, as well as the station locations and depths of all existing utilities encountered. These field record drawings shall be kept up to date at all times and shall be available for inspection by the Approving Agency or Owner's Representative upon request. Failure to conform to this requirement may result in delay in payment and/or final acceptance of the project.
11. Upon completion of construction of all new facilities, Contractor shall submit a clean set of field record drawings containing all as-built information to the Engineer. All information shown on the Contractor's field record drawings shall be subject to verification. If significant errors or deviations are noted, an as-built survey prepared and stamped by a registered professional Land Surveyor shall be completed at the Contractor's expense.
12. The contractor shall retain and pay for the services of a registered Civil Engineer and/or Land Surveyor licensed in the State of Oregon to establish construction control and perform initial construction surveys to establish the lines and grades of improvements as indicated on the drawings. Staking for buildings, structures, curbs, gravity drainage pipes/structures and other critical improvements shall be completed using equipment accurate to 0.04 feet horizontally and 0.02 feet vertically or better. Use of GPS equipment for final construction staking of these critical improvements is prohibited. The registered professional surveyor shall provide the design engineer with copies of all grade sheets for construction staking performed for the project.
13. See architectural drawings for site lighting, site dimensioning, and continuation of all utilities.

TRAFFIC CONTROL

14. Contractor shall erect and maintain barricades, warning signs, traffic cones (and all other traffic control devices required) per City, County and ODOT requirements in accordance with the current MUTCD (including Oregon amendments). Access to driveways shall be maintained at all times. All traffic control measures shall be approved and in place prior to any construction activity. Prior to any work in the existing public right-of-way, Contractor shall submit final traffic control plan to the Approving Agency for review and issuance of a Lane Closure or Work in Right-of-Way Permit.
15. Prior to any work in the existing right-of-way, Contractor shall submit final traffic control plan to City of Detroit for review and issuance of lane closure permit. Contractor to obtain a lane closure permit before construction starts for any work within the existing public right-of-way, including public street improvements or driveway connections to existing streets.

TESTING AND INSPECTION:

16. For public and private improvements, the Contractor shall be responsible to ensure that all required or necessary inspections are completed by authorized inspectors prior to proceeding with subsequent work which covers or that is dependent on the work to be inspected. Failure to obtain necessary inspection(s) and approval(s) shall result in the Contractor being fully responsible for all problems and/or corrective measures arising from uninspected work.
17. Unless otherwise specified, the attached "Required Testing and Frequency" table outlines the minimum testing schedule for private improvements on the project. This testing schedule is not complete, and does not relieve the Contractor of the responsibility of obtaining all necessary inspections or observations for all work performed, regardless of who is responsible for payment. Cost for retesting shall be borne by the Contractor.

EXISTING UTILITIES & FACILITIES:

18. The location and descriptions of existing utilities shown on the drawings are compiled from available records and/or field surveys. The Engineer or utility companies do not guarantee the accuracy or the completeness of such records. Contractor shall field verify locations and sizes of all existing utilities prior to construction.
19. Contractor shall field verify location and depth of all existing utilities where new facilities cross. All utility crossings marked or shown on the drawings shall be potholed using hand tools or other non-invasive methods prior to excavating or boring. Contractor shall be responsible for exposing potential utility conflicts far enough ahead of construction to make necessary grade or alignment modifications without delaying the work. If grade or alignment modification is necessary, Contractor shall notify the Design Engineer, and the Design Engineer or the Owner's Representative shall obtain approval from the Approving Agency prior to construction.
20. The Contractor shall be responsible for locating and marking all existing survey monuments of record (including but not limited to property and street monuments) prior to construction. If any survey monuments are removed, disturbed or destroyed during construction of the project, the Contractor shall retain and pay for the services of a Registered Professional Surveyor licensed in the State of Oregon to reference and replace all such monuments prior to final payment. The monuments shall be replaced within a maximum of 90 days, and the County Surveyor shall be notified in writing as required by per ORS 209.150. Per ORS 92.044(7), utility infrastructure may not be placed within one foot of a survey monument location noted on a subdivision or partition plat.
21. All facilities shall be maintained in-place by the Contractor unless otherwise shown or directed. Contractor shall take all precautions necessary to support, maintain, or otherwise protect existing utilities and other facilities at all times during construction. Contractor to leave existing facilities in an equal or better-than-original condition and to the satisfaction of the Approving Agency and Owner's Representative.

22. Utilities or interfering portions of utilities that are abandoned in place shall be removed by the Contractor to the extent necessary to accomplish the work. The Contractor shall plug the remaining exposed ends of abandoned utilities after appropriate verification procedures have taken place.
23. Contractor shall remove all existing signs, mailboxes, fences, landscaping, etc., as required to avoid damage during construction and replace them to existing or better condition.
24. The Contractor shall be responsible for managing construction activities to ensure that public streets and right-of-ways are kept clean of mud, dust or debris. Dust abatement shall be maintained by adequate watering of the site by the Contractor.

GRADING, PAVING & DRAINAGE:

25. All materials and workmanship for compaction, fills, grading, rocking and paving within the public right-of-way shall conform to City of Detroit Standard Construction Specifications.
26. Unless otherwise noted, all grading, rocking and paving to conform to Oregon Standard Specifications for Construction (OSSC/ODOT/APWA), 2021 edition.
27. Clear and grub within work limits all surface vegetation, trees, stumps, brush, roots, etc. Do not damage or remove trees except as approved by the Owner's Representative or as shown on the drawings. Protect all roots two inches in diameter or larger.
28. Strip work limits, removing all organic matter, which cannot be compacted into a stable mass. All trees, brush, and debris associated with clearing, stripping or grading shall be removed and disposed of off-site.
29. Immediately following stripping and grading operations, compact subgrade to 92% of the maximum dry density per AASHTO T-180 test method (Modified Proctor). Subgrade must be inspected and approved by the Owner's authorized representative before placing, engineered fills or fine grading for base rock.
30. Engineered fills shall be constructed and compacted in 6" lifts over approved subgrade. All fills shall be engineered and comply with the Oregon Structural Specialty Code, with each lift compacted to 92% of the maximum dry density per AASHTO T-180 test method (Modified Proctor).
31. Granular baserock shall conform to the requirements of OSSC (ODOT/APWA) 02630.10 (Dense Graded Base Aggregate), with no more than 10% passing the #40 sieve and no more than 5% passing the #200 sieve.
32. Compact granular baserock to 92% of the maximum dry density per AASHTO T-180 test method (Modified Proctor). Written baserock compaction test results from an independent testing laboratory must be received by the Owner's authorized representative before placing AC pavement, and a finished rock grade proof-roll (witnessed by the Owners authorized representative) must be performed.
33. A.C. pavement shall conform to OSSC (ODOT/APWA) 00745 (Hot Mixed Asphalt Concrete Pavement) for standard duty mix. Unless otherwise specified or shown on the drawings, base lifts shall be 3/4" dense graded mix, while wearing courses shall be 1/2" dense graded mix. Unless otherwise specified or shown on the drawings, A.C. pavement for parking lots and streets shall be Level 2 mix (50 blow Marshall) per OSSC (ODOT/APWA) 00744.13. A.C. Pavement shall be compacted to a minimum of 91% of maximum density as determined by the Rice standard method. Written AC pavement compaction test results from an independent testing laboratory must be received by the Owner's authorized representative before final payment.
34. Pavement surface shall be a smooth, well-sealed, tight mat without depressions or bird baths. Bony or open graded pavement surfaces shall be repaired to the satisfaction of the Owner's authorized representative, prior to final acceptance of the work.
35. HMAc mixtures shall be placed only when the surface is dry and weather conditions are such that proper handling, finishing and compaction can be accomplished. In no case shall bituminous mixtures be placed when the surface temperature is below the minimum established under 2021 OSSC (ODOT/APWA) 00744.40 (AC - Season and Temperature Limitations) or the project specifications, whichever is more stringent.
36. Contractor shall protect new pavement against traffic as required, until it has cooled sufficiently to avoid tracking.
37. Unless otherwise shown on the drawings or details, straight grades shall be run between all finish grade elevations and/or finish contour lines shown (exception: where grade is shown across sidewalks, slopes shall be adjusted to ensure that maximum allowable sidewalk cross slopes are not exceeded).
38. Finish pavement grades at transition to existing pavement shall match existing pavement grades or be feathered past joints with existing pavement as required to provide a smooth, free draining surface.
39. All existing or constructed manholes, cleanouts, monument boxes, gas valves, water valves and similar structures shall be adjusted to match finish grade of the pavement, sidewalk, landscaped area or median strip wherein they lie. Verify that all valve boxes and risers are clean and centered over the operating nut.
40. Unless otherwise shown on the drawings, no cut or fill slopes shall be constructed steeper than 3H:1V.
41. Unless otherwise shown on the landscape plans, all planter areas, shall be backfilled with approved topsoil minimum 8" thick. Stripping materials shall not be used for planter backfill.
42. Contractor shall seed and mulch (uniformly by hand or hydroseed) all exposed slopes and disturbed areas which are not scheduled to be landscaped, including trench restoration areas. If the Contractor fails to apply seed and mulch in a timely manner during periods favorable for germination, or if the seeded areas fail to germinate, the Owner's Representative may (at his discretion) require the Contractor to install sod to cover such disturbed areas.

43. Unless otherwise shown or indicated on the drawings, 6-inches nominal curb exposure used for design of all parking lot and street grades.
44. Where new curbing connects to existing curbing or is installed along existing streets or pavement, the gutter grade shall match the existing street grades so as to allow drainage from the street to the gutter and through any transitions. The Contractor shall notify the Owner's Representative in writing of any grade discrepancies or problems prior to curb placement.
45. Road widening design is based on available survey taken at random intervals. Street pavement widening cross slope shall be a minimum of 2% and a maximum of 5% across all intersections, where the street cross slopes shall not exceed 2% maximum (intersection defined from end of curb radius both directions). Prior to placing curbs, Contractor shall field verify pavement widening cross slope and contact Engineer if the design pavement widening cross slope is not within the limits stated above.
46. Contractor shall construct all handicap access ramps in accordance with current ADA requirements.
47. Sidewalks shall be a minimum of 4-inches thick. Commercial use driveways and alley approaches shall be minimum 8-inches thick. All curbs, sidewalks and driveways shall be constructed using 3300-psi concrete, and shall be cured with Type 1 or Type 1D clear curing compound. All sidewalks shall be ADA compliant.
48. Curb & sidewalk concrete shall be placed only during periods when it will not be damaged by rain (protect unhardened concrete from precipitation). Concrete shall not be placed on frozen baserock. Do not begin concrete placement until temperature in the shade is a minimum of 35°F and rising, and stop placement if air temperature falls below 35°F. Protect concrete from freezing for a minimum of 5 days after placement per OSSC (ODOT/APWA) 00440.4.d & 00756.40 or the project specifications, whichever is more stringent.

49. Contractor joints shall be installed directly over any pipes that cross under the sidewalk, to control cracking. In general, cracks in new curbs or sidewalks (at locations other than contraction joints) are not acceptable, and cracked panels shall be removed & replaced unless otherwise approved by the Approving Agency and the design engineer.
50. All sidewalks shall be ADA compliant. Direction of sidewalk cross slope shall conform with the slope direction shown on the grading plan. Sidewalk cross slopes shall not exceed 1:67 (1.5%) nor be less than 1%. Longitudinal slope shall not exceed 1:20 (5%).
51. Where trench excavation requires removal of PCC curbs and/or sidewalks, the curbs and/or sidewalks shall be sawcut and removed at a tooled joint unless otherwise authorized in writing by the Approving Agency. The sawcut lines shown on the drawings are schematic and not intended to show the exact alignment of such cuts.
52. Unless otherwise shown on the drawings, areas along curbs and sidewalks shall be backfilled with approved topsoil, as well as being seeded and mulched (or hydroseeded).

PIPED UTILITIES:

53. All tapping of existing sanitary sewer, storm drain mains, and manholes must be done by Contractor forces.
54. The Contractor shall have appropriate equipment on site to produce a firm, smooth, undisturbed subgrade at the trench bottom, true to grade. The bottom of the trench excavation shall be smooth, free of loose materials or tooth grooves for the entire width of the trench prior to placing the granular bedding material.
55. All pipes shall be bedded with minimum 6-inches of 3/4"-0 crushed rock bedding and backfilled with compacted 3/4"-0 crushed rock in the pipe zone (crushed rock shall extend a minimum of 12-inches over the top of the pipe in all cases). Unless CDF or other backfill is shown or noted on the drawings, crushed rock trench backfill shall be used under all improved areas, including pavement, sidewalks, foundation slabs, buildings, etc.
56. Granular trench bedding and backfill shall conform to the requirements of OSSC (ODOT/APWA) 02630.10 (Dense Graded Base Aggregate), 3/4"-0. Unless otherwise shown on the drawings, compact granular backfill to 92% of the maximum dry density per AASHTO T-180 test method (Modified Proctor).
57. Contractor shall arrange to abandon existing sewer and water services not scheduled to remain in service in accordance with approving agency requirements.
58. All piped utilities abandoned in place shall have all openings closed with concrete plugs with a minimum length equal to 2 times the diameter of the abandoned pipe.
59. The end of all utility service lines shall be marked with a 2-x-4 painted white and wired to pipe stub. The pipe depth shall be written on the post in 2" block letters.
60. All non-metallic water, sanitary and storm sewer piping shall have an electrically conductive insulated 12 gauge solid core copper tracer wire the full length of the installed pipe using blue wire for water and green wire for storm and sanitary piping. Tracer wire shall be extended up into all valve boxes, catch basins, manholes and lateral cleanout boxes. Tracer wire penetrations into manholes shall be within 18 inches of the rim elevation and adjacent to manhole steps. The tracer wire shall be tied to the top manhole step or otherwise supported to allow retrieval from the outside of the manhole. All tracer wire splices shall be made with waterproof splices or waterproof/corrosion resistant wire nuts.
61. No trenches in sidewalks, roads, or driveways shall be left in an open condition overnight. All such trenches shall be closed before the end of each workday and normal traffic and pedestrian flows restored.
62. Before mandrel testing, TV inspection or final acceptance of gravity pipelines, all trench compaction shall be completed and all sewers and storm drains flushed & cleaned to remove all mud, debris & foreign material from the pipelines, manholes and/or catch basins.
63. Where future extensions are shown upstream of new manholes (sewer or storm), catch basins or junction boxes, pipe stubs (with gasketed caps) shall be installed at design grades to a point 2' minimum outside of the structure.

WATER SYSTEM:

64. City forces to operate all valves, including fire hydrants, on existing public mains.
65. All water mains shall be Class 52 ductile iron or C-900 PVC (DR 18).
66. All fittings 4-inches through 24-inches in diameter shall be ductile iron fittings in conformance with AWWA C-153 or AWWA C-110. The minimum working pressure for all MJ cast iron or ductile iron fittings 4-inches through 24-inch in diameter shall be 350 psi for MJ fittings and 250 psi for flanged fittings.
67. All water mains to be installed with a minimum 36 inch cover to finish grade unless otherwise noted or directed. Water service lines shall be installed with a minimum 30-inch cover. Deeper depths may be required as shown on the drawings or to avoid obstructions.
68. Unless otherwise shown or approved by the Engineer, all valves shall be flange connected to adjacent tees or crosses.
69. Thrust restraint shall be provided on all bends, tees and other direction changes per Approving Agency requirements and as specified or shown on the drawings.
70. Water service pipe 2-inch and smaller on the public side of the meter shall be Type K soft copper tubing conforming to ASTM B-88. Water service pipe 3-inch and larger shall conform to the construction drawings and approving agency standards.
71. Unless otherwise noted, water service pipe 3-inch and smaller on the private side of the meter shall be Schedule 40 PVC. Unless otherwise specified, private water service piping shall be hydrostatically pressure tested to a minimum of 150% of the maximum static pressure at the site. All materials and workmanship for all private water lines, including water lines located within any building envelope, shall be installed in conformance with Uniform Plumbing Code requirements. All water service pipe on the private side of the meter shall be installed by a licensed plumber in accordance with Uniform Plumbing Code requirements.
72. Domestic and fire backflow prevention devices and vaults shall conform to requirements of public and/or private agencies having jurisdiction. The Contractor shall be responsible for having backflow devices tested and certified prior to final acceptance of the work.
73. Contractor shall provide all necessary equipment and materials (including plugs, blowoffs, valves, service caps, etc.) required to flush, test and disinfect waterlines per the Approving Agency requirements.
74. The work shall be performed in a manner designated to maintain water service to buildings supplied from the existing waterlines. In no case shall service to any main line or building be interrupted for more than four (4) hours in any one-day. Contractor shall notify the Approving Agency and all affected residents and businesses a minimum of 24 business hours (1 business day) before any interruption of service.
75. Where new waterlines cross below or within 18-inches vertical separation above a sewer main or sewer service lateral, center one full length of waterline pipe at point of crossing the sewer line or sewer lateral. In addition (unless otherwise approved in writing by the Approving Agency, existing sewer mains and/or service laterals within this zone shall be replaced with a full length of Class 50 Ductile Iron or C-900 PVC pipe (DR 18) centered at the crossing in accordance with OAR 333-061 and Approving Agency requirements. Connect to existing sewer lines with approved rubber couplings. Example: For an 8-inch waterline with 36-inches cover, 4-inch service lateral inverts within 5.67-feet (68-inches) of finish grade must be DI or C-900 PVC at the crossing.

76. All waterlines, services and appurtenances shall be pressure tested for leakage. All testing shall conform to requirements as outlined in the specifications, Approving Agency standards and/or testing forms. The hydrostatic test shall be performed with all service line corporation stops open and meter stops closed, and with all hydrant line valves open. Prior to the start of each pressure test, the position of all mainline valves, hydrant line valves and service line corporation stops in the test segment shall be verified.
77. After the pressure test and prior to disinfecting, the water lines shall be thoroughly flushed through hydrants, blow offs or by other approved means.
78. Disinfection & Bacteriological Testing. All water mains and service lines shall be chlorinated/disinfected per Approving Agency requirements, AWWA C-651 or OAR 333-061 (25 mg/L minimum chlorine solution, 24 hours contact time), whichever is more stringent. Unless otherwise approved by the Approving Agency, a Representative from the Approving Agency shall witness the application of the chlorine solution and the chlorine testing at the end of the 24 hour contact period. After the 24 hour chlorine contact period, the free chlorine concentration shall be checked, and if it is found to be 10 mg/L or more, the chlorine solution shall be drained (otherwise the line shall be rechlorinated), the waterline flushed with potable water, and a minimum of two consecutive samples taken at least 24 hours apart shall be collected from the waterline for microbiological analysis (ie. one sample immediately after flushing, and another sample 24 hours later). Contractor to pay for laboratory analysis of water samples taken under the supervision of the Approving Agency. If the results of both analyses indicate that the water is free of coliform organisms, the waterline may be placed in service. Should the initial treatment prove ineffective, the chlorination shall be repeated until confirmed tests show acceptable results.
79. Disinfection of Connections. For connections which cannot be disinfected with the waterline mainlines as noted above, all fittings, valves and appurtenances, including tool surfaces which will come in contact with potable water, shall be thoroughly cleaned by washing with potable water and then swabbed or sprayed with a one percent (1%) hypochlorite solution (10,000 mg/L) in accordance with the requirements of AWWA C-651 and OAR 333-061.

STORM DRAIN SYSTEM:

80. Storm sewer pipe materials shall conform to the construction drawings and Approving Agency's requirements. Unless otherwise noted or shown on the drawings, storm sewer pipe materials with watertight joints shall conform to the attached "Storm Pipe Table". Contractor shall use uniform pipe material on each pipe run between structures unless otherwise directed or approved. Jointed HDPE pipe shall not be used for slopes exceeding ten percent (10%). All materials and workmanship for all private storm drains, including storm drains located within any building envelope, shall be installed in conformance with Uniform Plumbing Code requirements.
81. Contractor shall designate the pipe material actually installed on the field record drawings and provide this information for inclusion on the as-built drawings.
82. Catch basins and junction boxes shall be set square with buildings or with the edge of the parking lot or street wherein they lie. Storm drain inlet structures and paving shall be adjusted so water flows into the structure without ponding water.
83. Unless otherwise approved by the Engineer, all storm drain connections shall be by manufactured tees or saddles.
84. Unless otherwise shown on the drawings, all storm pipe inlets & outfalls shall be beveled flush to match the slope wherein they lie.
85. Sweep (deflect) storm sewer pipe into catch basins and manholes as required. Maximum joint deflection shall not exceed 5 degrees or manufacturers recommendations, whichever is less.
86. Unless otherwise shown or directed, install storm sewer pipe in accordance with manufacturer installation guidelines.
87. After manhole channeling and prior to mandrel testing or final acceptance, flush and clean all sewers, and remove all foreign material from the mainlines, manholes and catch basins.
88. Mandrel Testing. Contractor shall conduct deflection test of flexible storm sewer pipes by pulling an approved mandrel through the completed pipeline following trench compaction. The diameter of the mandrel shall be 95% of the initial pipe diameter. Test shall be conducted not more than 30 days after the trench backfilling and compaction has been completed.
89. TV Inspection. Upon completion of all storm sewer construction, testing and repair, the Contractor shall conduct a color TV acceptance inspection of all mainlines in accordance with OSSC (ODOT/APWA) 445.74 to determine compliance with grade requirements of OSSC (ODOT/APWA) 445.40.b. The TV inspection shall be conducted by an approved technical service which is equipped to make audio-visual recordings of the TV inspections on DVD (VHS video tape acceptable only upon prior written approval by Public Works). Unless otherwise required by the agency with jurisdiction, a standard 1-inch diameter ball shall be suspended in front of the camera during the inspection to determine the depth of any standing water. Sufficient water to reveal low areas or reverse grades shall be discharged into the pipe immediately prior to initiation of the TV inspection. The DVD and written report shall be delivered to the Approving Agency.
90. Prior to acceptance, the Owner's Representative may lamp storm lines upstream & downstream of structures to verify that the pipes are clean and there is no grout or concrete in the mainlines and that there are no observable bellies in the line. When necessary, sufficient water to reveal low areas shall be discharged into the pipe by the Contractor prior to any such inspection by the Owner's Representative or the Approving Agency.

FRANCHISE & PRIVATE UTILITIES:

91. Unless otherwise shown on the drawings or approved by jurisdiction having authority, all new franchise and private utilities (power, cable TV, telephone, gas, data, communication, control, alarms, etc.) shall be installed underground. Installation of such utilities or associated conduits in a common trench with public water, sanitary sewer, or storm sewer is prohibited.
92. Contractor shall coordinate with gas, power, telephone, and cable TV Company for location of conduits in common trenches, as well as location or relocation of vaults, pedestals, etc. The Contractor shall be responsible for providing franchise utility companies adequate written notice of availability of the open trench (typically 10 days minimum), and reasonable access to the open trench. Unless otherwise approved in writing by the Approving Agency, all above-grade facilities shall be located in PUEs (where PUEs exist or will be granted by the development), and otherwise shall be placed in a location outside the proposed sidewalk location.
93. Unless otherwise approved by the Approving Agency, installation of private utilities (including either franchise utilities or private water, sewer or storm services) in a common trench with or within 3 feet horizontally of and paralleling public water, sanitary sewer or storm drains is prohibited.
94. Power, telephone and TV trenching and conduits shall be installed per utility company requirements with pull wire. Contractor shall verify with utility company for size, location and type of conduit before construction, and shall ensure that trenches are adequately prepared for installation per utility company requirements. All changes in direction of utility conduit runs shall have long radius steel bends.
95. Contractor shall notify and coordinate with franchise utilities for removal or relocation of power poles, vaults, pedestals, manholes, etc. to avoid conflict with Public utility structures, fire hydrants, meters, sewer or storm laterals, etc.

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REGISTERED PROFESSIONAL
ENGINEER
NO. 12,345
WILLIAM J. KELLS
RENEW: 6/30/2024

REVIEW

project:
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PARISH HALL ADDITION
3295 LADD AVENUE
SALEM, OR 97301

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CONSTRUCTION
NOTES
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REQUIRED TESTING AND FREQUENCY TABLE		Party Responsible for payment		
<i>Contractor to notify Owner's Representative prior to all testing, to allow Owner's Representative to be present if desired.</i>		Contractor	Others (see note 1)	
Streets, Fire Lanes, Common Driveways, Parking Lots, Pads, Fills, etc.				
Subgrade	1 Test/4000 S.F./Lift (4 min), locations acceptable to approving agency (typically alternate sides of road or access aisles)	✓	See note 2 & note 3	
Engineered Fills	1 Test/4000 S.F./Lift (4 min), locations acceptable to approving agency	✓	See note 2 & note 5	
Baseroack	1 Test/4000 S.F./Lift (4 min), locations acceptable to approving agency (typically alternate sides of road or access aisles)	✓	See note 2 & note 3	
Asphalt	1 Test/6000 S.F./Lift (4 min), locations acceptable to AA (typ. alternate as above)	✓	See note 2	
Piped Utilities, All				
Trench Backfill	1 Test/200 Foot Trench/Lift (4 min)	✓	See note 2	
Trench AC Restoration	1 Test/300 Foot Trench (4 min)	✓	See note 2	
Water				
Pressure Test	(to be witnessed by Owner's Representative or approving agency)	✓	See note 4	
Bacterial Water Test	Per Oregon Health Division	✓	See note 2	
Chlorine Residual Test	Per City Requirements	✓		
Sanitary Sewer				
Air Test	Per City or APWA Requirements, whichever is more stringent	✓	See note 4	
Mandrel	95% of actual inside diameter	✓	See note 4	
TV Inspection	All. Lines must be cleaned prior to TV work	✓		
Manhole	(1) Vacuum test per manhole, witnessed by Owner's Representative or approving agency	✓	See note 2	
Concrete, Block, etc.				
Slump, Air & Cylinders for structural & reinforced concrete, equipment slabs, curbs, sidewalks & PCC pavements. Unless otherwise specified, one set of cylinders per 100 cubic yards (or portion thereof) of each class of concrete placed per day. Slump & air tests required on same load as cylinders.		✓	See note 2	
<p>Note 1: "Others" refers to Owner's authorized Representative or Approving Agency as applicable. Contractor responsible for scheduling testing. All testing must be completed prior to performing subsequent work.</p> <p>Note 2: Testing must be performed by an approved independent testing laboratory.</p> <p>Note 3: In addition to in-place density testing, the subgrade and base rock shall be proof-rolled with a loaded 10 yard dump truck provided by the Contractor. Baseroack proofroll shall take place immediately prior to (within 24 hours of) paving, and shall be witnessed by the Owner's authorized Representative or approving agency. Location and pattern of testing and proofroll to be as approved or directed by said Owner's authorized Representative or approving agency.</p> <p>Note 4: To be witnessed by the Owner's Representative or approving agency. The Contractor shall perform pretests prior to scheduling witnessed waterline or sanitary sewer pressure tests, or pipeline mandrel test.</p> <p>Note 5: The approved independent laboratory retained by the Contractor shall provide a certification (stamped by an engineer licensed in the State of Oregon) that the subgrade was prepared and all engineered fills were placed in accordance with the provisions of the construction drawings and the contract documents.</p> <p><i>Contractor to notify Owner's Representative prior to all testing, to allow Owner's Representative to be present if desired.</i></p>				

project:

ST. TIMOTHY'S EPISCOPAL CHURCH
PARISH HALL ADDITION
3295 LADD AVE NE
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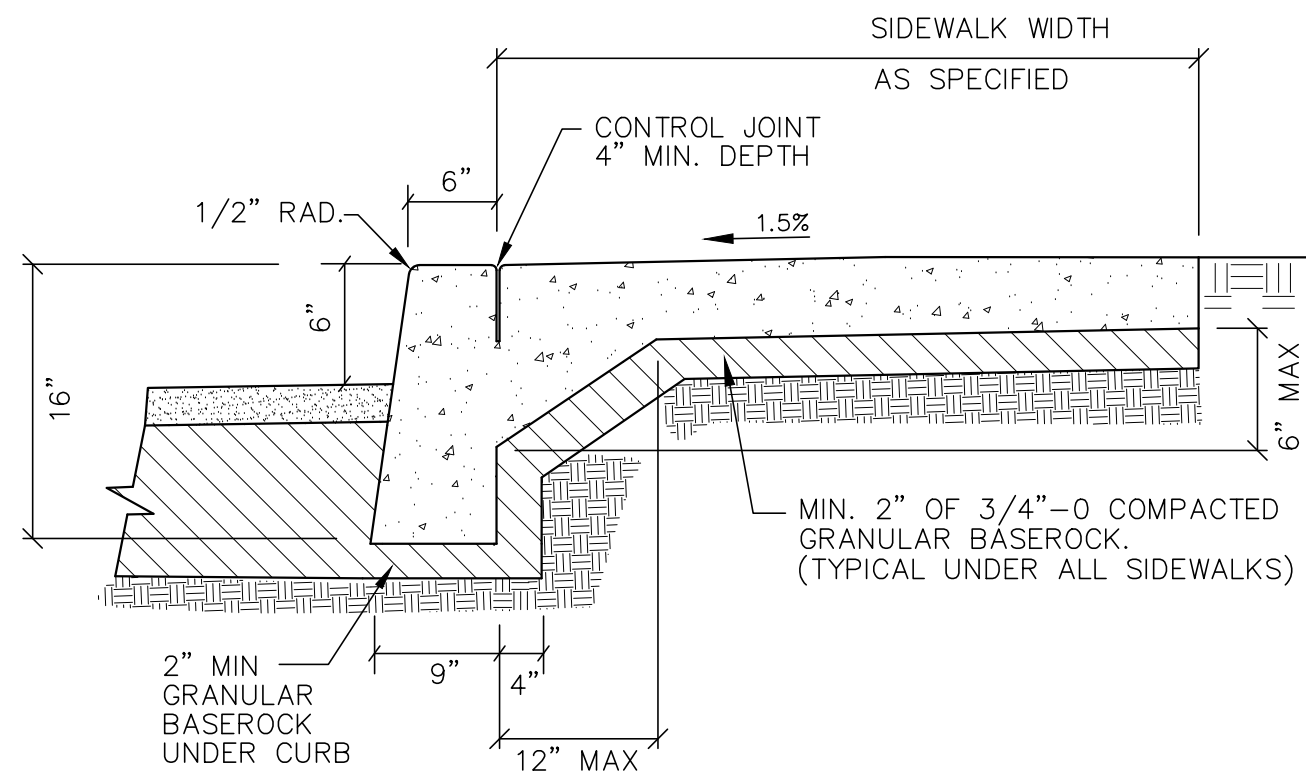
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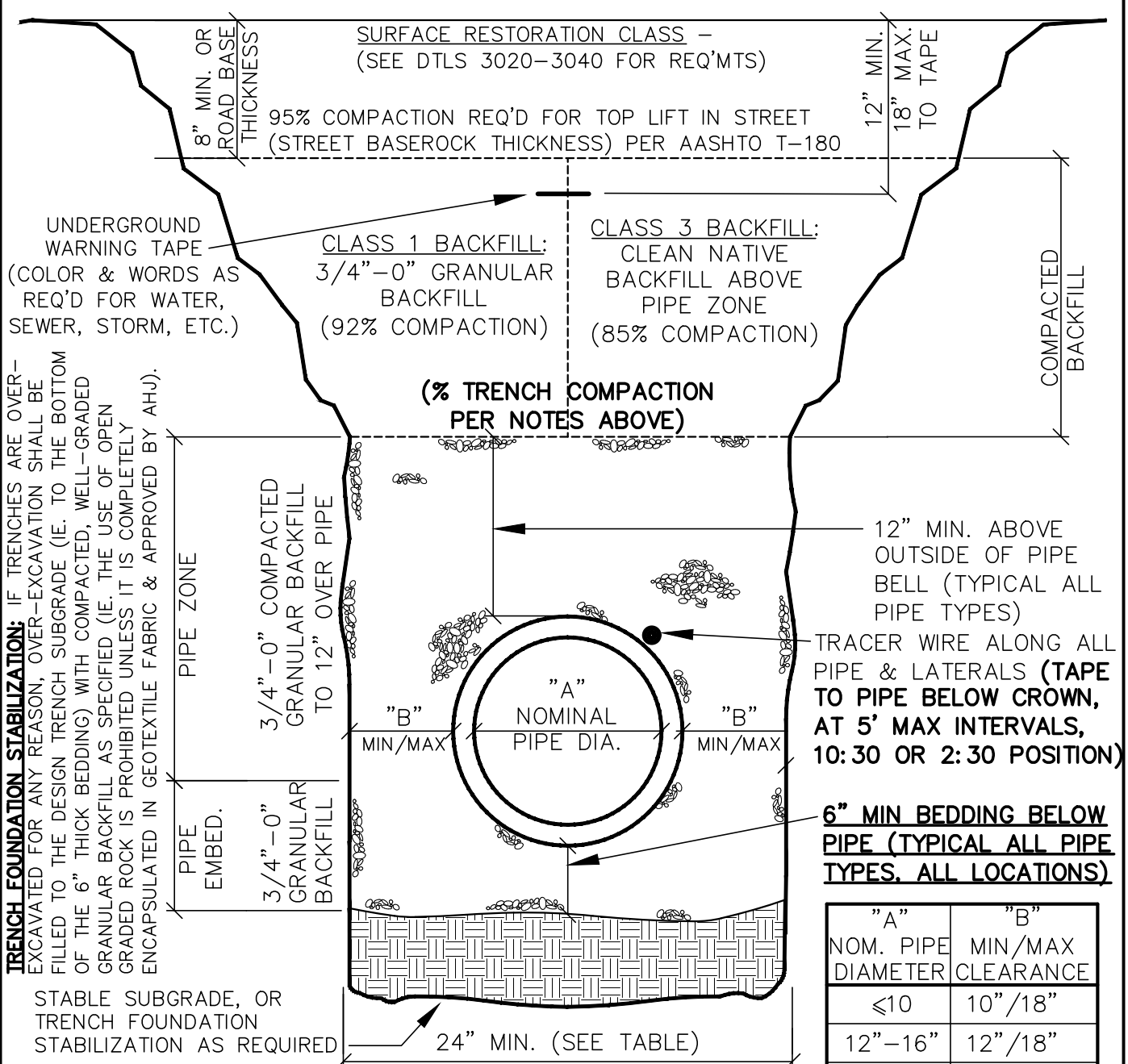
TYPICAL SECTION
NTS

NOTES:

1. CONCRETE DEPTH FOR STANDARD SIDEWALKS SHALL BE 4" MIN.
2. CONCRETE SHALL BE 3300 PSI @ 28 DAYS, MAX 5% SLUMP, 4.5% AIR ($\pm 1.5\%$)
3. INSTALL TOOLED CONTRACTION JOINTS AT 5' INTERVALS. SIDEWALKS 10' & WIDER SHALL HAVE A LONGITUDINAL CONTRACTION JOINT AT 5' ON CENTER.
4. INSTALL MIN. 2 WEEP HOLES ON ALL LOTS, ONE WEEP HOLE TO BE AT LOW POINT OF LOT, 5' FROM P/L. A CONTRACTION JOINT SHALL BE PLACED ALONG AND OVER WEEPHOLE & DRAIN PIPE.
5. PUBLIC SIDEWALKS SHALL BE LOCATED ENTIRELY WITHIN RIGHT-OF-WAYS OR SIDEWALK EASEMENTS, INCLUDING SIDEWALKS AT DRIVEWAY APRONS.

LAST REVISION DATE: AUG 2020	JO # STANDARD
<p align="center">MONOLITHIC CURB AND SIDEWALK</p> <p align="center">(NTS)</p>	
WESTECH ENG.	DETAIL NO. 2112

TRENCH COMPACTION: CLASS 1 GRANULAR BACKFILL - 92% OPTIMUM PER AASHTO T-180 (MODIFIED PROCTOR)
CLASS 3 NATIVE BACKFILL - 85% OPTIMUM PER AASHTO T-180



NOTES:

1. CLASS 1 REQ'D. UNDER ALL EXIST. OR FUTURE IMPROVED AREAS INCLUDING SIDEWALKS.
2. WHERE NEW PIPING IS IN SAME ALIGNMENT AS EXISTING PIPING, THE PIPE EMBEDMENT SHALL EXTEND TO A MIN. OF 6" BELOW THE NEW PIPING OR 6" BELOW EXISTING PIPING, WHICHEVER IS DEEPER.
3. FOR FLEXIBLE PIPE, BOTTOM OF TRENCH SHORING SHALL BE ABOVE PIPE SPRING PRIOR TO COMPACTING BACKFILL BELOW THE PIPE SPRINGLINE AND UNDER THE PIPE HAUNCHES.
4. MINIMUM CLEARANCES SHOWN ("B") ASSUMES STANDARD 6' WALL TRENCH BOXES SET ON TRENCH BOTTOM, AND REPRESENTS WIDTH REQUIRED TO CONSOLIDATE GRANULAR MATERIAL UNDER PIPE HAUNCHES (TO AVOID LOSS OF SIDE SUPPORT WHEN TRENCH BOX IS MOVED OR PULLED FORWARD). TRENCH WIDTH REDUCTION REQUIRES PRIOR APPROVAL BASED ON ACTUAL TRENCH SHORING PROPOSED.

"A"	"B"
NOM. PIPE DIAMETER	MIN/MAX CLEARANCE
≤10	10" / 18"
12"–16"	12" / 18"
18"–21"	16" / 24"
24"–30"	18" / 30"
>30"	24" / 36"

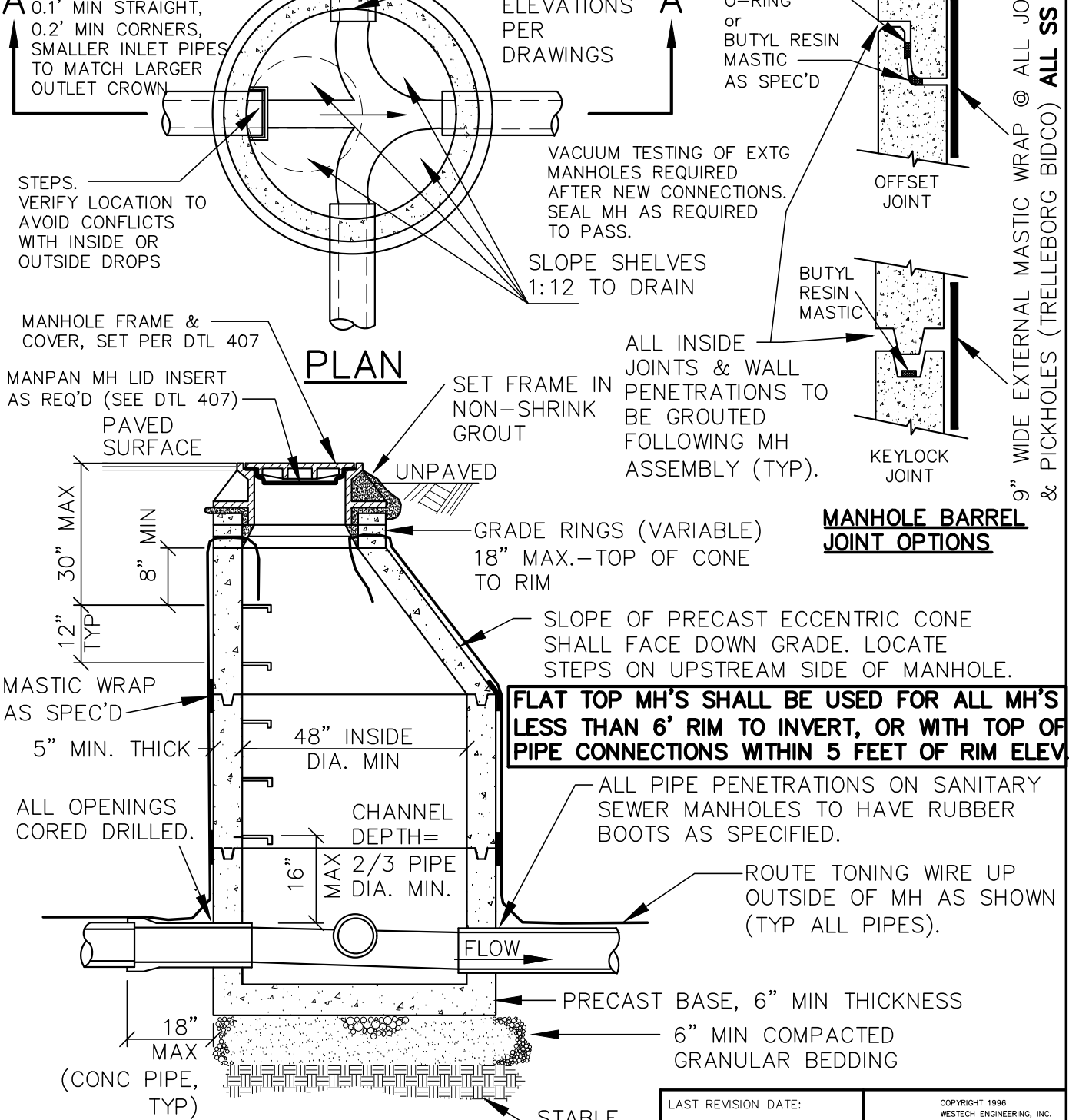
(SEE NOTE 4)

(SEE NOTE 4)

LAST REVISION DATE: FEB 2020	STANDARD
<p align="center">TRENCH BACKFILL, BEDDING, AND PIPE ZONE</p> <p align="center">(NTS)</p>	
WESTECH ENG.	DETAIL NO. <div align="right">3010</div>

NOTE: PER ORS 92.044(7),
MANHOLE MUST BE SET 1'
MINIMUM CLEAR FROM ANY
SURVEY MONUMENT

^ TYP DROP THRU MH:



SECTION A-A

NOTES:

1. PRECAST SECTIONS SHALL MEET OR EXCEED ASTM C-478. ALL CHANNELS & GROUTING TO BE SMOOTH.
2. WATER TIGHT O-RING OR MASTIC JOINTS REQUIRED, W/EXTERNAL SEAL AT BARREL JOINTS & PICKHOLES.
3. STEPS TO BE POLYPROPYLENE PLASTIC WITH GRADE 60 REINFORCING ROD. ADD STEPS TO EXTG CONNECTION MH IF EXTG STEPS ARE ABSENT.

LAST REVISION DATE: AUG 2023	COPYRIGHT 1998 WESTECH ENGINEERING, INC.
<p align="center">STANDARD MANHOLE FOR 21" PIPE AND SMALLER (SEWER & STORM)</p> <p align="center">(NTS)</p>	
WESTECH ENG.	DETAIL NO. 4010

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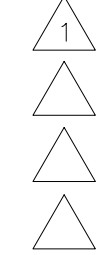
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