



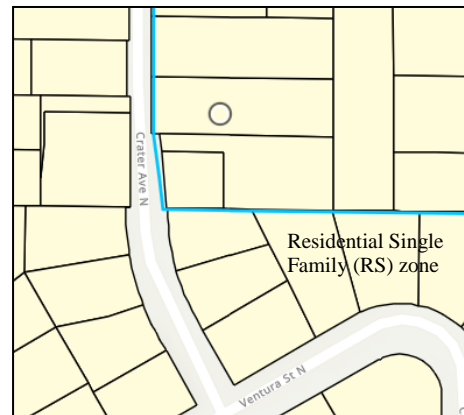
**KEIZER PLANNING DEPARTMENT
NOTICE OF DECISION
Partition Case 2025-01**

I. REQUEST

The following report reviews a land use application to divide an existing parcel totaling approximately 14,810 square feet into two parcels comprised of approximately 5,040 square feet net (Parcel 1) and approximately 6,492 square feet (Parcel 2). (Exhibit 1)

II. BACKGROUND

- A. APPLICANT/PROPERTY OWNER:** KTS Properties LLC
- B. AGENT:** Cascadia Planning and Development Services
- C. PROPERTY LOCATION:** The subject property is located at 4910 Crater Av N, identified on the Marion County Tax Assessor's as Township 7 South, Range 3 West, Section 03AB Tax Lot 10500. (Exhibit 2)
- D. PARCEL SIZE:** The subject property is approximately 14,810 square feet in area.
- E. EXISTING DEVELOPMENT AND PUBLIC FACILITIES:** The subject property had previously been developed with a single-family home and accessory building. The property is currently served by both public water and public sewer.
- F. ZONING:** The subject property is zoned RS (Single Family Residential) and designated Low Density Residential (LDR) in the Comprehensive Plan.
- G. ADJACENT ZONING AND LAND USES:** Surrounding properties are zoned RS and developed with single family dwellings.



III. COMMENTS

- A.** The Keizer Public Works Department submitted comments (Exhibit 3) regarding requirements for public facilities necessary to serve the subject property (sanitary sewer, water and storm drainage) and conditions regarding the connection to the public right-of-way.
- B.** The Marion County Surveyor's office submitted comments (Exhibit 4) regarding the process for platting the partition.

- C. The Keizer Fire District submitted comments (Exhibit 5) regarding the access easement and turn-around requirements.
- D. The City of Salem Public Works Department submitted comments stating the process for the sewer connection. (Exhibit 6)
- E. The Salem-Keizer Public Schools submitted comments noting the school capacities, current enrollments and expected impact of development. (Exhibit 7)
- F. The City of Keizer Police Department and the City of Salem Planning Department submitted that they have reviewed the proposal and have no comments.
- G. A letter requesting comments was sent to the surrounding property owners within 250 feet of the subject property. Comments were received from the following:
 - a. Jerry and Susan Lelack of 4935 Crater Av N do not support the project. Specifically against possibly 6 additional units and the cars they would have with the lack of parking on Crater Av N. (Exhibit 8)
 - b. Eileen Sheeler of 4865 Crater Av N does not oppose the project but feels Crater needs sidewalks. (Exhibit 9)
 - c. Jill Poe of 705 Ventura St N opposes the development. Specifically the number of units in a small neighborhood. (Exhibit 10)
 - d. Bob Gallagher of 4833 Ventura Lp N is in favor of the development and property rights. (Exhibit 11)
 - e. Cathy Clark of 715 Ventura Street N submitted comments in support of middle housing development. Also pointed out that Crater Av is narrow and does not allow on-street parking and would like sidewalks. (Exhibit 12)

STAFF RESPONSE: This report includes findings and conclusions that systematically address the applicable review criteria of the Keizer Development Code. Staff has placed conditions of approval on this application which will ensure the applicant's proposal adheres to the requirements of the Development Code. Some of the concerns expressed by neighbors are addressed through the findings and conditions in this report, but unfortunately many concerns expressed are outside the scope of the applicable review criteria. Although a public hearing is a requirement of a subdivision application and the decision is made by a Hearing's Office, a partition application is a staff level decision which the process only allows for a public hearing if an appeal of the Staff Decision is submitted. While staff understands the sentiment behind the concerns expressed over the partitioning of this property, the applicant has shown a preliminary plan that exceeds the minimum requirements of the RS zone.

Number of Units/Housing Types: In response to House Bill 2001, the City was required to modify the Keizer Development code to allow “middle housing”. These changes were made and put into effect in June of 2022. The RS (Single Family Residential) zone allows the development of duplexes, triplexes, and quadplexes based upon lot size, without limit to density.

Parking: Because of Oregon Administrative Rule (OAR) 660-012-0440, the City can not require parking for properties within ½ mile of frequent transit corridors. The subject property is within ½ mile of River Rd, a frequent transit corridor.

Sidewalks: The Keizer Development Code requires street improvements, including sidewalks, to be built with a land division application when a property has over 100’ of street frontage and/or is located on a collector or arterial street. Crater Av is designated a local street and the property has less than 100’ of street frontage along Crater Av. The City can not require sidewalks with this application.

IV. FINDINGS AND CONCLUSIONS - PARTITION

The following are findings that address the Partition request to divide the property into two lots in accordance with the Keizer Development Code. The approval, or denial, of a partition application is based on compliance with the decision criteria found in Section 3.107 of the Keizer Development Code. The criteria and staff’s findings for the applicable sections of the Keizer Development Code are following:

A. **SECTION 3.107.07.A - EACH PARCEL SHALL MEET THE ACCESS REQUIREMENTS OF SECTION 2.310.03.D.**

All lots and parcels created after the effective date of this Ordinance shall provide a minimum frontage, on an existing or proposed public street, equal to the minimum width required by the underlying zone. Exceptions apply for Lots or parcels that are accessed via an access easement and flag lots.

FINDINGS: The intent of this provision is to ensure that all lots have a minimum frontage along a public street so that development may occur in compliance with city standards and building setback requirements. An exception applies for lots or parcels that are accessed via an access easement.

The applicant is proposing, and the City of Keizer Public Works Department is requiring, the existing driveway on Crater Avenue be removed and an access easement be constructed to benefit both newly created lots. The driveway closure will be placed as a condition of approval and will be confirmed through the process of platting the partition. Parcel 1 also is proposed to have a driveway on Crater Av. In addition, each lot must have a minimum of 20’ frontage along the access easement. Staff finds this proposal can comply with this criterion.

B. SECTION 3.107.07.B - EACH PARCEL SHALL SATISFY THE DIMENSIONAL STANDARDS OF THE APPLICABLE ZONING DISTRICT, UNLESS A VARIANCE FROM THESE STANDARDS IS REQUESTED AND APPROVED.

FINDINGS: The subject property is located in the RS zone. The RS zone requires new lots to have a minimum average width of 40' and a minimum average depth of 70' to accommodate single-family detached dwellings, duplexes, triplexes, quadplexes and cottage clusters. The applicant's proposed plan and written statement indicate both lots exceed the minimum width requirement and the minimum depth requirement for these middle-housing types in the RS zone. Staff finds this request can satisfy this criterion.

C. SECTION 3.107.07.C - EACH PARCEL SHALL COMPLY WITH THE REQUIREMENTS OF SECTION 2.310.

1. *Section 2.310.03.A. Minimum lot area shall conform to the requirements of the zoning district in which the parcel is located.*

FINDINGS: The minimum lot size for development in the RS zone is 4,000 square feet for a single-family detached dwelling or duplex, 5,000 square feet for a triplex, and 7,000 square feet for a quadplex or cottage cluster. In no case can the proposed parcels be less than the minimum required by the RS zone without variance approval.

The applicant's proposed site plan shows Parcel 1 as approximately 5,040 square feet in net area with an existing single-family dwelling. The applicant's written statement indicates the existing house on Parcel 1 will be removed along with the accessory building and as of the date of this report both have been removed. Parcel 2 is approximately 6,492 square feet in size. Parcels over 5,000 square feet can be developed with single-family detached dwellings, duplex or a triplex.

As a condition of partition approval, all requirements of the Marion County Surveyor's Office must be met. This includes surveying the property and showing both gross and net area of the proposed parcels on the plat which will ensure that minimum lot sizes and dimensions are adhered to. Staff finds this proposal can comply with this criterion.

2. *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 intent of this provision is to prevent the creation of parcels unusually deep and narrow which can be difficult to serve and develop, and to promote an orderly and efficient development pattern and use of property. The submitted site plan shows the proposed parcels comply with this standard. Neither of the two parcels will have a length three times its width and therefore

meets the minimum lot width and depth ratio requirements as outlined in the KDC. This proposal complies with this criterion.

3. ***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. The following exceptions shall apply - lots accessed via an access easement, lots in townhouse or Planned Unit Developments, cul-de-sac lots and flag lots.***

FINDINGS: As mentioned above, the applicant's site plan indicates both lots will obtain vehicular access from the proposed private access easement and exceed the minimum frontage requirement of 20' on the easement. Therefore, staff finds this request satisfies this criterion.

4. ***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 maybe accessed.***

FINDINGS: The applicant's site plan indicates both Parcel 1 and Parcel 2 will be accessed via an access easement and will not be developed as a flag lot, therefore this criterion does not apply.

5. ***Section 2.310.03.G. The side lines of lots, as far as practicable, shall run at right angles to the right-of-way line of the adjacent street. The rear lot line shall be no less than ½ the dimension of the front lot line.***

FINDINGS: The intent of this provision is to allow the division of property that will result in uniform shaped lots thereby avoiding difficult to develop lots. The subject property is a rectangular shaped property that will result in dividing the lot into 2 rectangular shaped lots. The proposed lot lines run at right angles and the rear lot lines are all uniform with each front line not less than ½ the dimension of the front lot line. This development proposal will allow the property to be developed consistent with the provisions of the KDC. Therefore, staff finds this request satisfies this criterion.

6. ***Section 2.310.03.H. Utility easements shall be provided on lot area where necessary to accommodate public facilities. Such easements shall have a minimum total width as specified in Section 2.302.04 of the Keizer Development Code.***

FINDINGS: Both the City of Keizer Public Works Department (Exhibit 3) and City of Salem Public Works Department (Exhibit 6) submitted comments pertaining to utility easements and facilities which have been included as conditions for the partition approval. This is a development requirement and shall be placed as a condition of approval of this partition application. Therefore, this request can comply with this criterion.

7. ***Section 2.310.05.A. Private Access. Private driveways serving flag lots, or private streets and access easements, shall be surfaced per the requirements of this Code.***

FINDINGS: The applicant's proposed site plan indicates an access easement of 22' wide to serve both lots. The Keizer Development Code requires a width of 20' if serving a single family or duplex development. Triplex, quadplex, cottage cluster or multi-family development requires a width of 22' along with Keizer Fire District approval for Fire Code regulations. The applicant has stated development plans have not been finalized but has demonstrated the ability to build a 22' access easement if required. At the time of building permits, City staff will verify that the width of the access easement meets the minimum standards of Section 2.302.08. Staff finds this request can comply with this criterion.

8. ***Section 2.310.05.C. Street Frontage Improvements.***

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 street improvements are provided. If the street frontage of the subject property exceeds 100' or is located along a collector or arterial street, as designated by the City's Transportation System Plan (TSP), or extends an existing dedicated right-of-way, the applicant shall improve the public street to current public works standards. Crater Av N is designated in the City's TSP as a local road. Local roads and streets are the lowest roadway class. Their primary purpose is to provide local land access and to carry locally generated traffic at relatively low speeds to the collector street system. Local streets provide connectivity through neighborhoods and are designed to discourage cut-through vehicular traffic. The majority of roadways in Keizer are local streets.

With Crater Av N designated a local street and the lot width is approximately 67.75 feet, no street frontage improvements will be required with this application. The property owner is required to sign a Non-Remonstrance Agreement with the City of Keizer. This agreement shall stipulate that the owner or future property owner will agree to participate in right-of-way improvements. The agreement may include provisions for the following: street paving, curbing, sidewalks, water lines, storm sewer facilities and sanitary sewer facilities. The applicant shall pay recording fees, incurred during this process, to the City of Keizer prior to the City recording the agreement. The signing and recording of a Non-Remonstrance Agreement will be placed as a condition of approval of this partition application, therefore, staff finds this request may comply with this criterion.

D. SECTION 3.107.07.D - IMPROVEMENTS OR DEDICATIONS THAT ARE REQUIRED AS A CONDITION OF DEVELOPMENT APPROVAL, IF NOT VOLUNTARILY ACCEPTED BY THE APPLICANT, SHALL BE ROUGHLY PROPORTIONAL TO THE IMPACT OF THE DEVELOPMENT.

FINDINGS: The Public Works Department submitted comments regarding this application which requires right-of-way to be dedicated as a part of the partition process. Section 2.302 of the Keizer Development Code requires additional right-of-way to be provided at the time of subdivision, partitioning, or development whenever existing streets are of a width less than the street design standards. In addition, right-of-way dedication could be required at the time of any building permit or other man-made changes to the property. Crater Av is currently substandard in both street improvement width as well as right-of-way width. Since there are requirements for surveying the property and modification of the deed and as a practical matter, staff finds it is reasonable to require dedication of right-of-way as a part of the partition approval process. No street improvements are proposed or required as a part of this application but right-of-way dedication must be provided along the frontage of the property as outlined in the Public Works comments (Exhibit 3). The applicant's submitted site plan shows their intent to dedicate a right-of-way width that is approximately 10.5' along the property. This will result in a right of way width of 23' from the existing centerline of Crater Av N which is consistent with the requirements of the Keizer Development Code and Public Works comments. Right-of-way dedication shall be shown on the partition plat. Staff finds the required improvements are roughly proportional to the impact of the development.

E. SECTION 3.107.07.E - EACH PARCEL SHALL COMPLY WITH THE APPLICABLE REQUIREMENTS WITHIN SECTIONS 2.301 (General Provisions); 2.302 (Street Standards); 2.303 (Off-Street Parking and Loading); 2.305 (Transit Facilities); 2.306 (Stormwater Management); 2.307 (Utility Lines and Facilities); and 2.309 (Site and Landscaping Design).

1. *Section 2.301 General Provisions.*

FINDINGS: The intent of this provision is to ensure that new development is served by adequate public facilities and avoid having the situation where the public facilities are inadequate. The Keizer Development Code requires that appropriate public facilities be provided and the Public Works Department submitted comments which specifically outline the requirements for the provision of public facilities to the proposed development of the two parcels. The installation of appropriate public facilities will be ensured through the building permit review and approval process and will be placed as a condition of partition approval; therefore, staff finds this proposal satisfies this criterion.

2. Section 2.302 Street Standards.

FINDINGS: Street standards are established to provide for safe, efficient, and convenient vehicular movement; adequate access to all proposed developments; and to provide adequate area in all public rights-of-way for sidewalks, sanitary sewers, storm sewers, water lines, natural gas lines, power lines and other utilities commonly and appropriately placed in such rights-of-way. As stated above, 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. The applicant proposes to access both parcels by a newly created access easement that extends from Crater Av to serve the subject properties. No street improvements are proposed or required with this application. However, the applicant is proposing a 10.5' right-of-way dedication along the frontage of Crater Av which is acceptable to the Public Works Department. In addition, the property owner will be required to sign a Non-remonstrance Agreement. This agreement will provide assurance that adequate public transportation facilities can be provided by allowing future improvement on Crater Av, if necessary. With the above conditions placed as a condition of approval, staff finds this request may comply with this criterion. The standards governing this easement will be addressed later in this report. Staff finds this request can satisfy this criterion.

3. Section 2.302.03.0 Trees Along Public Streets.

FINDINGS: Streetscape trees are required along public streets. Lots measuring less than 60 feet in width shall be required to plant one streetscape tree. Lots measuring 60 feet or more in width shall be required to plant two streetscape trees. Trees must be planted within the boundaries of each lot and within 10' of the public improvements. With this partition application Parcel 1 measures less than 60' in width along Crater Av which requires one streetscape tree to be planted. The planting on Parcel 1 is required prior to Certificated of Occupancy of a building permit. Trees are selected from a list of approved trees and must be a minimum of 2" caliber at time of planting. With this condition placed as a condition of a building permit Certificate of Occupancy, Staff finds this request can satisfy this criterion.

4. Section 2.302.08. Private Access Easements. 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 that 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 and emergency personnel. Access easements have a maximum length of 300' and are required to be a minimum of 20' in width

for single family or duplex development and if sole access for two or more parcels, include a turn-around. Access Easements serving a triplex, quadplex, cottage cluster or multi-family development are required to be a minimum of 22' in width and must be reviewed by the local Fire District for compliance with the Fire Code and must meet the requirements outlined in Section 2.303, and all other city standards governing vehicle access contained in the KDC and adopted Public Works Street Standards. The Fire District has submitted comments pertaining to the access easement (Exhibit 5) that are incorporated into this decision.

Width: As stated above, access easements are required to be a minimum of 20' in width for single family or duplex development. Access Easements serving a triplex, quadplex, collage cluster or multi-family development are required to be a minimum of 22' in width and subject to Fire District review and compliance with Section 2.303.11. In addition, the RS zone requires a 5' setback from the edge of an access easement to a structure. The applicant's proposed site plan shows a 22' wide access easement, 111.5' in length, therefore can comply with these standards for a single family dwelling, duplex or triplex development. As a condition of partition approval, the access easement area and location must be shown on the partition plat ensuring all standard are met. 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.

Maintenance: Provisions for the maintenance of the access easement, fencing/hedge along 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 the agreement cannot be extinguished without written approval from the City of Keizer. The City of Keizer Planning Department will review and approve the agreement before recording. The applicant is required to record the Maintenance Agreement immediately after the recording of the Plat and provide a copy to the City. Prior to issuance of a building permit for the new dwellings, submission of proof of recording to the City is required. This will be a condition of partition approval.

Turn-around: The KDC and the Keizer Fire District require a turn-around . for any access easement which is the sole access and which serves two or more parcels or lots. The access easement is proposed to serve both lots, however, Parcel 1 also has a driveway in addition to the access easement therefore a turn-around is not required.

Parking: No parking is allowed within the required access easement width allowing emergency vehicles to be able to access the new parcels.

Installation of “No Parking” signage is required to be installed when the access easement is constructed.

Trees Along Access Easements: In certain cases, streetscape trees are required along access easements. When 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. Parcel 1 measures more than 60’ along the access easement and will be required to plant two streetscape trees. Planting of the streetscape trees is a requirement of Certificate of Occupancy of a new dwelling.

Screening: Unless waived in writing by the adjacent property owners, a 6’ tall sight-obscuring fence, wall, or hedge is required along the exterior side of an access easement to provide screening to any adjacent properties. This requirement is placed as a condition of partition plat approval.

Based upon the submitted site plan, the proposed private access easement can comply with Section 2.302.08. With the above-mentioned condition regarding the turn-around, staff finds this request satisfies this criterion.

5. *Section 2.303 Off-Street Parking and Loading:*

FINDINGS: Oregon Administrative Rule (OAR) 660-012-0440 eliminates off-street parking requirements for properties within ½ mile of frequent transit corridors. Because the subject property is located within ½ mile of a frequent transit corridor, River Rd, off-street parking is not required, however, the applicant’s site plan indicates parking will be provided. When parking spaces are provided, they are required to be a minimum 9’ x 18’ and will be reviewed at the time of building permit approval. Staff finds this request can comply with this criterion.

6. *Section 2.305 Transit Facilities:*

FINDINGS: No transit facilities are proposed with this development, and are not necessary. Therefore, this criterion is not applicable to this proposal.

7. *Section 2.306 Provide for the management and control of stormwater runoff from all new development.*

FINDINGS: The intent of this provision is to ensure adequate storm drainage is provided, and avoid having runoff from properties becoming a nuisance or hindrance to other properties. The Public Works Department has submitted comments regarding the requirements for storm drainage facilities. Stormwater runoff from all building rain and foundation drains shall be conveyed to the proposed Stormwater Quality Facilities and shall not be directed to Crater Av.

The applicant has submitted preliminary stormwater plans and they have been reviewed by Public Works. The information provided demonstrates that the proposed development can reasonably conform with the requirements of Chapter 400 of the Keizer Design Standards. Prior to final plat approval, and prior to issuance of construction permits for the development, the applicant's engineer shall submit a final overall storm drainage plan and design calculations, demonstrating conformance to the Standards. A final grading and drainage plan will also be required with finished grade elevations indicated on the plan prior to the recording of the partition plat. Before any soil disturbance on the subject property, an Erosion Control Permit must be obtained from the City of Keizer. With this placed as a condition of approval, staff finds this request can satisfy this criterion.

8. Section 2.309 Site and landscaping design.

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. 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 a tree plan that shows 2 trees are proposed to be removed from the site to allow for the development. The KDC requires the replacement of trees removed at a 2:1 ratio. Therefore 4 trees would be required to be planted to mitigate the trees removed. The applicant is required to provide a Tree Replacement Plan for the 4 trees before final plat to the Planning Department. Planting of the trees will be a condition of Certificate of Occupancy of any new dwellings.

No other trees have been determined to be removed in the last 2 years. Planting 2 replacement trees will be required to be a minimum of 2" caliper for deciduous trees and 8' feet in height and fully branched for evergreen trees and are in addition to any street tree requirements. Staff finds with the above-mentioned conditions; this request will comply with this criterion.

F. SECTION 3.107.07.F - ADEQUATE PUBLIC FACILITIES SHALL BE AVAILABLE TO SERVE THE EXISTING AND NEWLY CREATED PARCELS:

FINDINGS: The applicant has indicated that public water and sewer are available or can be extended to serve the subject property. As a condition of partition approval, the requirements of the Public Works Department regarding public facilities must be adhered to as outlined in Exhibit 3 of this report. This request satisfies this criterion.

V. DECISION

Notice is hereby given that the Zoning Administrator for the City of Keizer has **APPROVED THE PARTITION WITH CONDITIONS AND REQUIREMENTS** noted below.

Any interested person, including the applicant, who disagrees with this decision, may request an appeal be considered by the Keizer Hearings Officer at a public hearing. The appeal is subject to the appellant paying a \$250.00 fee. This fee may be refunded if the appeal is successful. An appeal request must be submitted in writing on a form provided by the City of Keizer. The appeal request must be received in the Keizer Planning Department, 930 Chemawa Road NE, Keizer by **5:00 p.m. on March 17, 2025.**

Unless appealed, this decision becomes final on March 18, 2025.

Partition approval is only valid if the final plat is recorded prior to March 18, 2027.

VI. CONDITIONS AND REQUIREMENTS

The following conditions 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.

General:

1. The Keizer Development Code 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 storm drainage, will apply to this request.

Prior to Preliminary Plat Approval:

2. A detailed preliminary plat shall be submitted to the Marion County Surveyor's Office for review. The Marion County Surveyor's Office will then submit the preliminary plat to Keizer for review. The Preliminary Plat must be submitted for review prior to submittal of a final plat.
 - a. Parcels ten acres and less must be surveyed.
 - b. Per ORS 92.050, plat must be submitted for review.
 - c. Checking fee and recording fee is required.
 - d. 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:

- e. The preliminary plat shall substantially conform to the proposed partition request.
- f. Lots shall comply with all area and dimension requirements for lots within the Single Family Residential (RS) zone.
- g. Both gross and net area calculations must be shown on the preliminary and final plat.
- h. Include all engineering elements as required by the Department of Public Works requirements.
- i. Include a signature line for the City Engineer.

Prior to Final Plat approval (Mylar):

- 3. The applicant shall submit a final partitioning plat prepared by a registered professional surveyor which conforms to the approved preliminary plat. Following plat approval, the final plat and title transfer instruments accomplishing the property adjustments shall be recorded with the Marion County Clerk by March 18, 2027. The plat shall include all engineering elements as required by the Department of Public Works.
- 4. The access easement, address display signage and “no parking” signs must be built or installed 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. Contact the Planning Department for Improvement Agreements.
- 5. Provisions for the maintenance of the access easement, turn-around , fencing/hedge along 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 and provided to the City of Keizer Planning Department for review and approval.
- 6. Unless waived in writing by the adjacent property owners, a 6’ sight-obscuring fence, wall, or hedge is required along the east side of the access easement to provide screening to the adjacent properties. If waived, documentation must be submitted to the City of Keizer Planning Department.
- 7. A Tree Replacement plan shall be provided to the Planning Department indicating the placement of the 4 required replacement trees.
- 8. The following applicable requirements/conditions of the Public Works Department must be met as outlined below:

General:

- a) It is recommended that the applicant or applicant's engineer request a pre-design meeting with City staff prior to submitting construction drawings for review, to aid in the plan review and permitting process.
- b) The partition plat map and exhibits shall show the location of all existing easements on the properties, as well as provide easements for all existing utilities crossing the proposed Parcels.
- c) 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)
- d) Street opening permits are required for any work within the City right-of-way or easements that is not covered by a construction permit. (KDC 2.302.06)
- e) Erosion control permits shall be obtained from the City prior to the disturbance of any soil on the subject property. (KDC 2.306.05)
- 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) New electricity, gas, and communications services to serve the development shall be installed underground and pursuant to the requirements of the company serving the development. (KDC 2.307.02.C)

Street System:

- a) Dedicate a minimum 23-foot-wide half-street right-of-way along the entire property frontage of Crater Avenue N. (KDC 2.302.04, 2.310.05.C)
- b) Dedicate a 10-foot public utility easement (PUE) along the entire property frontage of Crater Avenue N. (KDC 2.302.04)
- c) Applicant shall sign a non-remonstrance agreement with the City, stipulating that the property owner will agree to participate in right-of-way improvements, prior to recording of the plat. (KDC 2.310.05.C.1)
- d) Close the existing driveway onto Crater Avenue N. (KDC 2.302.03.N)
- e) Construct both proposed driveway approaches onto Crater Avenue N and the proposed internal driveway. (KDC 2.302.03.N)

Sanitary Sewer System:

- a) Disconnect and cap the existing sanitary sewer lateral to the property in conformance with City of Salem and City of Keizer requirements prior to demolition of the existing building.
- b) City of Salem approval for the proposed sanitary sewer laterals 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.

- c) It will be the responsibility of the Applicant's engineer to locate any existing sewer services that serve the subject property and provide evidence whether they are available for reuse.
- d) Any septic tank or drainfield located on the property shall be abandoned according to the requirements of the appropriate agency and evidence of compliance submitted to the City prior to the issuance of any building permits on the subject property.

Water System:

- a) 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.
- b) The proposed water meters shall be located in the Crater Avenue N public right-of-way. Location of all water meters shall be approved by the Public Works Department.
- c) Any existing wells on the property shall be abandoned in accordance with the Oregon 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) Stormwater runoff from all proposed building rain and foundation drains shall be conveyed to the proposed Stormwater Facilities.
- b) Public Works has reviewed the preliminary stormwater plans and report provided with this application for reasonable conformance with the Keizer Design Standards. The Applicant's engineer shall submit a final overall storm drainage plan and design calculations, demonstrating conformance to the Standards, for review and approval prior to issuance of construction permits for the development.
- c) Applicant shall complete and submit to the City an executed Private Stormwater Maintenance Agreement for all private stormwater facilities prior to 1) recording of the plat, 2) putting the stormwater facilities into operation, or 3) the release of any building occupancy certificates, whichever comes first. (KDC 2.306.03.F. Keizer Design Standards 400.2.W.2)
- d) A grading and drainage plan shall be developed for the subject property in conformance with the 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 Obtaining Building Permit(s):

9. All required public utility services shall be completed to the satisfaction of the Department of Public Works.
10. The property owner must submit documentation to the City of Keizer Planning Department that the Maintenance Agreement for the access easement has been recorded with Marion County Recorder's Office.
11. Provided parking must comply with the provisions of the Keizer Development Code. Spaces must be 9' wide and 18' long and must be a hard, durable, dust-free surface built according to public works standards.

Prior to Obtaining Building Permit Final:

12. The residential address requirements found in the Oregon Uniform Fire Code shall be completed as approved by the Keizer Fire District and City of Keizer Planning Department. Address display sign are required at Crater Av N identifying addresses on access easement.
13. One street tree must be planted on Parcel 1. Trees must be minimum of 2" caliper for deciduous trees and 8' feet in height and fully branched for evergreen trees when planted.
14. Four replacement trees must be planted, as shown on the Tree Replacement plan before a Certificate of Occupancy of any new dwellings is approved. Trees must be minimum of 2" caliper for deciduous trees and 8' feet in height and fully branched for evergreen trees when planted.

The proposed Partition complies with Section 3.107 of the Keizer Land Development Code. Based on the above findings, staff concludes the proposal complies with the applicable decision criteria and approves the proposal subject to conditions outlined in Section VI. Conditions and Requirements of this report.

If you have any question about this application or the decision please call (503) 856-3441 or visit the Planning Department at 930 Chemawa Rd NE, Keizer, Oregon.

REPORT PREPARED BY: Dina Horner, Assistant Planner

Approved by:



Shane Witham, Planning Director

DATE:

3/6/25

EXHIBIT 1

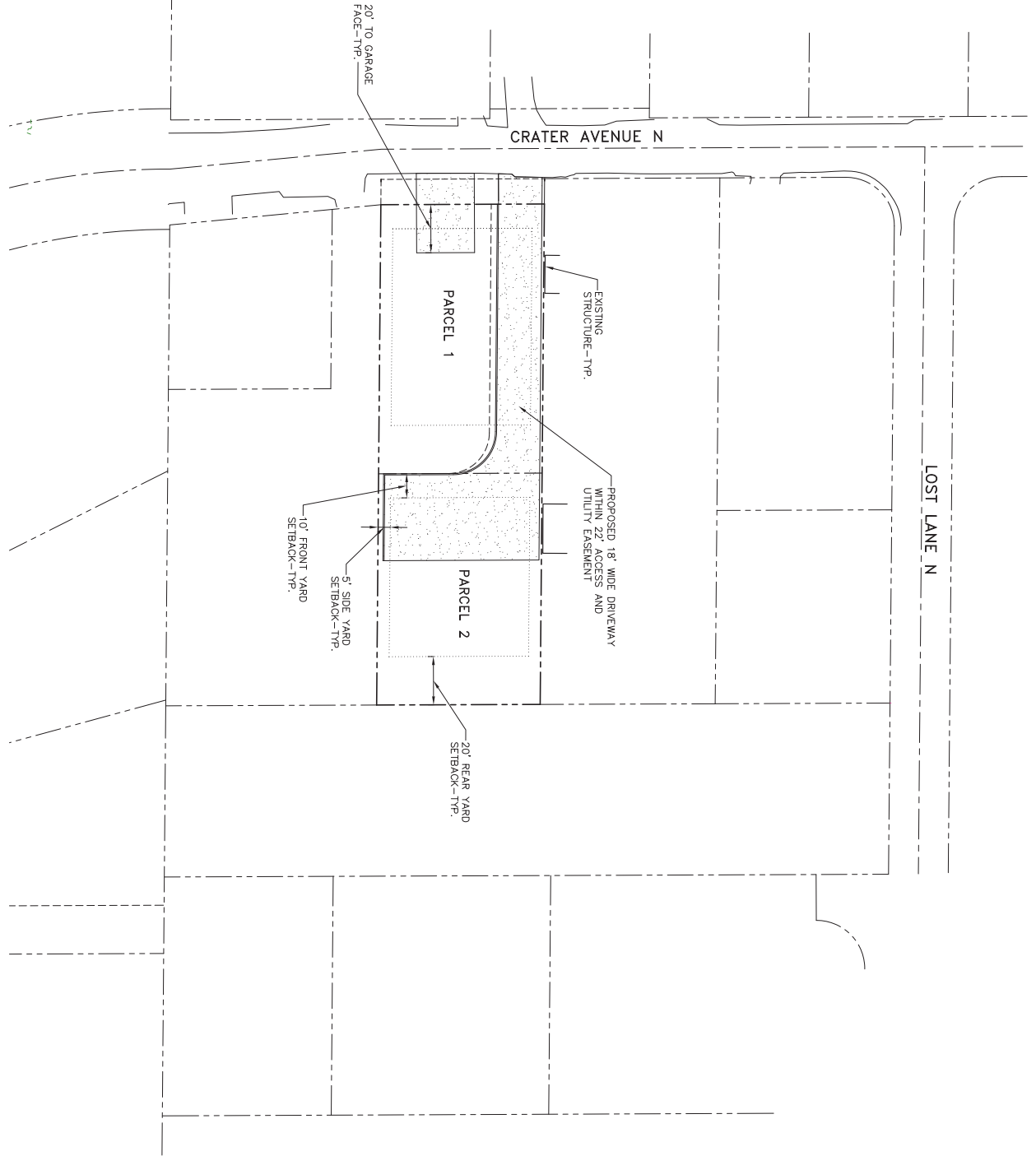
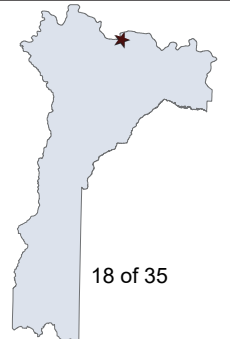
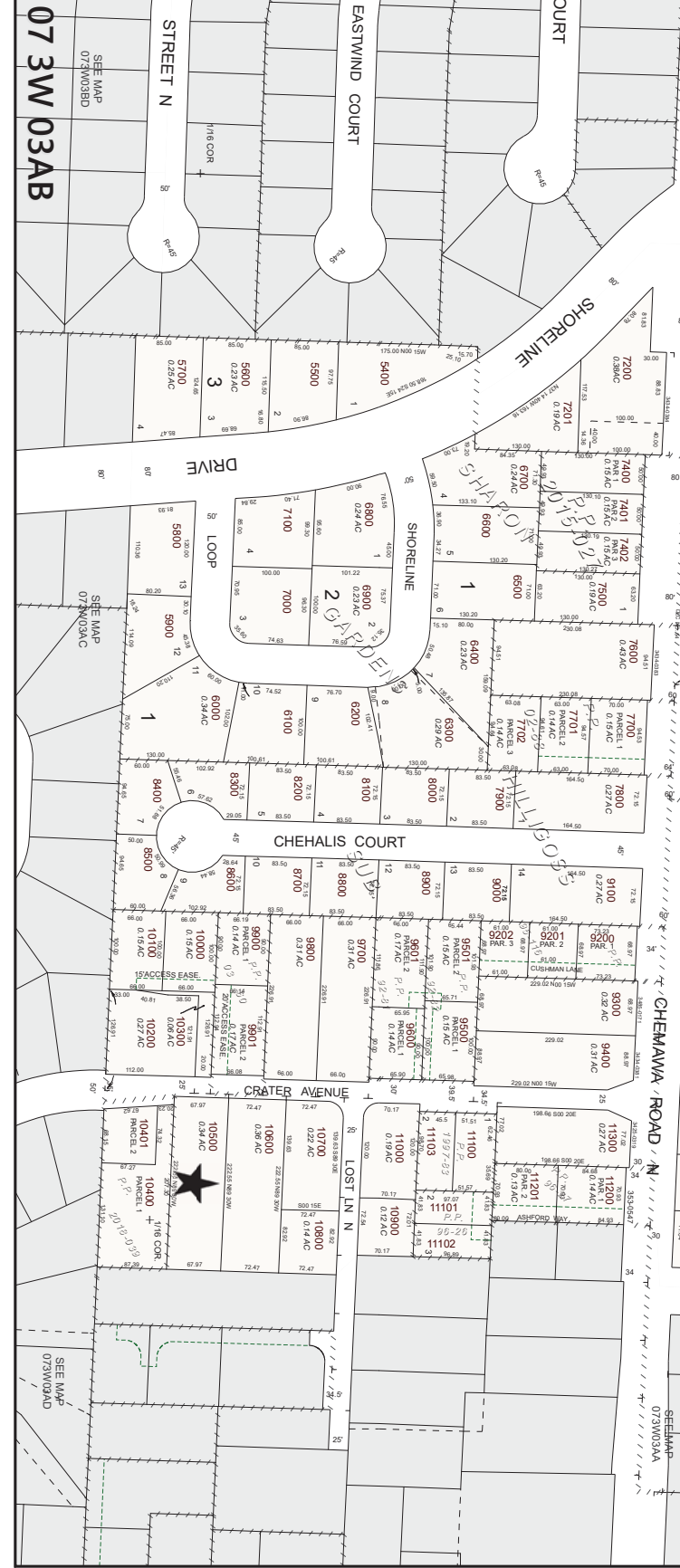
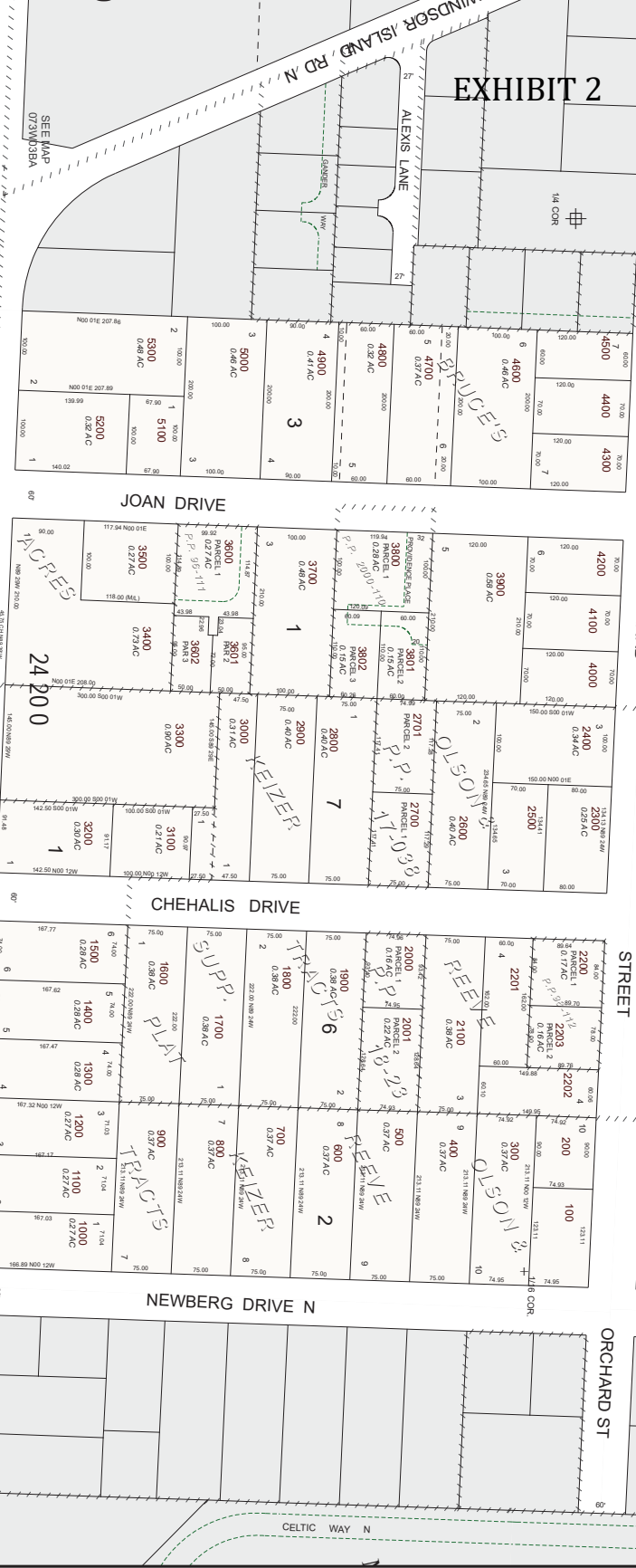


EXHIBIT 2



MARION COUNTY, OREGON
NW1/4 NE1/4 SEC3 T7S R3W W.M.
SCALE 1" = 100'



LEGEND

- LINE TYPES
 - Taxlot Boundary
 - Road Right-of-Way
 - Railroad Right-of-Way
 - Private Road ROW
 - Subdivision/Plat Boundary
 - Waterline - Tank Body
 - Waterline - Non Body
- CORNER TYPES
 - + 1/16th Section Cor.
 - ⊙ DIC Corner
 - ⊕ 1/4 Section Cor.
 - ⊕ 15' Section Corner
 - ⊕ 21' Section Corner
- NUMBERS
 - Tax Code Number
 - 00 00 0

NOTES
 Tick Marks: A tick mark in the road indicates that the labeled dimension extends into the public ROW



CANCELLED NUMBERS

7300

DISCLAIMER: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY



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

PLOT DATE: 10/16/2020

KEIZER

PARTITION CASE NO. 2025-01
PROPERTY ADDRESS: 4910 CRATER AVENUE N

The applicant is requesting to partition an approximate 14,810-square-foot-lot, located at 4910 Crater Av N, into two parcels. New Parcel 1 will contain a net square footage of approximately 5,040 square feet and Parcel 2 will contain approximately 6,492 square feet. The development will be served by a private access easement. The existing lot currently has a single-family home and accessory building. The proposal states both the house and accessory building will be removed – Public Works has confirmed that they have already been removed from the site. Both Parcel 1 and Parcel 2 are planned for middle housing development. The property is located at 4910 Crater Avenue N (073W03AB Tax Lot 10500).

EXISTING CONDITIONS:

- a) The existing property has access to and street frontage along Crater Avenue N, a Local IV street in the Keizer Transportation System Plan (TSP). This street has an approximate 20-foot-wide improvement within a varied-width right-of-way
- b) The subject property is located within the original Keizer Sewer District.
- c) An 8-inch City concrete sanitary sewer main is located along the center of Crater Avenue N, ending at a manhole just south of the property. The sewer main flows to the north. The existing residence is connected to this main.
- d) A looped 6-inch City steel water main is located along the east edge of the Crater Avenue N right-of-way. The existing residence is not connected to this main.
- e) The subject property is not located within a stormwater “Critical Basin” as defined in Keizer Design Standards Chapter 100. However, no stormwater system is available to serve the property and therefore is located in an Unserved Stormwater Area.
- f) Wetland areas or hydric soils are not indicated in the vicinity of this project per the Oregon Rapid Wetland Assessment Protocol & Stream Function Assessment Method maps.
- g) Per Flood Insurance Rate Map Number 41047C0331G, the property is located outside of any mapped Special Flood Hazard Areas (SFHAs).

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

General:

- a) It is recommended that the applicant or applicant’s engineer request a pre-design meeting with City staff prior to submitting construction drawings for review, to aid in the plan review and permitting process.
- b) The partition plat map and exhibits shall show the location of all existing easements on the properties, as well as provide easements for all existing utilities crossing the proposed Parcels.
- c) 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)
- d) Street opening permits are required for any work within the City right-of-way or easements that is not covered by a construction permit. (KDC 2.302.06)
 - e) Erosion control permits shall be obtained from the City prior to the disturbance of any soil on the subject property. (KDC 2.306.05)
 - 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) New electricity, gas, and communications services to serve the development shall be installed underground and pursuant to the requirements of the company serving the development. (KDC 2.307.02.C)

Street System:

- a) Dedicate a minimum 23-foot-wide half-street right-of-way along the entire property frontage of Crater Avenue N. (KDC 2.302.04, 2.310.05.C)
- b) Dedicate a 10-foot public utility easement (PUE) along the entire property frontage of Crater Avenue N. (KDC 2.302.04)
- c) Applicant shall sign a non-remonstrance agreement with the City, stipulating that the property owner will agree to participate in right-of-way improvements, prior to recording of the plat. (KDC 2.310.05.C.1)
- d) Close the existing driveway onto Crater Avenue N. (KDC 2.302.03.N)
- e) Construct both proposed driveway approaches onto Crater Avenue N and the proposed internal driveway. (KDC 2.302.03.N)

Sanitary Sewer System:

- a) Disconnect and cap the existing sanitary sewer lateral to the property in conformance with City of Salem and City of Keizer requirements prior to demolition of the existing building.
- b) City of Salem approval for the proposed sanitary sewer laterals 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.
- c) It will be the responsibility of the Applicant's engineer to locate any existing sewer services that serve the subject property and provide evidence whether they are available for reuse.
- d) Any septic tank or drainfield located on the property shall be abandoned according to the requirements of the appropriate agency and evidence of compliance submitted to the City prior to the issuance of any building permits on the subject property.

Water System:

- a) 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.
- b) The proposed water meters shall be located in the Crater Avenue N public right-of-way. Location of all water meters shall be approved by the Public Works Department.
- c) Any existing wells on the property shall be abandoned in accordance with the Oregon 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) Stormwater runoff from all proposed building rain and foundation drains shall be conveyed to the proposed Stormwater Facilities.
- b) Public Works has reviewed the preliminary stormwater plans and report provided with this application for reasonable conformance with the Keizer Design Standards. The Applicant's engineer shall submit a final overall storm drainage plan and design calculations, demonstrating conformance to the Standards, for review and approval prior to issuance of construction permits for the development.
- c) Applicant shall complete and submit to the City an executed Private Stormwater Maintenance Agreement for all private stormwater facilities prior to 1) recording of the plat, 2) putting the stormwater facilities into operation, or 3) the release of any building occupancy certificates, whichever comes first. (KDC 2.306.03.F. Keizer Design Standards 400.2.W.2)
- d) A grading and drainage plan shall be developed for the subject property in conformance with the 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.

Comments on Planning Action: Keizer Partition 2025-01

Date 2/12/2025 Person Commenting Kent Inman

Subdivision:

- 1. Subdivision name must be approved per ORS 92.090.
- 2. Must be surveyed and platted per ORS 92.050.
- 3. Subdivision plat must be submitted for review.
- 4. Checking fee and recording fees required.
- 5. Per ORS 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.
- 6. A current or updated title report must be submitted at the time of review. Title reports shall be no more than 15 days old at the time of approval of the plat by the Surveyor's Office, which may require additional updated reports.

Partition:

- 1. Per ORS 92.055 – Parcels over 10 acres can be unsurveyed.
- 2. Parcels ten acres and less must be surveyed.
- 3. Per ORS 92.050, plat must be submitted for review.
- 4. Checking fee and recording fees required.
- 5. A current or updated title report must be submitted at the time of review. Title reports shall be no more than 15 days old at the time of approval of the plat by the Surveyor's Office, which may require additional updated reports.

Property Line Adjustment:

- 1. The adjusted line must be surveyed and monumented per ORS 92.060 (7).
- 2. Survey checking fee required at the time of review.

(See Page 2 for additional comments)

Property Line Adjustment (continued):

- ___ 4. Property line adjustment deeds shall be recorded with the Marion County Clerk's Office. Per ORS 92.190 (4): The deed shall contain the names of the parties, the description of the adjusted line, references to original recorded documents and signatures of all parties with proper acknowledgment.

- ___ 5. A re-plat (**in the form of a partition plat**) is required, due to the adjustment of a partition plat parcel line or subdivision lot line. A property line adjustment deed for the area being transferred shall be recorded with the Marion County Clerk's Office. As per ORS 92.190 (4): The deed shall contain the names of the parties, the description of the adjusted line, references to original recorded documents and signatures of all parties with proper acknowledgment.

The deeds conveying the re-platted parcels shall be recorded after the recording of the re-plat.

Re-plat: (Re-configuration of lots or parcels and public easements within a recorded plat)

- ___ 1. Must comply with all provisions per ORS 92.185 (6)
- ___ 2. Must be surveyed and platted per ORS 92.050, and the plat submitted for review.
- ___ 3. Checking fee and recording fees required.
- ___ 4. A current or updated title report must be submitted at the time of review.
- ___ 5. The portion of the subdivision or partition plat proposed for replatting contains utility easement(s) that will need to be addressed. Per ORS 92.185 (4), when a utility easement is proposed to be realigned, reduced in width or omitted by a replat, all affected utility companies or public agencies shall be notified, consistent with a governing body's notice to owners of property contiguous to the proposed plat. Any utility company that desires to maintain an easement subject to vacation must notify the governing body in writing within 14 days of the mailing or other service of the notice.

Other comments specific to this Planning Action:



Date: March 4th 2025

Comments for: 4910 Crater Ave, Keizer

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 approved route around the exterior of the building. An approved turnaround is required if the remaining distance to an approved intersection roadway, as measured along the fire apparatus access road, is greater than 150'. 2022 Oregon Fire Code 503.1.1
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.
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



REQUEST FOR COMMENTS

DATE: February 12, 2025
CASE: Partition 2025-01

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 February 26, 2025. 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@keizerOR.Gov Phone: (503) 856-3442
City of Keizer Planning Division
930 Chemawa Rd NE, Keizer OR 97303

REQUEST: The applicant is requesting to partition an approximate 14,810 square foot lot located at 4910 Crater Av N, Keizer into two parcels. New Parcel 1 will contain a net square footage of approximate 5,040 square feet and Parcel 2 will contain approximately 6,492 square feet. The development will be served by a private access easement. The existing lot currently has a single family home and accessory building. The proposal states both the house and accessory building will be removed. Both Parcel 1 and Parcel 2 are planned for middle housing types.

APPLICANT: KTS Properties LLC
ZONE: Residential Single Family (RS)

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.
- Our Agency's comments are: _____

Any connections to City of Salem sewer mains, located in Crater Avenue N, will require construction permits in accordance with the City of Salem Revised Code, the City of Salem Public Works Design Standards, and the City of Salem Standard Construction Specifications. Permits will not be issued by the City of Salem for connection to this main until all construction plans have been approved by the Public Works Department. Construction drawings can be submitted by email to: Developmentservices@cityofsalem.net

Name:	<u>Laurel Christian, Infrastructure Planner III</u>	Agency:	<u>City of Salem, Community Planning and Development</u>
Phone:	<u>503-584-4632</u>	Email:	<u>lchristian@cityofsalem.net</u>
Address:	<u>555 Liberty Street SE, Salem, OR 97301</u>	Date:	<u>February 20, 2025</u>



REQUEST FOR COMMENTS

DATE: February 12, 2025
CASE: Partition 2025-01

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- Our comments are in the attached letter.
- Our Agency's comments are: _____

Name: David Fridenmaker
Phone: 503-315-0232
Address: 2450 Lancaster Dr. NE, PO Box 12024
Salem OR 97309

Agency: Salem-Keizer Public Schools
Email: fridenmaker_david@salkeiz.k12.or.us
Date: February 20, 2025



Andrea Castañeda, Superintendent

February 20, 2025

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

RE: Land Use Activity Case No. Partition 2025-01, 4910 Crater Av N

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
Cummings	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
Cummings	Elementary	396	498	80%
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	8	DU	0.221	2
Middle			0.126	1
High			0.155	1

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
Cummings	Elem.	396	1	2	3	498	80%
Claggett Creek	Mid.	774	5	1	6	969	81%
McNary	High	1,955	16	1	17	2,200	90%

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
Cummings	Elementary	Walk Zone
Claggett Creek	Middle	Eligible for School Transportation
McNary	High	Walk Zone

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	\$92,105	\$184,210
Middle	1	\$113,211	\$113,211
High	1	\$134,316	\$134,316
TOTAL			\$431,737

Table 6

*Estimates based on average of Indicative Construction Costs from “RLB Construction Cost Report North America Q4 2024”

Assume 25 du/acre for townhomes.

Sincerely,

David Fridenmaker
Business and Support Services

c: T.J. Crockett, Acting Chief Operations Officer, David Hughes, Director of Operations & Logistics, Mitch Hamilton, Acting Director of Transportation



City of Keizer

Phone: (503) 856-3442 • Fax: (503) 390-8288
930 Chemawa Rd. N.E. • P.O. Box 21000 • Keizer, OR 97307-1000

REQUEST FOR COMMENTS

RECEIVED
CITY OF KEIZER
FEB 20 2025
PLANNING DEPARTMENT

TO: Neighboring Property Owner of 4910 Crater
DATE: February 12, 2025
CASE: Partition 2025-01

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 February 26, 2025.

Send comments or questions to:

Dina Horner, Assistant Planner
Email: Hornerd@keizerOR.GOV Phone: (503) 856-3442
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APPLICANT/PROPERTY OWNER: KTS Properties LLC
ZONE: Residential Single Family (RS)

PLEASE CHECK THE APPROPRIATE ITEMS:

- I/We reviewed the proposal and determined I/we have no comment.
- My/Our comments are in the attached letter.
- My/Our comments are: OUR SMALL STREET CANNOT SUPPORT 6 ADDITIONAL HOUSES, THAT WOULD ADD MIN. 6 CARS MORE LIKELY 12 CARS AND THEN ADD VISITORS WITH NO PARKING ON THE STREET. WE DO NOT SUPPORT THIS APPLICATION.

Name: JEAN & SUSAN LELACK
Phone: 503 510 1577
Address: 4935 CRATER AV. N.
KEIZER, OR 97303

Date: 2-18-25
Email: JLELACK@COMCAST.NET



City of Keizer

Phone: (503) 856-3442 • Fax: (503) 390-8288
930 Chemawa Rd. N.E. • P.O. Box 21000 • Keizer, OR 97307-1000

RECEIVED
CITY OF KEIZER

FEB 24 2025

PLANNING DEPARTMENT

REQUEST FOR COMMENTS

TO: Neighboring Property Owner of 4910 Crater
DATE: February 12, 2025
CASE: Partition 2025-01

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 February 26, 2025.

Send comments or questions to:

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

REQUEST: The applicant is requesting to partition an approximate 14,810 square foot lot located at 4910 Crater Av N, Keizer into two parcels. New Parcel 1 will contain a net square footage of approximate 5,040 square feet and Parcel 2 will contain approximately 6,492 square feet. The development will be served by a private access easement. The existing lot currently has a single family home and accessory building. The proposal states both the house and accessory building will be removed. Both Parcel 1 and Parcel 2 are planned for middle housing types.

APPLICANT/PROPERTY OWNER: KTS Properties LLC
ZONE: Residential Single Family (RS)

PLEASE CHECK THE APPROPRIATE ITEMS:

- I/We reviewed the proposal and determined I/we have no comment.
- My/Our comments are in the attached letter. *noth end*
- My/Our comments are: *Crater Avenue is in need of a sidewalk as we add more residents*
- No objection to the partition*

Name: Eileen Sheelar
Phone: 503-949-6506
Address: 4805 Crater Ave N

Date: 2/19/25
Email: eileen4805@comcast.net



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PLEASE CHECK THE APPROPRIATE ITEMS:

- I/We reviewed the proposal and determined I/we have no comment.
- My/Our comments are in the attached letter.
- My/Our comments are: It's A small neighborhood and cramming in six families in that small area isn't good. One to two cars per family, water, sewer, electric, garbage are all an issue. Two single family dwellings would be better for all of these concerns.

Name: Jill Poe
Phone: 503-269-4316
Address: 705 Ventura St N, Keizer

Date: 2/21/25
Email: jpae@usa.com



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REQUEST FOR COMMENTS

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CITY OF KEIZER
FEB 24 2025
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APPLICANT/PROPERTY OWNER: KTS Properties LLC
ZONE: Residential Single Family (RS)

PLEASE CHECK THE APPROPRIATE ITEMS:

- I/We reviewed the proposal and determined I/we have no comment.
- My/Our comments are in the attached letter.
- My/Our comments are: they own it, they should be able to do what they want with it. Property Rights are a thing. I'd be fine if they built a nuclear power plant on the property.

Name: Bob Gallagher Date: 2/17/2025
 Phone: 503 999 6626 Email: usw@comcast.net
 Address: phys. cal: 4833 ventura loop in Keizer
mailing: 827 purple rd, Weiser Idaho 83672



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FEB 18 2025
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APPLICANT/PROPERTY OWNER: KTS Properties LLC
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PLEASE CHECK THE APPROPRIATE ITEMS:

_____ I/We reviewed the proposal and determined I/we have no comment.

_____ My/Our comments are in the attached letter.

My/Our ^{Be clear first} comments are: no on-street parking is available on most of Crater Ave - too narrow. Finish sidewalk in front to connect to existing sidewalks to the south. We support middle housing particularly for home ownership.

Name: Cathy Clark
Phone: 503 932 1731
Address: 715 Ventura St N

Date: 2-17-2025
Email: CathyClark97303@gmail.com