



KEIZER PLANNING DEPARTMENT  
STAFF RECOMMENDATION  
Subdivision  
Case No. 2024-12

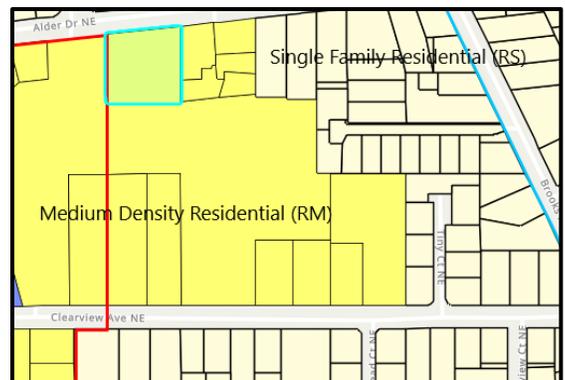
**TO:** Theodore R. Naemura, Keizer Hearings Officer  
**FROM:** Shane Witham, Planning Director  
**SUBJECT:** Subdivision Case No. 2024-12  
**DATE:** November 12, 2024

**I. GENERAL INFORMATION**

- A. APPLICANT:** Richard Hall
- B. PROPERTY OWNER:** Salem RE LLC and Greystone RE 1 LLC
- C. AGENT:** David Dobson
- D. PROPERTY LOCATION:** The property is located at 1190-1210 Alder Dr NE and is identified on Marion County Tax Assessor Map as Township 7 South; Range 3 West; Section 11BA; Lot 03900 (Exhibit 1).
- E. EXISTING PARCEL SIZE:** The subject property is approximately .84 acres.
- F. EXISTING DEVELOPMENT AND PUBLIC FACILITIES:** The property contains a single-family dwelling and a triplex. Water and Sewer are available and will be required to be extended to serve the proposed development.

**G. PLAN DESIGNATION AND ZONING:** The property is designated Medium High Density Residential (MHDR) on the Comprehensive Plan Map and is zoned Medium Density Residential (RM).

**H. ADJACENT ZONING AND LAND USES:** All adjacent properties are zoned RM and are developed with multi-family developments.



**I. PROPOSAL/REQUEST:** The subject property is proposed to be subdivided into a 6-lot subdivision. The applicant’s written statement and preliminary plans (Exhibit 2) are attached.

**J. NOTICE:** Public notice was mailed, published and posted consistent with notice requirements in KDC § 3.204.

## **II. COMMENTS**

### **AGENCY COMMENTS:**

- A. The Keizer Public Works Department submitted comments which contain development requirements regarding sanitary sewer, water system, street and drainage improvements and other general development requirements (Exhibit 3).
- B. Keizer Fire District submitted comments relating to the proposed access easement and fire code requirements. (Exhibit 4)
- C. The City of Salem Community Development and Planning Services Department submitted comments regarding the connection process and the requirement of construction permits. (Exhibit 5).
- D. The Salem Keizer School District submitted comments regarding the proposed development and impact on nearby schools. (Exhibit 6)
- E. The Marion County Surveyor's Office comments were not received in time to incorporate into the staff recommendation, but the process for platting the subdivision according to the process required of the Marion County Surveyor's Office are an expectation and requirement of the development.
- F. The City of Keizer Police Department, Portland General Electric, and the City of Salem Planning Department reviewed the request and submitted they have no comments.

### **CITIZEN COMMENTS:**

A letter requesting comments was sent to the surrounding property owners within 250 feet of the subject property. Staff did field some inquiries regarding the proposal, but no written comments were received.

## **III. FINDINGS - SUBDIVISION**

The review criteria for a subdivision are listed in Section 3.108.06 of the Keizer Development Code (KDC). The criteria and findings supporting the staff recommendation to approve the subdivision request for 1190-1210 Alder Dr NE are listed below:

- A. **SECTION 3.108.06.A – THE PROPOSAL SHALL COMPLY WITH THE APPLICABLE DEVELOPMENT STANDARDS IN SECTION 2.405 AND SECTION 2.3 AS APPROPRIATE, INCLUDING PROVISIONS FOR STREETS AND UTILITIES.**

Section 2.405 KDC contains development standards for manufactured home parks and is therefore not applicable in this situation. Section 2.3 contains the standards which guide all development approvals within the City of Keizer. Listed below are the

applicable development standards contained in Section 2.3 that are pertinent to this subdivision review.

**1. SECTION 2.301.03 - APPLICATION OF PUBLIC FACILITY STANDARDS**

**FINDINGS:** In order to promote and maintain healthy, safe environments and to minimize development impacts upon surrounding properties and neighborhoods, the public facilities improvement requirements specified in the table found in Section 2.301.03 are found to be the minimum necessary. The applicant will be required to provide the following public facilities: Fire Hydrant (where required by the Fire District), Street Improvements, Water Hook-up, Sewer Hook-up, Storm Drain and Street Lights. In addition, the Public Works Department has submitted comments which have been incorporated into the recommended conditions of approval that outline specific requirements for the installation of public facilities. With these items placed as conditions of approval this request will meet this criterion.

**2. SECTION 2.302.03 - STREET STANDARDS – GENERAL PROVISIONS**

**a. *Section 2.302.03.A - General Requirement. The location, width, and grade of streets shall be considered in their relation to existing and planned streets, topographical conditions, public convenience and safety, and the proposed use of the land to be served by the streets.***

**FINDINGS:** The intent of this provision is to require that the layout of new streets in subdivisions and streets along the subdivision take into consideration their relationship to other streets and other factors such as topography so as to develop a safe and efficient street system. The proposed subdivision will provide a 24' wide private access easement and turnaround to serve the subdivision. The standards governing the access easement will be addressed later in this report. There are no topographical considerations, since the area is relatively flat. The Public Works department submitted comments requiring a final grading and drainage plan. The plan shall include details of adequate stormwater conveyance from all contributing areas across the subject property and shall include existing elevations and proposed lot corner elevations. The plan shall be submitted to and approved by the Public Works Department prior to the issuance of any erosion control or construction permits for the development. With the above-mentioned conditions, staff finds this proposal can satisfy this criterion.

**b. *Section 2.302.03.B - Continuation of Street. Development proposals shall provide for the continuation of, and connection to, existing streets where necessary to promote appropriate traffic circulation in the vicinity of the development. Where necessary to give access or permit a satisfactory future division of land, streets and utilities shall be extended to property boundaries to allow the future extension of streets and infrastructure. A temporary turnaround shall be constructed for stub streets in excess of 150 feet in length. Exemptions from these street extensions can be found in Section 2.302.03.B.1 – 5.***

**FINDINGS:** The intent of this provision is for new developments to incorporate the continuation of a street as a means to avoid creating new subdivisions which do not provide for any street connectivity. No new streets are proposed within the subdivision, but rather a private access easement is proposed to serve the subdivision that will connect to Alder Drive NE. Therefore, this provision is not applicable.

- c. ***Section 2.302.03.C - Alignment. All streets other than minor streets or cul-de-sacs, as far as practical, shall be in alignment with existing streets by continuation of the existing centerlines. The staggering of street alignments resulting in "T" intersections shall, wherever practical, leave a minimum distance of 200 feet between the center lines of streets having approximately the same direction and otherwise shall not be less than 100 feet.***

**FINDINGS:** The purpose of this provision is to require that new streets in subdivisions meet the City's alignment and spacing standards so as to ensure safe vehicle travel. The proposed subdivision will be served by a private access easement; therefore, no new street intersection will be constructed and staff finds this provision is not applicable. It should be noted the Public Works Department and City Engineer have reviewed the proposed layout and find the location of the private access easement and proposed driveway acceptable. Staff finds this proposal complies with this criterion.

- d. ***Section 2.302.03.D - Future extension of streets. When it appears possible to continue a street, bicycle path and/or pedestrian accessway into a future subdivision, adjacent acreage or area attractors such as schools and shopping centers, streets, bicycle paths and/or pedestrian accessway facilities shall be platted and built to a boundary of the subdivision. The street may be platted without a turnaround unless the Public Works Department finds a turnaround is necessary for reasons of traffic safety. Any street extension exceeding 150 feet in length shall be provided with an approved turnaround as set forth in Section 902.2.2.4 "Dead Ends" of the Uniform Fire Code, 1994 edition.***

**FINDINGS:** The intent of this provision is to require new developments to allow for street connections onto adjacent properties so that the street system may result in a logical and efficient manner thereby avoiding non-connected developments. No new streets will be constructed within the subdivision. The surrounding development pattern does not lend itself to the construction and extension of any new street as it would not be feasible, practical or desirable to require any new street connections from the proposed subdivision. Further, the city's Transportation System Plan (TSP) does not indicate there is a need for any additional street connections from this site. The proposed access easement will be required to provide an appropriate turnaround, which will be addressed later in this report. Staff finds this proposal complies with this criterion.

- e. ***Section 2.302.03.E - Intersection angles. Streets shall be laid out to intersect at angles as near to right angles as practical, except where topography requires lesser angles. Intersections of less than 60 degrees shall require special intersection designs. Streets shall have at least 50 feet of tangent adjacent to intersections unless topography requires lesser distances. Intersections that are not at right angles shall have minimum corner radii of 15 feet. Major arterial intersections shall have curb radii of not less than 35 feet. Other street intersections shall have curb radii of not less than 20 feet.***

**FINDINGS:** The purpose of this provision is to require that new public street intersections are constructed consistent with city standards. The proposed development of the new access easement serving the subdivision will be, as far as practical, at right angles to Alder Drive. The Public Works department submitted comments pertaining to the street improvement requirements for this proposal. Staff finds this request satisfies this criterion.

- f. ***Section 2.302.03.F - Existing Streets. Whenever existing public streets adjacent to or within a tract are of a width less than the street design standards, additional right-of-way shall be provided at the time of subdivision, partitioning, or development.***

**FINDINGS:** The intent of this provision is to require that developers of new residential subdivisions be responsible for making needed improvements to the existing street systems that are either within, or adjacent to, a proposed subdivision. The subject property has frontage along Alder Drive which is classified in the city's Transportation System Plan as a collector street. The applicant indicated that there is no dedication proposed and the Public Works indicated no dedication would be required. However, the Public Works Department submitted comments requiring the applicant to dedicate right-of-way along the Alder Drive frontage resulting in 34' of right-of-way measured from the right-of-way centerline, and to close the easternmost driveway onto Alder Drive. It should be noted that right-of-way dedication and construction requirements will be reviewed as a part of the public improvement permit process. All right-of-way dedication shall be shown on the preliminary and final plat. With this placed as a condition of approval this criterion is satisfied.

- g. ***Section 2.302.03.G - Half-streets may be approved where essential to the reasonable development of an area and when the City finds it to be practical to require the dedication of the other half when the adjoining property is developed. When a ¾ width street can reasonably be developed, as determined the Department of Public Works, a half street will be constructed with an additional 10 feet of pavement on the opposite side of the street from full improvement.***

**FINDINGS:** No half street will be constructed, so therefore this section is not applicable.

- h. Section 2.302.03.H - Cul-de-sacs. The maximum length shall be 800 feet.***

**FINDINGS:** No new cul-de-sac streets are proposed. Therefore, this section is not applicable.

- i. Section 2.302.03.I - Street names and numbers shall conform to the established standards and procedures in the City.***

**FINDINGS:** The purpose of this provision is to ensure that streets are named in accordance with City procedures to avoid duplicate or confusing street names. The private access easement will be required to be named and must be approved prior to submitting the check plat for review. As a condition of approval, the approved street name must be shown on the preliminary and final plat. Therefore, with this recommended condition of approval, staff finds this proposal can comply with this criterion.

- j. Section 2.302.03.J - Grades shall not exceed 7 percent on arterials, 10 percent on collector streets or 15 percent on any other street. Street grades of 15 percent shall not exceed 200 feet in length. To provide for adequate drainage, all streets shall have a minimum slope of 0.5 percent. On arterials there shall be a tangent of not less than 100 feet between reversed curves.***

**FINDINGS:** No new public streets are proposed. Therefore, this criterion is not applicable. It should be noted the private access easement will be required to be designed so that adequate drainage is provided, along with the overall storm drainage design for the development. The requirements for drainage are addressed more in depth later in this report. A preliminary plan for grading and drainage was submitted as a part of this application. A final grading and drainage plan will be required as a condition of approval to ensure that adequate drainage is provided. With these requirements placed as conditions of approval, this proposal will satisfy this criterion.

- k. Section 2.302.03.K - Frontage Streets. If a development abuts or contains an existing or proposed arterial or collector street, the City may allow frontage streets, or may require reverse frontage lots with suitable depth, screen planting contained in a non-access reservation along the rear or side property line, or such other treatment as may be necessary for adequate protection of residential properties, to afford separation of through and local traffic, and to preserve the capacity and safety of the collector or arterial street.***

**FINDINGS:** The purpose of this provision is to minimize impacts that a new development may have on arterial and collector streets. Alder Drive is a collector street, but no frontage streets are proposed. The subdivision is proposed to be accessed from the newly created access easement, which is currently located where the shared driveway exists now. Therefore, this criterion is not applicable to this proposal. It should be

noted that all of the lots in the proposed subdivision will be required to take vehicular access from the access easement, in order to preserve the safety and capacity of Alder Drive. This requirement has been recommended as a condition of approval.

- l. Section 2.302.03.L - Alleys shall be provided in commercial and industrial zones unless other permanent provisions for access to off-street parking and loading facilities are provided. The corners of alley intersections shall have radii of not less than 10 feet.***

**FINDINGS:** The property is not located in a commercial or industrial zone and no alleys are proposed. Therefore, this provision is not applicable.

- m. Section 2.302.03.M - Street Landscaping. Where required as part of the right-of-way design, planting strips shall conform to the following standards:***

- 1. Street trees shall be planted at a ratio of no less than one tree per 30 feet of property frontage. Street trees shall conform with the list of acceptable trees included in the City's Street Tree Ordinance. Installation of street trees shall be included in any improvement agreement covering the installation of public facilities and services on a property.***
- 2. Planting strips shall be planted and maintained in predominantly living groundcover materials with hard surfaces consisting of bricks, pavers, rocks, decorative concrete work, etc., only being included as part of an overall landscape design where living plant material is predominant. In no case shall asphalt be used within the planting strip.***

**FINDINGS:** The purpose of this provision is to outline the standards relating to providing street landscaping. The existing street is developed with separated sidewalks and no additional improvements are being required with this application. Therefore, this criterion is not applicable.

- n. Section 2.302.03.N.5 - Access Control Standards. Double Frontage Lots. When a lot has frontage onto two or more streets, access shall be provided first from the street with the lowest classification.***

**FINDINGS:** All of the proposed lots will take their access from the newly proposed access easement. The two northern lots have frontage along Alder Drive which is designated as a collector street. The public works department submitted comments requiring that all vehicular access must come from the access easement. The developer will be required to obtain driveway permit approval for the access easement, which will ensure this requirement is met. Staff finds this proposal will comply with this criterion.

- o. Section 2.302.03.O. – Trees along Public Streets. Streetscape trees are required along public streets, shall comply with the provisions of Section 2.309, and must be located according to the following provisions:***

  - 1. Streetscape trees shall be planted within the boundaries of each lot within 10 feet of street improvements.***
  - 2. Lots measuring less than 45 feet in width shall be required to plant one streetscape tree. Lots measuring more than 45 feet in width shall be required to plant two streetscape trees.***
  - 3. Streetscape trees shall be selected from a list of approved trees.***

**FINDINGS:** Streetscape trees will be required to be planted consistent with this section. Based upon the applicant’s proposed subdivision plan and lot frontages for the parcels along Alder Drive, both parcels will be required to provide 2 trees along Alder Drive. The applicant submitted tree replacement plan that shows trees are to be provided along Alder Drive which can satisfy this requirement. However, the number of trees shown on the applicant’s plan do not accurately account for the total number of trees required. This will be addressed later in this report. As a condition of approval, trees shall be planted as shown in the applicant’s tree replacement plan to satisfy the streetscaping requirement along Alder Drive.

Trees will be required to be planted prior to final plat approval for the 2 lots in the subdivision that front Alder Drive, since they are already developed with buildings. Trees must be planted consistent with Section 2.309 of the KDC which requires a minimum 2” caliper and 8’ in height for deciduous trees and a minimum of 8’ in height for evergreen trees. As a condition of approval, streetscape trees shall be shown on the required tree replacement plan discussed elsewhere in this report. With these requirements placed as conditions of subdivision approval, staff finds this proposal can comply with this criterion.

- 3. SECTION 2.302.04 - GENERAL RIGHT-OF-WAY AND IMPROVEMENT WIDTHS***  
***The standards outlined in this section shall be the minimum requirements for all streets, except where a variance is requested as permitted under Subsection 2.302.05.***

**FINDINGS:** The applicant has not requested any modification to the right-of-way or improvement width requirements for public streets. The Public Works Department has submitted comments which have been incorporated into the recommended conditions and requirements of this report. As a condition of subdivision approval, the requirements outlined in the Public Works requirements must be adhered to. With these requirements placed as conditions of subdivision approval, staff finds this proposal complies with this criterion.

4. **SECTION 2.302.06 - CONSTRUCTION SPECIFICATIONS**

*Construction specifications for all public streets shall comply with the standards of the most recently adopted public works street standards of the City of Keizer.*

**FINDINGS:** The intent of this provision is to ensure that new residential subdivisions design and construct new streets that are needed to serve the lots within the subdivision to meet all City standards for street construction. The proposed lots will be served by a private access easement. Construction permits will be required for any construction within a public street and will be required to be submitted to the Public Works Department for their review and approval consistent with all applicable adopted construction specifications and standards adopted by the city. With this placed as a condition of approval, staff finds this provision will be met.

5. **SECTION 2.302.08 - PRIVATE ACCESS EASEMENTS.**

*A private access easement created as the result of an approved partitioning or subdivision shall conform to standards governing the following: A. Width; B. Maintenance; C. Turn-around; D. Parking; E. Trees Along Access Easements; F. Screening:*

**FINDINGS:** The intent of this provision is to assure private access easements are constructed in a manner consistent with city standards thereby avoiding the creation of a substandard access that might be unusable for vehicular traffic.

**A. Width:** A 24' wide private access easement is proposed with a 20' wide section for the turnaround area. For single family homes and duplex dwellings, a minimum 20' wide access easement with a paved width of 16' is required. For triplex, quadplex, or cottage cluster development, the easement width must comply with the City's standards for parking lot aisle widths and the design must be reviewed by the Fire District. A minimum aisle dimension of 22' is required by Section 2.303 of the KDC. Keizer Fire District has reviewed the proposal and indicated in their comments the access easement width is acceptable, however, if aerial access is required due to construction types or dependent on hydrant location, the easement width would be required to be enlarged to 26' wide. As proposed, it appears the easement complies with the provisions of the Keizer Development Code.

The improvement of the access easement shall be completed prior to approval of the final plat. In lieu of this, the applicant may obtain a performance bond, improvement agreement or other instrument acceptable to the City as outlined in Section 3.202.02.E.3 and 3.202.05.B of the Keizer Development Code.

**B. Maintenance:** Provisions for the maintenance of the access easement, address display signage and "no parking" signs shall be provided in the form of a maintenance agreement, homeowners association, or other instrument acceptable to the City and shall be recorded with the Marion County Clerk. The agreement shall include language stipulating that the agreement cannot be extinguished without written approval from the City of Keizer. Prior to final

plat approval, the City of Keizer Planning Department will review and approve the agreement for recording. The agreement is to be recorded against the individual parcels in the subdivision immediately following the recording of the subdivision plat. Prior to issuance of any building permits for the new homes, submission of documentation of recording to the City is required.

**C. Turn-around:** The KDC requires a turn-around for access easements serving two or more lots. Turn-arounds shall be either a circular turn-around, or a "tee" or "hammerhead" turn-around. The applicant's site shows a turn-around to satisfy this requirement located between the proposed structures on lot 1. As a condition of approval, a turn-around must be provided. The final design and dimensions of the turn-around will be reviewed by the City and must be shown on the plat.

**D. Parking:** No parking is allowed within the required access easement width or turn-around area. This allows emergency vehicles to be able to access the new lots. All private access easements serving as the sole access for two or more parcels or lots shall display "No Parking" signs approved by the City. This requirement is recommended as a condition of approval. No parking signs shall be provided at the time of construction of the access easement improvements.

**E. Trees Along Access Easements:** In certain cases, streetscape trees are required along access easements. If required, trees shall comply with the provisions of Section 2.309 of the KDC. Lots measuring along the access easement less than 60' shall plant one streetscape tree and lots measuring more than 60' along the access easement shall be required to plant two streetscape trees. Streetscape trees are selected from a list of approved trees and planted within 10' of the access improvements within the boundaries of each lot. Lot 1 is greater than 60' in width along the easement, and the applicant's tree replacement plan shows trees will be planted adjacent to the easement area to satisfy this requirement. Lot 2 will retain an existing tree that satisfies this requirement and the applicant proposes to provide trees within the development site according to the plan they submitted, with additional trees being paid into the City's off-site mitigation fund. Lots 3-6 are proposed to be developed with townhomes and are less than 60 feet in width. The applicant intends to plant 2 trees, as opposed to the 4 that are required due to the layout of the subdivision and parking space locations. Staff feels this is an acceptable method, if additional tree mitigation is provided through off site mitigation, but does not remove the requirement to account for the trees. The applicant's tree removal plan will be reviewed more in depth later in this report and appropriate conditions of approval are recommended to ensure that tree planting is provided for the subdivision proposal. Streetscape trees shall be shown on the tree planting plan. Planting of required streetscape trees is recommended to be placed as a condition of Certificate of Occupancy for each new dwelling.

**F. Screening:** In this case, the access easement is primarily within the interior of the subdivision. There is a section of the easement on the southern boundary which is already screened with an existing fence. The applicant indicates the fence will remain and if the fence is damaged or remove in construction, it will be replaced to satisfy this requirement. With this placed

as a condition of approval, the proposal satisfies this requirement.

Based upon the submitted site plan, the proposed private access easement can comply with Section 2.302.08, and with the above-mentioned conditions, staff finds this request satisfies this criterion.

6. **SECTION 2.303 - OFF-STREET PARKING AND LOADING**

***Parking shall be provided to ensure adequate areas for the parking, maneuvering, loading, and unloading of vehicles and bicycles for all land uses in the City of Keizer.***

**FINDINGS:** The minimum off-street parking requirements listed within Section 2.303.06 of the Keizer Development Code normally require that 1 parking space per dwelling unit be provided at the time of building permit approval. However, Oregon Administrative Rule (OAR) 660-012-0440 eliminates off-street parking requirements for properties within ½ mile of frequent transit corridors. The subject property is located within ½ mile of a frequent transit route. Therefore, the City is not able to require a minimum number of on-site parking spaces. Staff finds this criterion is not technically applicable to this request. However, the applicant's submitted site plan shows that parking areas will be provided that can adequately meet the needs of the development and due to the fact that no on-street parking is allowed along Alder Drive, providing parking within the development site is appropriate.

7. **SECTION 2.306 - STORM DRAINAGE**

***No construction of any facilities in a development included in Subsection 2.306.02 shall be permitted until a storm drainage and erosion control plan for the project is prepared by a professional engineer, and approved by the City. These provisions shall also apply to any cut or fill on a property, which may impact the velocity, volume, or quality of surface water on adjacent property, or may impact any permanent natural body of water.***

**FINDINGS:** The intent of this provision is to minimize, and avoid, storm drainage and erosion runoff problems that may be associated with development by requiring that a storm drainage and erosion control plan be submitted for review and approval prior to any development occurring on the site. The Public Works department submitted comments which are recommended as a condition of subdivision approval which address storm drainage requirements to assure the design complies with City standards.

The Public Works comments indicate they reviewed the submitted preliminary stormwater plans and report and that the information provided predates the current Chapter 400 of the City of Keizer Design Standards (published February 2023). The Applicant's engineer shall submit a final overall storm drainage and grading design with supporting calculations, demonstrating conformance to the Standards, including an approved overflow route, for review and approval.

A grading and drainage plan shall be provided for the subject property in conformance with the City of Keizer Design Standards. The plan shall include

details of adequate stormwater conveyance from all contributing areas across the subject property and shall include existing elevations and proposed lot corner elevations. The plan shall be submitted to and approved by the Public Works Department prior to the issuance of any erosion control or construction permits for the development.

With these requirements placed as conditions of approval, staff finds this application will comply with this criterion.

**8. SECTION 2.307 - UTILITY LINES AND FACILITIES**

**FINDINGS:** To provide adequate services and facilities appropriate for residential development, the applicant shall meet the standards set forth in Section 2.307 of the Keizer Development Code relating to water, sanitary sewer, private utilities, street lights and easements. This is a development requirement and compliance will be ensured during review of the construction and engineering drawings. These requirements are addressed more in depth elsewhere in this report. Staff finds with appropriate conditions; this proposal will comply with this criterion.

**9. SECTION 2.309 - SITE AND LANDSCAPING DESIGN**

**a. *Section 2.309.04(C)(a) ...Significant trees removed (including trees that are removed within the two years prior to the application) must be replaced at the rate of two new trees for each significant tree removed or less if a large tree specimen size is planted...in lieu of an on-site tree replacement plan, an off-site tree mitigation plan may be submitted to the Planning Director for approval...(b) The above provisions include and apply to all significant trees located on the subject property or an any adjacent public right of way...***

**FINDING:** The intent of this provision is to require planting of new trees to replace trees that are cut down as part of the development of a subdivision. In particular, this provision aims to replace trees that are identified as being “significant trees” which are trees that are equal to or greater than 50’ in height or 12” in diameter. The applicant submitted information in their written statement indicating that 7 significant trees will be removed to accommodate the development and they are planning to plant a total of 10 trees to replace the trees removed. The KDC requires the replacement of trees removed at a 2:1 ratio. Therefore, 14 trees are required to be planted to mitigate the trees removed. Replacement trees are required in addition to “streetscape” trees provided. The applicant has proposed to provide for off site mitigation for 4 of the trees proposed, but did not address the additional need of streetscape trees along the access easement or along Alder Drive in their written statement.

and lot 2. The applicant could propose larger specimen trees to be planted to reduce the overall number of replacement trees, or provide additional trees through off-site mitigation, which would necessitate more than 4 trees being paid for to the City's tree fund.

A total of 26 trees are required to be planted between the required replacement and streetscape trees.

Replacement and streetscape trees designated on the final approved replacement plan will be required to be planted prior to final building inspection approval for each of the individual lots, and will be required to be a minimum of 2" caliper for deciduous trees and 8' feet in height and fully branched for evergreen trees.

Staff is recommending that as a condition of approval, the applicant must submit a modified tree replacement plan. The plan must indicate how many trees (both replacement and streetscape) will be provided on each lot. The final tree replacement plan will be required to be submitted to and approved by the Planning Department prior to final plat approval. If off site mitigation is proposed, documentation must be provided by the applicant for the costs of the installation of those trees and funds must be paid into the City's tree fund prior to final plat approval for any off-site trees proposed. Staff finds with the above-mentioned conditions; this request will comply with this criterion.

**10. SECTION 2.310 - DEVELOPMENT STANDARDS FOR LAND DIVISIONS**

***a. Section 2.310.03.A - Minimum lot area. Minimum lot area shall conform to the requirements of the zoning district in which the parcels are located.***

**FINDINGS:** Within the RM zone, the minimum lot size is 4,000 square feet for a detached single-family dwelling or duplex, 5,000 square feet for a triplex, 7,000 square feet for a quadplex or cottage cluster, 1,500 square feet for a townhouse, and 9,000 square feet for multi-family uses. In no case can the proposed parcels be less than the minimum required by the RM zone without variance approval. The applicant indicates that a mix of housing types are proposed consistent with the provisions of the RM zone.

The proposed lots range in size from 2,017 up to 13,979 square feet in net area according to the site plan, which all exceed the minimum lot size required within the RM zone. Future building on the lots will be required to adhere to the standards outlined in the RM zone for allowed uses, setbacks, heights, and landscaping requirements. Staff finds that all of the proposed lots conform to the minimum lot size requirements of the RM zone. As a condition of approval, both gross and net area for all lot sizes shall be shown on the preliminary and final plat and lot sizes must comply with the standards of the RM zone. This is recommended as a condition of subdivision approval to assure this requirement is met. Therefore, staff finds this proposal can comply with this criterion.

- b. ***Section 2.310.03.C - Lot width and depth. The depth of a lot or parcel shall not be more than 3 times the width of the parcel.***

**FINDINGS:** The purpose for establishing lot width-to-depth ratios is to provide for the orderly, safe, efficient and livable development of land. The lot width-to-depth ratio also prevents lots from being created that would be practically unbuildable. The proposed lots comply with the lot depth to width ratio requirements. All lots within the proposed subdivision are shown to meet this criterion.

- c. ***Section 2.310.03.D - Access. All lots and parcels shall provide a minimum frontage, on an existing or proposed public street, equal to the minimum lot width required by the underlying zone. Residential lots or parcels may be accessed via a private street or access easement developed in accordance with the provisions of Section 2.302.08. Cul-de-sac lots shall have a minimum frontage of 25 feet.***

**FINDINGS:** The intent of this provision is to ensure that all lots have a minimum frontage along a street so that access to serve the lots will meet city standards and that lots can be developed in a manner that will ensure that all building setback requirements are met. The proposed subdivision will be accessed from the newly created access easement and all lots will have frontage along the easement exceeding the minimum lot width outlined in the RM zone for the uses proposed for each lot. As a condition of approval, lot dimensions must be shown on the preliminary and final plat, which will ensure the minimum frontage requirements are met. Therefore, staff finds with this condition, this proposal satisfies this criterion.

- d. ***Section 2.310.03.E - Flag Lots. Flag lots shall only be permitted if it is the only reasonable method by which the rear portion of a lot being unusually deep or having an unusual configuration may be accessed and when in compliance with Section 2.302.03.B. If a flag-lot is permitted, the following standards shall be met:***

1. ***The access strip shall not be less than 20 feet wide. The access strip shall be improved with a minimum 12-foot-wide paved driveway and paved encroachment which meet applicable City standards.***
2. ***The access strip shall not be included in the calculation of lot area for purposes of determining compliance with any minimum lot size provision of this Ordinance.***

**FINDINGS:** No flag lots are proposed. Therefore, this criterion is not applicable.

- e. ***Section 2.310.03.F - Through Lots. Through lots shall be avoided except where essential to provide separation of residential development from major street, adjacent non-residential activities, or to overcome specific development constraints due to topography or lot orientation. Through lots shall be no less than 100 feet in depth. Lots having their access off a private access easement or adjacent to***

*a private access easement shall not be construed as qualifying as through lots. Screening or buffering, pursuant to the provision of Section 2.307, may be required by the City during the review of the land division request.*

**FINDINGS:** No through lots will be created by this proposal. Therefore, this criterion is not applicable to this request.

- f. Section 2.310.03.G - Lot Lines. The side lines of lots, as far as practicable, shall run at right angles to the right-of-way line of the street upon which the lots face. The rear lot line shall be no less than 1/2 the dimension of the front lot line.*

**FINDINGS:** The intent of this provision is to avoid the creation of odd-shaped lots which may meet minimum lot size, but owing to its shape may result in a lot that is too difficult to build on without a variance to requirements within the code. The intent is to avoid these types of lots in favor of the creation of lots that can be readily developed. The proposed lots will be rectangular shaped lots. The proposed lot lines run, as far as practicable, at right angles to the street right-of-way lines. The rear lot lines are all not less than one-half the dimension of the front lot lines. All the lots meet the city's minimum lot standards and can be developed with a single-family dwelling on each lot. Staff finds the application complies with this criterion.

- g. Section 2.310.03.H - Utility Easements. Utility easements shall be provided on lot areas where necessary to accommodate public utilities. Such easements shall have a minimum total width as specified in Section 2.302.04 of this Code.*

**FINDINGS:** The intent of this provision is to ensure that utility easements are provided and avoid the situation where they may be needed but since no easements were provided as part of the platting of the subdivision it creates problems after the platting of the subdivision. The Public Works Department and City of Salem submitted comments requiring adequate utility easements be provided. This is a development requirement and shall be placed as a condition of approval of this subdivision application. With this placed as a condition of approval the application can comply with this criterion.

## **11. SECTION 2.310.04 - ADDITIONAL DESIGN STANDARDS FOR SUBDIVISIONS**

- a. Section 2.310.04.A - Standards for Blocks:*
- 1. General: The length, width, and shape of blocks shall be designed with regard to providing adequate building sites for the use contemplated; consideration of needs for convenient access, circulation, control, and safety of street traffic; and recognition of limitations and opportunities of topography.*
  - 2. Sizes: Blocks should not exceed 600 feet in length between street lines, except blocks adjacent to arterial streets, or unless the previous adjacent development pattern or topographical*

*conditions justify a variation. The recommended minimum distance between intersections on arterial streets is 1,800 feet.*

**FINDINGS:** The proposed subdivision will not result in the creation of any blocks within the proposed subdivision; therefore, this provision is not applicable.

- b. *Section 2.310.04.B - Traffic Circulation. The proposed subdivision shall be laid out to provide safe and convenient vehicle, bicycle and pedestrian access to nearby residential areas, transit stops, neighborhood activity centers such as schools and parks, commercial areas, and industrial areas; and to provide safe and convenient traffic circulation. At a minimum, "nearby" is interpreted to mean uses within ¼ mile which can be reasonably expected to be used by pedestrians, and uses within 1 mile of the subdivision boundary which can reasonably be expected to be accessed by bicyclists.***

**FINDINGS:** The intent of this provision is to allow for safe vehicle, pedestrian, and bicycle access from the lots within the subdivision to nearby attractors. The applicant is proposing private improvements to connect the development to the existing street abutting this development and to serve the residents of the subdivision. Staff finds the proposed and required improvements are adequate to satisfy this criterion.

**12. SECTION 2.310.06 - IMPROVEMENT REQUIREMENTS - SUBDIVISIONS**

- a. *Section 2.310.06.A - Frontage Improvements. Street improvements to full City Standards shall be required for all public streets on which a proposed subdivision fronts in accordance with Section 2.303 of this Code. Such improvements shall be designed to match with existing improved surfaces for a reasonable distance beyond the frontage of the property. Additional frontage improvements shall include: sidewalks, curbing, storm sewer, sanitary sewer, water lines, other public utilities as necessary, and such other improvements as the City shall determine to be reasonably necessary to serve the development or the immediate neighborhood.***

**FINDINGS:** The intent of this provision is to ensure that lots within the proposed subdivision include street improvements in accordance with city standards so as to avoid having substandard streets which could become a safety hazard. The subject property has frontage along Alder Drive, which is already improved. The Public Works department submitted comments indicating the existing driveway to east is to be removed. These requirements were also addressed previously in this report. The exact design and construction of improvements will be regulated through the public improvement permit review and approval process, and will be required to comply with the City of Keizer Design Standards. With these requirements placed as conditions of approval, this proposal will comply with this criterion.

- b. *Section 2.310.06.B - Walkways for Private Streets. Sidewalks shall be required in accordance with applicable provisions in Sections 2.302 and 2.316 only if sidewalks currently exist along the connecting street.***

**FINDINGS:** There will be no private streets that will be constructed as part of the proposed subdivision, rather a private access easement is proposed, so this section is not applicable. The applicant shows that a private sidewalk will be provided within the development connecting to the proposed private sidewalk that will be located along the east side of access easement, providing connection to the public pedestrian system along Alder Drive, which is desirable and should be required.

- c. *Section 2.310.06.C - Project Streets. All public or private streets within the subdivision shall be constructed as required by the provisions of Section 2.302.***

**FINDINGS:** The proposed subdivision will be served by a private access easement. Therefore, this criterion is not applicable.

- d. *Section 2.310.06.D - Monuments. Upon completion of street improvements, centerline monuments shall be established and protected in monument boxes at every street intersection and all points of curvature and points of tangency of street center lines.***

**FINDINGS:** The applicant will be responsible for placing appropriate monuments at the street intersection and with this as a condition this application will comply with this criterion.

- e. *Section 2.310.06.E - Bench Marks. Elevation bench marks shall be set at intervals established by the City Engineer. The bench marks shall consist of a brass cap set in a curb or other immovable structure.***

**FINDINGS:** The applicant will be responsible for placing appropriate bench marks at the street intersection and with this as a condition this application will comply with this criterion.

- f. *Section 2.310.06.F - Surface Drainage and Storm Sewer System. Drainage facilities shall be provided within the subdivision and to connect the subdivision drainage to drainage-ways or to storm sewers outside the subdivision. Design of drainage within the subdivision shall take into account the capacity and grade necessary to maintain unrestricted flow from areas draining through the subdivision and to allow extension of the system to serve such areas. Drainage shall be designed to avoid impacts on adjacent property.***

**FINDINGS:** The intent of this section is to require that new developments make use of a drainage system that is in accordance with city requirements and which will handle the storm drainage from the site and avoid any adverse impacts onto adjacent properties. These requirements were also addressed in Section 2.306 elsewhere in this

report. The applicant submitted a preliminary site grading and drainage plan that will need to be redesigned and submitted for review and approval prior to development in order to assure this provision is met. As a condition of subdivision approval, the developers engineer shall submit an overall storm drainage plan that will provide service to this development consistent with the City's Master Storm Drain Plan for this area of Keizer. With these requirements placed as conditions of approval, this application complies with this provision.

- g. Section 2.310.06.G - Sanitary Sewers. Sanitary sewer shall be installed to serve the subdivision and to connect the subdivision to existing mains both on and off the property being subdivided.***

**FINDINGS:** The intent of this provision is to require that all of the lots in a new subdivision connect to a sanitary sewer system thereby eliminating the need for the installation of any on-site private septic systems which require additional land and increase the potential for ground water contamination. The applicant proposes to connect all of the lots to sanitary sewer and build a new public sanitary sewer within the access easement area. The City of Salem Public Works Department submitted comments regarding sewer service which is consistent with comments provided by our Public Works Department. The sewer main will be required to be located within an appropriate easement or right-of-way and sized appropriately if a design exception is desired. The Public Works Department submitted comments addressing this criterion which have been recommended as conditions of subdivision approval. City of Salem approval for local sewer permits will need to be issued prior to construction. Prior to submitting plans to the City of Salem for approval, the applicant's engineer shall submit plans to the City of Keizer Public Works Department for review and determination of compliance with the City's Master Sewer Plan for the area. Connecting to existing sewers that serve the general area will be the responsibility of the developer of the property. Appropriate easements for any public sewer mains located within the subject property, if located outside platted right-of-ways, will need to be recorded in a form which meets the City of Salem Design Standards and shown on the subdivision plat. Any sanitary sewer easements shall be in favor of the City of Keizer. It will be the responsibility of the Applicant to locate any existing sewer services that serve the subject property and provide evidence that they are available for reuse. Any septic tank and drainfield located on the subject property and within the City of Keizer shall be abandoned according to the requirements of the appropriate agency and evidence of compliance submitted to the City prior to issuance of any building permits on the subject property. If a design exception to the City of Salem standards for sewer construction will be required for this project, any submittals for an exception shall be copied to the City of Keizer for review.

These are development requirements and shall be placed as conditions of approval of this subdivision application. With the above-mentioned

conditions of approval, staff finds this proposal can comply with this criterion.

- h. Section 2.310.06.H - Water System. Water lines with valves and Fire District approved fire hydrants serving the subdivision and connecting the subdivision to the City mains shall be installed and operating prior to start of combustible construction. The design shall take into account provisions for extension beyond the subdivision to adequately grid the City system and to serve the area within which the development is located when the area is ultimately developed. However, the developer will be responsible for water main sizes necessary to meet minimum fire flow requirements per Uniform Fire Code. The City will not expect the developer to pay for the extra pipe material cost of mains exceeding 8 inches in size.***

**FINDINGS:** The intent of this provision is to ensure that in addition to a safe potable water supply that adequate water flow and fire hydrants are provided to ensure fire protection service is provided for each new lot in the proposed subdivision. The applicant's plan shows they intend to install a new water main to serve the new development, which will be tapped into the existing water main located in Alder Drive. The Public Works Department submitted comments addressing this criterion which have been recommended as conditions of subdivision approval. The comments received indicate that a master water system plan showing proposed routes of public water mains, fire hydrants and individual services shall be prepared prior to submission of construction plans for the development. Appropriate easements for all public water mains, fire hydrants, and private services will be required if construction is to be outside of public right-of-ways. Any system development charges for water system improvements will be those in place at the time of individual service connections. Final development plans shall be reviewed by the Keizer Fire District with regard to access and adequate location of fire hydrants prior to issuance of Public Construction permits by the City of Keizer. All required fire hydrants shall be served by an 8" water main. Any existing wells on the subject property shall be abandoned in accordance with the Oregon State Water Resources Department requirements. The applicant shall provide evidence to the Public Works department that any abandonment of existing wells has been completed in accordance with such requirements. Location of all water meters to be approved by the Public Works Department. With these requirements placed as conditions of approval, staff finds this request will meet this criterion.

- i. Section 2.310.06.I - Sidewalks. Sidewalks shall be installed along both sides of each public street and in any pedestrian ways within the subdivision. The City may defer sidewalk construction until the dwellings or structures fronting the sidewalk are constructed. Any required off-site sidewalks (e.g., pedestrian walkways) or sidewalks fronting public property shall not be deferred.***

**FINDINGS:** The intent of this provision to require that sidewalks are required by new developments such as subdivisions in an effort to enhance the mobility of pedestrians who both will reside in the proposed subdivision, as well as those who may use this facility but will not reside in the new subdivision. As was addressed earlier in this report, a sidewalk exists along the frontage of the property and not changes are proposed with this application. The applicant also proposes a private sidewalk system to serve the development with a sidewalk along the east side of access easement as well. Therefore, staff finds this proposal will comply with this criterion.

- j. *Section 2.310.06.J - Street Lights. The installation of street lights is required at locations determined to be appropriate by the City and shall be of a type required by City standards.***

**FINDINGS:** The intent of this section is to require that new developments provide street lights to provide for an adequate level of night-time illumination. No new streets are proposed and there are existing street lights along Alder Drive. Therefore, this proposal will comply with this criterion.

- k. *Section 2.310.06.K - Street Signs. The installation of street name signs and traffic control signs is required at locations determined to be appropriate by the city and shall be of a type required by City standards. Each street sign shall display the one hundred block range. Street signs shall be installed prior to obtaining building permits.***

**FINDINGS:** The intent of this provision is to require that the installation of street name signs and traffic control signs be placed at locations determined to be appropriate by the city and shall be of a type required by City standards so as to avoid signs that are in wrong locations or a design that are not consistent with city standards. With this placed as a condition of approval, staff find this proposal will comply with this criterion.

- l. *Section 2.310.06.L - Public Works Requirements. All facility improvements shall conform to the requirements and specifications of the Keizer Department of Public Works.***

**FINDINGS:** The intent of this provision is to ensure that all facility improvements shall conform to the requirements and specifications of the Keizer Department of Public Works. The application can meet this criterion. This is addressed as a condition of subdivision approval and is a development requirement.

- m. ***Section 2.310.06.M - Curb Cuts. Curb cuts and driveway installations, excluding common drives, are not required of the subdivider, but if installed, shall be according to the City standards.***

**FINDINGS:** This is a development requirement. The applicant is proposing a new access easement to serve the development which will connect to Alder Drive. The existing access location is planned to be utilized, but with this placed as a condition of approval, the application will comply with this criterion.

- n. ***Section 2.310.06.N - Street Trees. Street tree planting is mandatory where a planting strip is part of the street design. Plantings shall conform to Section 2.302.03(M).***

**FINDINGS:** No new streets are proposed with this subdivision. Alder Drive is improved with a planter strip but not trees are to be planted in the existing landscape strip. Therefore, this criterion is not applicable to this request.

- o. ***Section 2.310.06.O - Grading & Fills. All grading which results in fills in excess of 3 feet located within the identified building envelope on a subdivision lot or parcel must be engineered.***

**FINDINGS:** The property is relatively flat. The Public Works Department submitted comments requiring a final grading and drainage plan to be submitted and approved which will ensure this requirement is met. It should be noted that this requirement is a State Building Code requirement and is intended as advisory at this point of the subdivision review.

- p. ***Section 2.310.06.P - Financial Requirements. All improvements required under this Section shall be completed to City standards or assured through a performance bond or other instrument acceptable to the City Attorney, prior to the approval of the Final Plat of the subdivision.***

**FINDINGS:** This requirement will be placed as a condition of approval.

13. **SECTION 2.314 – STANDARDS FOR SINGLE FAMILY DWELLINGS, DUPLEXES, TRIPLEXES, QUADPLEXES, COTTAGE CLUSTERS, AND TOWNHOUSES**

**FINDINGS:** This section contains the design standards for all new dwellings constructed within the RM zone. These design requirements will be regulated through the building permit review and approval process and are intended to be advisory at this point. The applicant did submit some building examples with their application which appear to meet these standards, but those examples have not been reviewed for compliance at this point.

**B. SECTION 3.108.06.B - EACH LOT SHALL SATISFY DIMENSIONAL STANDARDS AND DENSITY STANDARDS OF THE APPLICABLE ZONING DISTRICT, UNLESS A VARIANCE FROM THESE STANDARDS IS APPROVED.**

**FINDINGS:** The intent of this provision to ensure that new residential subdivisions meet the established dimensional and density provisions of the city to assure that the development is done consistent with this standard. The applicant has indicated the lots will be developed with a mix of single family, duplex, triplex, and townhouse uses. Section 2.104.05.A requires that each lot to be developed with single family, duplex, triplex, or quadplex uses contain a minimum average width of 40' and a depth of 70'. Townhouse lots must be a minimum of 20' wide and 70' deep. All of the proposed lots meet or exceed this provision according to what is proposed.

Section 2.104.06.I specifies a minimum density of 8 units per acre and a maximum density of 22 units per acre for property that is subdivided in the RM zone and 25 units per acre for townhouses. However, the maximum density does not apply to duplexes, triplexes, quadplexes, or cottage clusters. The proposed subdivision is approximately 0.84 acres in area (according to the Marion County tax assessor records) and is proposed to be subdivided into 6 lots which will contain 10 dwelling units, which is equal to 11.9 dwelling units per acre which is within the range of 8-22 required in the RM zone. The applicant's proposal allows for development with "middle" housing (duplex, triplex, quadplex) and as such, no maximum density can be applied to those uses, but even if it were, the proposal would not exceed what the underlying zone allows for.

Section 2.104.05.B contains the setback requirements in the RM zone. Setbacks for future development of the lots will be regulated as part of the building permit review and approval process.

Staff finds this proposal complies with the minimum lot dimension and density requirements of this section of the code. With the above-mentioned conditions of approval, staff finds this proposal will satisfy this criterion.

**C. SECTION 3.108.06.C - ADEQUATE PUBLIC FACILITIES SHALL BE AVAILABLE TO SERVE THE EXISTING AND NEWLY CREATED PARCELS.**

**FINDINGS:** As previously discussed, public sewer and water are available and can serve the newly created lots within the proposed subdivision and the applicant will be responsible for complying with the applicable conditions governing the construction and installation of these facility connections. With the requirement that the applicant, be responsible for providing adequate public facilities as addressed in this report, staff finds this application will comply with this criterion.

**D. SECTION 3.108.06.D - ROUGH PROPORTIONALITY. IMPROVEMENTS OR DEDICATIONS REQUIRED AS A CONDITION OF DEVELOPMENT APPROVAL, WHEN NOT VOLUNTARILY ACCEPTED BY THE APPLICANT, SHALL BE ROUGHLY PROPORTIONAL TO THE IMPACT OF DEVELOPMENT. FINDINGS IN THE DEVELOPMENT APPROVAL SHALL INDICATE HOW THE REQUIRED IMPROVEMENTS OR DEDICATIONS ARE ROUGHLY PROPORTIONAL TO THE IMPACT.**

**FINDINGS:** The City has a legitimate governmental interest in assuring the development does not cause a public problem of inadequate, unsafe and inefficient public transportation facilities. This is done by ensuring that adequate streets that logically continue the City's street system are provided in order to avoid traffic generation that exceeds the street system's carrying capacity, which then causes dangerous or hazardous traffic conditions. The City of Keizer has traditionally required developers to dedicate property for and construct standard street, sidewalk, sanitary sewer, storm drain and water supply improvements in subdivisions to meet the basic needs created by the development. The absence of the required improvements would be cause for denial of the application on the basis that adequate facilities are not available to serve the site. These traditional street improvements have been imposed to avoid excessive congestion, negative safety impacts and provide basic services to preserve the health of the community and the residents of the proposed development. Such street improvements and dedications are now, and have traditionally been, part of the cost considered in the developer's reasonable investment-backed expectations for constructing the subdivision.

The applicant proposes a 6-lot subdivision for residential development. The development features access from a proposed private access easement. Right-of-way dedication will be required along Alder Drive to provide appropriate right-of-way width for the collector street designation according to City standards. The Public Works Department has indicated that improvements will not be required, since Alder Drive is already improved.

The improvement of streets adjacent to subdivisions is necessary to provide a safe and convenient transportation network to serve the residents of the applicant's subdivision. The Keizer Development Code requires that new development make road improvements to bring their road frontage up to the designated road classification and construction standards. The legislative adoption of the street standards requires road improvements and the road construction to be provided by the development as it occurs in proportion to its impacts. The residents of the subdivision will utilize road systems constructed by other developments at no cost to them or the applicant. Other benefits which necessarily flow to the future residents of this development from the completion of the street improvements include access for vehicles, bicyclists and pedestrians to the arterial road system serving this area of the City and improved access for emergency vehicles to the subject property and its residents.

The functional classification of the fronting streets is based on the cumulative traffic impacts from the development of properties in the area which will use the streets. Alder Drive is identified as a collector street. Functional classification is established in order to ensure that the streets have adequate carrying capacity for the traffic which will utilize it to avoid traffic generation that would cause dangerous or hazardous traffic conditions. The proposed development will generate additional vehicle trips per day that will contribute to the cumulative traffic impact of the streets. These dedications are necessary to comply with the adopted street standards and provide for traffic safety for the proposed development. Staff finds the required dedication is roughly proportional to the impact of the subdivision request, since they are solely necessitated by the subdivision development.

## **V. RECOMMENDATION AND CONDITIONS**

The available evidence indicates the subdivision request complies with the decision criteria. Staff recommends approval of the subdivision subject to the following conditions, which shall be completed, including review and approval by the appropriate department, prior to the time lines outlined below. Compliance with the Conditions of Approval shall be the sole responsibility of the applicants and/or property owner.

1. The KDC requires the developer to connect to public utility services. The Development Code also requires all utility services to be placed below ground. These requirements apply to this request. Further, the developer is responsible for all utility connection costs. The City's System Development Charges for park development, water system improvements and transportation improvements shall be the fee in place at the time of building permit application. These Development charges, as well as those involving the extension of sewer, water, and/or storm drainage, will apply to this request.
2. The Public Works Department has reviewed the development application, preliminary construction plans, stormwater report, and supporting information, and recommends the following conditions of approval and development requirements:

### **General:**

- a) Construction permits will be required for any construction within a public street, right-of-way, or City easement, for any public infrastructure on private property, and for erosion control and stormwater management on private property. (KDC 2.302.06)
- b) Street opening permits are required for any work within the public right-of-way or City of Keizer easements that is not covered by a construction permit. (KDC 2.302.06)
- c) Erosion control permits shall be obtained from the City prior to the disturbance of any soil on the subject property. (KDC 2.306.05)
- d) A pre-design meeting with the City Public Works Department will be required prior to the submittal of public improvement plans to either the City of Keizer or the City of Salem for review.
- e) An improvement agreement in a form acceptable to the City shall be required prior to issuance of permits for construction of the public improvements. (KDC 3.202.05.B)
- f) A pre-construction conference shall be required prior to commencement of any construction under permits issued by the City.
- g) The Applicant shall coordinate the location of individual or cluster box unit (CBU) mailboxes with the U.S. Postal Service.
- h) Electricity, gas, and communications services to serve the subdivision shall be installed underground and pursuant to the requirements of the company serving the development. (KDC 2.307.02.C)

### **Streets:**

- a) Dedicate right-of-way along the development side of Alder Drive NE to half of the standard 68-foot-wide collector street right-of-way – 34 feet measured from the right-of-way centerline. (KDC 2.302.03.F; 2.302.04)
- b) Dedicate a 10-foot public utility easement (PUE) along the frontage of the Alder Drive NE street right-of-way. (KDC 2.302.04)
- c) Construct the proposed driveway approach in accordance with Design Standards. (City of Keizer Design Standards)
- d) Construct the proposed private internal shared driveway with an approved turnaround meeting City of Keizer Design Standards. (KDC 2.302.08.C).
- e) Close the existing easternmost driveway onto Alder Drive NE. (KDC 2.302.03.N)
- f) Vehicular access to the existing dwellings and proposed lots shall be provided from the private internal accessway and access easement. (KDC 2.302.03.N)

### **Sanitary Sewer System:**

- a) Any proposed public sanitary sewer main requires approval from the City of Salem. Applicant is advised that public mains outside of the right-of-way generally require a design exception. (Salem PWDS)
- b) Any proposed public sanitary sewer main shall be located in an easement meeting the requirements of the City of Salem PWDS. This easement shall be dedicated to the City of Keizer. (PWDS 1.8(b))
- c) City of Salem approval for local sewer permits will need to be issued prior to construction. Prior to submitting plans to the City of Salem for approval, the Applicant's engineer shall submit plans to the City of Keizer Public Works Department for review and determination of compliance with the City's Master Sewer Plan for the area.
- d) It will be the responsibility of the Applicant to locate any existing sewer services that serve the subject property and provide evidence that they are available for reuse. Any septic tank and drainfield located on the subject property and within the City of Keizer shall be abandoned according to the requirements of the appropriate agency and evidence of compliance submitted to the City prior to issuance of any building permits on the subject property.

### **Water System:**

- a) Construct a new public water main conforming to City of Keizer Design Standards within the shared area of the site to serve the existing triplex, the proposed duplex, and proposed Lots 3 through 6. Meters to serve these structures and lots shall be located along this main. (City of Keizer Design Standards 500)
- b) The proposed public water main and water meters shall be located in an exclusive easement, dedicated to the City of Keizer, and be a minimum width of 10 feet. (City of Keizer Design Standards 500.3.D.4)
- c) Location of all water meters shall be approved by the Public Works Department.

- d) Final development plans shall be reviewed by the Keizer Fire District regarding access and adequate location of fire hydrants prior to any issuance of Public Construction permits by the City of Keizer. All required fire hydrants shall be served by an 8-inch or larger water main.
- e) Any existing wells on the subject property shall be abandoned in accordance with the Oregon State Water Resources Department requirements. The Applicant shall provide evidence to the Public Works Department that any abandonment of existing wells has been completed in accordance with such requirements.

**Storm Drainage System:**

- a) The existing 12-inch storm drain in Alder Drive NE may be used as an overflow route for the proposed storm drainage system serving the development. (City of Keizer Design Standards 400.2.C; KDC 2.306.04.D)
- b) The stormwater facility and conveyance system shall be designed to collect and convey stormwater runoff from all onsite and offsite areas to an approved Point of Connection. (City of Keizer Design Standards 400.1.D.5)
- c) Construct stormwater collection, conveyance, treatment, and retention facilities to accommodate new impervious surfaces in the proposed access easement and right-of-way, and future impervious surfaces on all proposed lots, in accordance with City of Keizer Design Standards Chapter 400.
- d) An easement shall be provided for all shared stormwater facilities prior to acceptance of the improvements.
- e) Stormwater runoff from all building roof and foundation drains shall be conveyed to the proposed stormwater facilities.
- f) Public Works has reviewed the preliminary stormwater plans and report provided with this application. The information provided predates the current Chapter 400 of the City of Keizer Design Standards (published February 2023). The Applicant's engineer will need to evaluate and update the report to ensure conformance with current requirements. The Applicant's engineer shall submit a final overall storm drainage and grading design with supporting calculations, demonstrating conformance to the Standards, including an approved overflow route, for review and approval.
- g) A grading and drainage plan shall be provided for the subject property in conformance with the City of Keizer Design Standards. The plan shall include details of adequate stormwater conveyance from all contributing areas across the subject property and shall include existing elevations and proposed lot corner elevations. The plan shall be submitted to and approved by the Public Works Department prior to the issuance of any erosion control or construction permits for the development.

**Prior to Preliminary Plat Approval:**

- 3. A detailed preliminary subdivision plat shall be submitted to the Marion County Surveyor's office for review. Marion County Surveyor's office will then submit the plat to Keizer for review and approval. The Preliminary Plat must be submitted for review prior to submittal of a final plat. The process for plat review and submittal shall be

regulated by the Marion County Surveyor's Office. All requirements of the Marion County Surveyor's Office and applicable state statutes shall be followed which may include, but not be limited to the following:

- a. Subdivision name must be approved per Oregon Revised Statute 92.090.
- b. Must be surveyed and platted per Oregon Revised Statute 92.050.
- c. Subdivision plat must be submitted for review.
- d. Checking fee and recording fees required.
- e. Per Oregon Revised Statute 92.065 remaining monumentation bond may be required if some of the plat monuments have not been set and/or the installation of street and utility improvements has not been completed, or other conditions or circumstances cause the delay (or resetting) of monumentation.
- f. A current or updated title report must be submitted at the time of review. Title reports shall be no less than 15 days old at the time of approval of the plat by the Surveyor's Office, which may require additional updated reports.

The detailed preliminary plat shall include the following provisions:

- g. The preliminary plat shall substantially conform to the proposed subdivision request.
  - h. Include all engineering elements as required by the Department of Public Works.
  - i. For all public water mains, fire hydrants and any public sewer mains located within the subject property (if located outside platted right-of-ways) easements will be required and will need to be recorded. These easements shall meet the City of Keizer or City of Salem (where applicable) Design Standards and shall be shown on the subdivision plat.
  - j. 10-foot-wide public utility easements (PUE) shall be shown along all dedicated right-of-ways.
  - k. The access easement and turnaround areas must be shown on the plat with approved street name. Access easement shall comply with City and Keizer Fire District standards.
  - l. All lots must conform to the lot dimension standards within the RM zone. The final plat must show both gross and net area calculations. (excluding access easement and turn-around)
  - m. Include all dedication as required by Public Works.
  - n. Include a signature line for Planning Director, City Engineer, and the City Manager.
4. With the Preliminary plat a copy of the proposed CC&R's, Owners Agreements, Articles and By-Laws shall be submitted to the Planning Department for review by the City Attorney as outlined in Section 3.108.07 of the Keizer Development Code. The following information should be included within the instrument(s):
- a. Information regarding streetscape and replacement tree requirements for each lot.
  - b. Information regarding the private access easement and restriction of vehicular access to be limited to the access easement, with no direct vehicular access allowed to Alder Drive outside of the access easement area.

**Prior to Final Plat approval:**

5. The applicant shall submit a revised Tree Replacement Plan to the Planning department for review and approval, showing the approximate location of all streetscape and replacement trees to be planted. Significant trees removed shall be replaced at a ratio of 2 replacement trees for every 1 tree removed.

A total of 26 trees shall be provided within the subdivision or accounted for in an off-site mitigation plan to account for the proposed trees removed and the streetscape trees required. Off-site mitigation may be utilized to avoid overcrowding and allow for an overall plan that serves the development. Payment into the City's landscape mitigation fund must be made prior to plat approval. If the applicant wishes to propose larger specimen trees for replacement, the Planning Director may reduce the total number of replacement trees required.

6. Upon approval of the detailed preliminary plat and engineering plans, a final plat for the subdivision, which conforms to the preliminary plat approval, must be submitted for review to Marion County Surveyor's Office.
7. Upon approval of the preliminary agreement, a final copy of any CC&R's, Homeowner Agreements, or other instrument shall be submitted to the Planning Department which conforms to the agreements submitted during preliminary plat approval and shall contain language regarding the requirements for streetscape and replacement trees.
8. A maintenance agreement, homeowners association, or other instrument acceptable to the City and shall be reviewed by the City before the plat is recorded and such instrument must be recorded with Marion County immediately following the recording of the Plat. The agreement shall provide provisions for the maintenance of the access easement and turn-around area, address display signage, and "no parking" signs.
9. The construction and paving of the access easement and turn-around area, installation of the street addressing signage, required no parking signage shall be completed prior to approval of the final plat. In lieu of this, the applicant may obtain a performance bond, improvement agreement or other instrument acceptable to the City as outlined in Section 2.310.06.P of the KDC. Improvement agreements may be obtained from the Planning Department.
10. The final plat for the subdivision shall be recorded within 2 years from the date of final decision on this application. A one-year extension may be approved by the Planning Director. Requests for extensions must be received in writing at least thirty days prior to the one-year time period.

**Prior To Obtaining Building Permit(s):**

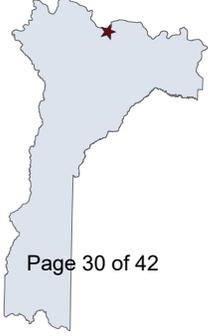
11. No building permits shall be issued until the plat is recorded and all conditions of any construction permits are completed to the satisfaction of the Department of Public Works.

12. The property owner must submit documentation that the recording has taken place with Marion County for the maintenance of the access easement, address display signage, and “no parking” signs before a building permit will be issued.
13. Proposed dwellings must comply with the design standards of KDC Section 2.314.

**Prior to Obtaining Building Permit Final for each dwelling within the Subdivision:**

14. The residential address requirements found in the Oregon Uniform Fire Code shall be completed as approved by the Keizer Fire District and the Planning Department.
15. Designated replacement and streetscape trees will be required to be planted prior to final building permit approval for each lot. Trees must be planted consistent with Section 2.309 of the KDC which requires a minimum 2” caliper and 8’ in height for deciduous trees, and 8’ in height and fully branched for evergreen trees.
16. Applicant or any contractors building on lots shall comply with all applicable city regulations regarding noise, dust, times of construction, etc.

# EXHIBIT 1



MARION COUNTY, OREGON  
NE1/4 NW1/4 SEC11 T7S R3W W.M.  
SCALE 1" = 100'

### LEGEND

- LINE TYPES**
- Taxlot Boundary
  - Road Right-of-Way
  - Railroad Right-of-Way
  - Private Road ROW
  - Subdivision/Private Body
  - Waterline - Taxlot Body
  - Waterline - Non Body
  - Historical Boundary
  - Easement
  - Railroad Centreline
  - Barcode Line
  - Map Boundary
  - Waterline - Non Body

- CORNER TYPES**
- + 1/16th Section Cor.
  - ⊙ D/C Corner
  - ⊕ 1/4 Section Cor.
  - ⊕ Section Corner
  - ⊕ 2/22

**NUMBERS**  
Tax Code Number  
00 00 0

**NOTES**  
Acreage - Acres listed are Net Acres, excluding any easements.  
Tax Code Number - Tax Code Number

**NOTES**  
TICK MARKS: A tick mark in the road indicates that the labeled dimension extends into the public ROW

### CANCELLED NUMBERS

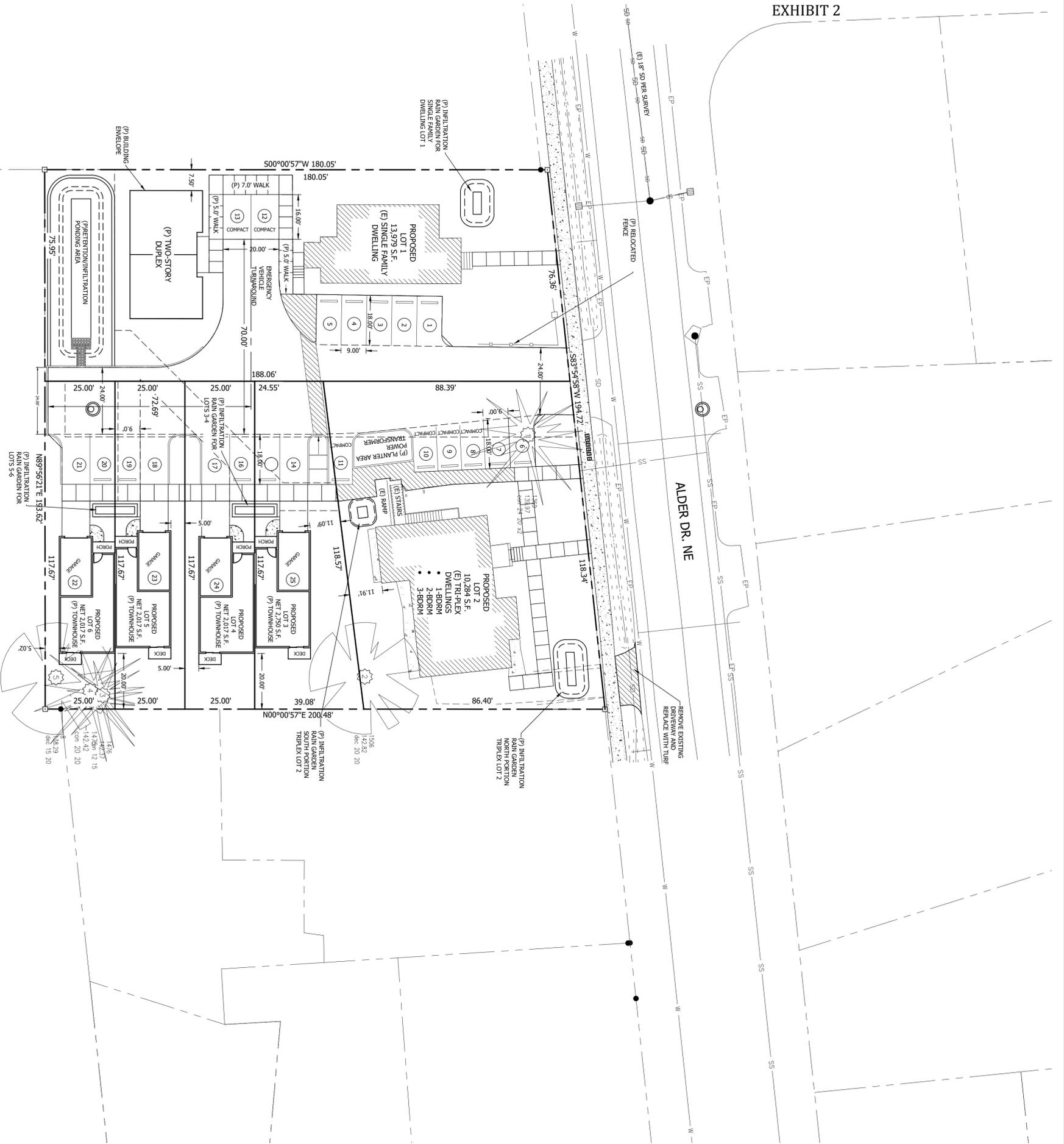
100
201
1800
3300
3800
4100
4200
4300
4400
4500
4600
4700
4800
4900
5000

DISCLAIMER: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY



FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT  
www.marion.or.us

PLOT DATE: 10/16/2020



**SHARED ACCESS EASEMENT:**  
 A SHARED ACCESS EASEMENT WILL BE RECORDED OVER THE DRIVEWAY THAT ALLOWS ALL LOTS THE LEGAL RIGHT TO THE DRIVEWAY. THE EASEMENT WILL INCLUDE MAINTENANCE PROVISIONS AND WILL RUN WITH THE TITLE OF THE LAND.

**PRIVATE UTILITY EASEMENT:**  
 A PRIVATE UTILITY EASEMENT WILL BE RECORDED THAT WILL ALLOW PRIVATE UTILITIES TO CROSS PROPERTIES TO GET FROM THE ALDER DR. NE RIGHT OF WAY TO THE LOTS. THE EASEMENT WILL INCLUDE MAINTENANCE PROVISIONS AND WILL RUN WITH THE TITLE OF THE LAND.

**EMERGENCY ACCESS EASEMENT:**  
 AN EMERGENCY SERVICE VEHICLE ACCESS EASEMENT WILL BE RECORDED OVER THE DRIVEWAY THAT ALLOWS EMERGENCY SERVICE VEHICLES A LEGAL ACCESS RIGHT. THE EASEMENT WILL INCLUDE PROVISIONS THAT PREVENTS PARKING WITHIN THE LIMITS OF THE ACCESS AND WILL RUN WITH THE TITLE OF THE LAND.

THIS MAP WAS MADE FOR  
 PRELIMINARY PLANNING PURPOSES  
 ONLY. NOT TO BE USED FOR  
 CONSTRUCTION.

PLAN REVISIONS	DATE

Sheet **B**  
 SCALE: SEE BARSCALE

DATE:  
 SEPTEMBER 17, 2024  
 PROJECT:  
 20-308 HALL KEIZER  
 DRAWN BY:  
 BSV, MLM  
 CHECKED BY:  
 BSV

**PRELIMINARY SITE PLAN**  
**1190-1210 ALDER DR. NE**  
**RESIDENTIAL DEVELOPMENT**  
**KEIZER, OREGON**

**UDELL ENGINEERING AND LAND SURVEYING, LLC**  
 63 EAST ASH ST.  
 LEBANON, OREGON 97355  
 (541) 451-5125 PH.  
 (541) 451-1366 FAX

**CLIENT:**  
 BRANDON HALL  
 22265 SW TAYLORS DR  
 TUALATIN, OR 97062  
 503-924-9777

**SUBDIVISION CASE NO. 2024-12**  
**City of Keizer Public Works Comments**  
**PROPERTY ADDRESS: 1190-1210 Alder Drive NE**

The applicant is requesting a 6-lot subdivision. The existing site is 0.84 acres in size and contains two existing dwellings – a single-family home and a triplex. Lot 1 will accommodate the existing single-family home and a new 2-story duplex. Lot 2 will accommodate the existing triplex dwelling. Lots 3 through 6 will accommodate new 2-story single-family attached dwellings. All existing and proposed dwellings will obtain access and parking from a shared driveway that runs along the middle of the existing parcel. The property is located at 1190-1210 Alder Drive NE (Tax Lot 073W11BA03900).

**EXISTING CONDITIONS:**

- a) The existing property has access to and frontage along Alder Drive NE, a major collector street in the City of Keizer Transportation System Plan (TSP). This street has an approximate 34-foot-wide improvement (including development-side property-line sidewalk) within a 60-foot-wide right-of-way.
- b) An 8-inch concrete City sanitary sewer main is located along north side bike lane of Alder Drive NE, in front of the east two-thirds of the property frontage. The sewer main flows toward the east. The existing dwellings are connected to this sewer main.
- c) The subject property is located inside of the original Keizer Sewer District.
- d) An 8-inch ductile iron City water main is located along the south side planter strip of Alder Drive NE. The existing dwellings are connected to this water main.
- e) The property contains an existing private well located in the east portion of the property. The existing use of this well is unknown.
- f) A 12-inch PVC City storm drain is located near the centerline of Alder Drive NE, flowing west from a point approximately 20 feet from the west property line. Catch basins are located in the planter strip on both sides of the street at this location.
- g) The property is not located in a “Critical Basin” as defined in Section 100.1 of the City of Keizer Design Standards.
- h) Per the Oregon Rapid Wetland Assessment Protocol (ORWAP) mapping tool, wetland areas or hydric soils are not present on the site.
- i) Per Flood Insurance Rate Map Number 41047C0332G, the property is not located within a special flood hazard area.

**PUBLIC WORKS DEPARTMENT REQUIREMENTS.** The Public Works Department has reviewed the development application, preliminary construction plans, stormwater report, and supporting information, and recommends the following conditions of approval and development requirements:

### **General:**

- a) Construction permits will be required for any construction within a public street, right-of-way, or City easement, for any public infrastructure on private property, and for erosion control and stormwater management on private property. (KDC 2.302.06)
- b) Street opening permits are required for any work within the public right-of-way or City of Keizer easements that is not covered by a construction permit. (KDC 2.302.06)
- c) Erosion control permits shall be obtained from the City prior to the disturbance of any soil on the subject property. (KDC 2.306.05)
- d) A pre-design meeting with the City Public Works Department will be required prior to the submittal of public improvement plans to either the City of Keizer or the City of Salem for review.
- e) An improvement agreement in a form acceptable to the City shall be required prior to issuance of permits for construction of the public improvements. (KDC 3.202.05.B)
- f) A pre-construction conference shall be required prior to commencement of any construction under permits issued by the City.
- g) The Applicant shall coordinate the location of individual or cluster box unit (CBU) mailboxes with the U.S. Postal Service.
- h) Electricity, gas, and communications services to serve the subdivision shall be installed underground and pursuant to the requirements of the company serving the development. (KDC 2.307.02.C)

### **Streets:**

- a) Dedicate right-of-way along the development side of Alder Drive NE to half of the standard 68-foot-wide collector street right-of-way – 34 feet measured from the right-of-way centerline. (KDC 2.302.03.F; 2.302.04)
- b) Dedicate a 10-foot public utility easement (PUE) along the frontage of the Alder Drive NE street right-of-way. (KDC 2.302.04)
- c) Construct the proposed driveway approach in accordance with Design Standards. (City of Keizer Design Standards)
- d) Construct the proposed private internal shared driveway with an approved turnaround meeting City of Keizer Design Standards. (KDC 2.302.08.C).
- e) Close the existing easternmost driveway onto Alder Drive NE. (KDC 2.302.03.N)
- f) Vehicular access to the existing dwellings and proposed lots shall be provided from the private internal accessway and access easement. (KDC 2.302.03.N)

### **Sanitary Sewer System:**

- a) Any proposed public sanitary sewer main requires approval from the City of Salem. Applicant is advised that public mains outside of the right-of-way generally require a design exception. (Salem PWDS)

- b) Any proposed public sanitary sewer main shall be located in an easement meeting the requirements of the City of Salem PWDS. This easement shall be dedicated to the City of Keizer. (PWDS 1.8(b))
- c) City of Salem approval for local sewer permits will need to be issued prior to construction. Prior to submitting plans to the City of Salem for approval, the Applicant's engineer shall submit plans to the City of Keizer Public Works Department for review and determination of compliance with the City's Master Sewer Plan for the area.
- d) It will be the responsibility of the Applicant to locate any existing sewer services that serve the subject property and provide evidence that they are available for reuse. Any septic tank and drainfield located on the subject property and within the City of Keizer shall be abandoned according to the requirements of the appropriate agency and evidence of compliance submitted to the City prior to issuance of any building permits on the subject property.

**Water System:**

- a) Construct a new public water main conforming to City of Keizer Design Standards within the shared area of the site to serve the existing triplex, the proposed duplex, and proposed Lots 3 through 6. Meters to serve these structures and lots shall be located along this main. (City of Keizer Design Standards 500)
- b) The proposed public water main and water meters shall be located in an exclusive easement, dedicated to the City of Keizer, and be a minimum width of 10 feet. (City of Keizer Design Standards 500.3.D.4)
- c) Location of all water meters shall be approved by the Public Works Department.
- d) Final development plans shall be reviewed by the Keizer Fire District regarding access and adequate location of fire hydrants prior to any issuance of Public Construction permits by the City of Keizer. All required fire hydrants shall be served by an 8-inch or larger water main.
- e) Any existing wells on the subject property shall be abandoned in accordance with the Oregon State Water Resources Department requirements. The Applicant shall provide evidence to the Public Works Department that any abandonment of existing wells has been completed in accordance with such requirements.

**Storm Drainage System:**

- a) The existing 12-inch storm drain in Alder Drive NE may be used as an overflow route for the proposed storm drainage system serving the development. (City of Keizer Design Standards 400.2.C; KDC 2.306.04.D)
- b) The stormwater facility and conveyance system shall be designed to collect and convey stormwater runoff from all onsite and offsite areas to an approved Point of Connection. (City of Keizer Design Standards 400.1.D.5)
- c) Construct stormwater collection, conveyance, treatment, and retention facilities to accommodate new impervious surfaces in the proposed access easement and right-of-way, and future impervious surfaces on all proposed lots, in accordance with City

of Keizer Design Standards Chapter 400.

- d) An easement shall be provided for all shared stormwater facilities prior to acceptance of the improvements.
- e) Stormwater runoff from all building roof and foundation drains shall be conveyed to the proposed stormwater facilities.
- f) Public Works has reviewed the preliminary stormwater plans and report provided with this application. The information provided predates the current Chapter 400 of the City of Keizer Design Standards (published February 2023). The Applicant's engineer will need to evaluate and update the report to ensure conformance with current requirements. The Applicant's engineer shall submit a final overall storm drainage and grading design with supporting calculations, demonstrating conformance to the Standards, including an approved overflow route, for review and approval.
- g) A grading and drainage plan shall be provided for the subject property in conformance with the City of Keizer Design Standards. The plan shall include details of adequate stormwater conveyance from all contributing areas across the subject property and shall include existing elevations and proposed lot corner elevations. The plan shall be submitted to and approved by the Public Works Department prior to the issuance of any erosion control or construction permits for the development.

# EXHIBIT 4 (2 pages)



Date: November 3<sup>rd</sup> 2024

Comments for: 1190-1210 Alder Dr NE

This project must meet the following code requirements per Keizer Fire District:

1. **One-and Two family dwellings-Required fire flow:** The minimum available fire flow for one and two-family dwellings served by a municipal water supply shall be 1000 gpm. If the structure(s) is (are) 3,600 square feet or larger, the required fire flow shall be determined according to 2022 Oregon Fire Code Appendix B.
2. **Fire Safety During Construction:** Approved fire department access road, required water supply, fire hydrants, and safety precautions shall be installed and serviceable prior to and during the time of construction. 2022 Oregon Fire Code Chapter 33.
3. **Fire apparatus road distance from buildings and turnarounds:** Access roads shall be within 150' of all portions of the exterior wall of the building as measured by and approve route around the exterior of the building. An approved turnaround is required if the remaining distance to an approve intersection roadway, as measured along the fire apparatus access road, is greater than 150'. 2022 Oregon Fire Code 503.1.1 **Turn around has been provided.**
4. **Dead end roads:** Dead end fire apparatus access roads in excess of 150 feet in length shall be provided with an approved turnaround. We can provide you with approved turn around per our Marion County Fire Code Applications Guide & 2022 Oregon Fire Code 503.2.5. **Proposed turnaround will require additional marking to ensure oversized vehicles and trailers do not impede turn around.**
5. **Turnouts:** When a fire apparatus access road exceeds 400 feet in length, turnouts 10 feet wide and 30 feet long shall be provided in addition to the required road width and shall be placed no more than 400 feet apart, unless otherwise approved by the code official. 2022 Oregon Fire Code Ch. 5. **Road length does not require turnouts.**
6. **Grade:** Fire apparatus access roadway grades shall not exceed 10 percent. 2022 Oregon Fire Code D 103.2 **Road grade should not be an issue**
7. **Fire apparatus access road width and vertical clearance:** Fire apparatus access roads shall have an unobstructed driving surface width of not less than 20 feet; 26 feet adjacent to fire hydrants (2022 OFC D103.1) and an unobstructed vertical clearance of not less than 13 feet 6 inches. (2022 OFC 503.2.1 & D103.1)

8. **Surface and load capacities:** Fire apparatus access roads shall be of an all-weather surface that is easily distinguishable from the surrounding area and is capable of supporting not less than 12,000 pounds point load (wheel load) and 75,000 pounds live load (gross vehicle weight). Documentation from a registered engineer that the final construction is in accordance with approved plans or the requirements of the Oregon Fire Code may be requested. (2022 OFC D102.1)
9. **Turning radius:** The inside turning radius and outside turning radius shall be not less than 28 feet and 48 feet respectively, measured from the same center point. 2022 Oregon Fire Code 503.2.4 & Appendix
10. **No parking signs:** Where fire apparatus roadways are not of sufficient width to accommodate parked vehicles and 20 feet of unobstructed driving surface, “No Parking” signs shall be installed on one or both sides of the roadway and in turnarounds as needed. Roads 26 feet wide or less shall be posted on both sides as a fire lane. Roads more than 26 feet wide to 32 feet wide shall be posted on one side as a fire lane. Signs shall read “NO PARKING – FIRE LANE” and shall be installed with a clear space above grade level of 7 feet. Signs shall be 12 inches wide by 18 inches high and shall have red letters on a white reflective background. You may contact the Fire Marshal if you would like code requirement for painted curbs. 2022 Oregon Fire Code 503.3 and D103.6 **No parking signs and red curbs/stripping will be required to ensure adequate clearance is maintained.**
11. **Premise identification:** Buildings shall have address numbers or approved identification placed in a position that is plainly legible and visible from the access road fronting the property. Numbers shall contrast with their background and shall be a minimum of 4 inches height with a minimum stroke width of ½ inch. 2022 Oregon Fire Code 505
12. **Gates:** Gates securing fire apparatus roads shall comply with all of the following: 2022 Oregon Fire Code D103.5
  - Minimum unobstructed width shall be 16 feet.
  - Gates shall be set back a minimum of 30 feet from the intersecting roadway.
  - Gates shall be of the swinging type or sliding type.
  - Manual operation shall be capable by one person.
  - Electric gates shall be equipped with a means for operation fire department personnel.
  - Locking devices shall be approved

*If you have any questions please contact me,*

*Anne-Marie Storms*

Anne-Marie Storms, Deputy Fire Marshal  
Keizer Fire District  
503.390-9111 Office  
[astorms@keizerfire.com](mailto:astorms@keizerfire.com)



REQUEST FOR COMMENTS

DATE: October 10, 2024
CASE: Subdivision 2024-12

The Planning Division is soliciting comments you may wish to have considered in the City's review of the above land use case. Application materials are attached.

Comments must be submitted in writing and received in our office by 5:00 pm on October 24, 2024. If we do not receive a response by the end of the comment period, we will assume you have no concerns.

Send comments or questions to:

Dina Horner, Assistant Planner
Email: Hornerd@keizer.org Phone: (503) 856-3442
City of Keizer Planning Division
930 Chemawa Rd NE, Keizer OR 97303

REQUEST: The applicant is requesting a 6-lot subdivision. The existing site is 0.84-acres and contains two existing dwellings, a single family home and a triplex. Lot 1 will accommodate the existing single family dwelling and a new 2-story duplex. Lot 2 will accommodate the existing triplex dwelling. Lots 3 through 6 will accommodate new 2-story single family attached dwellings. All existing and proposed dwellings will obtain access and parking from a shared driveway that runs along the middle of the existing parcel. The property is located at 1190-1210 Alder (073W11BA03900).

APPLICANT: Richard Hall
ZONE: Medium Density Residential (RM)

PLEASE CHECK THE APPROPRIATE ITEMS:

- Our agency reviewed the proposal and determined we have no comment.
Our agency would like to receive a copy of the staff decision/report and notice of any public hearings in this case.
Our comments are in the attached letter.
X Our Agency's comments are:

Any connections to City of Salem sewer mains, located in Alder Drive NE, will require construction permits in accordance with the Salem Revised Code, the City of Salem Public Works Design Standards, and City of Salem Standard Construction Specifications. Permits will not be issued by the City of Salem until all construction plans have been approved by the Public Works Department. Construction drawings can be submitted by email to developmentserves@cityofsalem.net. The applicant is advised that the preliminary utility plan shows extension of an 8-inch public sanitary sewer main on private property which is not permitted by the City of Salem Public Works Design Standards (PWDS). The City of Salem PWDS require all public infrastructure to be located within a public right-of-way unless a Design Exception from the City of Salem City Engineer is approved. A design exception is not supported at this time as there is not a public benefit to extension of the public main onto private property in this case. See attached comments on plans.

Name: Laurel Christian, Infrastructure Planner III
Agency: City of Salem, Community Planning and Development Department
Phone: 503-584-4632 Email: lchristian@cityofsalem.net
Address: 555 Liberty Street SE, Salem OR 97301
Date: October 22, 20224



There is no benefit to the public sanitary system to have individual sewer connections to the existing main. If there is a reason a public main is required a design exception will need to be requested. Design Standards 3.3 for sanitary lateral standards.

Does this lot have an existing sewer service line? If no, does not show one. If no, provide plans for service.

Recommended incorporating the utilities with the new proposed service lines. Make a Access and Utility Easement.



**PUBLIC SEWER NOTES**

- P1 INSTALL NEW PUBLIC SANITARY SEWER MANHOLE OVER THE EXISTING 8\"/>

**PRIVATE SEWER NOTES**

- 1 INSTALL 4\"/>

**PUBLIC WATER NOTES**

- 1 INSTALL PUBLIC 1-INCH WATER SERVICE TAP, 1-INCH WATER SERVICE, METER BOX AND ANGLE METER STOP PER CITY OF KEIZER STANDARDS.

**PRIVATE WATER NOTES**

- 5 INSTALL PRIVATE PVC DOMESTIC WATER LINE PER CURRENT STATE OF OREGON PLUMBING SPECIALTY CODE DETERMINED WITH BUILDING PERMIT SUBMITTAL.
- 6 INSTALL MULTIPLE PRIVATE WATERLINES IN JOINT TRENCH.

PLAN REVISIONS	DATE

Sheet **H**  
SCALE: SEE BARSCALE

**THIS MAP WAS MADE FOR PRELIMINARY PLANNING PURPOSES ONLY. NOT TO BE USED FOR CONSTRUCTION.**

DATE: SEPTEMBER 17, 2024  
PROJECT: 20-308 HALL KEIZER  
DRAWN BY: BSV, MLM  
CHECKED BY: BSV

**PRELIMINARY UTILITY PLAN**  
**1190-1210 ALDER DR. NE**  
**RESIDENTIAL DEVELOPMENT**  
**KEIZER, OREGON**

**UDELL ENGINEERING AND LAND SURVEYING, LLC**  
63 EAST ASH ST.  
LEBANON, OREGON 97355  
(541) 451-5125 PH.  
(541) 451-1366 FAX

**CLIENT:**  
BRANDON HALL  
22265 SW TAYLORS DR  
TUALATIN, OR 97062  
503-924-9777



October 22, 2024

Dina Horner, Planner  
Keizer Community Development Department  
P.O. Box 21000  
Keizer, OR 97307-1000

RE: Land Use Activity Case No. Subdivision 2024-12, 1190-1210 Alder Dr. NE

The City of Keizer issued a Request for Comments for a Land Use Case as referenced above. Please find below comments on the impact of the proposed land use change on the Salem-Keizer School District.

**IDENTIFICATION OF SCHOOLS SERVING THE SUBJECT PROPERTY**

The School District has established geographical school attendance areas for each school known as school boundaries. Students residing in any residence within that boundary are assigned to the school identified to serve that area. There are three school levels, elementary school serving kindergarten thru fifth grade, middle school serving sixth thru eighth grade, and high school serving ninth thru twelfth grade. . The schools identified to serve the subject property are:

School Name	School Type	Grades Served
Weddle	Elementary	K thru 5
Claggett Creek	Middle	6 thru 8
McNary	High	9 thru 12

Table 1

**SCHOOL CAPACITY & CURRENT ENROLLMENT**

The School District has established school capacities which are the number of students that a particular school is designed to serve. Capacities can change based on class size. School capacities are established by taking into account core infrastructure (gymnasium, cafeteria, library, etc.) counting the number of classrooms and multiplying by the number of students that each classroom will serve. A more detailed explanation of school capacity can be found in the School District’s adopted Facility Plan.

School Name	School Type	School Enrollment	School Design Capacity	Enroll./Capacity Ratio
Weddle	Elementary	350	396	88%
Claggett Creek	Middle	774	969	80%
McNary	High	1,955	2,200	89%

Table 2

**POTENTIAL ADDITIONAL STUDENTS IN BOUNDARY AREA RESULTING FROM APPROVAL OF LAND USE CASE**

The School District anticipates the number of students that may reside at the proposed development based on the housing type, single family (SF), duplex/triplex/four-plex (DU), multi-family (MF) and mobile home park (MHP). The School District commissioned a study by the Mid-Willamette Valley Council of Governments in 2021 to determine an estimate of students per residence, for the Salem-Keizer area, in each of the four housing types. Since the results are averages, the actual number of students in any given housing type will vary. The table below represents the resulting estimates for the subject property:

School Type	Qty. of New Residences	Housing Type	Average Qty. of Students per Residence	Total New Students
Elementary	10	DU	0.221	2
Middle			0.126	1
High			0.155	2

Table 3

**POTENTIAL EFFECT OF THIS DEVELOPMENT ON SCHOOL ENROLLMENT**

To determine the impact of the new residential development on school enrollment, the School District compares the school capacity to the current enrollment plus estimates of potential additional students resulting from land use cases over the previous two calendar years. A ratio of the existing and new students is then compared with the school design capacity and expressed as a percentage to show how much of the school capacity may be used.

School Name	School Type	School Enrollment	New Students During Past 2 yrs	New Student from this Case	Total New Students	School Design Cap.	Enroll./Cap. Ratio
Weddle	Elem.	350	3	2	5	396	90%
Claggett Creek	Mid.	774	11	1	12	969	81%
McNary	High	1,955	35	2	37	2,200	91%

Table 4

**ESTIMATE OF THE EFFECT ON INFRASTRUCTURE – IDENTIFICATION OF WALK ZONES AND SCHOOL TRANSPORTATION SERVICE**

Civic infrastructure needed to provide connectivity between the new residential development and the schools serving the new development will generally require roads, sidewalks and bicycle lanes. When developing within one mile of school(s), adequate pathways to the school should be provided that would have raised sidewalks. If there are a large number of students walking, the sidewalks should be wider to accommodate the number of students that would be traveling the

path at the same time. Bike lanes should be included, crosswalks with flashing lights and signs where appropriate, traffic signals to allow for safe crossings at busy intersections, and any easements that would allow students to travel through neighborhoods. If the development is farther than one mile away from any school, provide bus pullouts and a covered shelter (like those provided by the transit district). Locate in collaboration with the District at a reasonable distance away from an intersection for buses if the distance is greater than ½ mile from the main road. If the distance is less than a ½ mile then raised sidewalks should be provided with stop signs where students would cross intersections within the development as access to the bus stop on the main road. Following is an identification, for the new development location, that the development is either located in a school walk zone or is eligible for school transportation services.

School Name	School Type	Walk Zone or Eligible for School Transportation
Weddle	Elementary	Walk Zone
Claggett Creek	Middle	Walk Zone
McNary	High	Eligible for School Transportation

Table 5

### ESTIMATE OF NEW SCHOOL CONSTRUCTION NEEDED TO SERVE DEVELOPMENT

The School District estimates the cost of constructing new school facilities to serve our community. The costs of new school construction is estimated using the Rider Levett Bucknall (RLB) North America Quarterly Construction Cost Report and building area per student from Cornerstone Management Group, Inc. estimates. The costs to construct school facilities to serve the proposed development are in the following table.

School Type	Number of Students	Estimate of Facility Cost Per Student*	Total Cost of Facilities for Proposed Development*
Elementary	2	\$87,035	\$174,070
Middle	1	\$106,854	\$106,854
High	2	\$126,672	\$253,344
<b>TOTAL</b>			<b>\$534,268</b>

Table 6

\*Estimates based on average of Indicative Construction Costs from “RLB Construction Cost Report North America Q2 2024”

Sincerely,

David Fridenmaker  
Business and Support Services

c: Robert Silva, Chief Operations Officer, David Hughes, Director of Operations & Logistics, T.J. Crockett, Director of Transportation