

# NOTICE OF DECISION

PLANNING DIVISION  
555 LIBERTY ST. SE, RM 305  
SALEM, OREGON 97301  
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FAX: 503-588-6005



*Si necesita ayuda para comprender esta información, por favor llame 503-588-6173*

## DECISION OF THE PLANNING ADMINISTRATOR

### CLASS 1 SITE PLAN REVIEW

APPLICATION NO.: 24-107868-PLN

NOTICE OF DECISION DATE: April 18, 2024

**REQUEST:** A Class 1 Site Plan Review for a change of use from a *Heavy Vehicle and Trailer Sales* to a *Self-Service Storage* within an existing building on a property 4.3 acre in size, zoned IG (General Industrial), and located at 4720 Ridge Drive NE—97301 (Marion County Assessors Map and Tax Lot number: 073W01B003800).

**APPLICANT:** AAI Engineering

**LOCATION:** 4720 Ridge Drive NE

**FINDINGS:** The findings are in the attached Decision dated April 18, 2024.

**DECISION:** The **Planning Administrator APPROVED** the application based upon the submitted materials and the findings as presented in the decision.

The rights granted by the attached decision, which are effective as of the date of this decision, must be exercised by April 18, 2028, or this approval shall be null and void.

Case Manager: Jacob Brown, Planner I, [JRBrown@cityofsalem.net](mailto:JRBrown@cityofsalem.net), 503-540-2347

This decision is final; there is no local appeal process. Any person with standing may appeal this decision by filing a "Notice of Intent to Appeal" with the Land Use Board of Appeals, 775 Summer St NE, Suite 330, Salem OR 97301, **not later than 21 days after April 18, 2024**. Anyone with questions regarding filing an appeal with the Oregon Land Use Board of Appeals should contact an attorney.

The following items are submitted to the record: 1) All materials and evidence submitted by the applicant, including any applicable professional studies; and 2) All materials, evidence, and comments from City Departments and public agencies. The application materials are available on the City's online Permit Application Center at <https://permits.cityofsalem.net>. To view the materials without registering, you may use the search function and enter the permit number listed here: 24 107868.

<http://www.cityofsalem.net/planning>

**BEFORE THE PLANNING ADMINISTRATOR OF THE CITY OF SALEM**

**DECISION**

<b>IN THE MATTER OF APPROVAL OF</b>	<b>) FINDINGS &amp; ORDER</b>
<b>CLASS 1 SITE PLAN REVIEW</b>	<b>)</b>
<b>24-107868-PLN</b>	<b>)</b>
<b>4720 RIDGE DRIVE NE</b>	<b>) APRIL 18, 2024</b>

In the matter of the application for a Class 1 Site Plan Review, the Planning Administrator, having received and reviewed the evidence and application materials, makes the following findings and adopts the following order as set forth herein.

**REQUEST**

A Class 1 Site Plan Review for a change of use from a *Heavy Vehicle and Trailer Sales* to a *Self-Service Storage* within an existing building on a property 4.3 acre in size, zoned IG (General Industrial), and located at 4720 Ridge Drive NE– 97301 (Marion County Assessors Map and Tax Lot number: 073W01B003800).

**PROCEDURAL FINDINGS**

1. On April 9, 2024, an application for a Class 1 Site Plan Review was submitted for property located at 4720 Ridge Drive NE.
2. The application was deemed complete on April 15, 2024.

**SUBSTANTIVE FINDINGS**

**1. Proposal**

The proposed Class 1 Site Plan Review affects the property located at the 4720 Ridge Drive NE (**Attachment A**). The Class 1 Site Plan Review proposes interior tenant improvements, including a change of use for one tenant space from a *Heavy Vehicle and Trailer Sales* to a *Self-Service Storage* use within an existing building with a total floor area of 30,812 square feet. The proposed development plans are included as **Attachment B**.

**DECISION CRITERIA FINDINGS**

**2. Analysis of Class 1 Site Plan Review Approval Criteria**

The purpose of Site Plan Review is to provide a unified, consistent, and efficient means to review for development activity that requires a building permit, to ensure that such development meets all applicable standards of the UDC, including, but not limited to, standards related to access, pedestrian connectivity, setbacks, parking areas, external refuse storage areas, open areas, landscaping, and transportation and utility infrastructure.

Pursuant to SRC 220.005(b)(1), Class 1 Site Plan Review is required for any development that requires a building permit, that does not involve a land use decision or limited land use

decision, as those terms are defined in ORS 197.015, and that involves a change of use or change of occupancy where only construction or improvements to the interior of the building or structure are required.

***SRC 220.005(f)(1) provides that an application for Class 1 Site Plan Review shall be granted if:***

***(a) The application involves only a change of use or a change of occupancy, and there is no pending application for an associated land use decision or limited land use decision;***

**Finding:** The applicant is requesting an interior only tenant improvement and change of use. There are no associated land use or limited land use decisions with this request.

***(b) Only construction or improvements to the interior of the building or structure will be made;***

**Finding:** The scope of work for the project only includes interior improvements to the existing building.

***(c) The new use or occupancy will not require exterior improvements to the building or structure or alteration to existing parking, landscaping, or buffer yards.***

**Finding:** Modification to the exterior of the site is not in the scope of work for the proposed change of use.

***(d) Only clear and objective standards which do not require the exercise of discretion or legal judgment are applicable to the site plan review application; and***

**Finding:** Only clear and objective standards apply to the proposed development. Complete findings are included in section e below.

***(e) The application meets all applicable standards of the SRC.***

**Finding:** The subject property is zoned IG (General Industrial). Development of the property is therefore subject to the use and development standards of the IG zone (SRC Chapter 554) and all other applicable standards of the UDC. The proposal conforms to SRC Chapter 554 and all other applicable development standards of the UDC as follows:

**Development Standards –IG (General Industrial) Zone:**

*SRC 554.005(a) – Uses:*

The permitted (P), special (S), conditional (C), and prohibited (N) uses in the IG zone are set forth in Table 554-1.

**Finding:** The proposed development includes an interior remodel and a change of use from *Heavy Vehicle and Trailer Sales* to a *Self-Service Storage* for an 30,812-square-foot building, which is a permitted uses in the IG zone per SRC Chapter 554, Table 554-1. The applicant's site plan is included as **Attachment B**.

## Off-Street Parking and Driveways

*SRC 806 – Off-Street Parking; When Required.*

Off-street parking shall not exceed the amounts set forth in Table 806-1.

**Finding:** The existing parking area is not proposed for modification therefore, this standard is not applicable.

## Bicycle Parking

*SRC 806.045 – General Applicability.*

(a) Bicycle parking shall be provided as required under this chapter for each proposed new use or activity, any change of use or activity, or any intensification, expansion, or enlargement of a use or activity.

**Finding:** Per SRC 806.055 (a) Table 806.055, a *Self-Service Storage* use is not required to provide any bicycle parking; therefore this standard is met.

*SRC 806.060 - Bicycle Parking Development Standards.*

Bicycle parking areas shall be developed and maintained as set forth in this section.

(a) *Location.*

(1) *Short-term bicycle parking.* Short-term bicycle parking shall be located outside a building within a convenient distance of, and clearly visible from, the primary building entrance. In no event shall bicycle parking be located more than 50 feet from the primary building entrance, as measured along a direct pedestrian access route

(2) *Long-term bicycle parking.*

**Finding:** Per SRC 806.055 (a) Table 806.055, a *Self-Service Storage* use is not required to provide any bicycle parking and the applicant is not proposing any new bicycle parking; therefore, this standard is not applicable.

## Off-Street Loading Areas

*SRC 806.065 – General Applicability.*

Off-street loading areas shall be provided and maintained for each proposed new use or activity; any change of use or activity, when such change of use or activity results in a greater number of required off-street loading spaces than the previous use or activity; or any intensification, expansion, or enlargement of a use or activity.

*SRC 806.070 – Proximity of Off-Street Loading Areas to use or Activity Served.*

Off-street loading shall be located on the same development site as the use or activity it serves.

*SRC 806.075 – Amount of Off-Street Loading.*

Unless otherwise provided under the UDC, off-street loading shall be provided in amounts not less than those set forth in Table 806-11.

**Finding:** No additional off-street loading spaces are required for the proposed change of use.

### 3. Conclusion

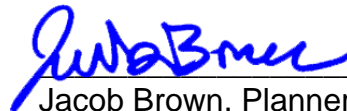
Based on the conformance with the preceding requirements the Planning Administrator certifies that the proposed Class 1 Site Plan Review is in conformance with the UDC and the approval criteria provided in SRC 220.005(f)(1), provided compliance occurs with any applicable items noted above.

Please Note: Findings included in this decision by the direction of the Salem Fire Department are based on non-discretionary standards. Fire Code related findings are intended to inform the applicant of the clear and objective Fire Prevention Code standards of SRC Chapter 58 that will apply to this development proposal on application for building permit(s). Additional or different Fire Prevention Code standards may apply based on the actual building permit application submitted.

If a building permit application has not already been submitted for this project, please submit a copy of this decision with your building permit application for the work proposed.

### **IT IS HEREBY ORDERED**

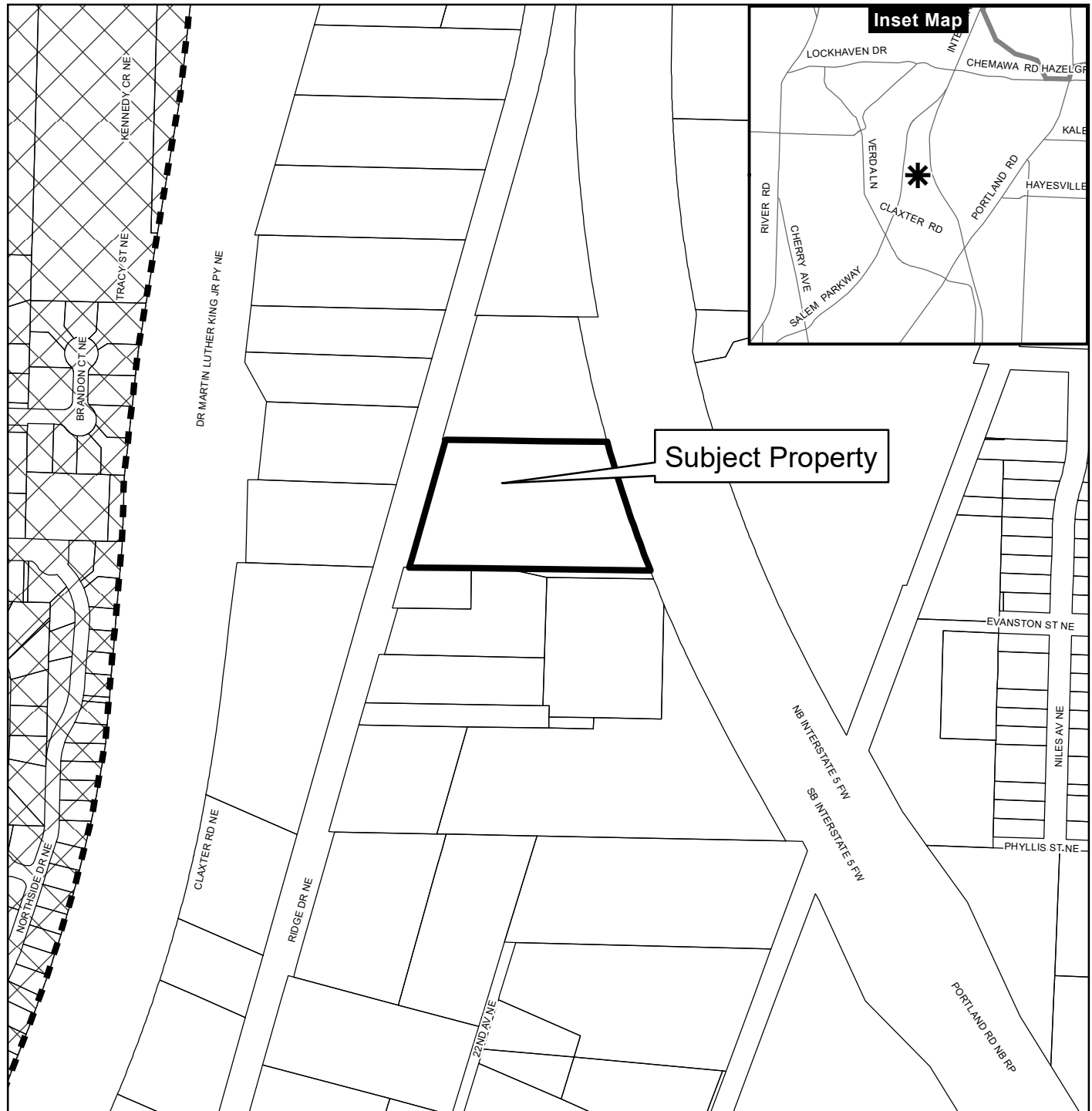
The proposed Class 1 Site Plan Review is consistent with the provisions of SRC Chapter 220 and is hereby **APPROVED** subject to the applicable standards of the Salem Revised Code and the findings contained herein.



Jacob Brown, Planner I, on behalf of  
Lisa Anderson-Ogilvie, AICP  
Planning Administrator

Attachments:       A. Vicinity Map  
                          B. Proposed Site Plan

# Vicinity Map 4720 Ridge Drive NE



## Legend

- |                       |                           |
|-----------------------|---------------------------|
| Taxlots               | Outside Salem City Limits |
| Urban Growth Boundary | Historic District         |
| City Limits           | Schools                   |

Parks

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Community Planning and Development

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0 100 200 400 Feet



SALEM STORAGE

4740 RIDGE DR NE,  
SALEM, OR

SHEET TITLE	
EXISTING CONDITIONS	
DATE:	01/24/24
DRAWN:	AMW
CHECKED:	NWS
REVISIONS:	

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SHEET NUMBER

EX1.0

