

**MINUTES**  
**FINAL SALEM PLANNING COMMISSION Reviewer: Schweickart**  
**July 07, 2020**

**COMMISSIONERS PRESENT**

Chane Griggs, President  
Lisa Heller  
Casey Kopcho  
Ian Levin  
Brian McKinley, Vice President  
Joshlene Pollock  
Ashley Schweickart  
Michael Slater

**COMMISSIONERS ABSENT**

None

**STAFF PRESENT**

Lisa Anderson-Ogilvie,  
Deputy CD Director and  
Planning Administrator  
Natasha Zimmerman, Deputy City  
Attorney  
Brandon Pike, Planner I  
Kirsten Straus, Planner I  
Shelby Guizar, Admin Analyst

**Note: This meeting was held digitally during the home quarantine imposed by the Governor to stem the spread of the Covid-19 virus. All attendees were virtual.**

**1. CALL TO ORDER**

President Chane Griggs called the meeting to order at 5:34 P.M.

**2. ROLL CALL**

Roll was taken and with quorum established, President Griggs proceeded with the meeting.

**3. PUBLIC COMMENT:** This time is available for interested citizens to comment on specific agenda items other than public hearings, deliberations and the merits of land use issues that are reviewable by the Planning Commission at public hearings. Each person's comments will be limited to three minutes.

- None

**4. CONSENT CALENDAR:**

4.1 Approval of Minutes

June 02, 2020 Minutes (Commissioner McKinley)  
Recommended Action: Approve

**Motion:** Move to approve the minutes.

**Motion by:** Commissioner McKinley  
**Seconded by:** Commissioner Heller

**Questions or Comments by:** Commissioner Levin

**Vote:** Aye: Griggs, Heller, Kopcho, McKinley, Pollock, Slater, Schweickart  
Nay: 0  
Abstentions: Levin  
Absent: 0

**Action:** Moved to approve the minutes.

**VOTE:**

**Yes 7 No 0 Abstain 1 (Levin) Absent 0**

4.2 Resolutions: None

4.3 Action Items: None

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**5. PUBLIC HEARINGS:**

**Hearings begin no earlier than 5:30 p.m. unless otherwise noted. The statement of criteria will be read at the beginning of the hearings.**

**5.1 Class 3 Design Review, Conditional Use, Class 3 Site Plan Review and Class 2 Driveway Approach Permit for 5611 Woodside Drive; Ward 4 – South Gateway Neighborhood Association (SGNA); Brandon Pike, [bpik@cityofsalem.net](mailto:bpik@cityofsalem.net)**

**SUMMARY:** An application to develop an 18-unit multiple family residential development, with associated site improvements.

**REQUEST:** A conditional use permit, Class 3 design review, Class 3 site plan review, and Class 2 driveway approach permit application for a new multiple family residential development consisting of two 9-unit buildings, with associated site improvements including an off-street parking area and common open space. The application also includes a Class 2 adjustment request to:

- 1) Reduce the minimum number of required off-street parking spaces from 27 to 26; and
- 2) Reduce the minimum spacing between the proposed driveway approach and Woodside Drive SE from 370 feet to approximately 200 feet.

For property approximately 0.67 acres in size, zoned IC (Industrial Commercial), and located at 5611 Woodside Drive SE (Marion County Assessor map and tax lot number(s): 083W14CB / 02400).

Case Manager, Brandon Pike, entered the presentation, staff report, all attachments and written testimony into the record and proceeded with the presentation.

**Recommended Action:** Based upon the Facts and Findings contained in this staff report, staff recommends that the Planning Commission APPROVE the request for a consolidated Class 3 design review, Conditional Use Permit, Class 3 site plan review, Class 2 adjustment, and Class 2 driveway approach permit for a proposed 18-unit multiple family residential development for property located at 5611 Woodside Drive SE, subject to the following conditions of approval:

## **DESIGN REVIEW:**

**Condition 1:** The nine trees identified on the proposed site plan for preservation shall be marked and protected during construction, or in the case of any tree 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. Any significant tree shall require that at least 70 percent of a circular area beneath the tree measuring one foot in radius for every one inch of dbh be protected by an above ground silt fence, or its equivalent. Protection measures shall continue until the issuance of certificate of final occupancy for the proposed development.

**Condition 2:** A minimum of two canopy trees shall be planted within the interior of the off-street parking area.

**Condition 3:** On both sides of the proposed driveway approach, provide a minimum of one tree as well as a 30-inch-tall brick, stone, or finished concrete wall to buffer the off-street parking area from Mildred Lane SE. The setback areas shall be landscaped according to the Type A standard set forth in Salem Revised Code Chapter 807. Any portion of the wall that encroaches into a vision clearance area set forth in Salem Revised Code Chapter 805 shall have a height no greater than the maximum allowed under Salem Revised Code 805.010.

**Condition 4:** Provide a minimum of one window per floor on the south façade of Building 1.

## **CONDITIONAL USE PERMIT:**

**Condition 5:** The proposed development shall contain no more than 18 dwelling units.

## **SITE PLAN REVIEW:**

**Condition 6:** Prior to the issuance of building permits, record the final plat for partition case no. PAR19-11.

**Condition 7:** At the time of building permit application, revise the off-street parking area to meet the 15-foot minimum setback to the north property line for the vehicle use area; or adjust this standard through a land use action.

**Condition 8:** At the time of building permit application, demonstrate that the solid waste service area will conform to all applicable standards of Salem Revised Code 800.055.

**Condition 9:** Provide bumper guards or wheel barriers so that no portion of a parked vehicle will overhang or project into required setbacks and landscape areas, or into pedestrian accessways.

**Condition 10:** Construct a half-street improvement along the frontage of Woodside Drive SE to Local street standards as specified in the City Street Design Standards and consistent with the provisions of Salem Revised Chapter 803. The sidewalk along Woodside Drive SE shall be located parallel to and one-foot from the adjacent right-of-way pursuant to Salem Revised Code 803.035(l)(2)(A).

**Condition 11:** Install street trees to the maximum extent feasible pursuant to Salem Revised Code Chapter 86.

**Condition 12:** Extend an 8-inch sewer main from the terminus of the existing sewer main in Woodside Drive SE to the northern boundary of the subject property.

**Condition 13:** Design and construct a storm drainage system at the time of development in compliance with Salem Revised Code Chapter 71 and Public Works Design Standards.

**ADJUSTMENT:**

**Condition 14:** The adjusted development standards, as approved in this zoning adjustment, shall only apply to the specific development proposal shown in the attached site plan. Any future development, beyond what is shown in the attached site plan, shall conform to all applicable development standards of the Unified Development Code, unless adjusted through a future land use action.

**Questions or Comments for Staff by Commissioners:** Commissioners Pollock, Schweickart, Griggs

**Presentation from the applicant:** Mark Grenz, Multi-Tech Engineering, 1155 13<sup>th</sup> Street SE, Salem OR 97302, on behalf of Mountain West Investment Corporation

**Questions or Comments for the applicant by Commissioners:** Commissioner Schweickart

**Additional Questions or Comments for Staff by Commissioners:** None

With no further questions of Staff, Commissioner Griggs closed the public hearing at 6:10 p.m.

At this time, the Planning Commission left the written record open for the next seven days. Comments are due by July 14, 2020 at 5:00 P.M. The applicant has until July 21, 2020 at 5:00 P.M. to submit rebuttal.

Testifying Parties: Anyone interested in testifying was instructed to email or mail their comments to the case manager by July 14, 2020 by 5:00 P.M. No in person testimony was accepted at this digital hearing.

**5.2 APPEAL of Partition for 3121 Blossom Drive NE;** Ward 5 – Northgate Neighborhood Association; Brandon Pike, [bpik@cityofsalem.net](mailto:bpik@cityofsalem.net)

**SUMMARY:** Appeal of the Planning Administrator's decision approving a tentative partition to divide approximately 5.94 acres into three parcels.

**REQUEST:** Appeal of the Planning Administrator's decision approving a tentative partition to divide approximately 5.94 acres into three parcels, with Parcel 1 consisting of 2.49 acres, Parcel 2 consisting of 1.21 acres, and Parcel 3 consisting of 2.21 acres. Proposed Parcel 3 would retain the existing buildings. The subject property is zoned IG (General Industrial) and located at 3121 Blossom Drive NE (Marion County Assessor map and tax lot number(s): 073W01A / 01800 and 01900).

Case Manager, Brandon Pike, entered the presentation, staff report, all attachments and written testimony into the record and proceeded with the presentation.

**Recommended Action:** Approve partition case no. PAR20-02, subject to the following conditions of approval as recommended in the May 5, 2020 staff report, with modifications to one condition of approval as recommended in this supplement report.

**Condition 1:** Design stormwater systems to serve all proposed parcels in compliance with Public Works Design Standards. The stormwater systems shall be tentatively designed to accommodate future impervious surfaces on Parcels 1 and 2 and determine easement requirements.

**Condition 2:** Provide a 10-foot-wide public utility easement along the entire frontage of Blossom Drive NE.

**Condition 3:** Complete a half-street improvement along the frontage of Blossom Drive NE. This shall be limited to construction of a property-line sidewalk and installation of street trees to the maximum extent feasible.

**Condition 4:** At the time of future development of Parcels 1 and/or 2, the applicant shall either accommodate a street connection to the property to the north or provide evidence that the connection is not warranted.

**Questions or Comments for Staff by Commissioners:** Commissioners Pollock, Griggs

**Presentation from the applicant:** Jeff Tross, Tross Consulting, 1720 Liberty Street SE, Salem OR 97301, on behalf of Karen Otto

**Questions or Comments for the applicant by Commissioners:** Commissioner Pollock

**Additional Questions or Comments for Staff by Commissioners:** Commissioners Griggs, Schweickart, Pollock, Slater, Levin

With no further questions of Staff, Commissioner Griggs closed the public hearing at 7:09 p.m.

At this time, the Planning Commission left the written record open for the next seven days. Comments are due by July 14, 2020 at 5:00 P.M. The applicant has until July 21, 2020 at 5:00 P.M. to submit rebuttal.

Testifying Parties: Anyone interested in testifying was instructed to email or mail their comments to the case manager by July 14, 2020 by 5:00 P.M. No in person testimony was accepted at this digital hearing.

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- 6. **SPECIAL ORDERS OF BUSINESS:** None
- 7. **INFORMATION REPORTS:** None
- 8. **PUBLIC COMMENT (other than agenda items):** None

**9. PLANNING ADMINISTRATOR’S REPORT:**

- The City has opened to the public with limited capacity. The PAC center will allow a few people at a time and requires a mask to enter.
- Our Salem is still on track for a joint work session with City Council and Planning Commission, scheduled for September 21, 2020.
- The City Council will interview for the open Planning Commissioner position next week.
- Commissioner Schweickart asked about the status of the Costco case that received a lot of attention last year. Planning Administrator Anderson-Ogilvie related that the City had received a remand notice from the applicant in June. Notice for comments went out on July 1. There will be no public hearing for the case but comments from the public are being accepted for about four weeks. The Council will reconsider the case in September.
- Commissioner Pollock asked about open house requirements for case applications. Staff responded with a summary of the types of cases that require an Open House.
- The Planning Division approved the first small multi-family apartment project which used the new administrative land use process.

**10. COMMISSIONER COMMENTS FOR THE GOOD OF THE ORDER:**

Commissioner Kopcho mentioned the neighborhood hub survey that recently went out as part of the Our Salem comprehensive plan update and encouraged the other Commissioners to take the survey. He also recommended getting closed captioning for the Zoom meetings, which is an available setting for the program.

**11. ADJOURNMENT:**

There being no further business for the record, the meeting was adjourned at 7:20 P.M.

SUBMITTED:

  
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Chane Griggs, President

ATTESTED:

  
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Lisa Anderson-Ogilvie, AICP  
Deputy Community Development Director and  
Planning Administrator