

CHAPTER 120 DESIGN REVIEW

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120.010. Design Review.

(a) The design review process authorizes the Salem Planning Commission or the Planning Administrator to review certain development applications as specified in the Salem Development Design Review Handbook for conformance with development design guidelines or standards.

(b) Design review performed by the Planning Administrator shall be considered administrative review and shall not require public notice or hearing; provided, however, the Planning Administrator shall have the discretion to refer any application to the Planning Commission for full review. In addition to administrative design review performed by the Planning Administrator pursuant to the Development Design Review Handbook, the Planning Administrator may decide design review for:

(1) Modifications to an application previously approved by the Planning Commission and which complies with SRC 111.200(h)(1); and

(2) A proposed project which is a building addition utilizing the building setback, building materials, and window and facade designs of the existing building.

(c) Design review actions performed by the Planning Commission shall be considered discretionary and shall require public notice and opportunity for appeal hearing; provided, however, the Planning Commission may, by resolution, delegate authority to the Planning Administrator to make design review decisions for classes of decisions that require a minimal exercise of discretion and that would otherwise require Planning Commission review. (Ord No. 90-98; Ord No. 52-2001; Ord No. 86-2002; Ord No. 15-06; Ord No. 19-08)

120.020. Administrative Design Review.

(a) Applications subject to administrative design review shall be evaluated based on design standards contained in the Zoning Code and City of Salem Development Design Handbook.

(b) Within ten working days after the application and submittal requirements are deemed complete by the Administrator, the Administrator shall approve or deny the application based on compliance or non-compliance with all design standards applicable to the type of development proposed.

(c) Where authority has been delegated to the Planning Administrator to review certain applications under SRC 120.010 (d), review shall proceed as provided in SRC 120.030. (Ord No. 90-98; Ord No. 52-2001; Ord No. 15-06; Ordinance No. 19-08)

120.030. Discretionary Design Review.

(a) Projects subject to review by the Planning Commission shall be evaluated based on design guidelines contained in the City of Salem Development Design Handbook.

(b) The Planning Commission shall approve, conditionally approve, or deny the application on the basis of the project's conformity with the design guidelines. Conditions of approval, if any, shall be limited to project modifications required to enable the project to better meet the intent of the design guidelines.

(c) The Planning Commission shall render its decision not more than sixty (60) calendar days after the application is filed with the Commission and the submittal requirements deemed complete by the Administrator. Planning Commission's decision shall be supported by findings that:

- (1) Explain conformance or lack thereof with relevant design guidelines;
- (2) State the facts relied upon in rendering a decision; and
- (3) Explain the justification for the decision. (Ord No. 90-98; Ord No. 52-2001; Ord No. 15-06; Ord No. 19-08)

120.040. Pre-application Conference Required.

(a) At the pre-application conference the applicant shall have available:

- (1) Initial site plan(s) addressing:
 - (A) Existing site conditions, site opportunities and constraints;
 - (B) The use of all adjacent buildings;
 - (C) The zoning of the site and adjacent properties;
 - (D) Topography of the site; and
 - (E) Location of all significant trees and other prominent landscape features.
- (2) Schematic plans for the proposed project.
- (3) Information to demonstrate how the proposal best meets the requirements of the city's design guidelines or standards.

(b) Following the pre-application conference, the applicant shall select review based on design standards or guidelines. Applications submitted for design approval shall conform to 1) design standards or 2) design guidelines or the intent of such guidelines contained in the Development Design Handbook. (Ord No. 90-98; Ord No. 57-2000; Ord No. 52-2001; Ord No. 1-10)

120.050. Plan Submittal Requirements.

(a) The Plans to be submitted for review shall include those items below which are determined by the Administrator to be necessary for adequate review. The submittal requirements identified in this chapter are in addition to any other submittal materials required elsewhere in this code.

- (1) A proposed site plan showing the complete dimensions and setbacks of the lot, all existing and proposed buildings and structures, including their location, size, height, proposed use, design and gross floor area of each building.
- (2) Architectural drawings, renderings, or sketches showing all elevations of proposed buildings as they will appear on completion.
- (3) All existing and proposed walls and fences, including the location, height, type of design and composition.
- (4) The location and design of the existing and proposed on-site pedestrian and vehicle circulation system.
- (5) A landscape plan showing the location of natural features, significant trees and plant materials proposed to be removed, retained or planted; the amount, height, type and location of landscaped areas, planting beds, and plant materials and provisions for irrigation. The location of significant trees shall be identified using the City's 1995 aerial photographs and on-site verification.
- (6) Locations and dimensions of all existing and proposed outdoor storage areas including but not limited to trash collection and recycling areas.
- (7) A topographic survey and grading plan showing two-foot contour intervals on hillside lots and five-foot intervals on all other lots, unless a different interval is found acceptable by the Planning Administrator.
- (8) An open space plan showing locations of common and private open space, including active and passive recreational areas. The open space plan shall show the total area of

individual classifications of proposed open space and shall be drawn to scale. (Ord No. 90-98; Ord No. 52-2001)

120.060. Exterior Remodels and Additions. Exterior remodels and additions to existing structures which are subject to administrative design review shall conform to the design standards found by the Administrator to be applicable to the new construction. The remodels and additions within the scope of this section are defined as those structural alterations to the exterior of a building that require a building permit. (Ord No. 90-98)

120.100. Adoption of Development Design Handbook. That certain document entitled "City of Salem Development Design Handbook," kept on file in the office of the City Recorder, adopted on November 13, 1998, and amended on November 13, 2000; October 8, 2001; November 19, 2001; December 16, 2002; February 9, 2006; April 19, 2006; May 14, 2008; and January 7, 2009 is by this reference adopted and made part of this Code as if fully reproduced herein. (Ord No. 90-98; Ord No. 57-2000; Ord No. 63-2001; 69-2001; Ord No. 86-2002; Ord No. 79-05; Ord No. 15-06; Ord No. 19-08; Ord No. 47-08)

