



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 / Class 2 Driveway Approach Permit Case No. SPR-ADJ-DAP21-11
PROPERTY LOCATION:	605, 610, and 657 Cottage Street NE, Salem OR 97301
NOTICE MAILING DATE:	April 30, 2021
PROPOSAL SUMMARY:	A proposal to reconstruct a parking lot serving an existing building.
COMMENT PERIOD:	All written comments must be submitted to City Staff no later than 5:00 p.m., Friday, May 14, 2021. Please direct any questions and/or comments about the case to the Case Manager listed below.
CASE MANAGER:	Kirsten Straus, Planner I , City of Salem Planning Division, 555 Liberty Street SE, Room 305, Salem, Oregon 97301. Telephone: 503-540-2347; E-mail: kstraus@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> Central Area Neighborhood Development Organization (CAN-DO), Bryant Baird, Chair; Phone: 971-388-0654; Email: mbbaird@hotmail.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; 804.025(d) – Class 2 Driveway Approach Permit 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):	State Of Oregon – Department of Administrative Services (DAS)
APPLICANT(S):	Greg Locke, Locke Engineers on behalf of Terry Nunley, State of Oregon – DAS
PROPOSAL REQUEST:	A consolidated Class 3 Site Plan Review, Class 2 Adjustment, and Class 2 Driveway Approach Permit application to reconstruct a parking lot serving an existing building on property in the CO (Commercial Office) zone at 605, 610, and 657 Cottage St NE 97301 (Marion County Assessor Map and Tax Lot 073W22DA / 1800 and 1900 and 073W23CB / 11800). The adjustment is requested to reduce the required setback from five feet to two feet along one 45-ft section of the parking lot which abuts a separate parking area in order to accommodate a full 24-ft drive aisle.
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:	Documents and evidence submitted by the applicant are available for review and paper copies can be obtained at a reasonable cost. You can also find out more information about the status of the proposed application on the City's online Permit Application Center at https://permits.cityofsalem.net . Just enter the permit number listed here: 20 119391

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 informacion, por favor llame 503-588-6173

REGARDING: Class 3 Site Plan Review / Class 2 Adjustment / Class 2 Driveway Approach Permit Case No. SPR-ADJ-DAP21-11

PROJECT ADDRESS: 605, 610, and 657 Cottage Street NE, Salem OR 97301

AMANDA Application No.: 20-119391-RP / 20-119395-ZO / 20-119394-ZO

COMMENT PERIOD ENDS: Friday, May 14, 2021 at 5:00 P.M.

SUMMARY: A proposal to reconstruct a parking lot serving an existing building.

REQUEST: A consolidated Class 3 Site Plan Review, Class 2 Adjustment, and Class 2 Driveway Approach Permit application to reconstruct a parking lot serving an existing building on property in the CO (Commercial Office) zone at 605, 610, and 657 Cottage St NE 97301 (Marion County Assessor Map and Tax Lot 073W22DA / 1800 and 1900 and 073W23CB / 11800). The adjustment is requested to reduce the required setback from five feet to two feet along one 45-ft section of the parking lot which abuts a separate parking area in order to accommodate a full 24-ft drive aisle.

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, May 14, 2021, will be considered in the decision process. Comments received after this date will be not considered. ****PLEASE NOTE: City offices have very limited staffing due to COVID-19. 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: Kirsten Straus, Planner I, Phone: 503-540-2347 E-Mail: kstraus@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

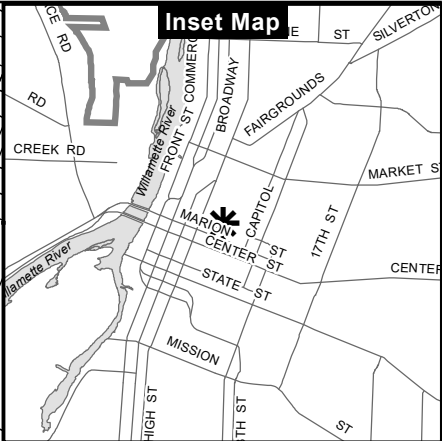
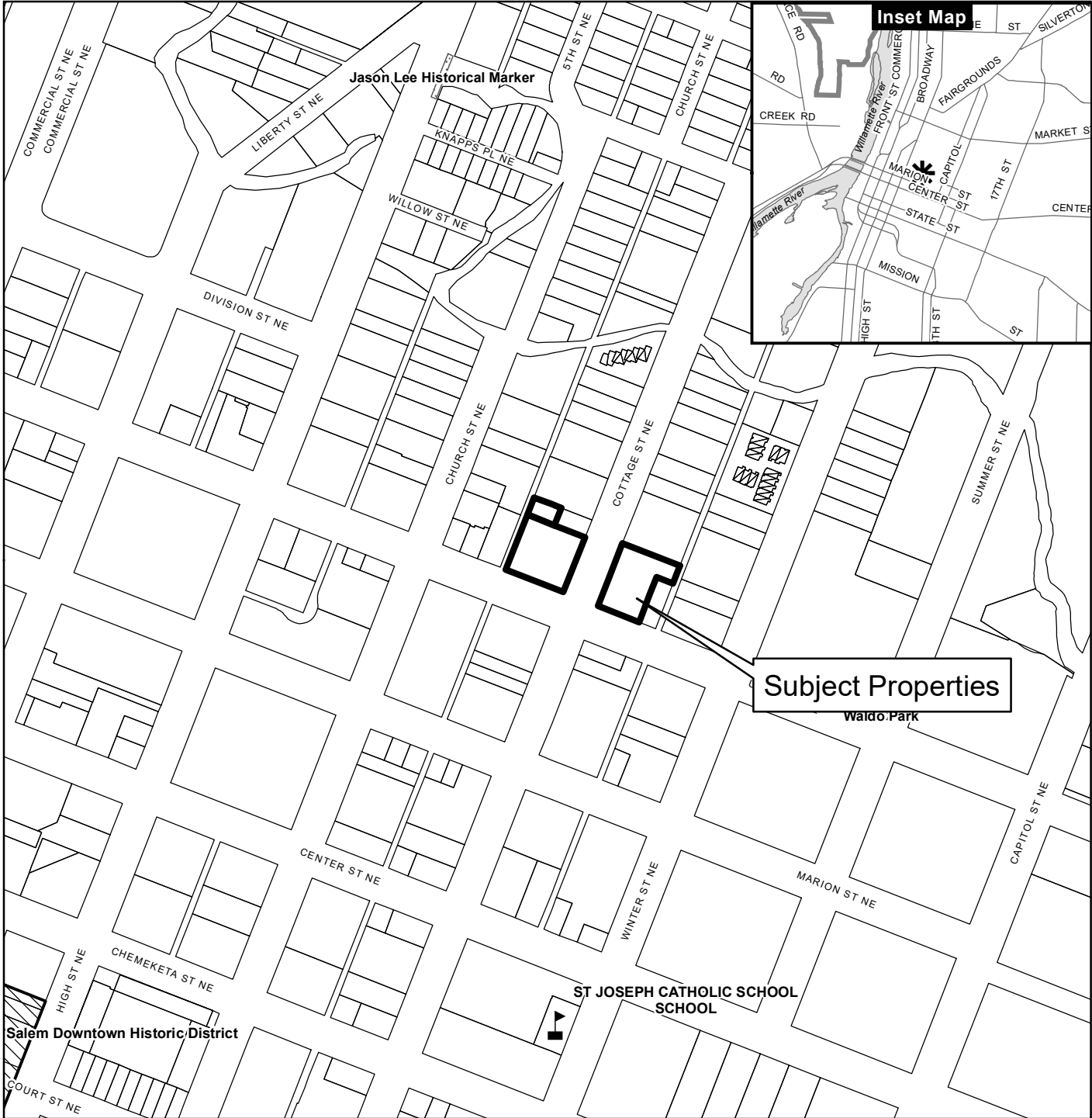
POSTAGE WILL BE PAID BY ADDRESSEE

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










Vicinity Map

605, 610, and 657 Cottage St NE



Legend

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



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REV.	DATE	DESCRIPTION
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SITE DEVELOPMENT LEGEND

- FULL PARKING LOT REBUILD**
 - ASPHALT REMOVAL
 - EXCAVATION TO DEPTH REQUIRED TO PUT BACK REQUIRED ROOF SECTION
 - NEW STORMWATER COLLECTION, DETENTION, TREATMENT AND CONVEYANCE TO CITY SYSTEM
 - NEW INTERIOR LANDSCAPING TO MEET CITY CODE
 - ASSESSMENT OF EXISTING LIGHTING AND ADD NEW AS NEEDED.
- OVERLAY EXISTING ASPHALT**
 - REPLACE CURBS WITH FULL-DEPTH
 - GRIND OR EXCAVATE EDGE ALONG ALLEY FOR TRANSITION
 - 2" ASPHALT OVERLAY OF EXISTING ASPHALT
- RECONFIGURE/REBUILD EXISTING LANDSCAPING**
 - COMPLETE REMOVAL OF EXISTING LANDSCAPING
 - RECONFIGURE SHAPE TO MEET CODE
 - NEW IRRIGATION AND PLANTS
- DRIVEWAY AND DAMAGED SIDEWALK REPLACEMENT**
- REMOVE EXISTING TREE**
- PERIMETER SETBACK LANDSCAPING**
- INTERIOR PARKING AREA LANDSCAPE**
- EXISTING ASPHALT PAVING**
- FULL ASPHALT REPLACEMENT**
- 2" THICK ASPHALT OVERLAY**
- EXISTING CONCRETE PAVING**
- PROPOSED CONCRETE PAVING**

SITE DEVELOPMENT CODE SUMMARY

CODE
 2019 OREGON STRUCTURAL SPECIALTY CODE (OSSC)
 2019 OREGON FIRE CODE (OFC)
 SALEM REVISED CODE TITLE X - UNIFIED DEVELOPMENT CODE (UDC)
 CITY OF SALEM DEPARTMENT OF PUBLIC WORKS DESIGN STANDARDS (PWDS)

SITE AND BUILDING AREAS
 MAIN SITE - BUILDING & WEST LOT
 SITE AREA = 26,268 SF
 GROSS BUILDING AREA (1ST & 2ND STORIES COMBINED) = 24,500 SF
 TOTAL INTERIOR OFF-STREET PARKING AREA = 9,332 SF (INCLUDES PARKING SPACES, ISLES, PLANTING ISLANDS, CORNER AREAS AND CURBED AREAS, BUT EXCLUDES DRIVEWAY)

EAST LOT
 SITE AREA = 23,757 SF
 TOTAL INTERIOR OFF-STREET PARKING AREA = 17,744 SF (INCLUDES PARKING SPACES, ISLES, PLANTING ISLANDS, CORNER AREAS AND CURBED AREAS, BUT EXCLUDES DRIVEWAY)

NORTHWEST LOT (OVERLAY ONLY WITH NO CHANGE TO PARKING LAYOUT)
 SITE AREA = 3,900 SF

ZONE
 CO - COMMERCIAL OFFICE

USE [UDC TABLE 521-1]
 MAIN SITE INCLUDES THE BUILDING USED FOR GOVERNMENT SERVICES AND WEST PARKING LOT. EAST LOT IS FOR ADDITIONAL PARKING ASSOCIATED WITH THE FUNCTION OF THE MAIN SITE. NORTHWEST LOT IS ADJACENT TO THE MAIN SITE AND IS FOR ADDITIONAL PARKING ASSOCIATED WITH THE FUNCTION OF THE MAIN SITE.

SETBACKS
 FOR ZONE [UDC TABLES 521-3 & 521-4]
 MINIMUM VEHICLE USE AREA SETBACK ABUTTING STREETS - 12 FT
 MINIMUM VEHICLE USE AREA SETBACK ABUTTING INTERIOR FRONT, SIDE OR REAR YARD - ZONE-TO-ZONE IS 5 FT WITH TYPE A LANDSCAPE

FOR PARKING [UDC 806.035]
 MINIMUM VEHICLE USE AREA SETBACK ABUTTING STREETS - 10 FT WITH TYPE A LANDSCAPE
 MINIMUM VEHICLE USE AREA SETBACK ABUTTING INTERIOR FRONT, SIDE AND REAR PROPERTY LINE - 5 FT WITH TYPE A LANDSCAPE
 MINIMUM VEHICLE USE AREAS ADJACENT TO BUILDING - 5 FT WITH TYPE A LANDSCAPE OR PAVED WALKWAY.
 MINIMUM 24 FT. MANEUVERING DEPTH IS REQUIRED TO OFF-STREET PARKING ADJACENT TO AN ALLEY MEASURED FROM OPPOSITE SIDE OF ALLEY.

DEVELOPMENT SITE [UDC 521.010(6)(3)]
 A MINIMUM OF 15% OF THE DEVELOPED SITE SHALL BE LANDSCAPED TO MEET TYPE A STANDARD IN CH. 807. OTHER REQUIRED LANDSCAPING REQUIRED FOR SETBACKS OR VEHICLE USE AREAS, MAY COUNT TOWARDS MEETING THIS REQUIREMENT.

MAIN SITE - BUILDING & WEST LOT
 SITE AREA = 26,268 SF
 EXISTING TO REMAIN + PERIMETER + INTERIOR = 1,326 + 1,606 + 943 = 3,875 SF
 LANDSCAPED % OF DEVELOPED AREA = 15%

EAST LOT
 SITE AREA = 23,757 SF
 EXISTING TO REMAIN + PERIMETER + INTERIOR = 0 + 4,196 + 1,012 = 5,208 SF
 LANDSCAPED % OF DEVELOPED AREA = 22%

NORTHWEST LOT (OVERLAY ONLY WITH NO CHANGE TO PARKING LAYOUT)
 SITE AREA = 3,900 SF
 NOT APPLICABLE SINCE NO CHANGE TO EXTENTS OF PAVED AREA OR PARKING LAYOUT.

PEDESTRIAN ACCESS [UDC 800.065]
 EACH PARKING LOT AREA IS LESS THAN 25,000 SF AND NONE HAVE FOUR OR MORE CONSECUTIVE PARALLEL DRIVE AISLES SO NO PEDESTRIAN ACCESS IS REQUIRED.

DRIVEWAYS [UDC 804.050]
 ONE-WAY MINIMUM - 12 FT., MAXIMUM - 20 FT.
 TWO-WAY MINIMUM - 22 FT., MAXIMUM - 40 FT.

VISION CLEARANCE (AT DRIVEWAYS) [UDC 805]
 10 FT LEG ALONG DRIVEWAY, 50' LEG ALONG STREET

OFF-STREET PARKING SPACES REQUIRED [ORS 291.407(6)]
 PER ORS 291.407(6), THE STATE OF OREGON AND ITS AGENCIES SHALL BE EXEMPT FROM ANY OFF-STREET PARKING CODE REQUIREMENTS FOR EXISTING STATE-OWNED BUILDINGS, CONSTRUCTION OF NEW STATE BUILDINGS OR THE RENOVATION OF EXISTING STATE-OWNED BUILDINGS, WHICH HAVE BEEN OR MAY BE ESTABLISHED BY ANY POLITICAL SUBDIVISION WITHIN THE BOUNDARIES OF THE SALEM TRANSIT DISTRICT.

THE CITY OF SALEM INTERPRETS THIS TO MEAN THE STATE IS EXEMPT FROM VEHICLE PARKING MINIMUMS, MAXIMUMS, CARPOOL/VANPOOL REQUIREMENTS AND COMPACT PARKING AMOUNT RESTRICTIONS. AND THAT THE STATE IS NOT EXEMPT FROM VEHICLE PARKING SPACE MINIMUM DIMENSIONS, DRIVE- AISLE/VEHICLE USE AREA DIMENSIONS, LANDSCAPING, SETBACKS, BIKE PARKING, PEDESTRIAN ACCESS, ETC.

REQUIRED NUMBER OF ADA SPACES IS ONE ACCESSIBLE SPACE PER 25 SPACES PROVIDED WHEN SPACES PROVIDED IS LESS THAN 100 SPACES TOTAL. [ODSC TABLE 1106-1]

FULL-SIZE NON-ADA SPACES PROVIDED = 37 SPACES
FULL-SIZE ADA SPACES PROVIDED = 4 SPACES (TWO VAN ACCESSIBLE)
COMPACT SPACES PROVIDED = 43 SPACES
TOTAL SPACES PROVIDED = 84 SPACES

PARKING SPACES AND AISLES PROVIDED SHALL CONFORM TO THE MINIMUM OFF-STREET PARKING AREA DIMENSIONS IN TABLE 806-6 OF THE UDC.

MINIMUM DRIVEWAY WIDTH [UDC TABLE 806-7]
 MINIMUM TWO-WAY DRIVEWAY = 22 FT
 MINIMUM ONE-WAY DRIVEWAY = 12 FT

TWO-WAY DRIVEWAY WIDTH PROVIDED = 24 FT
ONE-WAY DRIVEWAY WIDTH PROVIDED = 15.5 FT

BICYCLE PARKING SPACES REQUIRED [UDC TABLE 806-8]
 REQUIRED NUMBER = FOUR MINIMUM OR 1 PER 5,000 SF
 TOTAL REQUIRED = 24,500 SF/5,000 SF = 5 SPACES

SIX NEW SPACE WILL BE ADDED.

OFF-STREET LOADING [UDC TABLE 806-9]
 REQUIRED NUMBER OF LOADING SPACES = ONE SPACE
 REQUIRED SIZE OF SPACE (LxWxH) = 12 FT X 19 FT X 12 FT

PROVIDED LOADING SPACE: ONE 12 FT X 19 FT X 12 FT

LANDSCAPING [UDC 806 AND 807]
 INTERIOR OFF-STREET PARKING AREA LANDSCAPING REQUIREMENTS: 5% OF PARKING AREA. [UDC TABLE 806-5]

WEST PARKING LOT: 0.05 X 9,330 SF = 467 SF REQUIRED; 943 SF PROVIDED
EAST PARKING LOT: 0.05 X 17,744 SF = 887 SF REQUIRED; 1,012 SF PROVIDED

LANDSCAPE ISLANDS AND PLANTER BAYS SHALL BE MIN. 25 SF AND A MINIMUM 5 FT WIDE. [UDC 806.035 (d) (4)].

SEE LANDSCAPE PLANS FOR SUMMARY OF TREE REMOVAL & MITIGATION REQUIREMENTS.

PRELIMINARY NOT FOR CONSTRUCTION PURPOSES, OR IMPLEMENTATION
 PLOT DATE: 8 Apr 2021
 LOCKE ENGINEERS

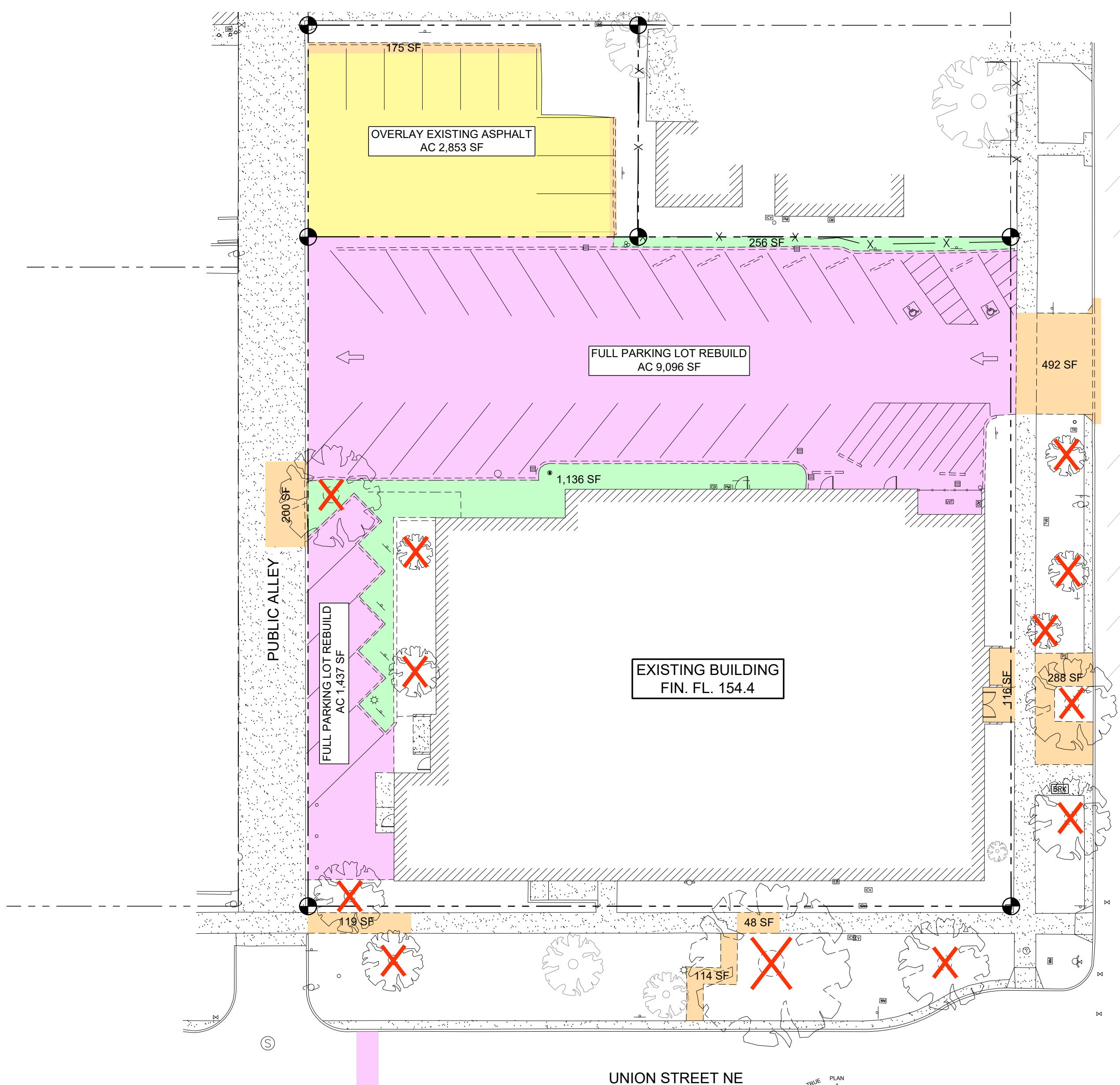
Drawings produced by the engineer are instruments of service for this project only and are the property of the engineer. Unauthorized use, reproduction, or distribution of any other project without the prior written permission of this engineer shall be at the user's sole risk. User agrees to defend, indemnify and hold harmless this engineer, its employees and expenses (including attorney fees and costs at trial, arbitration and on appeal) arising out of unauthorized use by the user. Engineer is not responsible for the unauthorized use of these drawings. All unauthorized use should be reported to the engineer immediately.

Locke CIVIL & STRUCTURAL ENGINEERS
 1375 Liberty St. SE, Salem, Oregon 97302
 Voice 503.364.8207 Fax 503.364.0735
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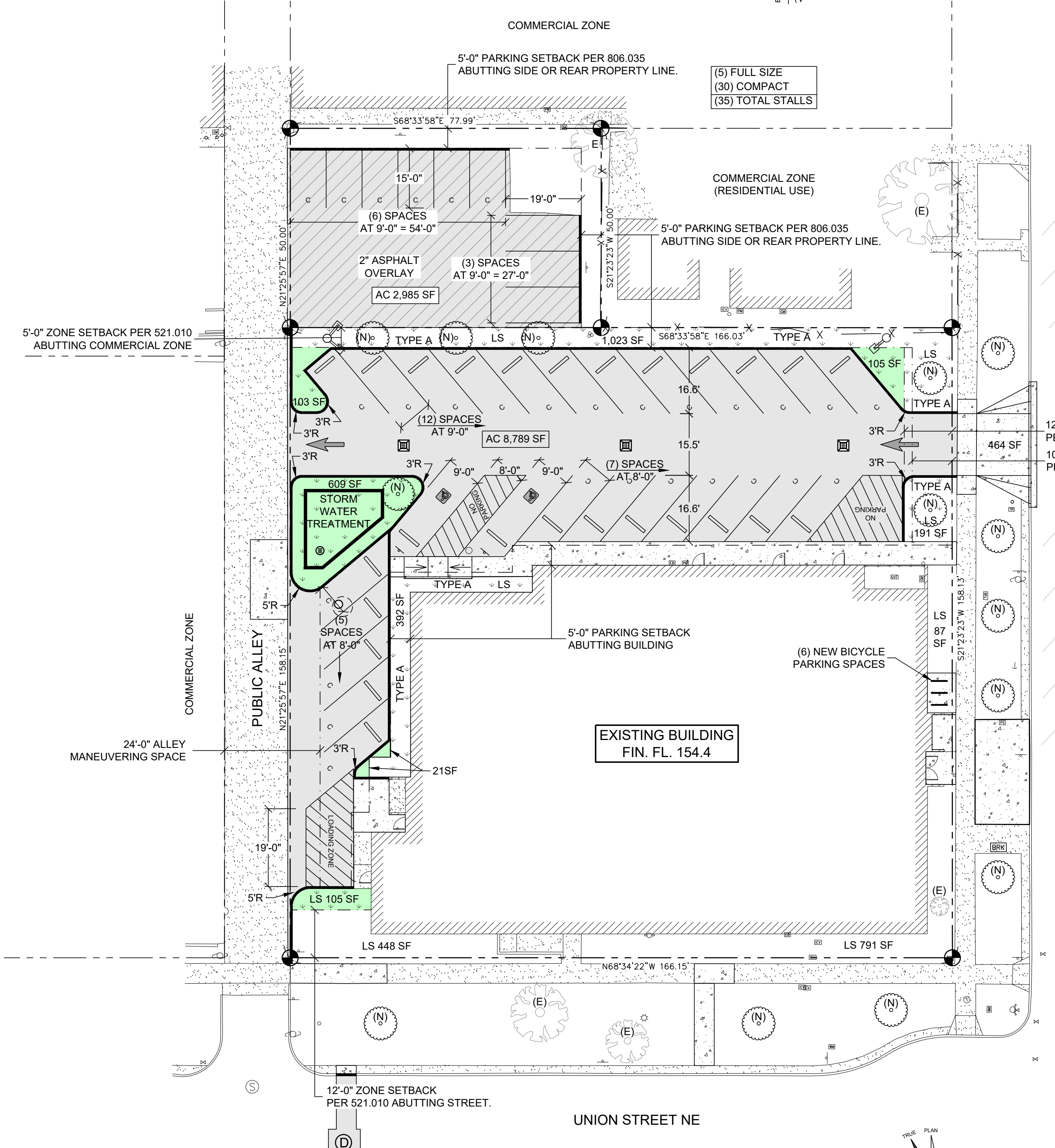
50% CONSTRUCTION DOCUMENTS - APR 2021

**OREGON DEPT. OF ADMINISTRATIVE SERVICES
 PARKING LOT UPGRADE PROJECT
 OED WORKSOURCE OREGON
 605 COTTAGE STREET NE, SALEM OREGON
 SITE DEVELOPMENT PLAN**

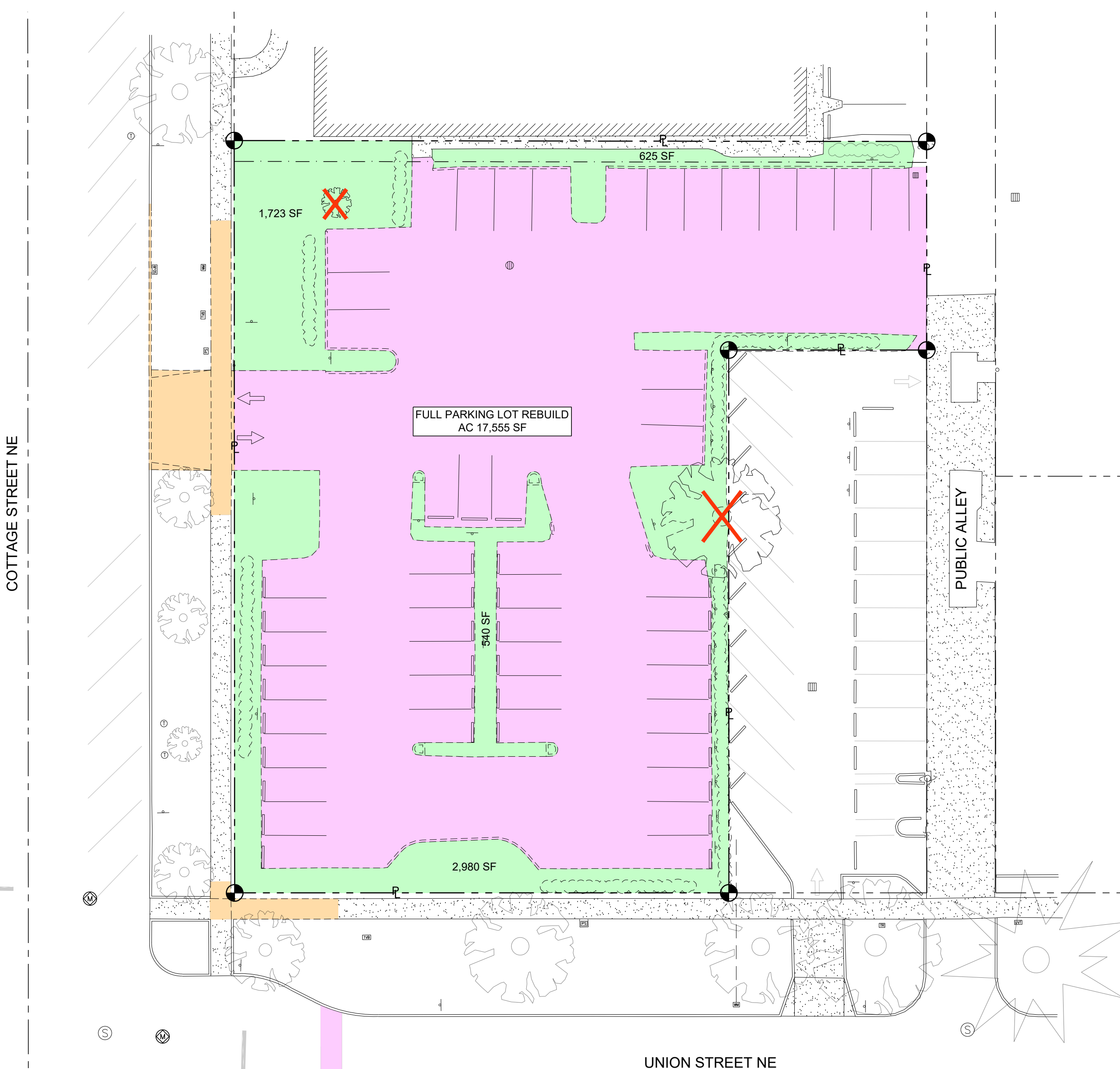
JOB NO. 20005-1
DATE 2021
DESIGN BY GL
CHECKED BY GL
SHEET G19.12



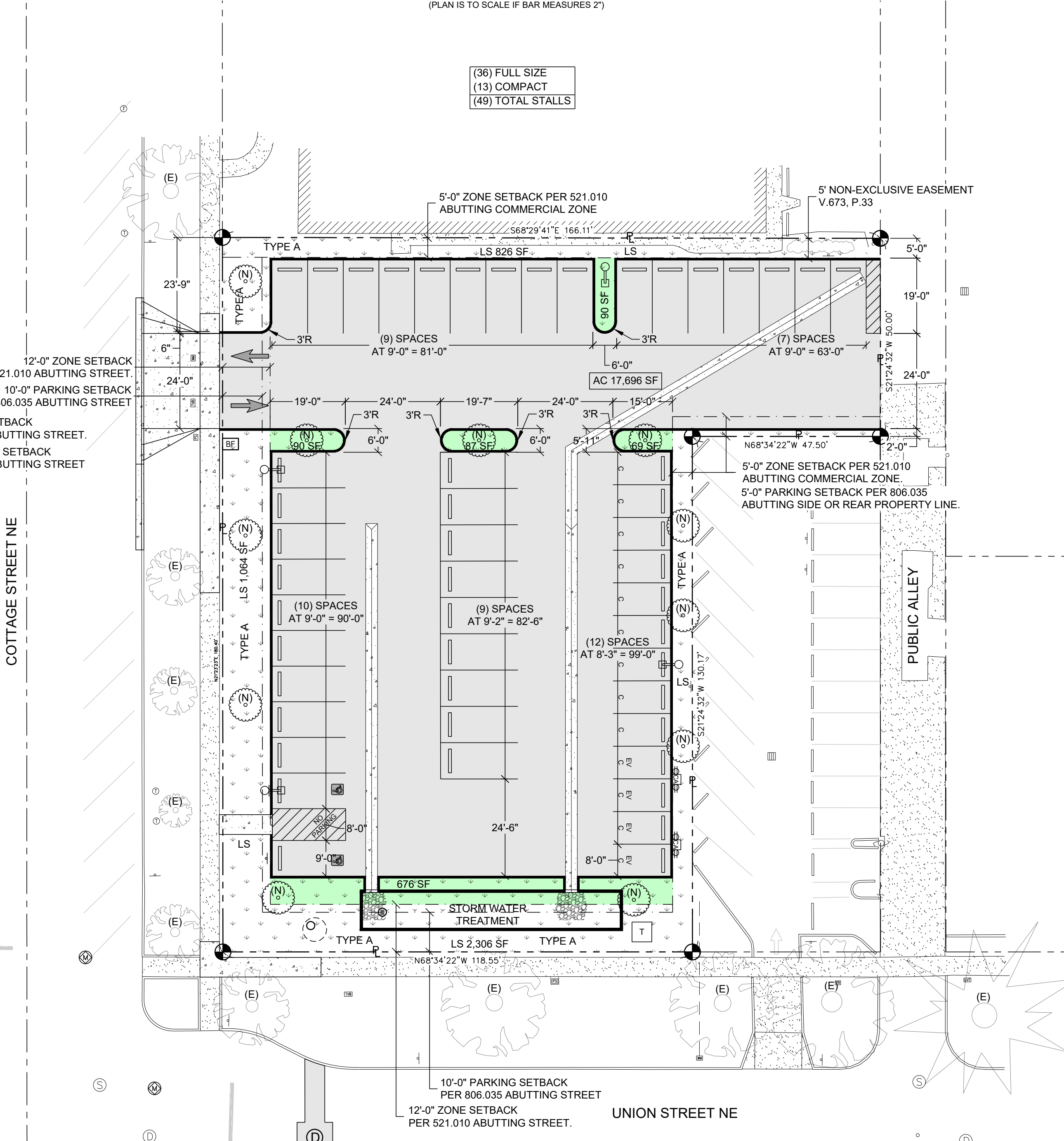
SCOPE OF EXISTING SITE DEVELOPMENT PLAN
 1" = 20'-0"



SITE DEVELOPMENT PLAN
 1" = 20'-0"



0' 20' 40'
 1" = 20'-0"
 (PLAN IS TO SCALE IF BAR MEASURES 2")



0' 20' 40'
 1" = 20'-0"
 (PLAN IS TO SCALE IF BAR MEASURES 2")

C:\Users\jgl\OneDrive\Documents\Projects\605 Cottage Street NE\WORKSOURCE OREGON\2005-1\WORKSOURCE LOT - CIVIL PLANS.dwg
 04/20/2021 09:58 AM DAS (Red) Parking Upgrade Project\DWG\Project #4 - Worksource\2005-1\WORKSOURCE LOT - CIVIL PLANS.dwg

