



NOTICE of FILING

LAND USE REQUEST AFFECTING THIS AREA

There is a development proposal for the property listed in this notice and shown on the attached map. The City is seeking input from neighbors on the proposal. If you have questions or comments about the proposal, contact the case manager.

Esta carta es un aviso sobre una propuesta de desarrollo para la propiedad enumerada y que se muestra en el mapa adjunto. La ciudad está buscando la opinión de los vecinos sobre la propuesta. Si tiene preguntas o comentarios sobre la propuesta, póngase en contacto con nosotros al 503-588-6213.

CASE NUMBER:	Class 3 Site Plan Review / Class 2 Adjustment Case No. SPR-ADJ23-25
PROPERTY LOCATION:	998 Hawthorne Ave NE, Salem OR 97301
NOTICE MAILING DATE:	December 15, 2023
PROPOSAL SUMMARY:	Remodel of the Salem-Keizer School District's Transportation Service Facilities including associated site improvements and the reconfiguration of the off-street parking and vehicle storage areas.
COMMENT PERIOD:	All written comments must be submitted to City Staff no later than 5:00 p.m. Friday, December 29, 2023. Please direct any questions and/or comments to the Case Manager listed below. Comments received after the close of the comment period will not be considered. Note: Comments submitted are <u>public record</u>. This includes any personal information provided in your comment such as name, email, physical address and phone number.
CASE MANAGER:	Peter Domine, Planner II , City of Salem Planning Division, 555 Liberty Street SE, Room 305, Salem, Oregon 97301. Telephone: (503) 540-2311; E-mail: pdomine@cityofsalem.net
NEIGHBORHOOD ASSOCIATION:	<i>Neighborhood associations are volunteer organizations of neighbors coming together to make neighborhoods the best they can be. They receive notice of land use applications within their boundaries, and they often submit comments on the applications to the City. Neighborhood association meetings are open to everyone. Contact your neighborhood association to get involved:</i> Northeast Salem Community Association (NESCA), Ian Johnson, Land Use Chair; Phone: 503-990-4460; Email: johnson.ian.patrick@gmail.com .
ACCESS:	The Americans with Disabilities Act (ADA) accommodations will be provided on request.
CRITERIA TO BE CONSIDERED:	Salem Revised Code (SRC) Chapter(s) 220.005(f)(3) – Class 3 Site Plan Review; 250.005(d)(2) – Class 2 Adjustment Salem Revised Code (SRC) is available to view at this link: http://bit.ly/salemorcode . Type in the chapter number(s) listed above to view the applicable criteria.

PROPERTY OWNER(S):	Salem Keizer School District 24J
APPLICANT(S):	Gretchen Stone, CBTwo Architects
PROPOSAL REQUEST:	<p>A Class 3 Site Plan Review for the remodel of the Salem-Keizer School District's Transportation Service Facilities with three Class 2 Adjustment requests to:</p> <ol style="list-style-type: none"> 1) Reduce the minimum 15 percent landscaping requirement for the development site, per SRC 535.015(e)(3); 2) Reduce the required pedestrian connections from the building to both streets to only Hawthorne Ave NE, per SRC 800.065(a)(1)(A) ; and 3) Reduce the minimum 10-foot setback for the off-street parking and vehicle storage areas abutting a street, per SRC 806.035(c)(2)(A). <p>The development site consists of two properties totaling 5.85 acres in size, zoned MU-III (Mixed Use III) and located at 998 Hawthorne Ave NE (Marion County Assessors Map and Tax Lot Numbers: 073W24DD / 1000 and 1100).</p>
APPLICATION PROCESS:	<p>Following the close of the Public Comment Period, a decision will be issued and mailed to the applicant, property owner, affected neighborhood association, anyone who submitted written comments, and anyone who received notice of the land use request.</p> <p>Failure to raise an issue in writing prior to the close of the Public Comment Period with sufficient specificity to provide the opportunity to respond to the issue, precludes appeal to the Land Use Board of Appeals (LUBA) on this issue. A similar failure to raise constitutional issues relating to proposed conditions of approval precludes an action for damages in circuit court.</p>
MORE INFORMATION:	All documents and evidence submitted by the applicant 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: 23 118714. Paper copies can be obtained for a reasonable cost.

PLEASE PROMPTLY FORWARD A COPY OF THIS NOTICE TO ANY OTHER OWNER, TENANT OR LESSEE
For more information about Planning in Salem:

<http://www.cityofsalem.net/planning>

It is the City of Salem's policy to assure that no person shall be discriminated against on the grounds of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity and source of income, as provided by Salem Revised Code Chapter 97. The City of Salem also fully complies with Title VI of the Civil Rights Act of 1964, and related statutes and regulations, in all programs and activities. Disability-related modification or accommodation, including auxiliary aids or services, in order to participate in this meeting or event, are available upon request. Sign language and interpreters for languages other than English are also available upon request. To request such an accommodation or interpretation, contact the Community Development

Department at 503-588-6173 at least three business days before this meeting or event.

TTD/TTY telephone 503-588-6439 is also available 24/7

REQUEST FOR COMMENTS

Si necesita ayuda para comprender esta información, por favor llame 503-588-6173

REGARDING: Class 3 Site Plan Review / Class 2 Adjustment Case No. SPR-ADJ23-25

PROJECT ADDRESS: 998 Hawthorne Ave NE, Salem OR 97301

AMANDA Application No.: 23-118714-PLN

COMMENT PERIOD ENDS: December 29, 2023 at 5:00 p.m.

SUMMARY: Remodel of the Salem-Keizer School District’s Transportation Service Facilities including associated site improvements and the reconfiguration of the off-street parking and vehicle storage areas.

REQUEST: A Class 3 Site Plan Review for the remodel of the Salem-Keizer School District’s Transportation Service Facilities with three Class 2 Adjustment requests to:

- 1) Reduce the minimum 15 percent landscaping requirement for the development site, per SRC 535.015(e)(3);
- 2) Reduce the required pedestrian connections from the building to both streets to only Hawthorne Ave NE, per SRC 800.065(a)(1)(A) ; and
- 3) Reduce the minimum 10-foot setback for the off-street parking and vehicle storage areas abutting a street, per SRC 806.035(c)(2)(A).

The development site consists of two properties totaling 5.85 acres in size, zoned MU-III (Mixed Use III) and located at 998 Hawthorne Ave NE (Marion County Assessors Map and Tax Lot Numbers: 073W24DD / 1000 and 1100).

The Planning Division is interested in hearing from you about the attached proposal. Staff will prepare a Decision that includes consideration of comments received during this comment period. We are interested in receiving pertinent, factual information such as neighborhood association recommendations and comments of affected property owners or residents. The complete case file, including all materials submitted by the applicant and any applicable professional studies such as traffic impact analysis, geologic assessments, and stormwater reports, are available upon request.

Comments received by 5:00 p.m. Friday, December 29, 2023, will be considered in the decision process. Comments received after this date will be not considered. *Comments submitted are public record. This includes any personal information provided in your comment such as name, email, physical address and phone number. Mailed comments can take up to 7 calendar days to arrive at our office. To ensure that your comments are received by the deadline, we recommend that you e-mail your comments to the Case Manager listed below.*

CASE MANAGER: Peter Domine, Planner II, City of Salem, Planning Division; 555 Liberty St SE, Room 305, Salem, OR 97301; Phone: (503) 540-2311; E-Mail: pdomine@cityofsalem.net.

For information about Planning in Salem, please visit: <http://www.cityofsalem.net/planning>

PLEASE CHECK THE FOLLOWING THAT APPLY:

1. I have reviewed the proposal and have no objections to it.
2. I have reviewed the proposal and have the following comments: _____
- _____
- _____
- _____

Name/Agency: _____

Address: _____

Phone: _____

Email: _____

Date: _____

IMPORTANT: IF YOU MAIL COMMENTS, PLEASE FOLD AND RETURN THIS POSTAGE-PAID FORM



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 1508 SALEM, OR

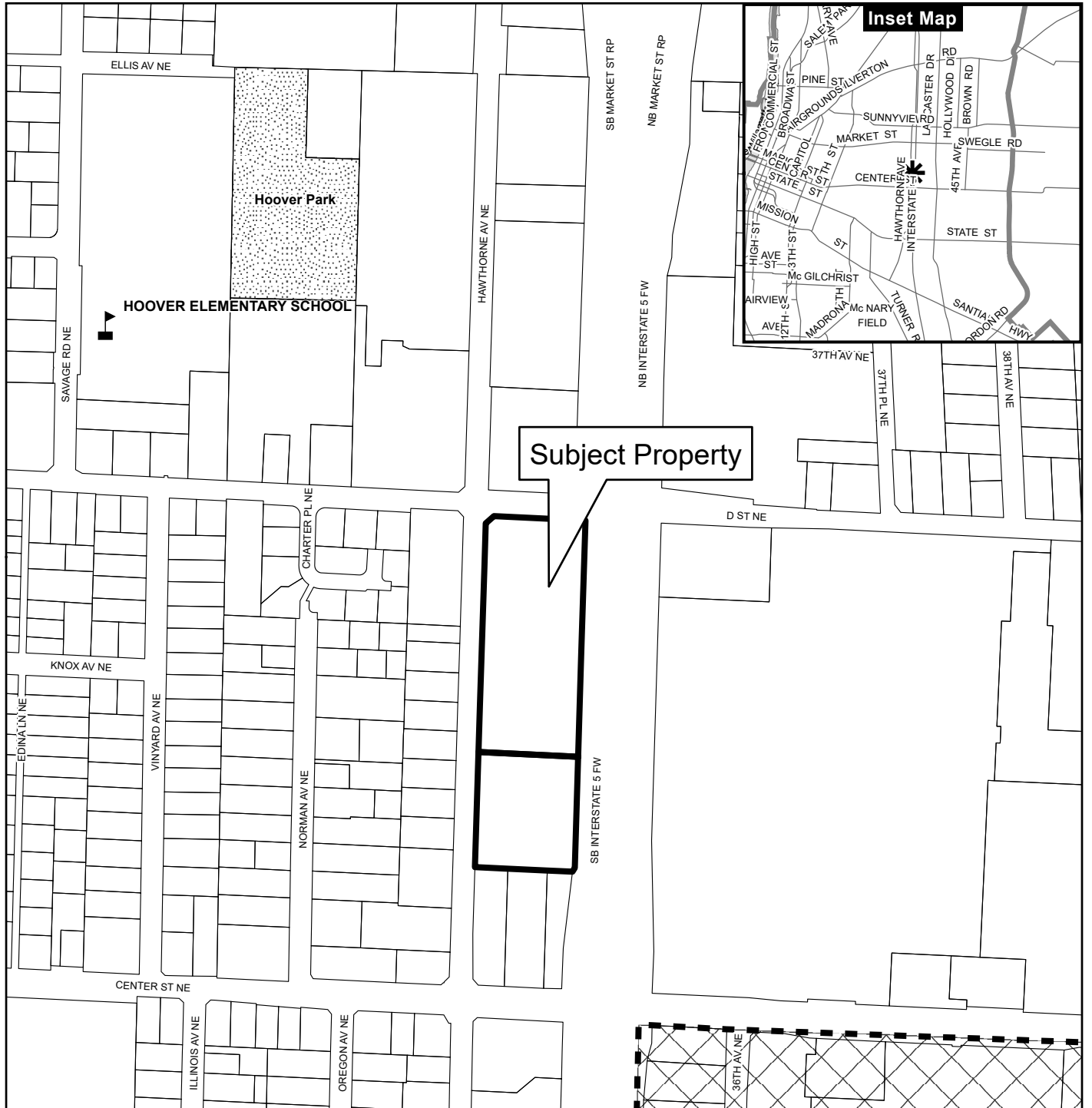
POSTAGE WILL BE PAID BY ADDRESSEE

PLANNING DIVISION
CITY OF SALEM RM 305
555 LIBERTY ST SE
SALEM OR 97301-9907










Vicinity Map

998 Hawthorne Ave NE



Legend

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



0 100 200 400 Feet



This product is provided as is, without warranty. In no event is the City of Salem liable for damages from the use of this product. This product is subject to license and copyright limitations and further distribution or resale is prohibited.

CONTACT LIST

OWNER	SALEM-KEIZER SCHOOL DISTRICT 2450 LANCASTER DR, NE SALEM, OR 97305 PH: 503.391.1133
ARCHITECT	CB TWO ARCHITECTS, LLC 500 LIBERTY ST., SE, SUITE 100 SALEM, OR 97301 PH: 503.480.8700
STRUCTURAL	MSC CONSULTING ENGINEERS 3470 PEBBEND PLACE NE, SUITE 120 SALEM, OR 97301 PH: 503.399.1399
CIVIL	WESTTECH ENGINEERING, INC. 3841 FAIRVIEW INDUSTRIAL DR. SE, SUITE 100 SALEM, OR 97302 PH: 503.585.2474
MECH/ ELECT/ LOW VOLTAGE/ PLUMBING	MFA INC. CONSULTING ENGINEERS 2007 SE ASH ST. PORTLAND, OR, 97214 PH: 503.234.0548
MECHANICAL CONTROLS CONSULTANT	ENVIRONMENTAL CONTROLS CORP. 15954 SW 72ND AVE. TIGARD, OR, 97224 PH: 503.620.4228
ROOFING CONSULTANT	PAUL L. BENTLEY, ARCHITECT AIA PC 615 SE JACKSON ST. ROSEBURG, OR, 97470 PH: 541.672.0273
JURISDICTION	CITY OF SALEM 555 LIBERTY STREET SE, ROOM 320 SALEM, OR 97301 PH: 503.588.6256

LOCATION MAP



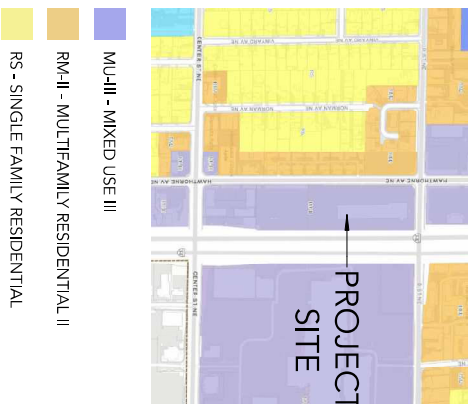
LAND USE SHEET LIST

#	SHEET NAME
LU-A0	COVER
LU-A1	EXISTING CONDITIONS
LU-A2	SITE PLAN
LU-A3	SITE DETAILS
LU-A4	PRELIMINARY PLANTING PLAN

BUILDING AREA

DESCRIPTION	AREA
FIRST FLOOR	
SHOP	7,934 SF
OFFICE	2,055 SF
EXTERIOR STORAGE	968 SF
SOUTH EXTERIOR ENTRY	96 SF
EXTERIOR STORAGE	6,007 SF
EAST EXTERIOR ENTRY	58 SF
SECOND FLOOR	
OFFICE	4,755 SF
TOTAL BUILDING AREA	21,872 SF

ZONING MAP



PROJECT DESCRIPTION

THIS PROJECT CONSISTS OF THE MODIFICATION OF THE EXISTING SALEM-KEIZER SCHOOL DISTRICT'S TRANSPORTATION SERVICES REPAIR GARAGE AND OFFICE PROPERTY. THE EXISTING SITE IS APPROXIMATELY 5.88 ACRES IN AREA AND IS LOCATED WITHIN AN MU-III ZONE. THE EXISTING BUILDING IS APPROXIMATELY 12,600 SQUARE FEET WITH APPROXIMATELY 10,000 SQUARE FEET ON THE GROUND FLOOR, INCLUDING A DRIVERS ROOM, DISPATCH, SHOP AREA, AND SHOP STORAGE, AND APPROXIMATELY 2,600 SQUARE FEET ON THE SECOND FLOOR, CONTAINING OFFICE SPACE. INTERIOR AND EXTERIOR IMPROVEMENTS ARE PLANNED.

INCLUDED IN THE EXTERIOR SCOPE OF WORK IS SITE MODIFICATIONS TO REMOVE PORTIONS OF THE EXISTING 29,000 SQUARE FOOT CANOPY AND RELATED STRUCTURAL COMPONENTS, RESULTING IN APPROXIMATELY 6,000 SQUARE FEET OF ACCESSORY STRUCTURE REMAINING. MODIFICATIONS TO THE BUS STORAGE PATTERNS TO ALLOW FOR EASE OF BUS MOVEMENT, A NEW ELECTRICAL SERVICE, ACCESSIBILITY IMPROVEMENTS, AND LANDSCAPING TO MOVE TOWARD CITY STANDARDS.

THE INTERIOR SCOPE OF WORK INCLUDES A REMODEL OF THE FIRST FLOOR TO PROVIDE A BETTER, MORE SECURE, ENTRY FOR VISITORS, THE RELOCATION AND ENLARGEMENT OF DISPATCH, AND THE ADDITION OF AN ELEVATOR FOR ACCESSIBLE ACCESS TO THE SECOND FLOOR. ON THE SECOND FLOOR, THE OFFICE AREA WILL BE REMODELED TO INCLUDE ENCLOSED OFFICES AND A LARGER OPEN OFFICE FOR TRAINING AND ROUTES. FINALLY, APPROXIMATELY 2,000 SQUARE FEET OF NEW FLOOR AREA WILL BE ADDED ON THE SECOND FLOOR ABOVE THE EXISTING DRIVERS ROOM, TO PROVIDE A NEW DRIVERS ROOM, FOR A TOTAL PRIMARY BUILDING OF APPROXIMATELY 14,600 SQUARE FEET.

CBTWO
ARCHITECTS LLC

CLIENT:
Salem-Keizer
Public Schools

PROJECT/LOCATION:

TRANSPORTATION SERVICES
998 HAWTHORNE AVE NE, SALEM, OR 97301

TITLE:

LU-A0

COVER

DATE: 2023-10-20

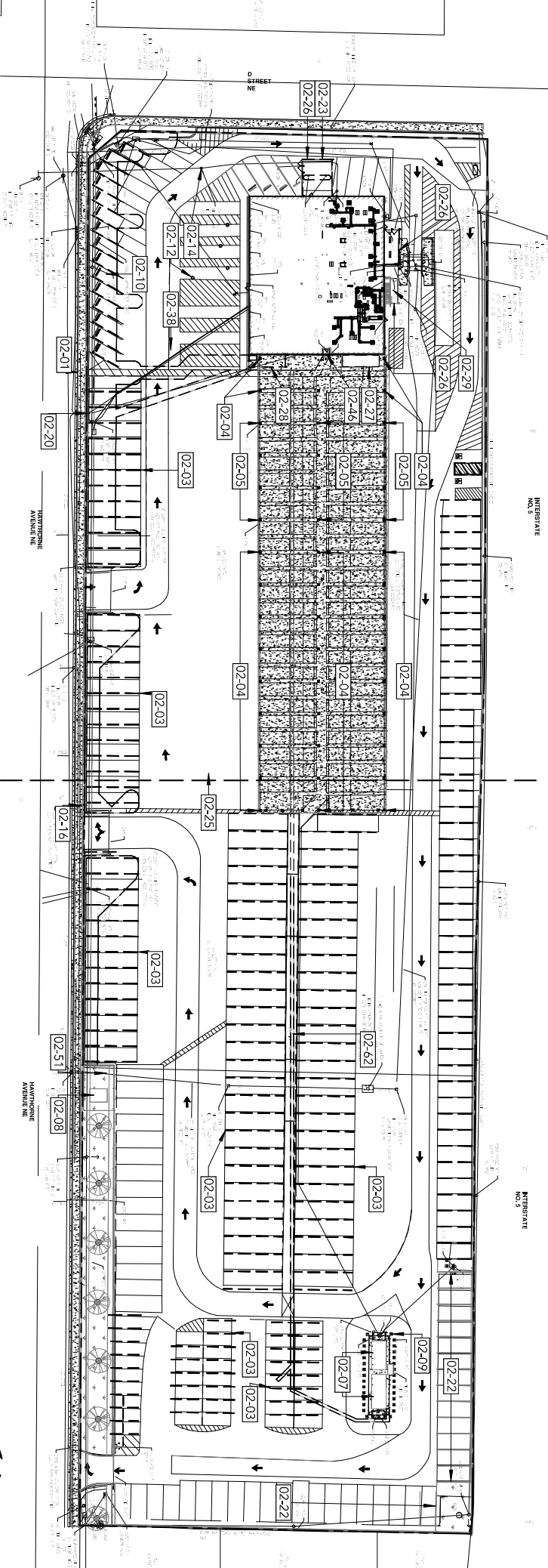
REVISION #: 01



KEYNOTES	
02-01	(E) SIDEWALK, SEE CIVIL FOR REQUIRED REPAIRS
02-03	(E) PARKING LOT STRIPING TO BE REMOVED
02-04	(E) COLUMNS TO BE REMOVED
02-05	(E) COLUMNS TO REMAIN TO SUPPORT PORTION OF ROOF TO REMAIN
02-07	(E) FUEL TANKS TO REMAIN
02-08	(E) TRANSFORMER TO REMAIN
02-09	(E) BOLLARD, TYPICAL, SEE CIVIL AND SURVEY
02-10	(E) POWER-POLE WITH LIGHT SEE CIVIL AND SURVEY
02-12	(E) MONITORING WELL, SEE CIVIL AND SURVEY
02-14	(E) SANITARY SEWER MANHOLE, SEE CIVIL AND SURVEY

KEYNOTES	
02-16	(E) SIGNS, SEE CIVIL AND SURVEY
02-20	(E) COMMUNICATIONS RISER, SEE CIVIL AND SURVEY
02-22	(E) STALLS TO REMAIN
02-23	(E) CANOPY TO BE REMOVED
02-25	(E) ASPHALT OR CONCRETE TO BE REMOVED FOR NEW WORK
02-26	(E) FENCE ENCLOSURE SYSTEM TO BE REMOVED, PATCH PAVEMENT AS REQUIRED, PATCH AND PAINT BUILDING AS REQUIRED
02-27	(E) CONEX TO BE RELOCATED, SEE IMPROVEMENT PLAN
02-28	(E) FENCE ENCLOSURE SYSTEM TO BE REMOVED, INCLUDING FOOTINGS AT POSTS, PATCH PAVEMENT AS REQUIRED, PATCH AND PAINT BUILDING AS REQUIRED

KEYNOTES	
02-29	(E) AIR COMPRESSOR
02-38	(E) ASPHALT TO BE REMOVED FOR NEW WORK, SEE IMPROVEMENT PLANS, CIVIL, LANDSCAPE, MECHANICAL, ELECTRICAL, LOW VOLTAGE AND UTILITY
02-46	(E) STAIRS AT ENTRY TO BE REMOVED
02-51	(E) ELECTRIC VEHICLE CHARGING STATION AND RELATED EQUIPMENT TO REMAIN
02-62	(E) ASPHALT AS REQUIRED TO PLACE REMOVE PORTION OF (E) ASPHALT AS REQUIRED TO PLACE NEW SERVICES



EXISTING CONDITIONS

SCALE: 1/64" = 1'-0"



CLIENT:
Salem-Keizer
 Public Schools

PROJECT/LOCATION:

TRANSPORTATION SERVICES
 998 HAWTHORNE AVE NE, SALEM, OR 97301

TITLE: EXISTING CONDITIONS

LU-A1

DATE: 2023-10-20 REVISION #: 01



KEYNOTES

02-06	(E) PORTION OF ROOF AT COVERED PARKING AREA TO REMAIN
02-19	(E) WASH STATION, SEE CIVIL AND SURVEY
02-22	(E) STALLS TO REMAIN
02-74	(E) LOADING AREA
02-79	(E) DOG HOUSE FOR WATER SERVICE TO REMAIN; SEE CIVIL, LANDSCAPE, PLUMBING
32-05	5'-0" SETBACK PER SRC 806.035(3) LANDSCAPING IS NON-CONFORMING, EXISTING CONDITION TO REMAIN
32-06	6'-0" SETBACK PER SRC 806.035(2) METHOD 'D'
32-07	10'-0" SETBACK AND TYPE 'A' LANDSCAPING PER SRC 806.035(2) METHOD 'A'
32-10	1" MESH GALVANIZED STEEL FENCING SYSTEM, 12 FOOT TALL BIDDER DESIGN-BUILD

LANDSCAPING

DESCRIPTION	AREA
INTERIOR PARKING	282 SF
NEW	282 SF
QUALIFYING TOWARD %	
NEW	2,587 SF
EXISTING	2,361 SF
WITHIN SPECIAL SETBACK	4,948 SF
NEW	8,333 SF
EXISTING	5,270 SF
TOTAL LANDSCAPE AREA	18,833 SF

SITE PLAN LEGEND

	PROPERTY LINE
	SETBACK LINES
	ASPHALT: EXISTING / NEW (GRIND & INLAY OR FOR UTILITY REPLACEMENT)
	CONCRETE: EXISTING / NEW
	LANDSCAPE: EXISTING / NEW
	VEHICLE STORAGE

QUALIFYING LANDSCAPING
 4,948 / 256,140 = ±1.9%
 1.9% < 15% REQUIRED PER SRC 535.015(e)(3)
(ADJUSTMENT REQUESTED)

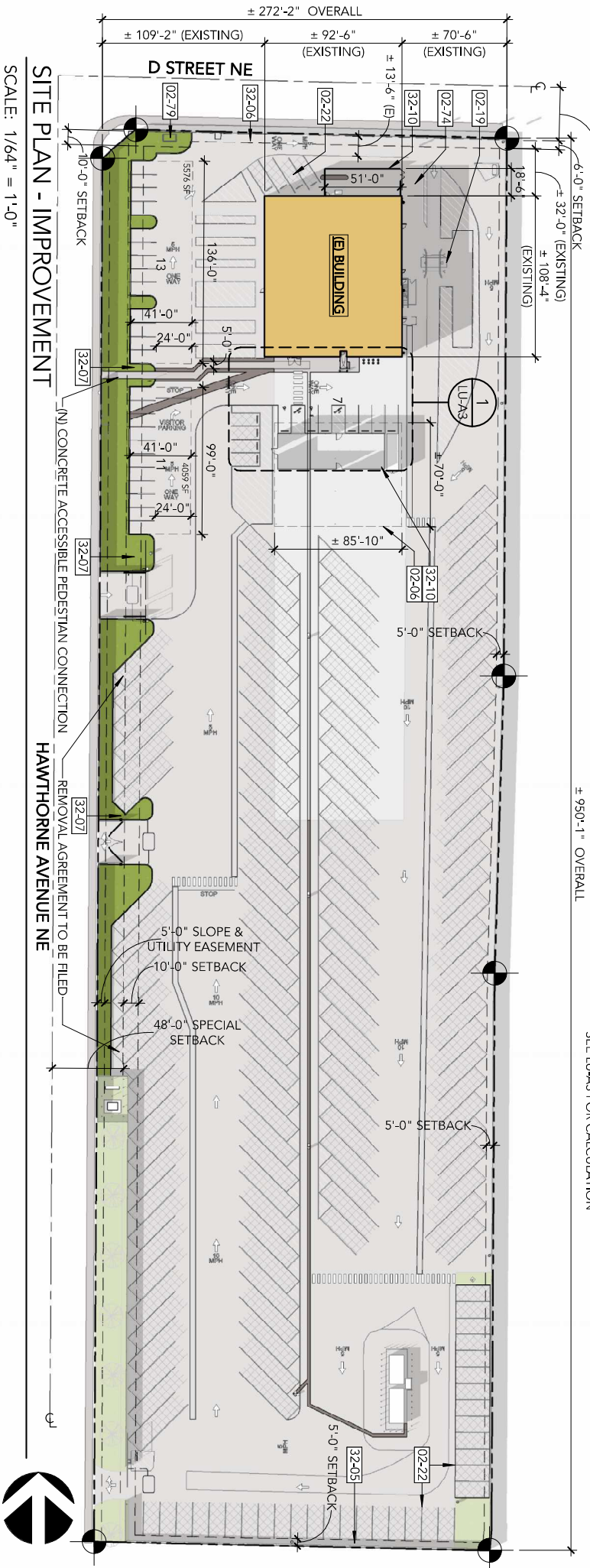
SITE AREA

AREA	256,140 SF
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PARKING

COUNT	31
QUANTITY CHECK	< 163 - OK

SEE LU-A3 FOR CALCULATION



SITE PLAN - IMPROVEMENT

SCALE: 1/64" = 1'-0"

CBTWO
ARCHITECTS™

CLIENT:
Salem-Keizer
Public Schools

PROJECT/LOCATION:

TRANSPORTATION SERVICES
998 HAWTHORNE AVE NE, SALEM, OR 97301

TITLE: SITE PLAN

LU-A2

DATE: 2023-10-20 REVISION #: 01

