

# NOTICE OF DECISION

PLANNING DIVISION  
555 LIBERTY ST. SE, RM 305  
SALEM, OREGON 97301  
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*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.:** 24-116493-PLN

**NOTICE OF DECISION DATE:** December 9, 2024

**REQUEST:** A Class 1 Site Plan Review for a change of use from Nonprofit Shelter to Residential Care for a proposed residential care facility serving up to 15 persons on property approximately 0.24 acres in size, zoned RS (Single Family Residential), and located at 215 Boone Road SE (Marion County Assessor Map and Tax Lot Number: 083W09DD10900).

**APPLICANT:** Bridgeway Recovery Services (Timothy Murphy, Patrick Vance, James Campbell)

**LOCATION:** 215 Boone Road SE, Salem OR 97306

**CRITERIA:** Salem Revised Code (SRC) Chapter 220.005(f)(1)

**FINDINGS:** The findings are in the attached Decision dated December 9, 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 December 9, 2028, or this approval shall be null and void.

Case Manager: Bryce Bishop, Planner III [bbishop@cityofsalem.net](mailto:bbishop@cityofsalem.net), 503-540-2399

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 **December 9, 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 116493.

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

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

**DECISION**

**IN THE MATTER OF APPROVAL OF ) FINDINGS & ORDER**  
**CLASS 1 SITE PLAN REVIEW )**  
**24-116493-PLN; )**  
**215 BOONE ROAD SE ) DECEMBER 9, 2024**

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 Nonprofit Shelter to Residential Care for a proposed residential care facility serving up to 15 persons on property approximately 0.24 acres in size, zoned RS (Single Family Residential), and located at 215 Boone Road SE (Marion County Assessor Map and Tax Lot Number: 083W09DD10900).

**PROCEDURAL FINDINGS**

On August 1, 2024, an application for a Class 1 Site Plan Review was submitted by Britany Randall, of BRAND Land Use, on behalf of the applicant, Bridgeway Recovery Services, and property owner, Bridgeway Holdings LLC for a proposed change of use from Nonprofit Shelter to Residential Care for a proposed residential care facility serving up to 15 persons.

**SUBSTANTIVE FINDINGS**

**1. Proposal**

The application under review by the Planning Administrator is a Class 1 Site Plan Review for a proposed change of use from Nonprofit Shelter to Residential Care for a proposed residential care facility serving up to 15 persons on property located at 215 Boone Road SE (**Attachment A**).

**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 either a change of use or change of occupancy where only construction or improvements to the interior of the

building or structure are required or a change of use when a building permit is not otherwise required.

SRC 220.005(f)(1) sets forth the following criteria that must be met before approval can be granted to an application for Class 1 Site Plan Review. The following subsections are organized with approval criteria, followed by findings of fact upon which the decision is based. Lack of compliance with the following criteria is grounds for denial.

***SRC 220.005(f)(1)(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 application involves a change of use from Nonprofit Shelter to Residential Care for a proposed residential care facility serving up to 15 persons. The proposed residential care facility received previous land use approval (Case No. CU-ADJ24-10) for a Conditional Use Permit and associated Class 2 Adjustment to increase maximum allowed lot coverage on September 23, 2024. There are no current pending land use or limited land use decisions, however, associated with the proposed use. This approval criterion is met.

***SRC 220.005(f)(1)(B): Only construction or improvements to the interior of the building or structure will be made.***

**Finding:** The scope of work for the project does not include any construction or improvements affecting the exterior of the building. This approval criterion is met.

***SRC 220.005(f)(1)(C): The new use or occupancy will not require exterior improvements to the building or structure or alteration to existing parking, landscaping, or bufferyards.***

**Finding:** The scope of work of the project does not include any exterior improvements to the existing building. The project does include the installation of two bicycle racks accommodating a total of four bicycle parking spaces as required under condition of approval No. 2 of the conditional use permit approved for the proposed use (Case No. CU-ADJ24-10). The required bike racks have been installed in an area of the site that is already paved (**Attachment B**); therefore, no alterations to the site are required for the proposed use that result in alterations to existing parking or landscaping. This approval criterion is met.

***SRC 220.005(f)(1)(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.***

**Finding:** Only clear and objective standards apply to the proposed development. Complete findings addressing the proposal's conformance with these standards are included within the findings addressing approval criterion SRC 220.005(f)(1)(E) below. This approval criterion is met.

***SRC 220.005(f)(1)(E): The application meets all applicable standards of the UDC.***

**Finding:** The subject property is zoned RS (Single Family Residential). The proposed development is therefore subject to the development standards of the RS zone (SRC Chapter 511), and all other applicable standards of the UDC. The proposal conforms to SRC Chapter 511 and the other applicable development standards of the UDC as follows:

**SRC Chapter 511 (RS Zone)**

***SRC 511.005 – Allowed Uses:***

The proposal includes a change of use from Nonprofit Shelter to Residential Care for a proposed residential care facility serving up to 15 persons. Pursuant to SRC 511.005 – Table 511-1, residential facilities, as defined under ORS 197.660, are allowed as a Conditional Use within the RS zone when located on a lot with frontage on an arterial or collector street. The subject property has frontage on Boone Road SE which is designated as a collector street under the City's Transportation System Plan (TSP). Because the subject property has frontage on a collector street, the proposed residential care facility is allowed as a conditional use in the RS zone. On September 23, 2024, a conditional use permit for the residential care facility was approved by the Hearing Officer. The proposed use is therefore an allowed use in the RS zone and the proposal conforms to this standard.

***SRC 511.010(b) – Lot Standards:***

Lot standards within the RS zone are established under SRC 511.010(b) – Table 511-2. Within the RS zone, lots used for a residential care use are required to be a minimum of 6,000 square feet in size and have a minimum lot width of 40 feet, a minimum lot depth of 80 feet, a maximum lot depth of 300 percent of the average lot width, and a minimum street frontage of 40 feet.

The proposal is located on an existing lot that exceeds the minimum lot size and dimension requirements for residential care uses within the RS zone. The proposal conforms to this standard.

***SRC 511.010(e) – Lot Coverage:***

Lot coverage requirements within the RS zone are established under SRC 511.010(e), Table 511-4. Within the RS zone, the maximum lot coverage for single family uses, two family uses, three family uses, four family uses, and nonprofit shelters serving victims of domestic violence is 60 percent; there is no maximum lot coverage for multiple family uses within the RS zone; and the maximum lot coverage requirement for all other uses allowed within the zone is 35 percent.

The existing structures on the property were originally established in connection with a single-family use. As such, the existing approximate 50 percent lot coverage applicable to the lot (*as required to be measured exclusive of the flag lot accessway*) was in conformance with the requirements of the RS zone and conformance with maximum lot coverage requirements was maintained when the use of the property was later changed to a nonprofit shelter serving victims of domestic violence because both single family dwellings and nonprofit shelters serving victims of domestic violence have the same maximum 60 percent lot coverage requirement.

With the change of use of the property to a residential care facility, the applicable maximum lot coverage was reduced from 60 percent to 35 percent. Because the existing 50 percent lot coverage for the property exceeded the maximum 35 percent, a Class 2 Adjustment was requested by the applicant in conjunction with the conditional use permit to allow the maximum allowed lot coverage to be increased.

On September 23, 2024, the decision approving both the conditional use permit for the residential care facility and the requested class 2 adjustment increasing the maximum allowed lot coverage was issued. The proposed facility therefore conforms with the maximum lot coverage requirements of the RS zone as approved through the class 2 adjustment. This standard is met.

### **SRC Chapter 806 (Off-Street Parking, Loading, and Driveways)**

SRC Chapter 806 establishes requirements for off-street parking, loading, and driveways. Included in the chapter are standards for maximum off-street vehicle parking; minimum bicycle parking; minimum loading; and parking, bicycle parking, loading, and driveway development standards.

#### ***SRC 806.015 – Amount Off-Street Parking:***

Maximum Off-Street Parking: Maximum off-street vehicle parking requirements are established under SRC 806.015(a)(1). Except as otherwise provided in this section, and unless otherwise provided under the UDC, off-street parking shall not exceed the amounts set forth in Table 806-1. For the purposes of calculating the maximum amount of off-street parking allowed, driveways shall not be considered off-street parking spaces.

There are no minimum parking standards for any development within the City, and no new off-street parking is included with the proposal; therefore, this standard is met.

#### ***SRC 806.045 – Bicycle Parking 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.
- (b) *Applicability to change of use of existing building in Central Business District (CB) zone.* Notwithstanding any other provision of this chapter, the bicycle parking requirements for a change of use of an existing building within the CB zone shall be met if there are a minimum of eight bicycle parking spaces located within the public right-of-way of the block face adjacent to the primary entrance of the building. If the minimum number of required bicycle parking spaces are not present within the block face, the applicant shall be required to obtain a permit to have the required number of spaces installed. For purposes of this subsection, "block face" means the area within the public street right-of-way located along one side of a block, from intersecting street to intersecting street.
- (c) *Applicability to nonconforming bicycle parking area.* When bicycle parking is required to be added to an existing bicycle parking area that has a nonconforming number of

spaces, the number of spaces required under this chapter for any new use or activity, any change of use or activity, or any intensification, expansion, or enlargement of a use or activity shall be provided, in addition to the number of spaces required to remedy the existing deficiency.

As required under SRC 806.055(a), Table 806-9, the minimum bicycle parking requirement for a residential care use is the greater of four spaces or one space per 3,500 square feet (*applicable to the first 50,000 square feet of building area*). Based on the square footage of the proposed residential facility, a minimum of four bike spaces are required.

Per condition No. 2 of the conditional use permit that was approved for the proposed use, a minimum of four bicycle parking spaces are required to be installed on the site in conformance with the bicycle parking development standards included under SRC 806.060. The required bike racks, accommodating a total of four bike parking spaces, have been installed on the site in the location shown in **Attachment B**. The location of the racks are within 50 feet of the main entrance for the residents of the facility and meet the requirements of SRC 806.060. This standard is met.

***SRC 806.065 – Off-Street Loading Areas 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.

As provided under SRC 806.075, Table 806-11, there is no minimum off-street loading requirement for residential care uses that are less than 5,000 square feet in size. Because the proposed residential care facility is less than 5,000 square feet in size, there is no minimum off-street loading required for the use. This standard is met.

### **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.



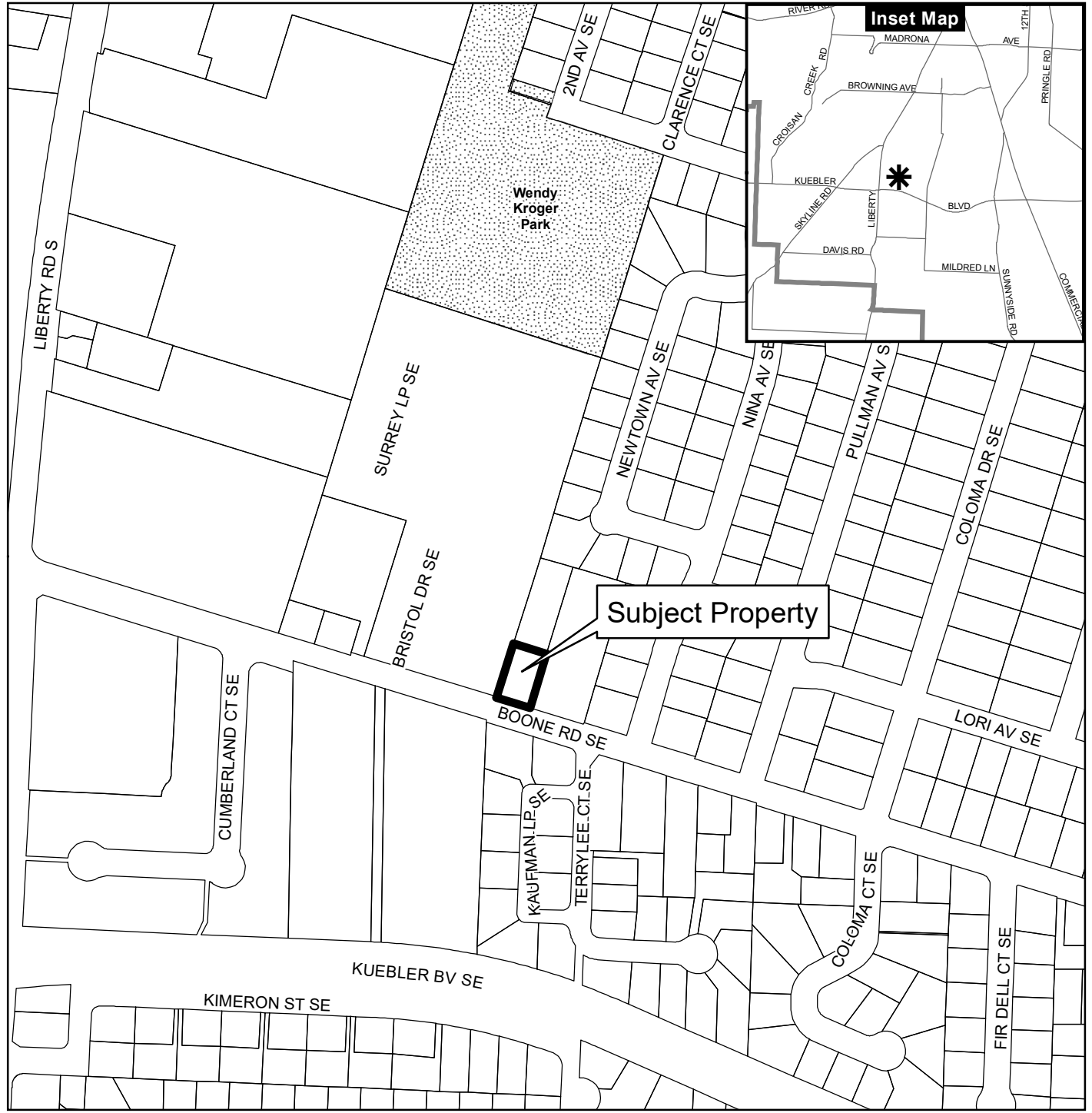
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Bryce Bishop, Planner III, on behalf of  
Lisa Anderson-Ogilvie, AICP  
Planning Administrator

Attachments:

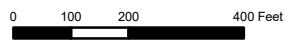
- A. Vicinity Map
- B. Existing Conditions Plan/Site Plan

# Vicinity Map 215 Boone Road SE



## Legend

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



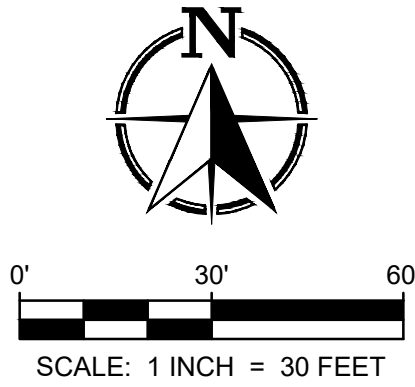
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EXISTING CONDITIONS

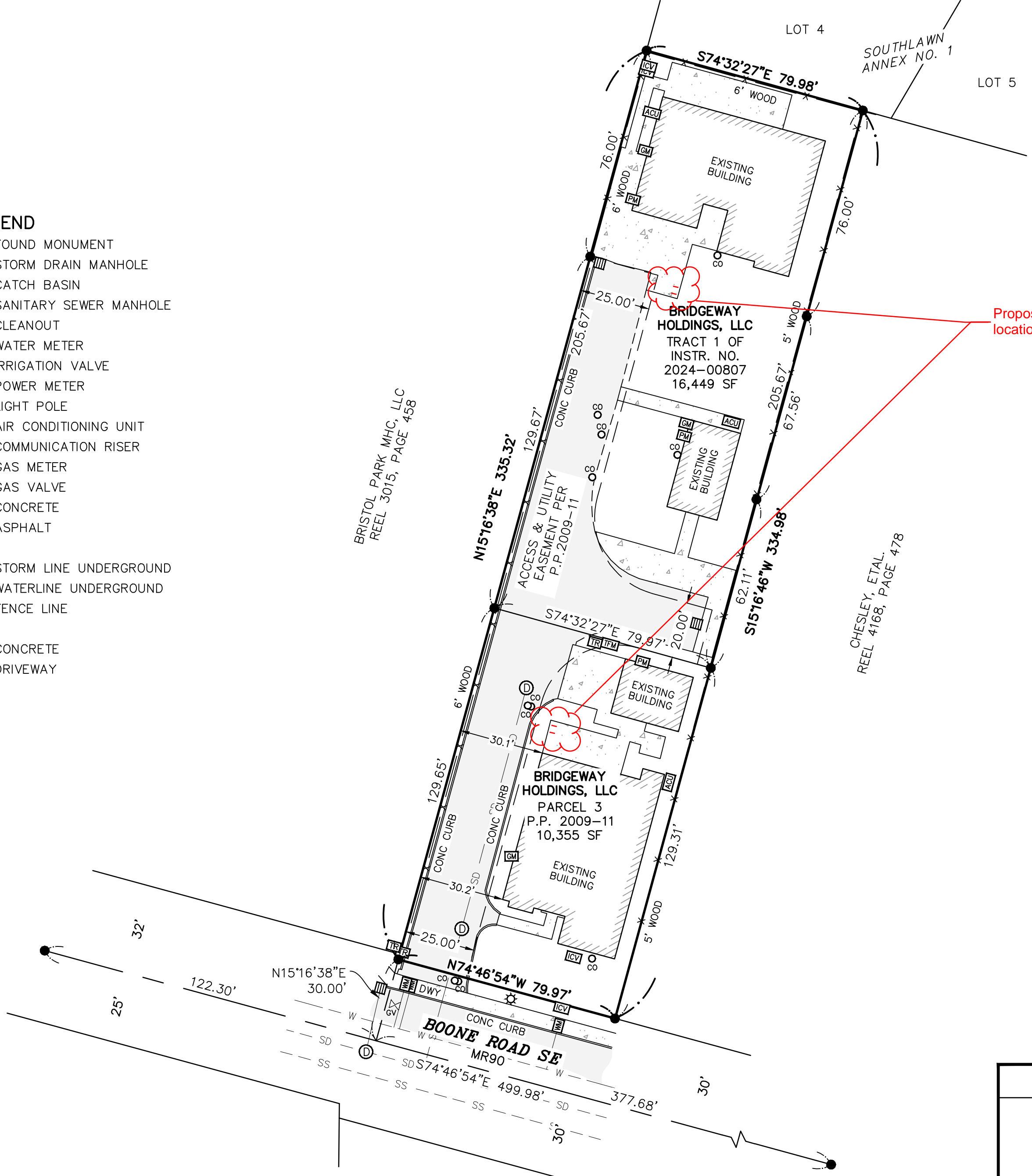
IN THE SE 1/4 OF SECTION 9, T.8S., R.3W., W.M.  
CITY OF SALEM, MARION COUNTY, OREGON

DATE: MARCH 08, 2024



LEGEND

- FOUND MONUMENT
  - ⊙ STORM DRAIN MANHOLE
  - ▤ CATCH BASIN
  - ⊙ SANITARY SEWER MANHOLE
  - ∞ CLEANOUT
  - WM WATER METER
  - ICV IRRIGATION VALVE
  - PM POWER METER
  - ☼ LIGHT POLE
  - ACU AIR CONDITIONING UNIT
  - TR COMMUNICATION RISER
  - GM GAS METER
  - GV GAS VALVE
  - CONC CONCRETE
  - ASPH ASPHALT
- 
- SD --- STORM LINE UNDERGROUND
  - W --- WATERLINE UNDERGROUND
  - X --- FENCE LINE
- 
- CONC CONCRETE
  - DWY DRIVEWAY



Proposed bike rack locations

PROPERTY INFORMATION

TRACT 1, INSTR. NO. 2024-00807  
OWNER: BRIDGEWAY HOLDINGS, LLC  
ADDRESS: 211 BOONE ROAD SE

PARCEL 3, P.P. 2009-11  
OWNER: BRIDGEWAY HOLDINGS, LLC  
ADDRESS: 215 BOONE ROAD SE


REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

**DRAFT**

OREGON  
SEPTEMBER 12, 2017  
STEVEN LEE HOWELL  
91569

RENEWS: 6-30-2025

SURVEYED FOR: BRIDGEWAY RECOVERY SERVICES

 **FFN SURVEYING**

7230 3rd Street SE #145, Turner, OR 97392  
P: (503) 558-3330 E: info@ffnsurveying.com

JOB NO. 24-493

SHEET 1/1