FOR MEETING OF: October 24, 2018

CASE NO.: <u>ZC18-03</u>

TO: Hearings Officer

FROM: Lisa Anderson-Ogilvie, AICP, Deputy Community

Development Director and Planning Administrator

STAFF: Britany Randall, Planner II

HEARING DATE: October 24, 2018

APPLICATION: Quasi-Judicial Zone Change Case No. 18-03

LOCATION: SW Portion of Riverfront Park – see Attachment A

SIZE: Approximately 4.07 acres

REQUEST: An application for a Quasi-Judicial Zone Change from SWMU

(South Waterfront Mixed-Use) to CB (Central Business

District), for property approximately 4.07 acres in size that is currently vacant, and located at the SW Portion of Riverfront Park (Marion County Assessors Map and Tax Lot number: 073W27BA01700, 073W27BA01490, and 073W27BA01800).

APPLICANT/OWNER: City of Salem

REPRESENTATIVE: Toni Whitler, City of Salem Public Works

APPROVAL CRITERIA: Quasi-Judicial Zone Change: Salem Revised Code, Ch. 265

RECOMMENDATION: APPROVE Zone Change from SWMU (South Waterfront

Mixed-Use) to CB (Central Business District)

BACKGROUND

On June 25, 2018, a zone change application was filed for the subject property by Toni Whitler, City of Salem Public Works, on behalf of the applicant and property owners, City of Salem. The application was deemed complete for processing on September 19, 2018.

The public hearing before the City of Salem Hearings Officer is scheduled for October 24, 2018, at 5:30 p.m. in the City of Salem Council Chambers, Civic Center, Room 240, located at 555 Liberty Street SE. Notice of public hearing was sent by mail to surrounding property owners pursuant to Salem Revised Code (SRC) requirements on October 4, 2018. Public hearing notice was also posted on the property by the applicant on October 11, 2018 pursuant to SRC requirements.

The state-mandated 120-deadline to issue a final local decision for this case is January 17, 2019.

PROPOSAL

The applicant has submitted a zone change application requesting to change the zoning designation for the property from SWMU (South Waterfront Mixed-Use) to CB (Central Business District). The subject property is approximately 4.07 acres in size and is currently vacant. The applicant indicated the reason for the proposed zone change is to keep the zoning consistent throughout the Riverfront Park and to be able to implement the elements of the park master plan once it is adopted.

SUMMARY OF RECORD

The following items are submitted to the record and are available upon request: All materials submitted by the applicant, including any applicable professional studies such as traffic impact analysis, geologic assessments, and stormwater reports; any materials and comments from public agencies, City departments, neighborhood associations, and the public; and all documents referenced in this report.

APPLICANT'S STATEMENT

A request for a zone change must be supported by proof that it conforms to all applicable criteria imposed by the Salem Revised Code. The applicant submitted a written statement, which is included in its entirety as **Attachment B** in this staff report. Staff utilized the information from the applicant's statements to evaluate the applicant's proposal and to compose the facts and findings within the staff report.

FACTS AND FINDINGS

1. Salem Area Comprehensive Plan (SACP) Designation

The Salem Area Comprehensive Plan (SACP) map designates the subject property as ROM (River Oriented Mixed Use). The Salem Comprehensive Policies Plan describes the predominant use in the River Oriented Mixed Use designation as commercial, commercial industrial, or industrial. This designation includes a mixture of commercial, office and high density residential uses.

Because the proposed CB (Central Business District) zoning is consistent with the "River Oriented Mixed Use" Comprehensive Plan designation, a concurrent Comprehensive Plan Map Amendment is not required.

The Comprehensive Plan designations of surrounding properties include:

North: "River Oriented Mixed Use"

South: Across Pringle Creek - "River Oriented Mixed Use"
East: Across the train tracks - "River Oriented Mixed Use"

West: "River Oriented Mixed Use"

The property is within the Urban Service Area.

2. Zoning of Surrounding Properties

The subject site is currently zoned SWMU (South Waterfront Mixed-Use).

The zoning of surrounding properties is described as follows:

North: CB (Central Business District)

South: Across Pringle Creek - SWMU (South Waterfront Mixed-Use)
East: Across the train tracks - SWMU (South Waterfront Mixed-Use)

West: CB (Central Business District)

3. Neighborhood and Citizen Comments

The subject property is located within the boundaries of the Central Area Neighborhood Development Organization (CAN-DO). Notification was sent on October 4, 2018 to the neighborhood association and surrounding property owners within 250 feet of the property. At the time of writing this staff report, no comments were received from the neighborhood association or from adjoining property owners.

One clarifying question was received from the SCAN Historic Preservation, Parks & Gardens Committee regarding why the proposed change was not being reviewed by the City Council. Staff clarified, pursuant to Salem Revised Code (SRC) Chapter 300, the review authority for zone change applications is the Hearings Officer.

4. City Department and Public Agency Comments

The Public Works Department has reviewed the proposal and provided a memo which is included as **Attachment C**.

The Building and Safety Division reviewed the proposal and indicated no concerns with the zone change request.

The Fire Department reviewed the proposal and indicated no concerns with the zone change but will have comments on items such as Fire Department access and water supply at the time of site plan review and building permit plan review.

5. Public Agency and Private Service Provider Comments

Staff received a comment from PGE stating the following: Development cost per current tariff and service requirements. Maintain and protect existing PGE facilities. Electrical load information will need to be provided to determine any required changes to the distribution system.

Staff received a comment from ODOT Rail & Public Transit Division stating the following: The property is adjacent to the railroad tracks. Presently, there is no public access across the tracks. If any development of this parcel is planned, a barrier should be considered to restrict any access over the tracks. This section of track is part of the recent Quiet Zone. Any access point could jeopardize the quiet zone.

6. Criteria for Granting a Quasi-Judicial Zone Change

The following analysis addresses the proposed zone change for the subject property from SWMU (South Waterfront Mixed-Use) to CB (Central Business District).

SRC Chapter 265.005 provides the criteria for approval for Quasi-Judicial Zone Changes. In order to approve a quasi-judicial Zone Map amendment request, the review authority shall make findings based on evidence provided by the applicant demonstrating that all the following criteria and factors are satisfied. The extent of the consideration given to the various factors set forth below will depend on the degree of impact of the proposed change, and the greater the impact of a proposal on the area, the greater is the burden on the applicant to demonstrate that, in weighing all the factors, the zone change is appropriate.

The applicable criteria and factors are stated below in **bold** print. Following each criterion is a response and/or finding relative to the amendment requested.

SRC 265.005(e)(1)(A). The zone change is justified based on one or more of the following:

(i) A mistake in the application of a land use designation to the property;

Finding: The applicant does not identify a mistake in the application of a land use designation to the property.

(ii) A demonstration that there has been a change in the economic, demographic, or physical character of the vicinity such that the proposed zone would be compatible with the vicinity's development pattern; or

Finding: The applicant does not identify a change in the economic, demographic, or physical character of the vicinity.

(iii) A demonstration that the proposed zone change is equally or better suited for the property than the existing zone. A proposed zone is equally or better suited than an existing zone if the physical characteristics of the property are appropriate for the proposed zone and the uses allowed by the proposed zone are logical with the surrounding land uses.

Finding: The proposal is justified based on (iii), that the proposed zone change is equally or better suited for the property than the existing zone.

The subject property is the only portion of the Riverfront Park that is not zoned CB (Central Business District). The subject property was not part of the park when the current zone, SWMU (South Waterfront Mixed Use), was applied. It has since been acquired by the City with the goal of expanding Riverfront Park onto this property. The SWMU zone requires a minimum of 15 percent of each development site to be household living uses. This requirement is not compatible with the Riverfront Park. The CB zone allows a compact

arrangement of retail and commercial enterprises together with office, financial, cultural, entertainment, governmental, residential and parks uses. The CB zone is a more appropriate zone to be able to implement the Riverfront Park Master Plan once it is adopted. The CB zone will allow the future development of this portion of the Riverfront Park to be consistent with the existing park areas to the north.

Staff finds that the proposed zone change is equally or better suited to the property than the existing SWMU zone.

(B) If the zone change is City-initiated, and the change is for other than City-owned property, the zone change is in the public interest and would be of general benefit.

Finding: Though the property is City owned, the proposal is not a City-initiated zone change as the Public Works Department is the applicant. Therefore, this criterion does not apply.

(C) The zone change complies with the applicable provisions of the Salem Area Comprehensive Plan.

Finding: The applicable Goals and Policies of the Comprehensive Plan are addressed as follows:

<u>Salem Urban Area Goals and Policies, General Development (Page 24, Salem Comprehensive Policies Plan):</u>

To ensure that future decisions concerning the use of land within the Salem urban area are consistent with State Land Use Goals.

Development Compatibility B.12

Land use regulations which govern the siting of any development shall encourage development to reduce its impact on adjacent properties by screening, landscaping, setback, height, and mass regulations.

Finding: Future development of the site will be required to conform to the development standards of the CB (Central Business District) zone. The future use of the subject property is planned to be an extension of the existing Riverfront Park. The remainder of the park to the north is already zoned CB. There are natural breaks in the land where properties have differing zoning. To the south of the subject site, the property is bordered by Pringle Creek. On the south side of the creek, the property will remain SWMU (South Waterfront Mixed Use) which has similar setbacks, screening, landscaping, height and mass regulations making the proposed zone change compatible with surrounding designations and uses.

Designated Open Space B.13

Land use regulations shall encourage public spaces, both natural and manmade for either active or passive enjoyment, including natural areas, open plazas, pedestrian malls, and play areas.

Finding: The subject property is part of the Riverfront Park and the proposed zone change is intended to implement elements of the park master plan once it is adopted. At the time of future development of the site, the applicant will be required to go through the site plan review process where staff will have an opportunity to ensure the proposed will meet this goal.

<u>Salem Urban Area Goals and Policies, Urban Growth Goal (Page 26, Salem Comprehensive Policies Plan):</u>

To ensure that the rate, amount, type, location and cost of development will preserve or enhance the City's quality of life and promote the City's efficient delivery of services.

Development Compatibility C.4

Development of land with existing urban services shall be encouraged before the conversion of urbanizable lands to urban uses.

Finding: The subject property is located within the Urban Service Area. Development of the proposed site does not require the extension or development of new public services. City services, including water, sewer, streets and storm drainage are available to serve the subject property. The proposal is consistent with this policy.

Salem Urban Area Goals and Policies, Growth Management Goal (Page 27, Salem Comprehensive Policies Plan):

To manage growth in the Salem urban area through cooperative efforts of the City of Salem and Marion and Polk Counties, to ensure the quality of life of present and future residents of the area, and to contain urban development and to preserve adjacent farm lands.

Infill on Facilities D.9

New development shall be encouraged to locate in areas where facilities are already available and in areas which require the least public costs to provide needed facilities and services.

Finding: The subject property is located within the Urban Service Area. Development of the proposed site does not require the extension or development of new public services. City services, including water, sewer, streets and storm drainage are available to serve the subject property. The proposal is consistent with this policy.

(D) The zone change complies with applicable Statewide Planning Goals and applicable administrative rules adopted by the Department of Land Conservation and Development.

Finding: The applicable Statewide Planning Goals are addressed as follows:

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Statewide Planning Goal 1 – Citizen Involvement: To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

Staff Response: A public hearing notice was mailed to the affected property owners, all property owners within 250 feet of the subject property and to the Central Area Neighborhood Development Organization (CAN-DO). This satisfies Citizen Involvement described in Goal 1. **Statewide Planning Goal 2 – Land Use Planning:** To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.

Staff Response: The City has complied with the Goal requirements for establishing and maintaining a land use planning process. The Oregon Land Conservation and Development Commission have acknowledged the Salem Area Comprehensive Plan to be in compliance with the Statewide Planning Goals.

Statewide Planning Goal 5 – Open Spaces, Scenic and Historic Areas, and Natural Resources: To protect natural resources and conserve scenic and historic areas and open spaces.

Staff Response: Staff concurs with the applicant's written response which states the following: The site is an addition to Riverfront Park. The proposed zone change will be consistent with the existing park facility and will further enhance the public uses at the park. There are no known historic or cultural resources on the affected parcels. The City's tree preservation ordinance, Willamette Greenway ordinance, and any applicable wetland and floodplain standards will continue to apply to the affected parcels as applicable.

The Salem Area Comprehensive Plan lists the Willamette Greenway as a resource and as such, measures to protect, conserve, enhance, and maintain the natural scenic, historical, agricultural, economic, and recreational qualities of lands along the Willamette River, are in place. Through a future application for site plan review, the application will be reviewed for compliance with the City's tree preservation ordinance, historic preservation ordinance, and applicable wetland standards.

Staff finds that the proposal is consistent with Goal 5.

Statewide Planning Goal 7 – Areas Subject to Natural Disasters and Hazards: *To protect people and property from natural hazards.*

Staff Response: Staff concurs with the applicant's written response which states the following: A portion of the site proposed for zone change is within the floodway and the 100-year floodplain. Any development on this site is managed through, and will be in adherence to, Salem Revised Code Chapter 601, Floodplain Overlay Zone, to ensure there is no hazard to users.

The portion of the site where this is applicable is the most southerly portion of Tax Lot 073W27BA01700, where the site abuts Pringle Creek. At the time of future development of park amenities, DLCD (Department of Land Conservation and Development) and the Army

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Corps of Engineers will be notified and the applicant will be required to meet all requirements for development on properties with such hazards. Because the floodway and floodplain areas appear to be limited to the southerly most portion of the subject property, staff believes the future development of the site can take place on the remaining portions of the site with little or no disturbance to this area.

Staff finds that the proposal is consistent with Goal 7.

Statewide Planning Goal 8 – Recreational needs: To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.

Staff Response: The subject property abuts the existing Riverfront Park. The subject parcels are planned to be used for the expansion of the park which meets the objective of this goal.

Staff finds that the proposal is consistent with Goal 8.

Statewide Planning Goal 11 – Public Facilities and Services: To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

Staff Response: The subject property is within the Urban Service area. Findings from the Public Works Department indicate that the water, sewer, and storm infrastructure are available within surrounding streets/areas and appear to be adequate to serve the proposed development.

Statewide Planning Goal 12 – Transportation: To provide and encourage a safe, convenient and economic transportation system.

Staff Response: Goal 12 is implemented by the Transportation Planning Rule (TPR). In summary, the TPR requires local governments to adopt Transportation System Plans (TSPs) and requires local governments to consider transportation impacts resulting from land use decisions and development. The key provision of the TPR related to local land use decisions is Oregon Administrative Rule (OAR) 660-012-0060. This provision is triggered by amendments to comprehensive plans and land use regulations that "significantly affect" a surrounding transportation facility (road, intersection, etc.).

Pursuant to OAR 660-012-0060(9), this request is exempt from the Transportation Planning Rule determination of significant affect. The proposed zone change will not trigger analysis or improvements to the surrounding transportation system.

Statewide Planning Goal 15 – Willamette River Greenway: To protect, conserve, enhance and maintain the natural, scenic, historical, agricultural, economic and recreational qualities of lands along the Willamette River as the Willamette River Greenway.

Staff Response: The subject property is not within the Willamette Greenway, however, a portion of the site does fall within the Willamette Greenway Compatibility Review Boundary. Any future development of the subject site will be required to meet the provisions of SRC Chapter 600 – Willamette Greenway, if it impacts the portion of the site that is within the

Willamette Greenway Compatibility Review Boundary.

(E) If the zone change requires a comprehensive plan change from an industrial designation to a non-industrial designation, or from a commercial or employment designation to any other use designation, a demonstration that the proposed zone change is consistent with the most recent economic opportunities analysis and the parts of the Comprehensive Plan which address the provision of land for economic development and employment growth; or be accompanied by an amendment to the Comprehensive Plan to address the proposed zone change; or include both the demonstration and an amendment to the Comprehensive Plan.

Finding: A change to the comprehensive plan map designation for the property is not required for the proposed zone change, therefore this criterion is not applicable.

(F) The zone change does not significantly affect a transportation facility, or, if the zone change would significantly affect a transportation facility, the significant effects can be adequately addressed through the measures associated with, or conditions imposed on, the zone change.

Finding: Pursuant to Oregon Administrative Rules 660-012-0060(9), the proposed zone change request is exempt from the Transportation Planning Rule determination of significant affect. The proposed zone change will not require analysis or improvements to the surrounding transportation system. Adequate urban services are available at the boundaries of the subject property.

(G)The property is currently served, or is capable of being served, with public facilities and services necessary to support the uses allowed by the proposed zone.

Finding: The water, sewer, and storm infrastructure are available within surrounding streets and are adequate to serve future development under the proposed zone. Site-specific infrastructure requirements will be addressed in the Site Plan Review process pursuant to SRC Chapter 220.

CONCLUSION

Based on the facts and findings presented herein, staff concludes that the proposed Quasi-Judicial Zone Change satisfies the applicable criteria contained under SRC 265.005(e).

RECOMMENDATION

Based upon the Facts and Findings contained in this staff report, staff recommends that the Hearings Officer **APPROVE** the request for a quasi-judicial zone change from SWMU (South Waterfront Mixed-Use) to CB (Central Business District) for property approximately 4.07 acres in size that is currently vacant, and located at the SW Portion of Riverfront Park (Marion County Assessors Map and Tax Lot number: 073W27BA01700, 073W27BA01490, and 073W27BA01800).

Application Deemed Complete Date: September 19, 2018
State Mandated Decision Date: September 19, 2019

January 17, 2019

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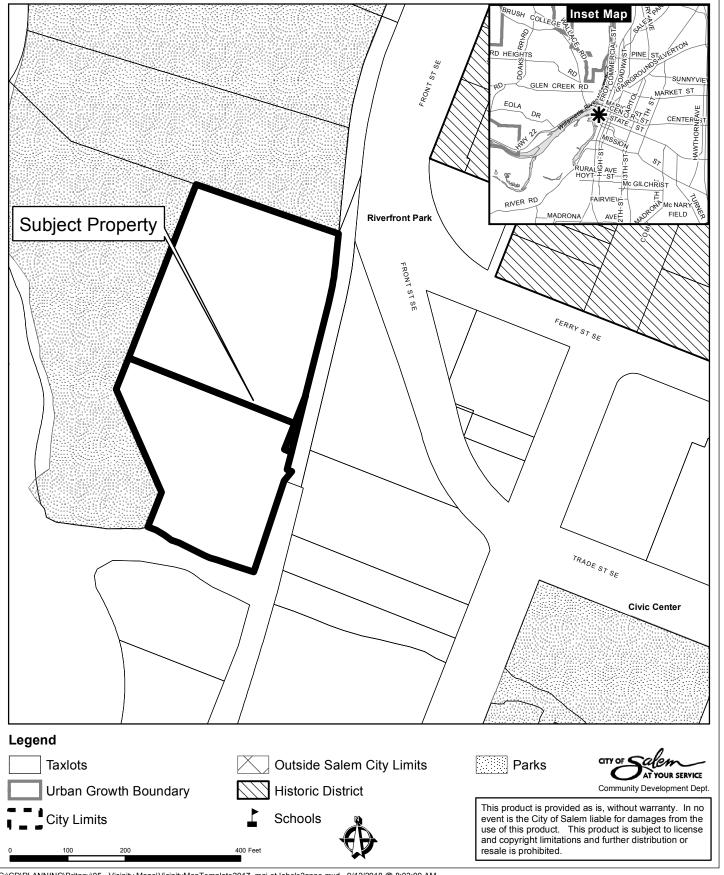
Attachments: A. Vicinity Map

B. Applicant's Written Findings

C. Public Works Memo

Prepared by Britany Randall, Planner II
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Vicinity Map Southwest Corner of the Waterfront Park



ZONE CHANGE APPLICATION CITY OF SALEM – PUBLIC WORKS

WRITTEN STATEMENT

- 1. The zone change is justified based on the existence of one or more of the following:
 - a. A demonstration that the proposed zone is equally or better suited for the property than the existing zone. A proposed zone is equally or better suited for the property than an existing zone if the physical characteristics of the property are appropriate for the proposed zone and the uses allowed by the proposed zone are logical with the surrounding land uses.

Response:

The property is currently zoned South Waterfront Mixed Use. The proposed zone is Central Business. The reason for the proposed zone change is to keep the zoning consistent with the parent site, Riverfront Park, which is zoned Central Business. Also the existing zoning has specific requirements that cannot be met by a park, such as major event entertainment.

2. The zone change complies with the applicable provision of the Salem Area Comprehensive Plan.

Response:

The proposed zone change complies with the applicable provision of the Salem Area Comprehensive Plan designation, *River Oriented Mixed Use (ROM)*, because the site is an addition to Riverfront Park, a large urban park facility already designated as ROM in the Salem Area Comprehensive Plan. It will provide a combination of uses which take advantage of the scenic, natural and recreation qualities of the riverfront and will provide visual and physical access to the riverfront.

3. The zone change complies with applicable Statewide Planning Goals and applicable administrative rules adopted by the Department of Land Conservation and Development.

Response:

- a. Goal 1 Citizen Involvement
 - i. The affected property owners were notified of the proposed change. A public hearing notice was mailed to the affected property owners, all property owners within 250 feet of the subject property and to the neighborhood association. This satisfies Citizen Involvement described in Goal 1.
- b. Goal 5 Open spaces, Scenic and Historic Areas, and Natural Resources
 - i. The site is an addition to Riverfront Park. The proposed zone change will be consistent with the existing park facility and will further enhance the public uses at this park. There are no designated historic resources or districts on the

property. The City's tree preservation ordinance, Willamette Greenway ordinance, and any applicable wetland and floodplain standards will continue to apply to the affected parcels as applicable.

- c. Goal 7 Areas Subject to Natural Disasters and Hazards
 - i. A portion of the site proposed for zone change is in the floodway or the 100-year floodplain. Any development on this site is managed through, and will be in adherence to, Salem Revised Code Chapter 601, Floodplain Overlay Zone, to ensure there is no hazard to users. (See attached Existing Conditions map)
- d. Goal 8 Recreational Needs
 - i. The proposed change is consistent with the zoning of the existing Riverfront Park, thus furthering the recreational uses at the site.
- e. Goal 11 Public Facilities and Services
 - i. The City maintains an infrastructure of public facilities and services as the framework for urban development. These services are currently provided at the existing Riverfront Park in close proximity to the site and will be provided in conjunction with development of the proposed site. Public facilities provided will include water, sewer, electrical, and storm utilities for restrooms, drinking fountains, lighting and irrigation. Hard surface paths, a new performance area, and site furnishings will be provided. (See attached Utilities map)
- f. Goal 12 Transportation
 - i. The proposed zone change will not cause a traffic or operational issue.
- g. Goal 15 Willamette Greenway
 - i. The proposed site is not in the Willamette Greenway; however, a portion is mapped within the Greenway Compatibility review boundary. The site proposed for the zone change will be managed through and in adherence with Salem Revised Code Chapter 600 Willamette Greenway.
- 4. The zone change does not significantly affect a transportation facility, or, if the zone change would significantly affect a transportation facility, the significant effects can be adequately addressed through the measures associated with, or conditions imposed on, the zone change.

Response:

The proposed changes to the Zoning Map will not cause a traffic or operational issue. There is no significant effect and the proposal is consistent with the Transportation Planning Rule.

5. The property is currently served, or is capable of being served, with public facilities and services necessary to support the uses allowed by the proposed zone.

Response:

The proposed Central Business (CB) zone designation will be consistent with the CB designation for the rest of Riverfront Park. The approximately 4-acre site will be an addition to the current public park facility and will include the services and infrastructure to support this use.

- o A stormwater utility line runs through the proposed site and is available for connection.
- A sewer utility line is not currently existing on the site proposed for the zone change; however, there is a sewer line servicing the existing restrooms to the north on the adjacent parcel under same ownership. There is also a connection point at the intersection of Front and Ferry Streets next to the proposed site.
- A new water utility line can be connected to a water line servicing the existing restrooms to the north on the adjacent parcel under same ownership.

Additional public facilities provided will include electrical for lighting and events, restrooms, drinking fountains, and irrigation. Hard surface paths, a new performance area, and site furnishings will be provided.





TO:

Britany Randall, Planner II

Community Development Department

FROM:

Glenn J. Davis, PE, CFM, Chief Development Engineer

Public Works Department

DATE:

October 17, 2018

SUBJECT:

PUBLIC WORKS RECOMMENDATIONS

ZONE CHANGE 18-03 (18-113189-ZO)

200 WATER STREET NE

SWMU TO CB FOR PUBLIC PARK FACILITY

PROPOSAL

A City-initiated Quasi-Judicial Zone change application to convert two lots from South Waterfront Mixed Use zoning to Central Business zoning at 200 Water Street NE and 230 Front Street SE (Marion County Assessor's Tax Map and Lot(s): 073W27BA 01490, 01700 and 01800).

SUMMARY OF FINDINGS

The proposed development meets applicable criteria related to Public Works infrastructure.

FACTS

Streets

1. The parcels included in this application have no street frontage. The parcels are bordered by City of Salem-owned parcels to the west and north, a BNSF Railroad Company rail-line and private property to the east, and Pringle Creek right-of-way to the south. The nearest street access is approximately one block north at the intersection of Front Street SE and State Street through parcels currently owned by the City of Salem and operated as Salem Riverfront Park.

Storm Drainage

1. Existing Condition

a. A 30-inch storm main is located on the property along the southern and western portions of tax lot 01700.

Water

1. Existing Conditions

- a. The subject property is located in the G-0 water service level.
- b. The park is currently served by a 12-inch water main that extends into the park near Court Street NE. Mains of this size generally convey flows of 1,100 to 2,500 gallons per minute.

Sanitary Sewer

1. Existing Condition

a. The park is currently served by a 10-inch sewer main that extends into the park near Court Street NE.

CRITERIA AND FINDINGS

Criteria: SRC 265.005(e)(1)(F) The zone change does not significantly affect a transportation facility, or, if the zone change would significantly affect a transportation facility, the significant effects can be adequately addressed through the measures associated with, or conditions imposed on, the zone change.

Finding: Pursuant to Oregon Administrative Rule 660-012-0060(9), this request is exempt from the Transportation Planning Rule determination of significant affect. The proposed zone change will not trigger analysis or improvements to the surrounding transportation system.

Criteria: SRC 265.005(e)(1)(G) The property is currently served, or is capable of being served, with public facilities and services necessary to support the uses allowed by the proposed zone.

Finding: The water, sewer, and storm infrastructures are available within surrounding areas and are adequate to serve future City park development.

Prepared by: Jennifer Scott, Program Manager cc: File