

**TO:** HEARINGS OFFICER

**FROM:** LISA ANDERSON-OGILVIE, AICP, DEPUTY COMMUNITY DEVELOPMENT DIRECTOR AND PLANNING ADMINISTRATOR

**SUBJECT:** **CONDITIONAL USE / CLASS 3 SITE PLAN/ CLASS 2 ADJUSTMENT REVIEW**  
**CASE NO. CU-SPR-ADJ24-04**  
**3295 LADD AVENUE NE**  
**AMANDA NO. 24-103756-PLN**

**REQUEST**

Summary: A Conditional Use Permit and Class 3 Site Plan Review for addition to an existing parish hall.

Request: A consolidated application for a Conditional Use Permit and Class 3 Site Plan Review to expand an existing building used for religious assembly with one Class 2 Adjustment to eliminate the requirement to provide a pedestrian connection to one adjacent street, Ellis Avenue NE (SRC 800.065(a)(1)).

The subject properties are 5.29 acres in size, zoned RS (Single Family Residential) and located at 3295 Ladd Ave NE (Marion County Assessor's Map and Tax Lot Numbers 073W24DA00900).

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

**APPLICANT:** Britany Randall, Brand Land Use, on behalf of the St Timothy's Episcopal Church

**OWNER:** St Timothy's Episcopal Church

**AGENT:** Same as Applicant

**APPLICATION PROCESSING**

On February 13, 2024, Conditional Use Permit, Class 3 Site Plan Review, and Class 2 Adjustment applications were accepted for processing. After receiving additional information, the applicant requested that the collective applications be deemed complete for processing on May 15, 2024. The 120-day state mandated decision deadline for this collective application is September 12, 2024.

The public hearing before the City of Salem Hearings Officer is scheduled for June 26, 2024, at 5:30 p.m. Notice of public hearing was sent by mail to surrounding property owners and tenants pursuant to Salem Revised Code (SRC) requirements on June 6, 2024. Public hearing notice was also posted on the property on June 12, 2024, pursuant to SRC requirements.

**PROPOSAL**

The applicant has submitted Conditional Use Permit, Class 3 Site Plan Review, and Class 2 Adjustment applications for the expansion of an existing parish hall for an existing *Religious*

*Assembly* use in the RS zone.

The development site consists of three separate units of land, where the existing development extends over the property line of two units of land and is developed with two existing building 3,002 square feet (Existing Parish Hall) and 12,336 square feet in size (Church Building), and an associated parking lot on along the south and eastern portions of the development site. The applicant is requesting to demolish a portion and add 2,581-square-foot expansion to the existing parish hall as seen in applicants plans (**Attachment B**).

### **SUMMARY OF RECORD**

The following items are submitted to the record and are available upon request: 1) All materials submitted by the applicant, including any applicable professional studies such as traffic impact analysis, geologic assessments, and stormwater reports; 2) any materials, testimony, and comments from public agencies, City Departments, neighborhood associations, and the public; and 3) all documents referenced in this report. All application materials are available on the City's online Permit Application Center at <https://permits.cityofsalem.net>. You can use the search function without registering and enter the permit number listed here: 24 103756.

### **APPLICANT'S MATERIALS**

The applicant's site plan is included as **Attachment B**, and the applicant's statement addressing the applicable approval criteria for the consolidated applications can be found in the record, accessible online as indicated above.

### **FACTS AND FINDINGS**

#### **1. Salem Area Comprehensive Plan (SACP) designation**

The Salem Area Comprehensive Plan (SACP) map designation for the subject property is Single Family Residential.

#### **2. Zoning and Surrounding Land Uses**

The subject properties are currently zoned RS (Single Family Residential).

The zoning designation of surrounding properties is as follows:

North: Across Windsor Ave NE, MU-III (Mixed Use-III) Zone; RS (Single Family Residential) Zone

South: Public and Private Educational Services (PE) Zone; Public Amusement (PA) Zone; RS (Single Family Residential) Zone; MU-III (Mixed Use-III) Zone

East: MU-III (Mixed Use-III) Zone

West: RS (Single Family Residential) Zone

#### **3. Site Analysis**

The proposal is part of a development site consisting of three units of land totaling 5.29 acres

in size with 151 and 20 feet of frontage along Windsor and Ladd Avenue NE, respectively. Both streets are designated as Local Streets in the Salem Transportation System Plan (TSP). The subject property is located within the Urban Growth Boundary and within the Urban Service Area.

#### **4. Neighborhood and Citizen Comments**

The subject property is located within the boundaries of the North East Salem Community Association (NESCA).

Applicant Neighborhood Association Contact: SRC 300.310 requires an applicant to contact the neighborhood association(s) whose boundaries include, and are adjacent to, property subject to specific land use application requests. Pursuant to SRC 300.310(b)(1), land use applications included in this proposed consolidated land use application request require neighborhood association contact. On March 30, 2024, the applicant contacted NESCA informing them of the proposed project.

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

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

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

#### **5. City Department Comments**

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

Building and Safety Division - Reviewed the proposal and indicated as conditioned, no concerns.

Fire Department - Reviewed the proposal and indicated no concerns.

#### **6. Public Agency Comments**

Portland General Electric - Portland General Electric- Southern Region Salem Line Center commented; their comment has been included in **Attachment D**.

#### **7. Analysis of Conditional Use Criteria**

Salem Revised Code (SRC) Chapter 240.005(a)(1) provides that 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.

Salem Revised Code (SRC) 240.005(d) provides that an application for a Conditional Use Permit shall be granted if the following criteria are met.

***SRC 240.005(d)(1): The proposed use is allowed as a conditional use in the zone.***

**Finding:** The existing *Religious Assembly* use is a special use within the RS zone under SRC 511.005 (a) Table 511-1. As the applicant is seeking to deviate from the Special Use standards of SRC 700.055 to allow the use on a lot greater than 2 acres in size, reduce the amount of landscaping, and allow more than one point of access onto a street; therefore a Conditional Use Permit is required per SRC 700.005 (d).

***SRC 240.005(d)(2): The reasonably likely adverse impacts of the use on the immediate neighborhood can be minimized through the imposition of conditions.***

**Finding:** The Special Use standards for a *Religious Assembly* use in the RS zone is limited to a maximum lot area of two-acres. The property is composed of three distinct units of land described within the applicant's deed as Parcel 1, Parcel 2, and Parcel 3. The existing parish hall extends over the shared boundary of Parcel 2 and Parcel 3. Per SRC 800.015 (b), every building or structure shall be entirely located on an individual lot; per SRC Table 700-3, the building has a minimum 12-foot setback at the property line; and per building code a 3-foot setback or a fire-rated wall is required. As such, the proposal is conditioned to consolidate the lots of Parcel 2 and Parcel 3 to have the proposed parish hall be located on one lot.

**Condition 1:** Prior to the issuance of a building permit, the existing property lines within the development site shall be eliminated by recording of property line adjustment(s).

Following the conditioned property line adjustment to consolidate the properties, the total acreage of the property is 5.29. The intent behind the lot size restriction is to reduce the impact of very large gathering places on residential neighborhoods. A larger property could reasonably be assumed to have a larger sanctuary and associated church uses thereby resulting in a larger membership and associated increased traffic, parking, noise, and hours of operation. As indicated by the applicant's written statement, the proposed parish hall expansion is intended to provide additional kitchen, restrooms, furniture storage, and mechanical room for the staff. The churches existing number of seats will not be impacted and thus will not increase the traffic, parking noise, or hours of operation of the church which has operated at the site since 1961.

The special use standards require all lot area not developed for buildings, structures, parking, loading, or driveways to be landscaped as provided in SRC Chapter 807 with Type A landscaping. Type A landscaping requires a minimum of 1 plant unit per 20 square feet of landscaped area. As noted, the existing development site is 230,432 square feet (5.29 acres) in size with approximately 163,556 square feet of uncovered or surfaced area. Type A landscaping standard requires a minimum of one plant unit (PU) per 20 square feet which would require the site to provide 8,178 PU. The applicant has indicated that the site has approximately 3,847 PU with the majority of the existing area not covered or surfaced consisting of open grass and a community garden. The applicant is seeking to reduce the required landscaping special use standard through the conditional use criteria. To replace any landscaping removed as part of the development and to provide additional landscaping, the

applicant is proposing to provide Type A landscaping in the amount equivalent to the proposed parish hall expansion floor area. The expansion is 2,581 square feet in size which requires a minimum of 130 PU.

**Condition 2:** At the time of building permit review, the applicant shall provide a landscaping plan showing how the development site meets the existing 3,847 Plant Units (PU) and the new proposed 130 PU for Type A Landscaping.

The Special Use standards for a *Religious Assembly* use within the RS zone only allow one point of access. As the development site has two existing points of connection from Windsor Ave NE and Ladd Ave NE, the applicant is requesting to deviate from the standard through the conditional use permit. The points of connections are existing and are not proposed to be altered; therefore, staff do not anticipate the existing connection to cause an impact upon the surrounding residential neighborhood.

As conditioned, staff finds that the proposed development will have a minimal impact on the immediate neighborhood.

***SRC 240.005(d)(3): The proposed use will be reasonably compatible with and have minimal impact on the livability or appropriate development of surrounding property.***

**Finding:** The requested increase of the maximum lot area allowance to 5.29 acres for a religious assembly use will have minimal impacts on the livability of the surrounding properties because the church has been in existence at this location since the 1961 and it will allow the applicant to continue using the site for the same use.

The requested reduction to the landscape requirement will be compatible with and have a minimal impact on the livability or development of surrounding properties as the applicant will be providing landscaping equivalent to the area of the proposed Parish Hall expansion.

Lastly, the requested increase to allow more than one point of connection to a street is an existing condition of the site and is not proposed to be impacted by the proposed development. With the recommended conditions above, the proposal will meet this criterion.

## **8. Analysis of Class 3 Site Plan Review Approval Criteria**

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

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

**Finding:** The applicant's proposed development includes a 2,581-square-foot expansion and pedestrian path improvements for an existing *Religious Assembly* use which is a Special Use in the RS zone. As conditioned, the proposed site plan complies with all applicable development standards of the Unified Development Code (UDC) as follows.

### **Use and Development Standards – RS (Single Family Residential) Zone:**

*SRC 511.005(a) – Uses:*

Table 511-1 lists permitted uses in the RS Zone.

**Finding:** The proposed development includes expansion of an existing *Religious Assembly* use, including construction of a new Parish Hall expansion, new pedestrian accessways, and new bicycle parking. A *Religious Assembly* use is allowed in the RS zone per SRC 511.005, Table 511-1 as a Special Use, subject to the standards of SRC 700.055. The applicant has requested a conditional use review to deviate from several standards, which is addressed above.

*SRC 511.010(a) – Lot Standards:*

In the RS zone, religious assembly uses are required to have a minimum lot area of 6,000 square feet; a minimum lot width of 40 feet; a minimum lot depth of 80 feet; a maximum lot depth to width ratio of 300 percent; and a minimum lot street frontage of 40 feet.

**Finding:** The proposal is part of a development site consisting of three units of land totaling 5.29 acres in size. As part of this application, the property dimensions are not proposed to be affected; however, the existing parish hall and expansion will project over the shared boundary of Parcel 2 and Parcel 3. As discussed in Section 7 of this report, the proposed development is conditioned to consolidate the property.

*SRC 511.010(c) - Lot Coverage, Height:* The maximum lot coverage standard for a religious assembly use is 35 percent. The maximum building height for a religious assembly use is 50 feet.

**Finding:** The existing development site is approximately 230,432 square feet (5.29 acres) and the existing buildings and proposed new building expansion approximately covers 16,941 square feet or 7.4 percent of the site. The existing buildings and proposed new building are less than 50 feet in height, therefore, the existing and proposed development complies with the maximum height and lot standards.

### **Special Use Standards SRC 700.055**

The Special Use standards set forth in Chapter 700 apply where a use is designated as a special use and are in addition to the standards that apply to uses generally within a zone or overlay zone. The special use standards set forth in Chapter 700 may be modified, unless otherwise specially provided in this Chapter. Modification to a Special Use standard shall be made pursuant to Conditional Use approval, as provided in SRC Chapter 240. In no case, shall Conditional Use approval allow a standard that is less restrictive than the development standards established in the zone or overlay zone.

*SRC 700.055(c) - Seating Capacity:*

The seating capacity of the largest space within a religious assembly shall not exceed the standards set forth in Table 700-2. Maximum seating capacity cannot be modified through Conditional Use approval. In the RS zone, a maximum seating capacity of 375 is applicable to lots abutting a Local, Collector, or Arterial Street.

**Finding:** There are 375 seats in the principal worship area. The facility is located on Windsor and Ladd Ave NE which are classified as local streets. The proposal meets the standard.

**SRC 700.055(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 700-4. In the RS zone, only one access point is allowed from a local street.

**Finding:** As discussed in Section 7 of this report, the existing development has two access points; one from Windsor and Ladd Ave NE which are classified as a local streets. The development site exceeds the maximum allowed, which is addressed above.

**SRC 700.055(f) - Lot Standards:**

Maximum lot area and minimum street frontage requirements for religious assemblies are set forth in Table 700-5. In the RS zone, a maximum of two acres applies.

**Finding:** The subject property is 5.29 acres in size. Due to the lot area exceeding the maximum lot area of two acres in the RS zone, conditional use approval is required to exceed this standard, which is addressed above.

**SRC 700.055(g) – Setbacks:**

Setbacks for religious assemblies shall be provided as set forth in SRC 700.055, Table 700-7:

Based on the requirements of SRC 700.055 and SRC 511.010 (d), the required building, accessory structure, and vehicle use area setbacks applicable to the proposed development. are as follows:

<b>Required Setbacks</b>		
<b>Abutting Street</b>		
Buildings & Accessory Structures - RS zone	Min. 12 ft.	Applicable to buildings and accessory structures not more than 25 ft. in height.
Vehicle Use Areas	Min. 12 ft.	Applicable in the RS zone
<b>Interior Side and Rear</b>		
Buildings & Accessory Structures – RS zone	Min. 12 ft.	Applicable to buildings and accessory structures not more than 25 ft. in height.

Buildings– MU-III & PA Zone	Interior Side- Min. 5 ft.	Applicable to buildings not more than 35 ft. in height.
	Rear- 14 ft	Applicable to any portion of a building not more than 1 story in height.
Vehicle Use Areas	Min. 15 ft.	Applicable abutting an RS zone

**Finding:**

**North and West – Abutting Street:** The proposed building is not more than 25 feet in height and is more than 12 feet from all three streets, meeting the standard. The existing conditions of Windsor Avenue NE do not meet current standards for their classification of street per the Salem Transportation System Plan for right-of-way width. Therefore, the property is subject to a special setback equal to 25-feet from the centerline of the cul-de-sac stem of Windsor Avenue NE and a 45-foot radius along the cul-de-sac turnaround. With the special setback along Windsor Avenue NE, the proposed development is setback 40 feet. The existing vehicle use area does meet the minimum 15-foot setback requirement adjacent to existing interior property lines.

**West– Abutting RS Zone:** As described within the applicant’s deed, there are three district unit of lands indicated as Parcel 1, Parcel 2, and Parcel 3. The applicant’s plans do not show the extent of each lot; however, the proposed Parish Hall expansion projects over the shared boundary between Parcel 2 and Parcel 3 and therefore is conditioned to be consolidated through a property line adjustment as indicated in Section 7 of this report. Parcel 1 is located to the west of the proposed parish hall. As described, the proposed building is not more than 25 feet in height and appears to be more than 15 feet from the western property boundary of Parcel 1. The existing vehicle use area does meet the minimum 15-foot setback requirement adjacent to existing interior property lines abutting RS zone.

*Interior side and rear*

**East:** Adjacent to the east is property zoned MU-III (Mixed Use III). There are no setbacks for buildings or accessory structures described within the special use standards for properties abutting MU-III zone. The RS zone requires a five-foot setback for all uses along the interior side property line. The proposed Parish Hall expansion is approximately 90 feet from the eastern interior side property line.

**South:** Adjacent to the south of is property zoned PA (Public Amusement). There are no setbacks for buildings or accessory structures described within the special use standards for



properties abutting PA zone. The RS zone requires a 12-foot setback for all single story uses along the rear side property line. The proposed Parish Hall expansion is approximately 400 feet from the southern rear property line.

*SRC 700.055(i) - Off-Street Parking:*

(1) Location.

(A) Off-street parking may be located on-site or off-site. When parking is provided offsite, 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 non-residential zone.

(B) For the purposes of this paragraph, 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.

**Finding:** All of the existing parking spaces are located on-site on Parcel 3 with the main Church building. The subject property abuts residentially zoned property to the west with no proposed changes to the off-street parking areas.

*SRC 700.055(j) – Landscaping:*

All lot area not developed for buildings, structures, parking, loading, or driveways shall be landscaped as provided in SRC Chapter 807.

**Finding:** The applicant has requested to reduce this standard as discussed under Section 7 of this report.

*SRC 700.055(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.

**Finding:** The proposal includes the expansion of a Parish Hall building, as an accessory use to the existing *Religious Assembly* use. The proposal meets this standard.

**General Development Standards SRC 800**

*SRC 800.055(a) – Applicability.*

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

**Finding:** The proposal does not include a new solid waste service area; therefore, this section is not applicable to the proposal.

*SRC 800.065 – Pedestrian Access.*

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

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.

**Finding:** The proposal meets the definition of development, as defined in this chapter; therefore, this section is applicable to the proposal.

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

- (A) A pedestrian connection shall be provided between the primary entrance of each building on the development site and each adjacent street. Where a building has more than one primary building entrance, a single pedestrian connection from one of the building's primary entrances to each adjacent street is allowed; provided each of the building's primary entrances are connected, via a pedestrian connection, to the required connection to the street.

**Finding:** The applicant has proposed a pedestrian connection leading from the Parish Hall and Church building to Windsor and Ladd Avenue NE. Along the southern boundary, the site does abut Ellis Avenue NE which the applicant is seeking a Class 2 Adjustment to eliminate the required connection. The Adjustment is addressed in Section 9 of this report.

- (B) Where an adjacent street is a transit route and there is an existing or planned transit stop along street frontage of the development site, at least one of the required pedestrian connections shall connect to the street within 20 feet of the transit stop.

**Finding:** There is no transit route or planned transit stop abutting the development site; therefore, this standard is not applicable.

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

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

**Finding:** The proposal includes new pedestrian paths connecting Parish Hall to the northern entrance of the Church Building. The Church Building has a primary entrance along the southern façade with an existing pedestrian path not connected with the remainder pedestrian network. As such, the proposal is conditioned with the following:

**Condition 3:** At the time of building permit review, the applicant shall provide a pedestrian connection linking the Church Building southern entrance to the other buildings of the site.

*SRC 800.065(a)(3) – Pedestrian Connection Through Off-Street Parking Areas.*

(A) Surface parking areas. Except as provided under subsection (a)(3)(A)(iii) of this section, off-street surface parking areas greater than 25,000 square feet in size or including four or more consecutive parallel drive aisles shall include pedestrian connections through the parking area to the primary building entrance as provided in this subsection.

**Finding:** The development site does not include any existing or proposed parking areas greater than 25,000 square feet; therefore, this standard is not applicable.

(B) *Parking structures and parking garages.* Where an individual floor of a parking structure or parking garage exceeds 25,000 square feet in size, a pedestrian connection shall be provided through the parking area on that floor to an entrance/exit.

**Finding:** The development site does not include any existing or proposed parking structures or garages greater than 25,000 square feet; therefore, this standard is not applicable.

*SRC 800.065(a)(4) – Pedestrian Connection to Existing or Planned Paths and Trails.*

Where an existing or planned path or trail identified in the Salem Transportation System Plan (TSP) or the Salem Comprehensive Parks System Master Plan passes through a development site, the path or trail shall:

- (A) Be constructed, and a public access easement or dedication provided; or
- (B) When no abutting section of the trail or path has been constructed on adjacent property, a public access easement or dedication shall be provided for future construction of the path or trail.

**Finding:** There is not a planned path or trail that passes through the development site; therefore, this standard is not applicable.

*SRC 800.065(a)(5) – Pedestrian Connection to Abutting Properties*

Whenever a vehicular connection is provided from a development site to an abutting property, a pedestrian connection shall also be provided. 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.

**Finding:** There is no vehicular connection provided from a development site to an abutting property; therefore, this standard is not applicable.

*SRC 800.065(b) – Design and materials*

Required pedestrian connections shall be in the form of a walkway, or may be in the form of a

plaza.

- (1) Walkways shall conform to the following:
  - (A) Walkways shall be paved with a hard-surface material meeting the Public Works Design Standards and shall be a minimum of five feet in width.
  - (B) Where a walkway crosses driveways, parking areas, parking lot drive aisles, and loading areas, the walkway shall be visually differentiated from such areas through the use of elevation changes, a physical separation, speed bumps, a different paving material, or other similar method. Striping does not meet this requirement, except when used in a parking structure or parking garage.
  - (C) Where a walkway is located adjacent to an auto travel lane, the walkway shall be raised above the auto travel lane or separated from it by a raised curb, bollards, landscaping, or other physical separation. If the walkway is raised above the auto travel lane it must be raised a minimum of four inches in height and the ends of the raised portions must be equipped with curb ramps. If the walkway is separated from the auto travel lane with bollards, bollard spacing must be no further than five feet on center.
- (2) Wheel stops or extended curbs shall be provided along required pedestrian connections to prevent the encroachment of vehicles onto pedestrian connections.

**Finding:** All proposed and existing pedestrian connections are at least five feet in width and appear to meet the design and material standards above. Further conformance with design and material standards for pedestrian connections will be reviewed at the time of building permit.

*SRC 800.065(c) – Lighting.*

The on-site pedestrian circulation system shall be lighted to a level where the system can be used at night by employees, customers, and residents.

**Finding:** The applicant's plans do not demonstrate conformance with the required lighting for the pedestrian paths, therefore the following condition applies:

**Condition 4:** At the time of building permit, the applicant shall provide lighting along the proposed pedestrian pathway.

**Off-Street Parking, Loading, and Driveways SRC 806**

*SRC 806.015 – Amount Off-Street Parking.*

- (a) *Maximum Off-Street Parking.* Except as otherwise provided in this section, and unless otherwise provided under the UDC, off-street parking shall not exceed the amounts set forth in Table 806-1. For the purposes of calculating the maximum amount of off-street parking allowed, driveways shall not be considered off-street parking spaces.
- (b) *Compact Parking.* Up to 75 percent of the off-street parking spaces provided on a development site may be compact parking spaces.

**Finding:** The proposed building is the development of a new Parish Hall expansion associated with a *Religious Assembly* use, which is allowed a maximum of one parking space per four seats or 15 feet of bench length within the principal worship area. Per the applicant's plans, the existing *Religious Assembly* use has 296 linear feet of bench space which limits the use to 20

(19.7) spaces. The existing parking area contains 70 standard parking spaces and there is no proposed alteration of the parking area. Therefore, this standard is not applicable.

(c) *Carpool and Vanpool Parking.* New developments with 60 or more off-street parking spaces, and falling within the Public Services and Industrial use classifications, and the Business and Professional Services use category, shall designate a minimum of five percent of their total off-street parking spaces for carpool or vanpool parking.

**Finding:** The proposal is not for development of a new Public Services or Industrial use with 60 or more parking spaces; therefore, this standard is not applicable.

(d) *Required electric vehicle charging spaces.* For any newly constructed building with five or more dwelling units on the same lot, including buildings with a mix of residential and nonresidential uses, a minimum of 40 percent of the off-street parking spaces provided on the site for the building shall be designated as spaces to serve electrical vehicle charging. In order to comply with this subsection, such spaces shall include provisions for electrical service capacity, as defined in ORS 455.417.

**Finding:** The proposed development does not include any dwelling units; therefore, this standard is not applicable.

*SRC 806.035 – Off-Street Parking and Vehicle Use Area Development Standards.*

(a) *General Applicability.* The off-street parking and vehicle use area development standards set forth in this section apply to:

1. The development of new off-street parking and vehicle use areas;
2. The expansion of existing off-street parking and vehicle use areas, where additional paved surface is added;
3. The alteration of existing off-street parking and vehicle use areas, where the existing paved surface is replaced with a new paved surface; and
4. The paving of an unpaved area.

**Finding:** The development does include a new off-street parking and vehicle use area; therefore, these standards are applicable.

(b) *Location.* Off-street parking and vehicle use areas shall not be located within required setbacks.

(c) *Perimeter Setbacks and Landscaping.* Perimeter setbacks shall be required for off-street parking and vehicle use areas abutting streets, abutting interior front, side, and rear property lines, and adjacent to buildings and structures.

(d) *Interior Landscaping.* Interior landscaping shall be provided for off-street parking areas greater than 5,000 square feet in size, in amounts not less than those set forth in Table 806-4.

(e) *Off-Street Parking Area Dimensions.* Off-street parking areas shall conform to the minimum dimensions set forth in Table 806-5.

(f) *Off-street parking area access and maneuvering.* In order to ensure safe and convenient vehicular access and maneuvering, off-street parking areas shall:

- (1) Be designed so that vehicles enter and exit the street in a forward motion with no backing or maneuvering within the street; and

- (2) Where a drive aisle terminates at a dead-end, include a turnaround area as shown in Figure 806-8. The turnaround shall conform to the minimum dimensions set forth in Table 806-6.

**Finding:** The existing parking area is not proposed to be modified; therefore, this standard is not applicable.

**Finding:** The proposed off-street parking spaces comply with the minimum aisle width and dimensional requirements for compact and standard vehicle parking spaces established in Table 806-5.

*(g) Additional Off-Street Parking Development Standards 806.035(g)-(i)*

**Finding:** The existing off-street parking area is consistent with the additional development standards for grade, surfacing, and drainage.

- (n) Additional standards for new off-street surface parking areas more than one-half acre in size. When a total of more than one-half acre of new off-street surface parking is proposed on one or more lots within a development site, the lot(s) proposed for development shall comply with the additional standards in this subsection. For purposes of these standards, the area of an off-street surface parking area is the sum of all areas within the perimeter of the off-street parking area, including parking spaces, aisles, planting islands, corner areas, and curbed areas, but not including interior driveways and off-street loading areas.*

**Finding:** The existing off-street parking area is less than one-half acre in size, therefore these standards are not applicable.

## **Bicycle Parking**

*SRC 806.045 – General Applicability.*

Bicycle parking shall be provided and maintained for each proposed new use or activity.

*SRC 806.050 – Proximity of Bicycle Parking to use or Activity Served.*

Bicycle parking shall be located on the same development site as the use or activity it serves.

*SRC 806.055 – Amount of Bicycle Parking.*

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

**Finding:** The proposal includes the expansion of a Parish Hall for a *Religious Assembly* use. A *Religious Assembly* use requires one bicycle parking spaces per 30 vehicle parking spaces. The existing site contains 70 parking spaces therefore a minimum of two bicycle spaces are required to be provided on the development. The applicant's site plan indicates there will be four bicycle parking spaces installed on the development site, meeting the minimum requirement.

*SRC 806.060 – Bicycle Parking Development Standards.*

Bicycle parking areas shall be developed and maintained as set forth in this section.

- (a) Location.* Short-term bicycle parking located outside a building shall be located within a

convenient distance of, and be clearly visible from, the primary building entrance. In no event shall bicycle parking areas be located more than 50 feet from the primary building entrance, as measured along a direct pedestrian access route.

- (b) *Access.* Bicycle parking areas shall have direct and accessible access to the public right-of-way and the primary building entrance that is free of obstructions and any barriers, such as curbs or stairs, which would require users to lift their bikes in order to access the bicycle parking area
- (c) *Dimensions.* Except as provided for bicycle lockers, bicycle parking spaces shall be a minimum of 6 feet in length and 2 feet in width, with the bicycle rack centered along the long edge of the bicycle parking space. Bicycle parking space width may be reduced, however, to a minimum of three feet between racks where the racks are located side-by-side. Bicycle parking spaces shall be served by a minimum 4-foot-wide access aisle. Access aisles serving bicycle parking spaces may be located within the public right-of-way.
- (d) *Surfacing.* Where bicycle parking is located outside a building, the bicycle parking area shall consist of a hard surface material, such as concrete, asphalt pavement, pavers, or similar material, meeting the Public Works Design Standards.
- (e) *Bicycle Racks.* Where bicycle parking is provided in racks, the racks may be floor, wall, or ceiling racks. Bicycle racks shall meet the following standards:
  - (1) Racks must support the bicycle frame in a stable position, in two or more places a minimum of six inches horizontally apart, without damage to 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 806-10.

**Finding:** The applicant's site plan indicates there are four bicycle parking spaces to be installed on site. There was no detail provided for the design of the bicycle rack. In addition, access to public right-of-way can be obtained, but based on the site plan it is unclear that no obstructions such as curbs or steps would require the user to lift the bike. To ensure all of the standards are met, the following condition applies:

**Condition 5:** The proposed bike parking spaces shall be developed in conformance with the requirements of SRC 806.060.

### **Off-Street Loading Areas**

#### *SRC 806.065 – General Applicability.*

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

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

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

*SRC 806.075 – Amount of Off-Street Loading.*

Unless otherwise provided under the UDC, off-street loading shall be provided in amounts not less than those set forth in Table 806-11.

**Finding:** The proposed development is for a 2,581-square-foot expansion to an existing Parish Hall associated with a *Religious Assembly* use. Per Table 806-11, a *Religious Assembly* use less than 5,000 square feet does not require a loading space. This standard is met.

## Landscaping

*SRC 807 – Landscape and Screening:* All required setbacks shall be landscaped with a minimum of 1 plant unit per 20 square feet of landscaped area. A minimum of 40 percent of the required number of plant units shall be a combination of mature trees, shade trees, evergreen/conifer trees, or ornamental trees. Plant materials and minimum plant unit values are defined in SRC Chapter 807, Table 807-2.

**Finding:** The applicant is proposing expansion of an existing religious assembly use which is subject to the use standards in SRC 700.055, and has requested relief from SRC 700.055(j), that requires all lot area not development for buildings, structures, parking, loading or driveways be landscaped to the Type A standard as provided in SRC Chapter 807. As conditioned under Condition 2 above, the proposal would meet this standard. Landscape and irrigation plans will be reviewed for conformance with the requirements of SRC 807 at the time of building permit application review.

## Natural Resources

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

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

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

**Finding:** There is one significant 32-inch fir tree located south of the proposed development. As the proposed development will be within less than 30 percent of the critical root zone (CRZ) of the significant tree, the applicant has provided an arborist report produced by a licensed arborist demonstrating that the proposed work 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. The following condition is proposed to ensure the recommended mitigation measures are followed:



**Condition 6:** During construction, the applicant shall adhere to the tree protection recommendations of the submitted arborist report.

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

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

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

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

*SRC 802 – Public Improvements, SRC 803 – Streets and Right-of-Way Improvements, SRC 804 – Driveway Approaches, and SRC 805 – Vision Clearance:* With completion of the conditions of approval, the subject property meets all applicable standards of the following chapters of the UDC.

***SRC 220.005(f)(3)(B): The transportation system provides for the safe, orderly, and efficient circulation of traffic into and out of the proposed development, and negative impacts to the transportation system are mitigated adequately.***

**Finding:** Ladd Avenue NE and Ellis Avenue NE terminate at the western boundary of the subject property. Windsor Avenue NE butts the northern property boundary. The existing conditions of Windsor Avenue NE and Ellis Avenue NE do not meet current standards for their classification of street per the Salem Transportation System Plan for right-of-way width. However, the proposed development generates less than 20 new average daily vehicle trips; therefore, no right-of-way dedication or street improvements are required (SRC 803.040(d)). The existing street system is adequate to serve the proposed building addition. Because right-of-way dedications are not required per SRC 803.040(d)), the property is subject to the following special setbacks pursuant to SRC 800.040(b):

**Condition 7:** The property is subject to a special setback equal to 25-feet from the centerline of the cul-de-sac stem of Windsor Avenue NE and a 45-foot radius along the cul-de-sac turnaround.

**Condition 8:** The property is subject to a special setback equal to 30-feet from centerline along Ellis Avenue NE.

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

**Finding:** The development site is served by an existing driveway approach onto Ladd Avenue NE and Windsor Avenue NE. The existing driveway approaches serving the site meets

applicable sections of SRC Chapter 804 and do not warrant modification. The existing driveway approaches provide safe and efficient movement of vehicles, bicycles, and pedestrians to and from the development site.

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

**Finding:** The Public Works Department has reviewed the applicant's preliminary plan for this site. The water, sewer, and storm infrastructure are available within surrounding streets/areas and are adequate to serve the proposed development. The applicant shall design and construct all utilities (sewer, water, and storm drainage) according to the PWDS.

The applicant shall be required to design and construct a storm drainage system at the time of development. The application shall provide an evaluation of the connection to the approved point of discharge for new areas of impervious surface per SRC 71.075. The applicant submitted a statement demonstrating compliance with SRC Chapter 71 because the project involves less than 10,000 square feet of new or replaced impervious surface.

## **6. Analysis of Class 2 Adjustment Approval Criteria**

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

**SRC 250.005(d)(2)(A): The purpose underlying the specific development standard proposed for adjustment is:**

- (i) Clearly inapplicable to the proposed development; or**
- (ii) Equally or better met by the proposed development.**

**Finding:** The applicant is requesting one Class 2 Adjustments to:

*Eliminate the requirement to provide a pedestrian connection to one adjacent street, Ellis Ave NE (SRC 800.065(a)(1));*

The applicant's plans indicate direct pedestrian access proposed for the proposed Parish Hall Building and Church Building to Windsor and Ladd Avenue NE. However, because the property is also adjacent to Windsor Avenue NE, a pedestrian connection is required to Windsor Avenue NE.

The purpose of the standard is to provide pedestrian connectivity throughout the development site and streets for ease of access to off-site locations and transportation routes. The portion of the development site south of the proposed development is landscaped and contains a community garden area. Ellis Avenue NE is isolated from remainder of the development site and per the applicant has not been used for pedestrian access. The primary points of access to the site are from Ladd and Windsor Avenue NE. Furthermore, the proposed development is located more than 370 feet from Ellis Avenue NE.

Staff agrees that development of a pedestrian connection over 300 feet from the proposed

development will not meet the intent of the standard, and that the intent to provide pedestrian connectivity throughout the development site and streets is met with the connection proposed from the building entrances to Ladd and Windsor Avenue NE.

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

**Finding:** The subject property is located within a residential zone. The requested adjustment to eliminate the pedestrian connection standard to Ellis Avenue will have no significant impact on the livability or appearance of the residential area.

***SRC 250.005(d)(2)(C): If more than one adjustment has been requested, the cumulative effect of all the adjustments result in a project which is still consistent with the overall purpose of the zone.***

**Finding:** Only one Class 2 Adjustment has been requested with this development. Any future development, beyond what is shown in the proposed plans, shall conform to all applicable development standards of the UDC, unless adjusted through a future land use action.

## **RECOMMENDATION**

Based upon the Facts and Findings contained in this staff report, staff recommends that the Hearings Officer **APPROVE** the request for a Conditional Use, Site Plan Review, and Adjustment consolidated application for the proposed development Parish Hall expansion for an existing *Religious Assembly* use, located at 3295 Ladd Avenue NE, subject to the following conditions of approval:

### **CONDITIONS OF APPROVAL:**

- Condition 1:** Prior to the issuance of a building permit, the existing property lines within the development site shall be eliminated by recording of property line adjustment(s).
- Condition 2:** At the time of building permit review, the applicant shall provide a landscaping plan showing how the development site meets the existing 3,847 Plant Units (PU) and the new proposed 130 PU for Type A Landscaping.
- Condition 3:** At the time of building permit review, the applicant shall provide a pedestrian connection linking the Church Building southern entrance to the other buildings of the site.
- Condition 4:** At the time of building permit, the applicant shall provide lighting along the proposed pedestrian pathway.
- Condition 5:** The proposed bike parking spaces shall be developed in conformance with the requirements of SRC 806.060.
- Condition 6:** During construction, the applicant shall adhere to the tree protection recommendations of the submitted arborist report.

**Condition 7:** The property is subject to a special setback equal to 25-feet from the centerline of the cul-de-sac stem of Windsor Avenue NE and a 45-foot radius along the cul-de-sac turnaround.

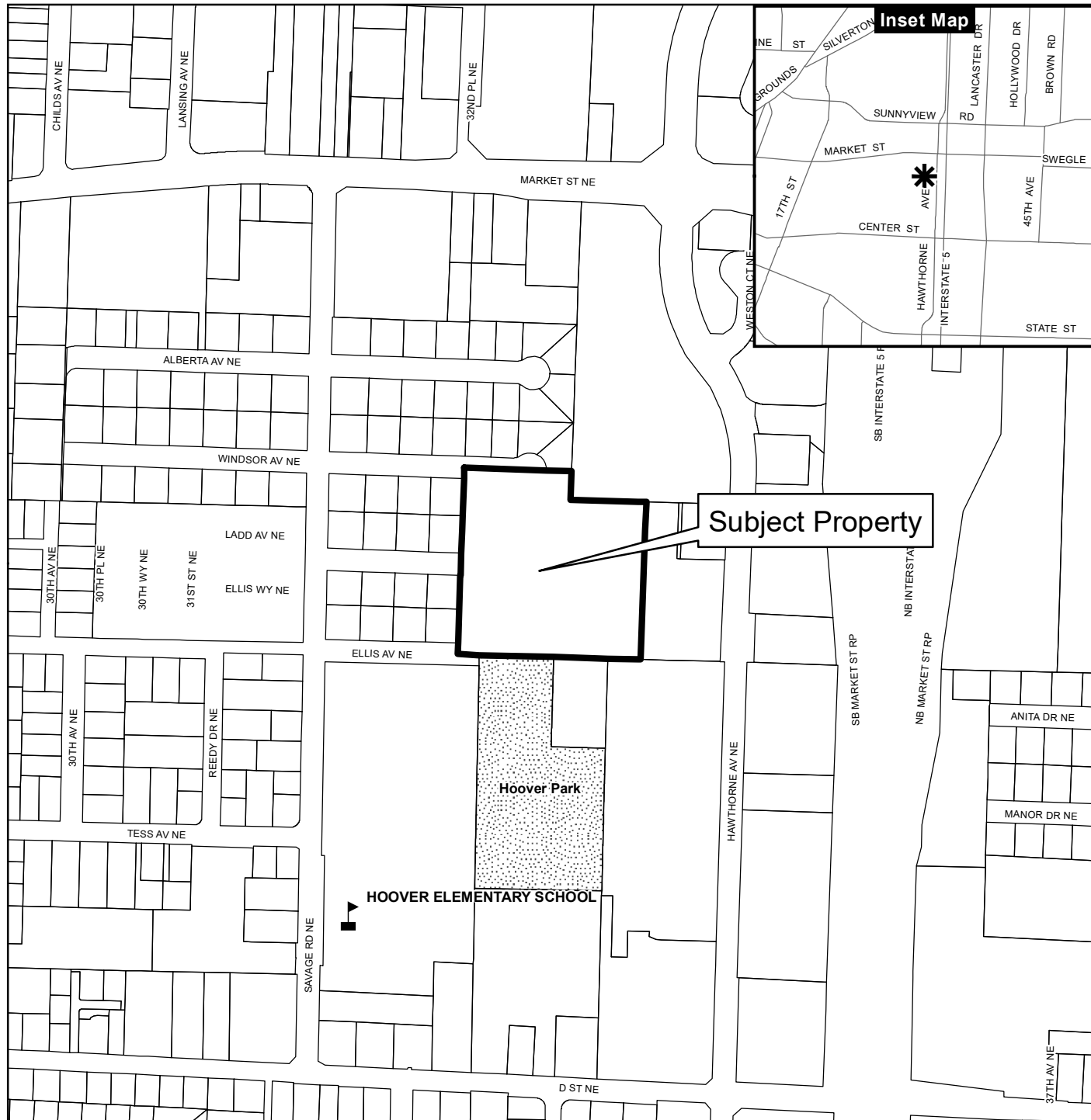
**Condition 8:** The property is subject to a special setback equal to 30-feet from centerline along Ellis Avenue NE.

Prepared by Jacob Brown, Planner I








- Attachments: A. Vicinity Map  
B. Applicant's Site Plan  
C. City of Salem Development Services Memo  
D. Portland General Electric Comment

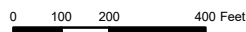
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# Vicinity Map 3295 Ladd Avenue NE



**Legend**

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



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**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	RS-SINGLE FAMILY RESIDENTIAL
PLANNING ZONE	SPECIAL USE, <375 SEATS,
RELIGIOUS ASSEMBLY	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"

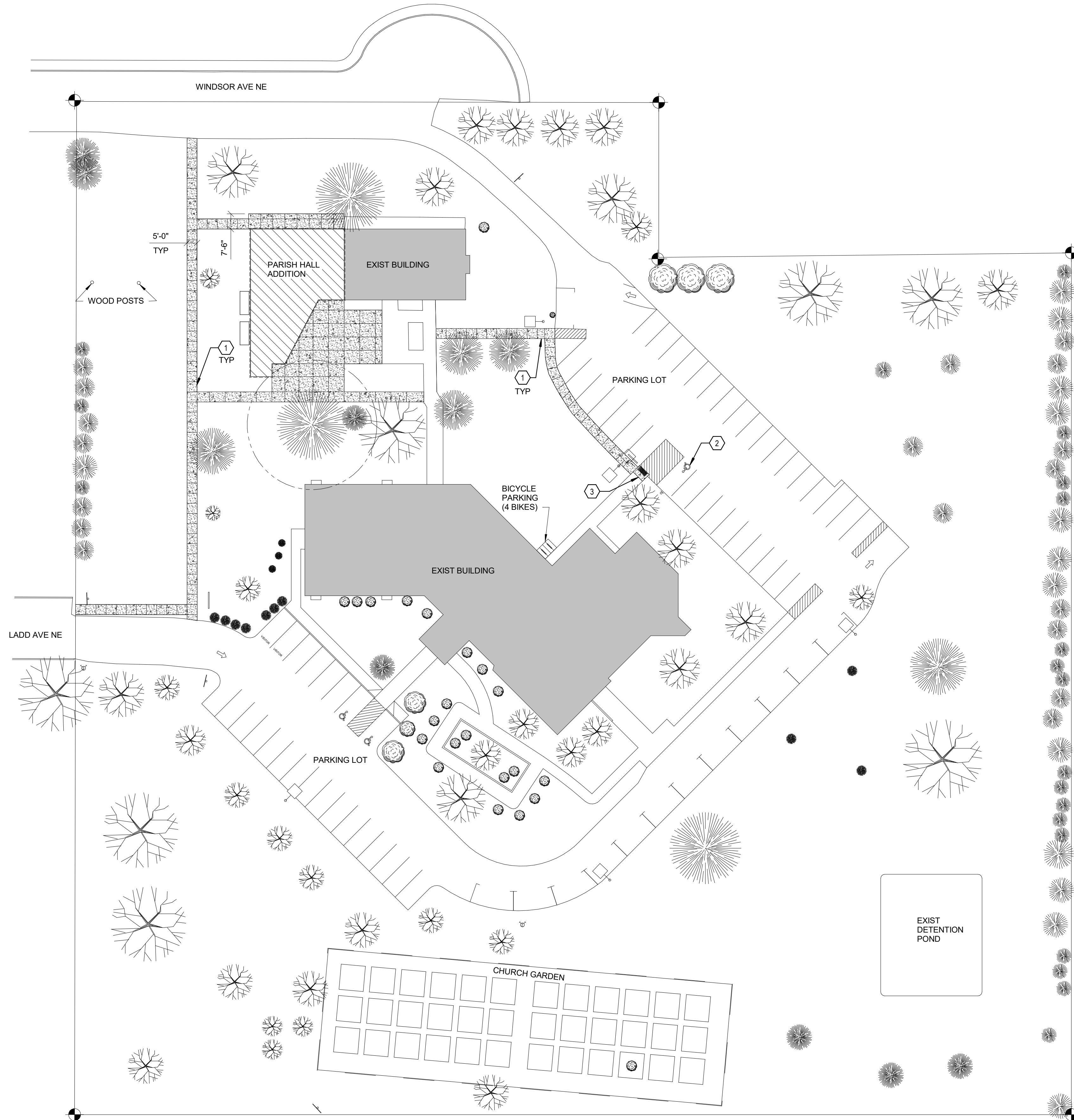
LANDSCAPING	
PLANTING REQUIRED: 1 PU PER 20 SF	
(BUILDING ADDITION = 2,581 SF)	130 PU

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, EXPOSED AGGREGATE FINISH
- 2 NEW ADA SYMBOL
- 3 NEW ADA CURB RAMP



**PRELIMINARY**  
NOT FOR CONSTRUCTION

PRELIMINARY DATE:  
04/23/24

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: MP  
checked by: AF  
copyright © 2024  
Carlson Veit Jungo Architects PC

**SITE PLAN - PROPOSED**

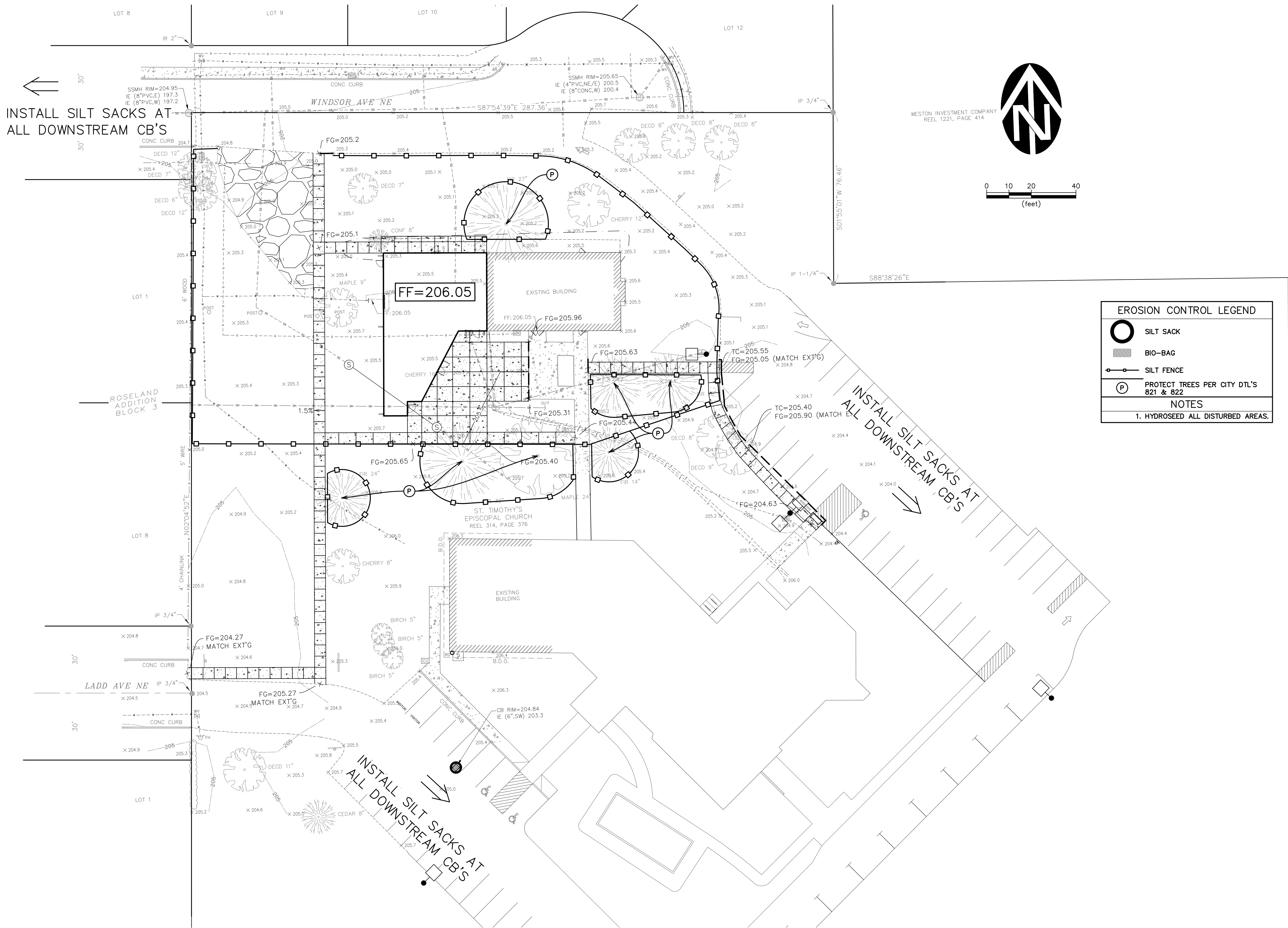
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INSTALL SILT SACKS AT ALL DOWNSTREAM CB'S

INSTALL SILT SACKS AT ALL DOWNSTREAM CB'S

**EROSION CONTROL LEGEND**

- SILT SACK
- BIO-BAG
- SILT FENCE
- PROTECT TREES PER CITY DTL'S 821 & 822

**NOTES**

- HYDROSEED ALL DISTURBED AREAS.

**CARLSON VEIT JUNGE ARCHITECTS PC**

ARCHITECTURE • INTERIOR DESIGN

3095 RIVER RD N, SALEM, OREGON 97303  
WWW.CARLSONVEIT.COM • 503-390-0281

**REVIEW**

REGISTERED PROFESSIONAL ENGINEER

WILLIAM J. WELLS

NOV. 12, 2008

REVIEW: 6/29/2024

**ST. TIMOTHY'S EPISCOPAL CHURCH PARISH HALL ADDITION**

3295 LADD AVE NE  
SALEM, OR 97301

**WESTECH ENGINEERING, INC.**  
CONSULTING ENGINEERS AND PLANNERS

3841 Fairview Industrial Dr., S.E., Suite 100, Salem, OR 97302  
Phone: (503) 585-2474 Fax: (503) 585-9966  
E-mail: westech@westech-eng.com

revisions:

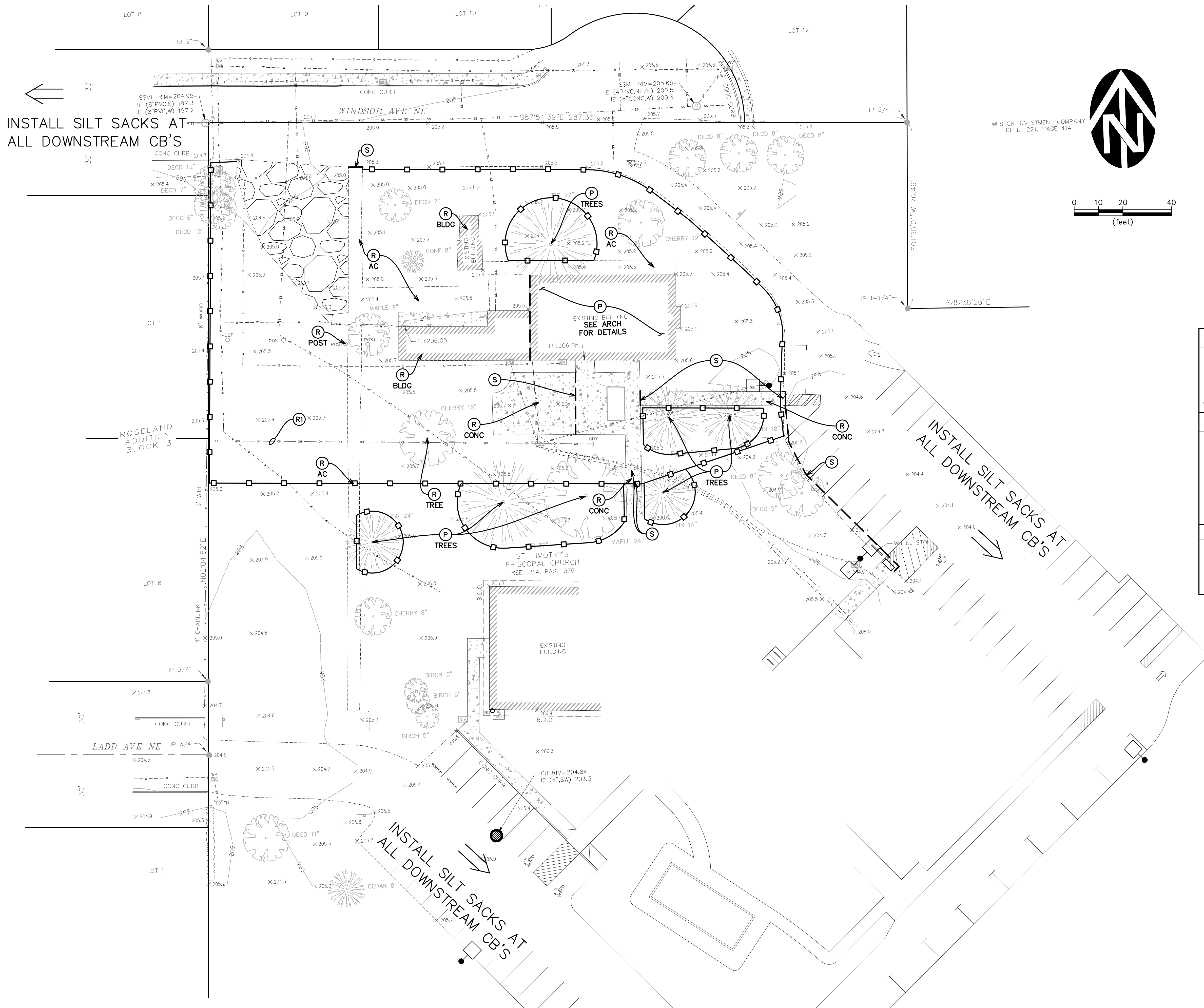
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date: DEC 2023  
project: 3476.0000.0  
dwg file:  
drawn by: AK  
checked by: JW  
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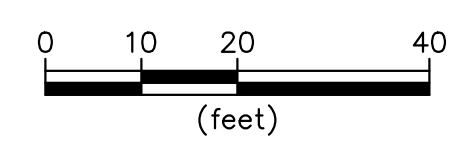
POST-DEVELOPMENT  
EROSION CONTROL PLAN

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WESTON INVESTMENT COMPANY  
REEL 1221, PAGE 414



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.	

**CARLSON VEIT JUNGE ARCHITECTS PC**  
ARCHITECTURE • INTERIOR DESIGN  
3095 RIVER RD N, SALEM, OREGON 97303  
WWW.CARLSONVEIT.COM • 503-390-0281

**REVIEW**  
REGISTERED PROFESSIONAL ENGINEER  
WILLIAM J. WELLS  
NOV. 12, 2008  
REVISION: 6/29/2024

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

**WESTECH ENGINEERING, INC.**  
CONSULTING ENGINEERS AND PLANNERS  
3841 Fairview Industrial Dr. S.E., Suite 100, Salem, OR 97302  
Phone: (503) 585-2474 Fax: (503) 585-9966  
E-mail: westech@westech-eng.com

revisions:

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date: DEC 2023  
project: 3476.0000.0  
dwg file:  
drawn by: AK  
checked by: JW  
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Carlson Veit Architects P.C.

EXISTING CONDITIONS,  
DEMOLITION, & EROSION  
CONTROL PLAN  
sheet:  
**C1.0**  
of:





# MEMO

**TO:** Jacob Brown, Planner II  
Community Planning and Development Department

**FROM:** Laurel Christian, Infrastructure Planner III  
Community Planning and Development Department

**DATE:** June 17, 2024

**SUBJECT:** Infrastructure Memo  
**CU-SPR-ADJ24-04 (24-103756-PLN)**  
**3295 Ladd Avenue NE**  
**Church Expansion**

## **PROPOSAL**

A consolidated application for a Conditional Use Permit and Class 3 Site Plan Review to expand an existing building used for religious assembly with one Class 2 Adjustment to eliminate the requirement to provide a pedestrian connection to one adjacent street, Ellis Avenue NE (SRC 800.065(a)(1)). The subject properties are 5.29 acres in size, zoned RS (Single Family Residential) and located at 3295 Ladd Ave NE (Marion County Assessors Map and Tax Lot Numbers 073W24DA00900).

## **RECOMMENDED CONDITIONS OF APPROVAL**

1. The property is subject to a special setback equal to 25-feet from the centerline of the cul-de-sac stem of Windsor Avenue NE and a 45-foot radius along the cul-de-sac turnaround.
2. The property is subject to a special setback equal to 30-feet from centerline along Ellis Avenue NE.

## **FACTS**

### **Streets**

1. Ladd Avenue NE
  - a. Standard—This street is designated as a local street in the Salem TSP. The standard for this street classification is a 30-foot-wide improvement within a 60-foot-wide right-of-way.

Code authority references are abbreviated in this document as follows: *Salem Revised Code* (SRC); *Public Works Design Standards* (PWDS); *Salem Transportation System Plan* (Salem TSP); and *Stormwater Management Plan* (SMP).

- b. Existing Conditions—This street has an approximate 30-foot improvement within a 60-foot-wide right-of-way abutting the subject property.

## 2. Windsor Avenue NE

- a. Standard—This street is designated as a local street in the Salem TSP. The standard for this street classification is a 30-foot-wide improvement within a 60-foot-wide right-of-way.
- b. Existing Conditions—This street has an approximate 34-foot improvement within a 26-foot-wide right-of-way abutting the subject property.

## 3. Ellis Avenue NE

- a. Standard—This street is designated as a local street in the Salem TSP. The standard for this street classification is a 30-foot-wide improvement within a 60-foot-wide right-of-way.
- b. Existing Conditions—This street has an approximate 35-foot improvement within a 30-to-60-foot-wide right-of-way abutting the subject property.

## **Storm Drainage**

### 1. Existing Conditions

- a. There are no public storm mains in the vicinity of the subject property.

## **Water**

### 1. Existing Conditions

- a. The subject property is located in the G-0 water service level.
- b. An 8-inch water main is located in Ladd Avenue NE. Mains of this size generally convey flows of 120-300 gallons per minute.
- c. A 4-inch water main is located in Windsor Avenue NE. Mains of this size generally convey flows of 500-1100 gallons per minute.

## **Sanitary Sewer**

### 1. Existing Conditions

- a. An 8-inch sewer main is located along Windsor Avenue NE on the subject property.

- b. An 8-inch public sewer main is located at the southeastern corner of the subject property.

### **CRITERIA AND FINDINGS—SITE PLAN REVIEW**

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

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

**Finding**—The subject property meets all applicable standards of the following chapters of the Unified Development Code (UDC): 200 – Urban Growth Management; 601 – Floodplain Development; 802 – Public Improvements; 803 - Street and Right-of-way Improvements; 804 – Driveway Approaches; 805 – Vision Clearance; 809 – Wetlands; 810 – Landslide Hazards.

SRC Chapter 200 (Urban Growth Management): SRC Chapter 200 (Urban Growth Management) requires issuance of an Urban Growth Preliminary Declaration (UGA) prior to development of property located outside the City's Urban Service Area. The subject property is located inside the Urban Service Area and adequate facilities are available. No Urban Growth Area permit is required.

SRC Chapter 601 (Floodplain): The Floodplain Administrator has reviewed the Flood Insurance Study and Flood Insurance Rate Maps and has determined that no floodplain or floodway areas exist on the subject property.

SRC 804 (Driveway Approaches): The development site is served by an existing driveway approach onto Ladd Avenue NE and Windsor Avenue NE. The existing driveway approaches serving the site meets applicable sections of SRC Chapter 804 and do not warrant modification.

SRC 805 (Vision Clearance): The proposal does not cause a vision clearance obstruction per SRC Chapter 805. The proposed building addition meets the vision clearance standards established in SRC Chapter 805.

SRC Chapter 809 (Wetlands): According to the Salem-Keizer Local Wetland Inventory (LWI) the subject property does not contain any wetland areas or hydric soils.

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

**Criteria: SRC 220.005(f)(3)(B) The transportation system provides for the safe, orderly, and efficient circulation of traffic into and out of the proposed development, and negative impacts to the transportation system are mitigated adequately**

**Finding—** Ladd Avenue NE and Ellis Avenue NE terminate at the western boundary of the subject property. Windsor Avenue NE butts the northern property boundary. The existing conditions of Windsor Avenue NE and Ellis Avenue NE do not meet current standards for their classification of street per the Salem Transportation System Plan for right-of-way width. However, the proposed development generates less than 20 new average daily vehicle trips; therefore, no right-of-way dedication or street improvements are required (SRC 803.040(d)). The existing street system is adequate to serve the proposed building addition. Because right-of-way dedications are not required per SRC 803.040(d)), the property is subject to the following special setbacks pursuant to SRC 800.040(b):

**Condition:** The property is subject to a special setback equal to 25-feet from the centerline of the cul-de-sac stem of Windsor Avenue NE and a 45-foot radius along the cul-de-sac turnaround.

**Condition:** The property is subject to a special setback equal to 30-feet from centerline along Ellis Avenue NE.

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

**Finding—** The development site is served by an existing driveway approach onto Ladd Avenue NE and Windsor Avenue NE. The existing driveway approaches serving the site meets applicable sections of SRC Chapter 804 and do not warrant modification. The existing driveway approaches provide safe and efficient movement of vehicles, bicycles, and pedestrians to and from the development site.

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

**Finding—**The Public Works Department has reviewed the applicant's preliminary plan for this site. The water, sewer, and storm infrastructure are available within surrounding streets/areas and are adequate to serve the proposed development. The applicant shall design and construct all utilities (sewer, water, and storm drainage) according to the PWDS and to the satisfaction of the Public Works Director.

The applicant shall be required to design and construct a storm drainage system at the time of development. The application shall provide an evaluation of the connection to the approved point of discharge for new areas of impervious surface per SRC 71.075.

The applicant submitted a statement demonstrating compliance with SRC Chapter 71 because the project involves less than 10,000 square feet of new or replaced impervious surface.

Prepared by: Laurel Christian, Infrastructure Planner III  
cc: File

**Jacob Brown**

---

**From:** Sachin Shukla <sachin.shukla@pgn.com>  
**Sent:** Tuesday, June 4, 2024 4:40 PM  
**To:** Jacob Brown  
**Cc:** Ken Spencer; Ed Gates  
**Subject:** RE: Request for Comments - Case No. CU-SPR-ADJ24-04 for 3295 Ladd Ave NE

We have reviewed the proposal and have the following comments:

Per the Parish Hall Addition plans, it appears the new addition will likely end up underneath existing PGE three phase primary terminated on a 40' Lumen pole. Per the plans, the building height is 16'4", which has the potential to cause NESC vertical clearance violations should the roof of the new addition be accessible or non-accessible. Please note, the Lumen pole has existing in place since the 1960s. Relocation of the Lumen pole will need to be coordinated with Lumen.

It appears there are several outdoor metered lighting services and a large non-residential service at this property. If the applicant determines that these plans conflict with existing UG PGE services; or needs services disconnected/reconnected for any scope of work; it is recommended that the applicant/electrician/representative reach out to PGE at 503-323-6700 and initiate a request for the specific requests. Please note, disconnects/reconnects may be billable for OPUC approved Schedule 300 and customer requested service relocations/upgrade are billable per OPUC approved Rule I.

Please note, Sheet C1.0 demolition notes "Contractor to coordinate w/ PGE relocate as required". Since the pole on the applicant's property is owned by Lumen it is recommended that the contractor also reach out to Lumen to relocate the pole on the applicant's property. PGE is unable to make modifications to poles owned by outside entities without prior approval from these entities.

Please note the following requirements per OPUC approved Rule C:

B. Rights-of-Way and Access The Customer must provide, without cost to the Company, all rights-of-way and easements on the Premises to be served for the construction, maintenance, repair, replacement, or use of any or all Facilities necessary or convenient for the supply of Electricity. The Customer must grant the Company free and unrestricted access to the Premises at all reasonable times for purposes of reading meters, trimming trees, and inspecting, testing, repairing, removing or replacing any or all Facilities of the Company.

5) Notice of Changes in Customer Load A Customer must give the Company prior written notice before making any material change in either the amount or character of the Customer's electrical appliances, apparatus or equipment, thereby allowing the Company to ascertain whether any changes are needed in its Facilities and to make such alterations in the charges for Electricity Service as may be required by this Tariff for the changed installation. If damage results to Facilities owned by the Company through failure of the Customer to notify the Company, the repair and, or replacement costs of such Facilities will be paid by the Customer.

7. Relocation or Removal of Facilities A. Generally Any relocation of Facilities for a requesting party, including builders, developers, Customers or Customers' agents, will be performed by the Company at the requesting party's expense. The Company may require payment in advance of a sum equal to the estimated original cost of installed Facilities to be removed, less estimated salvage and less depreciation, plus estimated removal cost, plus any operating expense associated with the removal or relocation.

Thank you.

**Sachin Shukla**

Manager Design Project Management – Southern Region

Salem Line Center  
4245 Kale St NE | Salem, OR 97305  
Office: 503-463-4310 | Alternate Office: 503-428-7978

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**From:** Zachery Cardoso <ZCardoso@cityofsalem.net>  
**Sent:** Tuesday, June 4, 2024 3:49 PM  
**To:** Zachery Cardoso <ZCardoso@cityofsalem.net>  
**Cc:** Jacob Brown <jrbrown@cityofsalem.net>  
**Subject:** Request for Comments - Case No. CU-SPR-ADJ24-04 for 3295 Ladd Ave NE

**This email is from someone outside PGE.**

Please take care when opening links, attachments or responding to this email.

Hello,

The Request for Comments for Conditional Use, Site Plan Review, and Adjustment Case No. CU-SPR-ADJ24-04 for 3295 Ladd Ave NE is attached for your information. Comments are due **Tuesday, June 18, 2024 by 5:00 p.m.** Hard copies go out in the mail today for those of you who are to receive one.

Application Summary: A Conditional Use Permit and Class 3 Site Plan Review for addition to an existing parish hall.

Please direct questions or comments to the **CASE MANAGER:**

**Jacob Brown**

[jrbrown@cityofsalem.net](mailto:jrbrown@cityofsalem.net)

503-540-2347

Thank you,

**Zachery Cardoso**

he/they

*Admin Analyst I*

City of Salem | Community Planning and Development Department | Planning

555 Liberty St SE, Suite 305

Salem OR 97301

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