



**Community Planning and Development**

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**June 26, 2024**

**LAND USE APPLICATION COMPLETENESS REVIEW**

**Subject Property:** 211 & 215 Boone Road SE

**Reference Nos.:** 24-111280-PLN (Conditional Use Permit; Property Line Adjustment)

**Applicant:** Bridgeway Holdings, LLC  
P.O. Box 17818  
Salem, OR 97305

**Phone:**  
**E-Mail:**

**Agent:** Britany Randall  
BRAND Land Use  
1720 Liberty Street SE  
Salem, OR 97302

**Phone:** 503-680-0949  
**E-Mail:** [britany@brandlanduse.com](mailto:britany@brandlanduse.com)

The Planning Division has conducted its completeness review of the proposed Conditional Use Permit and Property Line Adjustment application for property located at 211 & 215 Boone Road SE. In order to deem the application complete and to continue processing the application, modifications/and or additional information is needed to address the following item(s):

| Item:                        | Description:  |
|------------------------------|---|
| <b>Application Signature</b> | SRC 300.210(a)(1)(G) requires the application form to be signed by the owner of the property or a duly authorized representative. The subject property is currently owned by Bridgeway Holdings, LLC. According to the most current information from the Secretary of State's Office, the registered agent for the company is Timothy Murphy and the manager is Isaac Vandergon. The application form is required to be signed by an authorized representative of Bridgeway Holdings, LLC.  |
| <b>Recorded Deed</b>         | SRC 300.210(a)(2) and SRC 205.055(c)(1) require copies of the recorded deeds for the existing units of land to be submitted. The deed currently provided identifies WSH, LLC as the owner of the property and describes the property as Parcels 1, 2, and 3 of Partition Plat 2009-11. However, the current owner of the properties appears to be Bridgeway Holdings, LLC, and the legal description of the properties included in the deed do not reflect the current property configuration which resulted from the approval of Property Line Adjustment Case No. PLA19-15 in 2019. A copy of the current deed(s) for the property is needed reflect the current owners and property configuration. |
| <b>Title Report</b>          | For property line adjustment applications, SRC 205.055(c)(3) requires the submittal of a current title report not older than 30 days for each affected property. Current title reports for the two properties are needed.   |
| <b>Clarification of</b>      | The written statement provided with the application indicates the applicant's   |

| Item:                                     | Description:   |
|---|--|
| <b>Proposed Use</b>                       | <p>proposal is to utilize 211 and 215 Boone Road SE as residential care homes for adults recovering from addiction and that 5 or more people will be served. The RS zone, per SRC 511.005 – Table 511-1, allows residential facilities, as defined under ORS 197.660, as a conditional use when located on an arterial or collector street. Under the ORS definition, residential facility means a residential care, residential training, or residential treatment facility that provides residential care alone or in conjunction with treatment or training, or a combination thereof, for <b>6 to 15 individuals</b>.</p> <p>Additional clarification is needed in the written statement to:</p> <ol style="list-style-type: none"> <li>1) Identify whether a residential facility is proposed for each separate lot; and</li> <li>2) Identify the number of residents that are proposed to be accommodated in each facility.</li> </ol> <p><b>Please Note:</b> If a residential facility is proposed on each lot, a separate conditional use permit will be required for each property since each facility is required to be considered separate.</p> |
| <b>Property Line Adjustment Site Plan</b> | <p>For property line adjustment applications, SRC 205.055(c)(2)(B) requires the site plan to show setbacks, building separations, lot coverage, vehicular access, and public and private utilities.</p> <p>The record of survey provided for the proposed property line adjustment does not show the location of existing buildings and site improvements as required under SRC 205.055(c)(2)(B). The record of survey, however, doesn't need to be updated to show these items, but a modified version of the existing conditions plan needs to be provided which shows the location of the proposed adjusted property line. This modified plan will satisfy the requirements of SRC 205.005(c)(2)(B) and allow for the existing buildings and accessory structures on the properties to be reviewed for conformance with the setback and lot coverage requirements of the RS zone under the proposed new adjusted lot configuration.</p>   |
| <b>Site Plan Review Required</b>          | <p>Per SRC 220.005(a)(1)(B), site plan review is required prior to a change of use regardless of whether a building permit is required. Because the proposed use of the properties will be changing from Non-Profit Shelter to Residential Care, site plan review applications are required for both properties.</p>   |
| <b>RS Zone Maximum Lot Coverage</b>       | <p>The maximum lot coverage requirement for buildings and accessory structures within the RS zone applicable to the proposed Residential Care use is 35 percent. Based on review of the existing conditions plan, it appears that the lot coverage of Property B (215 Boone Road SE) is approximately 45 percent and will therefore exceed the maximum allowed lot coverage of the RS zone as a result of the proposed change of use from Non-Profit Shelter to Residential Care.</p>  |
| <b>Solid Waste Service Areas</b>          | <p>As a result of the proposed change of use of the properties, conformation is needed regarding how trash collection will be addressed. If a solid waste receptacle(s) of one cubic yard or larger will be utilized, a solid waste service area will be required which conforms to the solid waste service area standards of SRC 800.055.</p>   |
| <b>Maximum Off-Street Parking</b>         | <p>In order to determine if the proposed change of use will comply with the maximum parking requirements of SRC Chapter 806, the areas of the properties where off-street parking currently exists and/or is proposed needs to</p>   |

| Item:               | Description:  |
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|                     | be shown on the existing conditions plan.   |
| <b>Bike Parking</b> | The minimum bicycle parking requirement for Residential Care uses is the greater of 4 spaces or 1 space per 3,500 square feet. Based on the minimum bicycle parking requirement, each of the proposed residential facilities is required to have 4 bike spaces. Upon review of the existing conditions plan, no bicycle parking spaces are currently identified. The plans need to be revised to identify the required bicycle parking spaces meeting the bicycle parking development standards included under SRC 806.060. |

Your application, which is incomplete, will be deemed complete upon receipt of one of the following:

- 1) All of the missing information;
- 2) Some of the missing information and written notice from you (the applicant) that no other information will be provided; or
- 3) Written notice from you (the applicant) that none of the missing information will be provided.

**You have 180 days from the date the application was first submitted to respond in one of the three ways listed above, or the application will be deemed void.**

For questions regarding any of the above requirements, please feel free to contact me directly by calling (503) 540-2399 or via e-mail at [bbishop@cityofsalem.net](mailto:bbishop@cityofsalem.net).

**The Salem Revised Code may be accessed online at the following location:**

<https://www.cityofsalem.net/government/laws-rules/salem-revised-code>

Sincerely,

Bryce Bishop  
Planner III