

County Commissioners

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MARION COUNTY PUBLIC WORKS

MARION COUNTY HEARINGS OFFICER STAFF REPORT**SUBDIVISION/VARIANCE:** 26-001**OWNER:** Villalobos Real Estate LLC

REQUEST: Application of Villalobos Real Estate for a conceptual and detailed approval to subdivide a 0.46-acre parcel into four lots and for an adjustment to reduce the width of an easement in an RS (Single Family Residential) zone located at 4336 Glenwood DR SE, Salem (T7S; R2W; Section 31AC; Tax Lot 5000).

LOCATION: 4336 Glenwood Dr SE, Salem**DATE:** August 19th 2026**REPORT OF THE FACTS:**

1. The subject property is designated Single-Family Residential in the Salem County Comprehensive Plan and correspondingly zoned RS (Single-Family Residential). The property is within the UGB (Urban Growth Boundary) of the City of Salem.
2. The property is located on the south side of Glenwood Dr SE located at the address 4336 Glenwood Dr. The property currently contains 0.46-acres and is developed with a single-family dwelling, which is proposed to remain in its current location upon development. The subject parcel is the northern half of Lot 6 of Block 5 in the Meadowlawn Tracts subdivision.
3. All adjacent properties are zoned RS and are primarily developed with single-family residences. Several lots within this area have undergone similar forms of redevelopment as the current proposal, as many have been partitioned or subdivided into smaller parcels from the original Meadowlawn Tracts subdivision.

AGENCY COMMENTS:

4. Various agencies were contacted with a request for comments.

Public Works Land Development and Engineering (LDEP) requested that the following be included in the staff report for consideration by the Hearings Officer.

ENGINEERING CONDITIONS

***CONDITION A** – Prior to plat approval, design, permit and construct a stormwater water quality treatment (WQT) system. Individual lot WQT systems such as a raingarden may be constructed prior to*

issuance of a Certificate of Occupancy on the developable lots provided an acceptable template design is submitted for review prior to plat approval [MCC 15.20].

CONDITION B – *Prior to plat approval, design, permit and effectuate construction of offsite water, sanitary sewer and public stormwater wet utility service extensions within the public right-of-way (R/W) serving the developable lots. Also effectuate installation of electrical power and any other desired dry utility service extensions within the R/W, as designed by respective service providers [MCC 11.15].*

CONDITION C – *Prior to plat approval, provide a notarized road maintenance agreement to be recorded concurrently with the plat [MCC 16.33.340].*

ENGINEERING REQUIREMENTS

- 1) An Access Permit is required to establish the proposed easement driveway approach connection with Glenwood Drive [MCC 11.10].
- 2) A county Erosion Prevention & Sediment Control (EPSC) Permit is required for total ground disturbances of 0.25-acre to just under 5 acres. Please note erosion permit coverage is required during both site development and home construction processes [MCC 15.10].
- 3) Transportation System Development Charges (SDCs) and Parks Fee will be assessed upon application for building permits within the City of Salem Urban Growth Boundary [County Ordinances #97-39R and #98-40R, respectively].

ENGINEERING ADVISORY

- 1) Based upon review of the land use Application site dimensioning plan, the private access easement has a length of approximately 160 feet and therefore would be classified as a *Fire Apparatus Access Road* per OFC. It is recommended to consult directly with the local fire district as to their access requirements, particularly with respect to need for a dedicated fire turnaround easement and parking restriction signage.
- 2) Potable water is provided by Suburban East Salem Water District.
- 3) Sanitary sewer service is provided by City of Salem.

Marion County Building commented: “No Building Inspection concerns. Permit(s) are required to be obtained prior to the development of structures and/or utilities installation on private property. It is recommended discussion with the fire district be made to discuss access and water supply since this may require residential fire sprinkler systems be installed.”

Marion County Survey commented:

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.

Marion County Fire District No. 1 provided the following comments:

This project must meet the following code requirements per Marion County Fire District No. 1:

1. **Single Family Dwellings, Group R-3 and R-4 – Required Fire Flow:** The minimum fire flow and flow duration requirements for one and two- family dwellings, Group R-3 and R-4 buildings and townhouses shall be 1,000 gallons per minute at a flow duration of 1 hour when structure has a fire flow area of 0 – 3,600 square feet. When the structure(s) is (are) 3,600 square feet or larger, the required fire flow shall be determined according to OFC Appendix B. (OFC Table B105.1(1) and B105.1(2))
Note: before the application can be deemed complete a stamped engineered fire flow analysis will be required.
2. **Fire Hydrants – Group R-3 and Group U Occupancies:** For Group R-3 and Group U Occupancies, the distance requirement shall be 600 feet. (OFC 507.5.1 exception)
3. **Fire Hydrant Distance from an Access Road:** Fire hydrants shall be located not more than 15' feet from an approved fire apparatus access roadway unless approved by the fire code official. (OFC Appendix C)
4. **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.
5. **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
6. **Dead End Roads:** Dead-end fire apparatus access roads in excess of 150' feet in length shall be provided with an approved area for turning around fire apparatus (OFC 503.2.5 & Appendix D).
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 2014 Oregon Fire Code (OFC) Appendix D 103.1 and an unobstructed vertical clearance of not less than 13 feet 6 inches. 2022 Oregon Fire Code Section 503.2.1 and Appendix D103.1
8. **Fire Apparatus Access Road Exceptions:** The requirements for fire apparatus access may be modified as approved by the fire code official where any of the following apply: (OFC 503.1.1 Exceptions)
 - a. Buildings are equipped throughout with an approved automatic fire sprinkler system installed in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3. (The approval of this alternate method of construction shall be accomplished in accordance with the provisions of ORS 455.610(5)).
 - b. Fire apparatus access roads cannot be installed because of location on property, topography, waterways, nonnegotiable grades, or other similar conditions, and an approved alternative means of fire protection is provided.
 - c. There are not more than two non-sprinklered one- and two-family dwellings or Group R-3 or Group U occupancies.
9. **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. 2022 OFC D103.6-D103.6.2. You may contact the Fire Marshal if you would like code requirement for painted curbs. 2022 OFC 503.3

10. **Obstruction of Fire Apparatus Access Roads:** Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in Sections 503.2.1 and 503.2.2 shall be maintained at all times. (OFC 503.4).
11. **Address Identification:** New and existing buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers and shall be Arabic numbers or alphabetical letters. Each character shall be not less than 4 inches high with a minimum stroke width of ½ inch. Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole, or other sign or means shall be used to identify the structure. Address identification shall be maintained. (OFC 505.1)
 - Consult with local fire jurisdictions within Marion County for established “Address Sign Program” requirements.
 - Consult with the local city or county development code for additional or alternative requirements.
 - Consult with local fire jurisdictions or City/County development codes for requirements of large apartment complexes (4 or more buildings).

A follow up email with the fire district asked for specific comments regarding the proposed adjustment to the dedicated easement width. The fire district responded that as long as the private easement still met the requirements of section #7 in their comments that the proposed adjustment would cause no issues for the fire department.

Marion County Tax Assessor’s Office commented on the tax status of the subject property.

City of Salem provided the following comment: “The subject property is located within the East Salem Sanitary Sewer Service District and Suburban East Salem Water Service District. The applicant shall contact the Suburban East Salem Water Service District to verify water availability. New connections to the sanitary sewer mains within the East Salem Sanitary Sewer Service District will require permits from the City of Salem. Additionally, City Council Policy X-4 requires an annexation agreement for connection these districts where one has not already been done so. The record does not include a proposed utility plan. The applicant shall ensure one individual service is provided to each lot. Please submit construction plans for permits to development@cityofsalem.net. The permits will not be issued until the annexation agreement has been recorded and plans meet City of Salem Standard Construction Specifications.”

All other commenting agencies either failed to comment or stated no objection.

ANALYSIS AND CONCLUSIONS:

5. The applicant is proposing to subdivide a 0.46-acre parcel into four lots and proposes an adjustment to allow a 22-foot wide dedicated easement width for access where 25 feet is the standard. The proposal is only to reduce the full width dedicated to the easement and is not to reduce the improved surface width of the access easement, which is 20-feet.

6. **Roads, Streets and Easement:** Standards for this section are listed in Chapter 16.33.160 through 16.33.340 of the Marion County Code (MCC). Those that apply to this proposal include:

16.33.160 ENGINEERING STANDARDS AND REQUIREMENTS. Engineering standards and requirements, including but not limited to streets, drainage, access, easements, and thoroughfare improvements, shall be those currently approved by the Marion County department of public works.

As outlined in their comments, the Land Development, Engineering, and Permits Division (LDEP) will require street and roadway improvements to be developed in compliance with engineering standards.

16.33.190 CONNECTIVITY. Applicants submitting preliminary development plans shall provide for local streets oriented to or connecting with existing or planned streets, existing or planned schools, parks, shopping areas, transit stops, and employment centers located within one-half mile of the development. Applicants shall also provide for extension of local streets to adjoining major undeveloped properties and eventual connection with the existing street system. Connections to existing or planned streets and undeveloped properties along the border of the parcel shall be provided at no greater than 600-foot intervals unless the Planning Director, or designee, determines that one or more of the following conditions exist:

- A. Physical or topographic conditions make a street or accessway connection impractical. Such conditions include, but are not limited to, freeways, railroads, steep slopes, wetlands or other bodies of water where a connection could not reasonably be provided; or*
- B. Buildings or other existing development on adjacent lands physically preclude a connection now or in the future considering the potential for redevelopment.*

The proposed development is an in-fill development and will use a private easement for access to an existing public street.

16.33.300 UTILITY EASEMENTS. Utility easements meeting the approval to the standards of the affected utilities shall be provided to all newly created lots.

LDEP will review and require any required Public Utility Easements. The utility easements shall be shown on the final subdivision plat.

16.33.320 STREET OR ROAD IMPROVEMENTS. All street or road improvements including pavement, curbs, sidewalks, signage, and surface drainage shall be in accordance with the specifications and standards prescribed by the director of public works. Subdivision plats shall not have final approval until such time as the director of public works, or his/her designee, is satisfied that the street improvements will be completed in accordance with the specifications and standards set forth by the Marion County department of public works.

No building permits within a subdivision or partition shall be issued until the director of public works, or his/her designee, approves that the improvements have been completed or sufficient improvement agreements and financial guarantees have been recorded.

In their submitted comments, LDEP did not identify any necessary frontage street improvements but did identify necessary utility service extensions into the public right-of-way as well as the need to obtain an access permit for the proposed access easement. No additional right-of-way dedication was identified in their comments.

16.33.340 PRIVATE STREETS. In the event the subdivider or developer elects to provide private streets or thoroughfares, they shall be maintained by the homeowners association and a maintenance agreement shall be submitted to Marion County for review and approval prior to recording the final plat.

Per comments submitted by LDEP, a road maintenance agreement for the private streets will be required.

7. **Blocks and lots:** These standards are listed in MCC 16.33.360 through 16.33.440 and include:

16.33.360 SUBDIVISION. Block lengths and widths shall be determined after considering the following factors:

- A. The distance and alignment of existing blocks and streets adjacent to or in the general vicinity of a proposed subdivision;*
- B. Topography;*
- C. Lot size; and*
- D. Need for and direction of the flow of through and local traffic. Blocks shall not exceed 600 feet between street or road right-of-way lines unless the adjacent layout or special conditions justify greater length. Except where topographical or other physical features require otherwise, block widths shall not be less than 120 feet or greater than 400 feet.*

This is an infill subdivision and will not have blocks.

16.33.400 LOT SIZE. All lots approved under this chapter shall have sufficient area to be consistent with the intent of the comprehensive plan and to provide adequate area for the intended structures and uses, all setbacks, access and spacing required for water supply and waste water disposal. Lot size and dimensions shall be as prescribed in the corresponding zone. In the RS zone, MCC 16.02.120 states:

- A. Lot Area. The minimum lot area for a single-family dwelling in a subdivision approved after the effective date of the ordinance codified in this title, is 4,000 square feet when located within the Salem/Keizer area urban growth boundary. In all other cases lots shall be a minimum of 6,000 square feet. (See Chapter 16.27 MCC for density limitations).*
- B. Lot Dimensions. Except as provided in MCC 16.26.800 for planned developments, the width of a lot shall be at least 60 feet; provided that within the Salem/Keizer urban growth boundary the width of a lot shall be at least 40 feet, and the depth of a lot shall be at least 70 feet.*

As proposed, all of the lots exceed the 4,000 square foot minimum lot size, the 40-foot minimum width, and 70-foot minimum depth standards. In addition, dwellings placed on the resulting lots will meet all the applicable property line setbacks.

16.33.440 LOT LINE. Side lot lines shall be as close to right angles to the front street line as practicable. Unless otherwise approved, rear lot lines shall be not less than one-half the width of the front lot lines.

The proposal meets this requirement.

8. **Sewage, water, and utilities:** These standards are listed in MCC 16.33.460 through 16.33.560 and include:

16.33.460 SEWAGE DISPOSAL. All lots or parcels shall be served by an authorized sewage disposal system. Subsurface sewage disposal for individual parcels shall meet the requirements of the Department of Environmental Quality (DEQ) and the Marion County building inspection division. Those subsurface sewage systems that are used by a community, sanitary district, industry, or incorporated area must be

authorized by the Department of Environmental Quality (DEQ) via the Marion County building inspection division. Installation and maintenance shall be in accordance with the Department of Environmental Quality's regulations and requirements. The commission, director, or hearings officer may require connection to an existing sewage collection and treatment system regardless of lot suitability for subsurface disposal if the commission, director or hearings officer deems it necessary and provided the connection is available.

The applicants provided a utility plan showing the proposed new lots will connect to the existing underground public sewer system in Glenwood Dr. LDEP requested that a condition of approval be made that the design, permitting, and effectuation of construction of sanitary sewer connection within the public right-of-way is completed prior to plat approval.

16.33.480 WATER SUPPLY. All lots or parcels shall be served by an authorized public or private water supply system.

Public or Private Systems. Public or private systems shall meet the requirements of the Oregon State Health Division with reference to chemical and bacteriological quality. In addition, such systems must meet the quantity, storage, and distribution system requirements of the State Health Division and the operator of the water system.

The applicants provided a utility plan showing the proposed new lots will connect to the existing underground potable water system provided by Suburban East Salem Water District in Glenwood Dr. LDEP requested that a condition of approval be made that the design, permitting, and effectuation of construction of connection to offsite water supply within the public right-of-way is completed prior to plat approval.

16.33.520 UNDERGROUND UTILITIES. All permanent utility service to lots in a subdivision within an established urban growth boundary shall be provided from underground facilities and no overhead utility service to a subdivision shall be permitted. The subdivider shall be responsible for complying with the requirements of this section and shall:

- A. Obtain a permit from the director of public works for the placement of all underground utilities.*
- B. Make all necessary arrangements with utility companies and other persons or corporations affected by the installation of such underground lines and facilities in accordance with the rules and regulations of the public utility commissioner of the State of Oregon.*

A condition of approval will require utilities to meet this standard.

16.33.540 UNDERGROUND UTILITIES EASEMENTS. Underground easements for utilities and overhead utility facilities shall be provided by the subdivider and set forth on the final plat. Each easement shall be a minimum of 10 feet in width except on the perimeter of the subdivision where the minimum width shall be five feet, and when possible, such easement shall be centered on or bordering a lot line. The subdivider shall provide five-foot utility easements on both sides of all road or street rights-of-way of 60 feet or less.

This will be made a condition of any approval.

16.33.560 STREET LIGHTING. Proposed subdivisions located within established street lighting district boundaries shall submit street lighting plans from the appropriate power company to the director of public works for approval. All provisions for wiring for underground installation shall be completed before the final street improvement is made.

The property is within the boundary of an established lighting district, the East Salem Street Lighting Subdistrict. The proposal will not create a new public road but rather will develop a private road easement. The standards under this section only applies to public road lighting systems. Therefore, this criterion does not apply.

9. **Access standards:** These standards are listed in MCC 16.33.680 and state: *All lots must have a minimum 20 feet of frontage on a public right-of-way or, when an access easement is proposed to serve one or more lots in any partitioning, the location and improvement of the roadway access shall conform to the following standards which are necessary for adequate access for emergency vehicles. Evidence that the access has been improved to these standards and a driveway permit has been obtained shall be provided prior to the issuance of building permits on the parcels served by the access easement. The easement shall meet the following standards:*

- A. *Have a minimum easement width of 25 feet;*
- B. *Have a maximum grade of 12 percent;*
- C. *Be improved with a paved surface with a minimum width of 20 feet;*
- D. *Provide adequate sight-distance at intersections with public roadways;*
- E. *Be provided with a road name sign at the public roadway as identification for emergency vehicles in accordance with Chapter 11.55 MCC, Naming and Addressing Roads/Property.*

The proposal is to create a four-lot subdivision; one of the lots will have over 20 feet of frontage on Glenwood Dr, which is a public right-of-way. The applicants are proposing a private road easement serve the other three lots as they will not have frontage along a public road to use for access. The applicants state that the access will not have any grade larger than 12%, will have a paved surface of at least 20 feet, and show how the existing dwelling will not interfere with the sight-distance at the intersection with Glenwood Dr. They also acknowledge the requirement of a road sign for identification. The approved name for the private roadway is **Julissa Ln SE**. Prior to the plat approval, a work order for the street sign installation, with appropriate fee, must be submitted to Marion County Department of Public Works.

However, the applicants provided site plans showing the required easement dedication width of 25 feet and identified that the existing dwelling, which will remain on the property, encroaches into the required 25-foot area for the easement. As explained in their narrative, the existing dwelling footprint encroaches into the 25-foot easement area by “a few inches” and the overhang of the roofline encroaches by 3 feet into the required easement area. The applicants are requesting an adjustment to the 25-foot width standard to reduce the required easement dedication width to 22 feet to allow the existing dwelling to remain without alteration. MCC 16.33.1060 grants the Hearings Officer the authority to authorize an adjustment of any requirement under this section subject to meeting the criteria outlined under MCC 16.41.030. The applicants provided findings to the required criteria, which are addressed Analysis and Conclusion #11 below.

10. **16.33.1020 TIME LIMIT FOR THE FILING AND RECORDING OF A PLAT.** *When the subdivider has expressed intent to develop a subdivision in phases or stages, the first phase of the final plat, or, if not to be developed in phases or stages, the completed final plat must be filed with the director by the first day of the 24th month following the date of detailed approval or said detailed approval shall be deemed null and void. The final plat shall be approved by public officials as required by law and recorded within 180 days following the date the plat is submitted to the director. Extensions to either time deadline may be approved by the director upon submittal of written justification prior to the expiration of the time limit.*

The applicants have not expressed intent to develop the subject property in phases, but if they do it must be expressed in writing prior to submitting the plat for the first phase.

11. **Adjustment:** Standards for this section are found in MCC 16.41. and include:

- (a) *The proposed development will not have a significant adverse impact upon adjacent existing or planned uses and development; and*
- (b) *The adjustment will not have a significant adverse affect upon the health or safety or persons working or residing in the vicinity; and*
- (c) *The adjustment is the minimum necessary to achieve the purpose of the adjustment and is the minimum necessary to permit development of the property for the proposed use; and*
- (d) *The intent and purpose of the specific provision to be adjusted is clearly inapplicable under the circumstances; or, the proposed development maintains the intent and purpose of the provision to be adjusted.*

The applicants are proposing to adjust the standard required under MCC 16.33.680 (A) requiring access easements to have a minimum width of 25 feet down to 22 feet to allow the existing dwelling on the subject parcel to remain in its current location. The main encroachment by the dwelling into the proposed easement area is by the roof overhang, which the applicants state is 3 feet into the proposed area for the access easement or 22 feet from the east property line. The dwelling walls and foundation also encroach into the 25-foot area by “a few inches” according to the applicant. The applicants’ preliminary grading and stormwater plan shows the paved surface planned for the development and shows a 25-foot wide easement for reference. The dwelling is also shown on this map (not including the roof overhang), and while the dwelling footprint does visibly encroach into the easement dedication it does not encroach into the paved surface area for the easement.

Access easement width standards provide emergency response vehicles—which are often significantly larger than standard cars—sufficient access to properties without direct frontage on public roads. They also provide a path for public services to extend from the road to lots in the back of a development. The potential for adverse impacts on adjacent or planned uses and development comes from the risk of obstructing emergency vehicle access. Therefore, the proposal must still comply with the minimum requirements from the relevant emergency service providers in order to meet the criteria for an adjustment.

In the comments from the Marion County No. 1 Fire District (which provides emergency response to the subject property) the Deputy Fire Marshal outlined the minimum standards for road width and vertical clearance. Their standards require a driving surface of no less than 20 feet (26 feet when adjacent to fire hydrants), and an unobstructed vertical clearance of no less than 13 feet 6 inches.

The applicants are not proposing a reduction in the required 20-foot driving surface. They are requesting to reduce the dedicated easement width, which includes an additional 5 feet of space beyond what is required for the driving surface to allow access to underground utility lines serving the back lots without the need to tear up the improved driveway surface. The utility lines can be located under the improved surface without issue, and the horizontal width of the driveway will still meet the requirements of the fire district. Further, the roof overhang will not cause an issue for the vertical clearance requirements, as it also does not extend into the proposed road surface. Since the proposal meets the minimum access requirements for the local fire district, the proposed development will maintain the intent and purpose of the access standards in MCC 16.33.680; will not have a significant adverse impact on adjacent uses (existing or planned); and will not have a significant adverse affect on health and safety of people in the vicinity. Finally, based on the measurements provided by the applicant, the proposed 3-foot reduction in the width of the access easement is the minimum necessary to accomplish the proposed adjustment. Therefore, the proposal meets all the criteria required for approval of the adjustment.

STAFF RECOMMENDATION:

Based upon a review of the subdivision and zoning provisions of the Marion County Urban Zoning Ordinance and comments received from commenting agencies, staff recommends the proposed subdivision be given conceptual and detailed approval subject to the following conditions:

1. Per the Marion County Surveyor's Office:
 - The subdivision name must be approved per ORS 92.090.
 - The subdivision shall be surveyed and platted per ORS 92.050.
 - The subdivision plat shall be submitted for review. Checking and recording fees are required.
 - 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.
 - 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.
2. Public Works Land Development Engineering and Permits Division (LDEP) will not approve the final plat for recordation until the above-mentioned conditions have been satisfied:

Condition A – Prior to plat approval, design, permit and construct a stormwater water quality treatment (WQT) system. Individual lot WQT systems such as a raingarden may be constructed prior to issuance of a Certificate of Occupancy on the developable lots provided an acceptable template design is submitted for review prior to plat approval [MCC 15.20].

Condition B – Prior to plat approval, design, permit and effectuate construction of offsite water, sanitary sewer and public stormwater wet utility service extensions within the public right-of-way (R/W) serving the developable lots. Also effectuate installation of electrical power and any other desired dry utility service extensions within the R/W, as designed by respective service providers [MCC 11.15].

Condition C – Prior to plat approval, provide a notarized road maintenance agreement to be recorded concurrently with the plat [MCC 16.33.340].
3. Prior to submission of the final plat, the applicant shall submit evidence of compliance with the development, water supply, and access standards of Marion County Fire District No. 1.
4. The access easement proposed for the subdivision shall have a minimum width of 22-feet and shall be shown on the final plat. If it is determined the existing dwelling must be destroyed to execute the proposed subdivision, the minimum easement width shall be 25 feet.
5. All easements (utility, drainage, septic, etc.) required by reviewing agencies shall be shown on the final plat.
6. In accordance with Marion County Ordinances and OAR 340-21-060, during the land clearing and road construction phase of this development, dust suppression measures such as water trucks

shall be employed as necessary to prevent off site deposition of dust generated by the construction activities or related vehicular traffic on adjacent properties.

7. Prior to subdivision plat approval, design and construct a minimum 20-foot wide private all-weather access road in substantial conformance with approved engineering plans as certified by the Engineer-of-Record. The paved surface shall comply with all access requirements of the Marion County Fire District No. 1, particularly the width and vertical clearance requirements.
8. All utilities shall be placed underground.
9. All permanent utility service to lots in a subdivision within an established urban growth boundary shall be provided from underground facilities and no overhead utility service to a subdivision shall be permitted. The subdivider shall be responsible for complying with the requirements of this section and shall:
 - A. Obtain a permit from the Director of Public Works for the placement of all underground utilities.
 - B. Make all necessary arrangements with utility companies and other persons or corporations affected by the installation of such underground lines and facilities in accordance with the rules and regulations of the public utility commissioner of the State of Oregon.
10. The name approved for the easement extending south from Glenwood Rive SE is **Julissa Ln SE**, which shall be shown on the final subdivision plat.
11. Proposed Lot 4 of the subdivision shall retain the original property address. The other resultant parcels shall be assigned the following primary addresses:

Lot 1: **737 Julissa Ln SE**
Lot 2: **727 Julissa Ln SE**
Lot 3: **717 Julissa Ln SE**
12. Prior to the plat approval, a work order for the street sign installation, with appropriate fee, shall be submitted to Marion County Department of Public Works.
13. All resultant lots shall meet all applicable development requirements of the RS zone outlined under MCC 16.02.
14. The applicant shall obtain all building permits required by the Marion County Building division.
15. The applicant shall enter into any required annexation agreements with the City of Salem required for connection to public sewer utilities (see comments from City of Salem in Finding 4).

Alexander Seifer
Assistant Planner

Date: August 19th, 2025

If you have any questions regarding this memo contact Alexander Seifer at (503) 588-5038.

Notice to Mortgagee, Lienholder, Vendor or Seller: ORS Chapter 215 requires that if you receive this Notice, it must promptly be forwarded to the purchaser.