



6030 NE William R. Carr Ave
Adair Village, OR 97330
Voice - 541 745-5507
Fax - 541 230-5219

SITE PLAN REVIEW APPLICATION FORM

OFFICE USE ONLY:

FILE NUMBER _____

DATE IN _____

RECEIPT # _____

COMPLETED _____

DATE November 5, 2025APPLICANT NAME Forward Architecture, LLCCONTACT ADDRESS PO Box 44, Salem, OR 97308CONTACT PHONE/EMAIL 503-481-0012 / kaley@fwsarch.com**LOCATION:**PROPERTY ADDRESS 7220 NE Arnold AveASSESSOR MAP & TAX LOT NO. 10430D000600TOTAL AREA OF PROPERTY 52 acres (Acres or Square Feet)EXISTING ZONING OF PROPERTY EducationalEXISTING COMP PLAN DESIGNATION Educational Facilities DistrictEXISTING USE OF THE PROPERTY Educational**REQUESTED ACTION AND PROPOSED USE OF PROPERTY:**

Santiam Christian Schools is proposing a new 48,000 s.f. Elementary School facility at their existing campus. Along with the new school, they will be adding parking and undertaking other site adjustments in support of the new development.

USE THE BACK OF THIS FORM FOR ADDITIONAL INFORMATION

The applicant shall state specifically what is being requested and the ordinance provisions that apply to the request. Furnish all necessary drawings, evidence and statements supporting the requested action.

APPLICANT SIGNATURE Kaley Fought
Print Name & SignOWNER SIGNATURES Al Stefan
Print Name & Sign

Section 2.400 Site Plan Review

The purpose of the Site Plan Review procedures is to correlate the general code requirements with the specific site conditions and proposed uses through a comprehensive review process to assure that developments are in conformance with the City's applicable land use regulations. The City Administrator shall be the Site Plan Review decision authority for structures less than 4,000 square feet and the Planning Commission shall be the Site Plan Review decision authority for structures greater than 4,000 square feet.

- (1) Site Plan Review Application. An application for a use requiring a Site Plan Review shall be filed with the City together with a site plan and other supplementary data described in the Application, Section 2.130 and Section 2.140. The City Administrator may also request a Site Plan Review for any development proposal, in addition to those specifically required by this Code, if the site or proposed use possess any one of the following characteristics:
 - (a) Site is traversed by a natural drainage-way or has demonstrated drainage limitations.
 - (b) Site includes, or is adjacent to, Open Space and/or Greenway Areas designated in the Comprehensive Plan.
 - (c) Site is located in a hazard area.
 - (d) Site contains unusual topographic features including hillside slopes exceeding 15% slopes.
 - (e) Site or proposed buildings have unusual or special features requiring a decision by the City.
- (2) Decision Criteria. After an examination of the Site and prior to approval, the decision authority must make the following findings:
 - (a) That the proposed development complies with the intent of City's Comprehensive Plan.
 - (b) That there is compliance with City codes and ordinances.
 - (c) That traffic congestion is avoided, pedestrian and vehicular safety are protected, and future street rights-of-way are protected.
 - (d) That proposed signs or lighting will not, by size, location or color, interfere with traffic, limit visibility or impact on adjacent properties.
 - (e) That adequate water, sewage disposal system and utilities for the proposed use are available.
 - (f) That drainage-ways are protected and drainage facilities provided.
 - (g) That the extent of emissions and potential nuisance characteristics are compatible with the land use zone, adjacent land uses, and the standards of all applicable regulatory agencies having jurisdiction.
 - (h) That the characteristics of the proposed development are compatible with the land use zone, the surrounding area and potential impacts have been mitigated to the maximum extent possible.
- (3) Decision Process. The procedure for taking action on an application for a Site Plan Review shall be as follows:

- (a) A Site Plan Review requires a "Limited Land Use Review" by the City Administrator or Planning Commission in conformance with Section 3.400. A Limited Land Use Decision requires notification to owners of property within 100 Feet of the subject property with an opportunity to submit written comments prior to the review and decision by the decision authority.
- (b) The decision authority may approve, disapprove, or modify and approve the Site Plan and attach any reasonable conditions to approval of a site development plan.
- (c) The decision authority may also call for a public hearing to receive testimony if it determines that the proposed development may present possible adverse impacts on surrounding properties, the neighborhood or the City.
- (d) Once approved, the site plan submitted shall become the Official Plan. Building permits shall be issued only for plans that conform to the Official Plan and all construction shall conform to the Official Plan or a Certificate of Occupancy may be withheld until compliance.
- (e) All required elements of the approved site plan shall be installed and maintained indefinitely by the owner, unless approval has been received for a revision or amendment.
- (f) Revisions or amendments to an approved site plan shall follow the same procedure as for adoption of a site development plan.
- (g) A written record of the findings and action of the decision authority shall be maintained by the City in a Record File of the Application as specified in Section 2.150. Notice of Decision shall be given the Applicant together with any conditions of approval for the proposed Site Plan as specified in Section 3.600.