

# DAS - SALEM COORDINATION PLAN

2008  
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**DAS** DEPARTMENT OF  
ADMINISTRATIVE  
SERVICES



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# INTRODUCTION



Within the City of Salem, the development of State-owned properties is guided by area plans. At present, eight properties are subject to area plans. These include:

Airport Road – Adopted by OAR . . .

Capitol Mall

Hillcrest

Oregon State Hospital and Penitentiary Properties

Southeast Salem

State Fairgrounds and Exposition Center

State School for the Blind

State School for the Deaf

Prior to 2005, responsibility for drafting, updating, and administering area plans was held by the Capitol Planning Commission (CPC), a distinct state agency. Each area plan stood as an independent document, without reference to other area plans.

Following the CPC's dissolution in 2005, those duties were transferred to the Department of Administrative Services (DAS). DAS was given legislative direction to review area plans at least every five years, updating as needed, and to create a plan of development coordination among State properties within the City of Salem and between those properties and development of and by the City of Salem.

The DAS - Salem Coordination Plan (Coordination Plan) sets broad policy direction for all area plans specified under ORS 276.028, and collects site development policies common to all area plans. The Coordination Plan is not intended to define every policy for each site, but rather explain the overarching intent of the State in its interactions and interfaces with the City of Salem and its citizenry. Individual area plans will include specialized policies which relate to the particular sites.

The Coordination Plan will include baseline 2008 data for State developments within the City of Salem, and projections for changes to those data over the next fifteen years. These projections will be subject to change, and updated as improved information becomes available.

The Salem Area Coordination Plan was developed in conjunction with the Capitol Projects Advisory Board (CPAB). This body advises the DAS Director on major construction projects, major leases, and area plans. Its membership includes professionals in facility development and management and two City of Salem staff members – the Director of Community Development and Director or Assistant Director of Public Works. Through this body, the DAS Director receives both professional review of projects and City of Salem executive staff review.

State Agency Growth Information (historical overview)

State Agency Growth Planning/Needs Assessment

Capitol Mall space utilization/needs study

Additional space needs to be studied; projections

Plan Update Procedures, Rules, and Responsibilities





# **SITE DATA**



## **Description of City**

Population, demographics, issues of concern; overview map of properties

## **Description of Properties**

Single-page map and site data sheets, including surrounding development character

## **2008 Baseline Data**

Employee Populations

Traffic Counts

Parking Data



# **DEVELOPMENT AND MANAGEMENT POLICIES**



## **DEVELOPMENT AND MANAGEMENT POLICIES**

The following series of policies combines with the preceding site and surrounding development analysis to guide the development of properties subject to area plans within the City of Salem.

### **Policy 1: Protect and provide for ongoing State agency uses.**

- 1.1: Provide appropriate open spaces around existing and new facilities.
- 1.2: Reserve space for replacement of aging facilities, as appropriate.

### **Policy 2: Encourage planned and integrated development of the Property.**

- 2.1: Encourage physical and architectural integration with adjacent and nearby properties through appropriate siting and design of new buildings and construction. Consider height, volume, size, scale, setbacks, material choices and aesthetic considerations of existing buildings which are to remain. Complementary designs need not duplicate existing structures.
- 2.2: Consider functional and aesthetic compatibility between new projects and neighboring land uses; provide transitions as appropriate.
- 2.3: New projects shall provide an attractive and safe environment for employees and visitors through building and site design, materials, landscaping, lighting, pertinent signage, sidewalks or other pedestrian linkages, and other site amenities.
- 2.4: In the design of new projects, consider the needs of people who have a range of abilities.
- 2.5: Consider and respect impacts upon locations of significant historic or natural resources in design and implementation of new projects. Consider options for public access to and interpretation of these resources.
- 2.6: Adhere to Design Standards presented in the Area Plan. Exceptions should primarily be due to security or functional concerns.

### **Policy 3: Maximize transportation efficiency and balance.**

- 3.1: Consider each site's proximity to and impacts upon the adjoining transportation network.
- 3.2: Achieve balanced transportation system access to the Property via coordination with State, City, and regional transportation and transit planning agencies:
  - a. Coordinate with current known transportation plans (referenced in Streets and

Transit sections of Area Plan).

b. Coordinate with Salem-Keizer Transit District to improve transit service to site along with future growth in area or on site.

c. Provide appropriate circulation on site and link to the City and regional transportation network.

3.3: Incorporate transit, pedestrian, and bicyclist circulation and related needs into the design of new construction or renovation projects, as appropriate, to encourage the use of transportation alternatives. Provide appropriate pedestrian and cyclist links between buildings, to transit stops, and to public pedestrian and cyclist routes.

3.4: Encourage alternative modes of transportation such as carpooling, park and ride programs, employee transit subsidies, and other transportation demand management measures (in conjunction with conventional parking solutions) to satisfy parking demand, reduce traffic impacts in the area, and comply with the Salem Transportation System Plan, the State's Transportation Planning rule (OAR 660-012), and other applicable plans, rules, and ordinances.

3.5: Meet parking demands for new development on the Property through the provision of on-site parking or other parking facilities provided or designated by the State. Discourage employees or visitors from parking in adjacent residential areas; coordinate with City of Salem for assistance as needed. Manage parking resources as efficiently as is feasible.

#### **Policy 4: Continually consider sustainability enhancements.**

4.1: Consider standing Executive Orders which address sustainability, such as Executive Order No. 06-02: "Sustainability for the 21st Century" or future Executive Orders addressing sustainability, in the design and implementation of new projects.

4.2: Follow sustainable best practices such as these examples:

Where appropriate, rehabilitate existing State buildings to provide more efficient use of space, with attention to security, energy usage, safety, aesthetics, employee work environment, and universal accessibility.

Where appropriate, consider including renewable energy applications and/or infrastructure for future renewable energy applications in projects.

Where appropriate, consider adaptive reuse of existing structures.

Where appropriate, design new landscaping to maximize building energy efficiency by permitting solar gain in winter and shading buildings in summer.

Replace or relocate landscaping and trees to be removed in new development, when feasible and appropriate.

Preserve those features that are special and unique to the Property while being responsive to changing needs and conditions, and sensitively address existing wildlife habitat areas.

When developing new projects, enhance flood control and wildlife habitat amenities where feasible and appropriate.

On rural properties, provide stormwater detention basins within new development with capacity to control the 100-year rainfall runoff plus any uncontrolled overland flows from off-site. On other sites, consider feasibility of bioswales, permeable pavements, and other stormwater control measures in conjunction with new projects.

Consider providing wetland mitigation opportunities within buffer areas to other State agencies or local jurisdictions, as feasible and appropriate.

Consider landscaping as an architectural element in new development to alter spatial relationships, create useful spaces, and manipulate microclimates; do not restrict to the cosmetic treatment of buildings.

Respect the natural setting of rural properties and utilize native and drought-tolerant plants where feasible and appropriate.

- 4.3: Construct new projects to standards set forth in OAR 125-6-010, Sustainable Facilities Standards and Guidelines.

## **Policy 5: Proactively coordinate and encourage interjurisdictional and citizen participation.**

- 5.1: The City and State shall establish a process for coordination which process shall involve neighborhood groups, Salem-Keizer Transit District and other public and private entities affected by future development of the properties. A citizen participation strategy should be prepared for each area plan that provides opportunity for citizens and groups to participate at all phases in adoption of the plan by means of an appropriate variety of methods in the planning and development review process.
- 5.2: Consult with the State Historic Preservation Office and the City of Salem regarding projects affecting structures or sites on the Property which may have historic or cultural significance. Consider protecting for future generations those structures identified as significant.
- 5.3 Comply with the Statewide Planning Goals and Salem Area Comprehensive Plan and Zoning Ordinance, including all applicable regulations and taking into consideration systems development and other charges.
- 5.4 Consult with City of Salem when developing Area Plans to identify public safety and infrastructure concerns that may need to be addressed as a result of development of the properties.
- 5.5 The state and city should work together to identify potential cumulative impacts of:

- 1) State facilities and operations on the city;
- 2) City of Salem facilities and operations on the state; and
- 3) Private development on city, and/or state facilities and operations.

The state and city should then work together to determine possible solutions to mitigate any such impacts. Both jurisdictions should maintain data to inform this issue.

- 5.6 Area Plans establish landowning agency guidelines for future development of specific state properties and help inform the Coordination Plan about cumulative impacts. Area Plans should identify impacts based on uses identified or proposed within them.

The Coordination Plan should be used as the tool to quantify potential cumulative impacts from state facilities throughout the city. The actual development of state projects is the appropriate time to identify specific impacts of projects (if data is available to inform such issues); project plans should include practicable mitigation measures which comply with Oregon Revised Statutes to address those impacts.

- 5.7 It is the responsibility of agencies owning land covered by existing Area Plans within the City of Salem to update their respective Area Plans with technical assistance from DAS staff.

The draft Area Plan updates will be reviewed and revised in conjunction with a subcommittee of the Capital Projects Advisory Board. Final update drafts will be reviewed by the full Capital Projects Advisory Board, revised if desired by the Board, and forwarded to the DAS Director with a written recommendation. Appropriate opportunities for public comment, including interaction with relevant neighborhood associations and other identified stakeholders, will be provided as noted in Policy 5.1.

Upon final approval by the DAS Director, Area Plan updates will be adopted by administrative rule. Any disagreement with or request for change to an adopted Area Plan may be addressed to the DAS Director.

#### **Policy 6: Coordinate Area Plans with DAS - Salem Coordination Plan.**

- 6.1: Area plans are subject to policies contained within the DAS - Salem Coordination Plan.

# **DAS - SALEM COORDINATION PROCESS**



## **DAS-Salem Coordination Process**

DAS is statutorily required to use the Capital Projects Advisory Board (CPAB) for public process when updating area plans. While the CPAB automatically includes City of Salem input (having representation from the Public Works and Community Development departments), additional opportunities for input and coordination are possible and desirable to ensure that negative impacts upon the City of Salem are minimized, while potential positive impacts are maximized.

In this interest, the Department of Administrative Services establishes the following set of processes:

**Meeting with Mayor and Council:** DAS will invite representation from the Mayor and Council during the area plan update process, before the Stakeholder Input Session. This will give the Mayor and Council an additional opportunity to ask questions about and make comments upon the draft area plan.

**Stakeholder Input Session:** During the update process, DAS will host a stakeholder input session and invite representatives from the City of Salem Mayor and Council; the adjacent neighborhood associations; state and county legislators who represent the district; agency staff; and any others believed to have an interest in the development of the property or impacts that development may have upon them. At this meeting, DAS and the CPAB Area Plan Update Subcommittee will hear input on the draft area plan in an informal setting. The subcommittee will have the chance to review the input received and decide if and how to adjust the draft area plan before it is brought to the full CPAB for review.

If there are no known interested parties beyond the City of Salem and the neighborhood association, DAS may forego the stakeholder input session and discuss the Area Plan at the relevant neighborhood association meeting(s) instead.