

NOTICE OF DECISION

PLANNING DIVISION
555 LIBERTY ST. SE, RM 305
SALEM, OREGON 97301
PHONE: 503-588-6173
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.: 24-123397-PLN

NOTICE OF DECISION DATE: December 12, 2024

REQUEST: A Class 1 Site Plan Review for interior tenant improvements and change of occupancy for two tenants on the second floor of a 79,665 square foot building, including a change of use for one of the tenants from an *eating and drinking establishment* use to a *personal services* use. The subject property is 0.47 acres in size, zoned CB (Central Business District), and is located at 285 Liberty Street NE, Suites 230 and 240 (Marion County Assessors Map and Tax Lot number: 073W22DC / 07200).

APPLICANT: Gene Bolante, Studio 3 Architecture

LOCATION: 285 Liberty Street NE, Suites 230 and 240

FINDINGS: The findings are in the attached Decision dated December 12, 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 12, 2028, or this approval shall be null and void.

Case Manager: Quincy Miller, Planner I, gmiller@cityofsalem.net, (503) 584-4676

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 12, 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 123397.

<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)
24-123397-PLN)
285 LIBERTY STREET NE) DECEMBER 12, 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 interior tenant improvements and change of occupancy for two tenants on the second floor of a 79,665 square foot building, including a change of use for one of the tenants from an *eating and drinking establishment* use to a *personal services* use. The subject property is 0.47 acres in size, zoned CB (Central Business District), and is located at 285 Liberty Street NE, Suites 230 and 240 (Marion County Assessors Map and Tax Lot number: 073W22DC / 07200).

PROCEDURAL FINDINGS

1. On November 15, 2024, an application for a Class 1 Site Plan Review was submitted for property located at 285 Liberty Street NE.
2. On December 9, 2024, the application was deemed complete.

SUBSTANTIVE FINDINGS

1. Proposal

The proposed Class 1 Site Plan Review affects property located at 285 Liberty Street NE, Suites 230 and 240 (**Attachment A**). The Class 1 Site Plan Review proposes a change of occupancy with associated interior improvements for Suite 230, and a change of use and occupancy with associated interior improvements for Suite 240. Both suites are located on the second floor of a 79,665 square foot building, with the proposed development plans 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 interior only tenant improvements and a 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 CB (Central Business District). Development of the property is therefore subject to the use and development standards of the CB zone (SRC Chapter 524) and all other applicable standards of the UDC. The proposal conforms to SRC Chapter 524 and all other applicable development standards of the UDC as follows:

Development Standards – CB (Central Business District) Zone:

SRC 524.005(a) – Uses:

The permitted (P), special (S), conditional (C), and prohibited (N) uses in the CB zone are set forth in Table 524-1.

Finding:

The proposed development includes a change of occupancy without a change of use for Suite 230, which is remaining an *eating and drinking establishment* use, and a change of use and occupancy for Suite 240, which is changing from an *eating and drinking establishment* use to a *personal services* use. Both uses are permitted in the CB zone per SRC Chapter 524, Table 524-1. The proposed development plans are included as **Attachment B**.

Off-Street Parking and Driveways

SRC 806.015 – Amount Off-Street Parking.

- (a) *Maximum Off-Street Parking.* 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.

Finding: No off-street parking spaces are proposed to be added or modified for the subject property; therefore, the standards in SRC 806.015 – SRC 806.040 are 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.
- (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.

SRC 806.050 – Proximity of Bicycle Parking to use or Activity Served.

Bicycle parking shall be located on the same development site as the use or activity it serves.

SRC 806.055 – Amount of Bicycle Parking.

Unless otherwise provided under the UDC, bicycle parking shall be provided in amounts not less than those set forth in Table 806-9.

Finding: SRC 806.045(b) provides that 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. There is evidence of four existing bicycle rack in the right-of-way along the block face of the existing building within the CB zone, providing a total of eight bicycle parking spaces and meeting the standard.

Off-Street Loading Areas

SRC 806.065 – General Applicability.

- (a) 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.
- (b) *Applicability to nonconforming off-street loading area.* When off-street loading is required to be added to an existing off-street loading 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.

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.

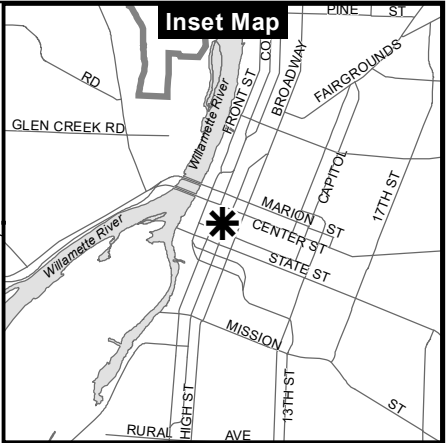
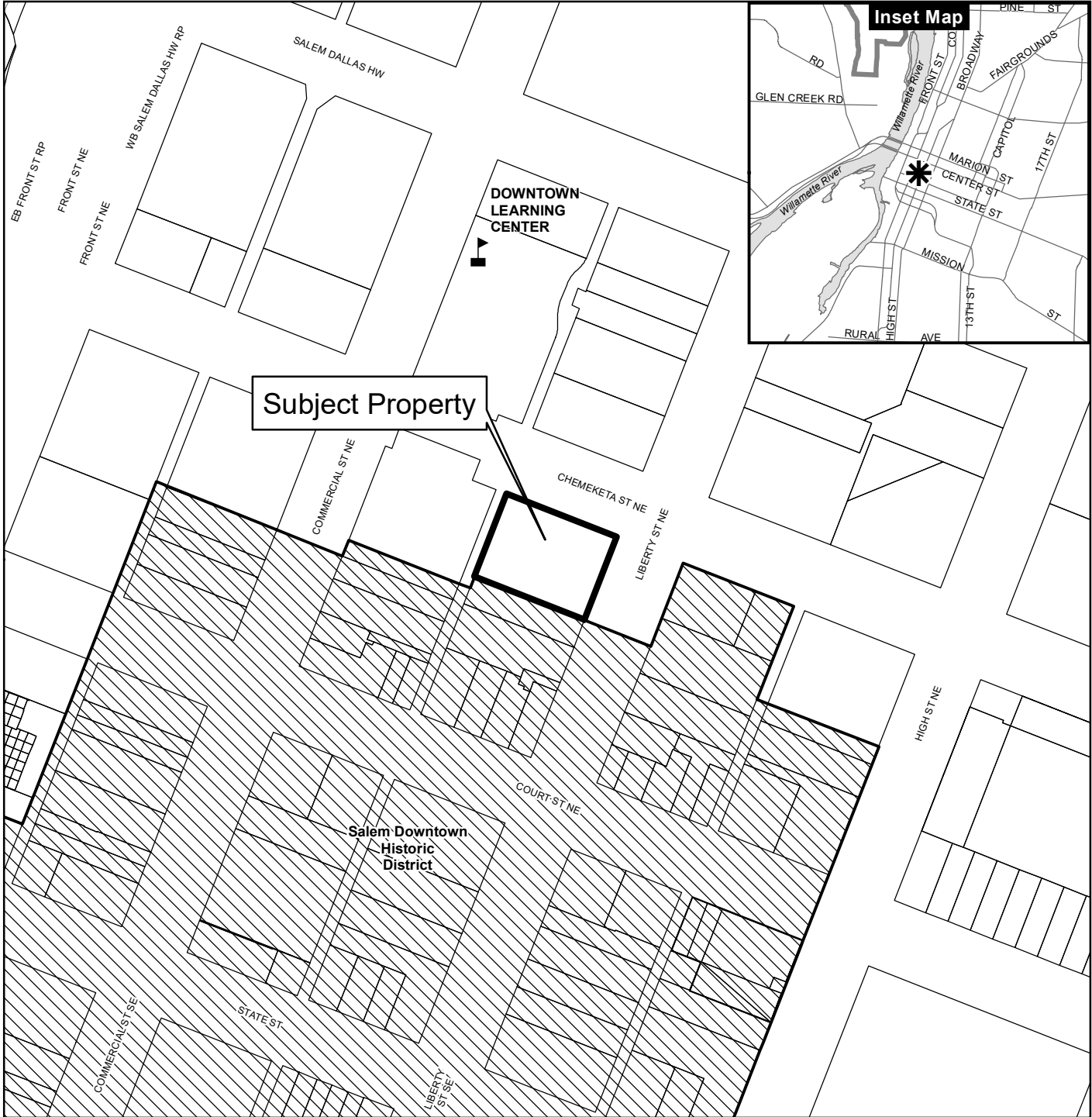


Quincy Miller, Planner I, on behalf of
Lisa Anderson-Ogilvie, AICP
Planning Administrator

Attachments: A. Vicinity Map
 B. Proposed Site Plan

Vicinity Map

285 Liberty Street NE

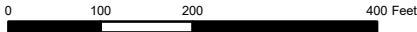


Legend

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



Parks



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PLAN LEGEND:

- EXISTING WALL PATCH, REPAIR, AND PREP FOR PAINT
- NEW METAL STUD WITH 5/8" GYPSUM BOARD EACH SIDE, FINISH
- F.E.C.
WALL MOUNT FIRE EXTINGUISHER

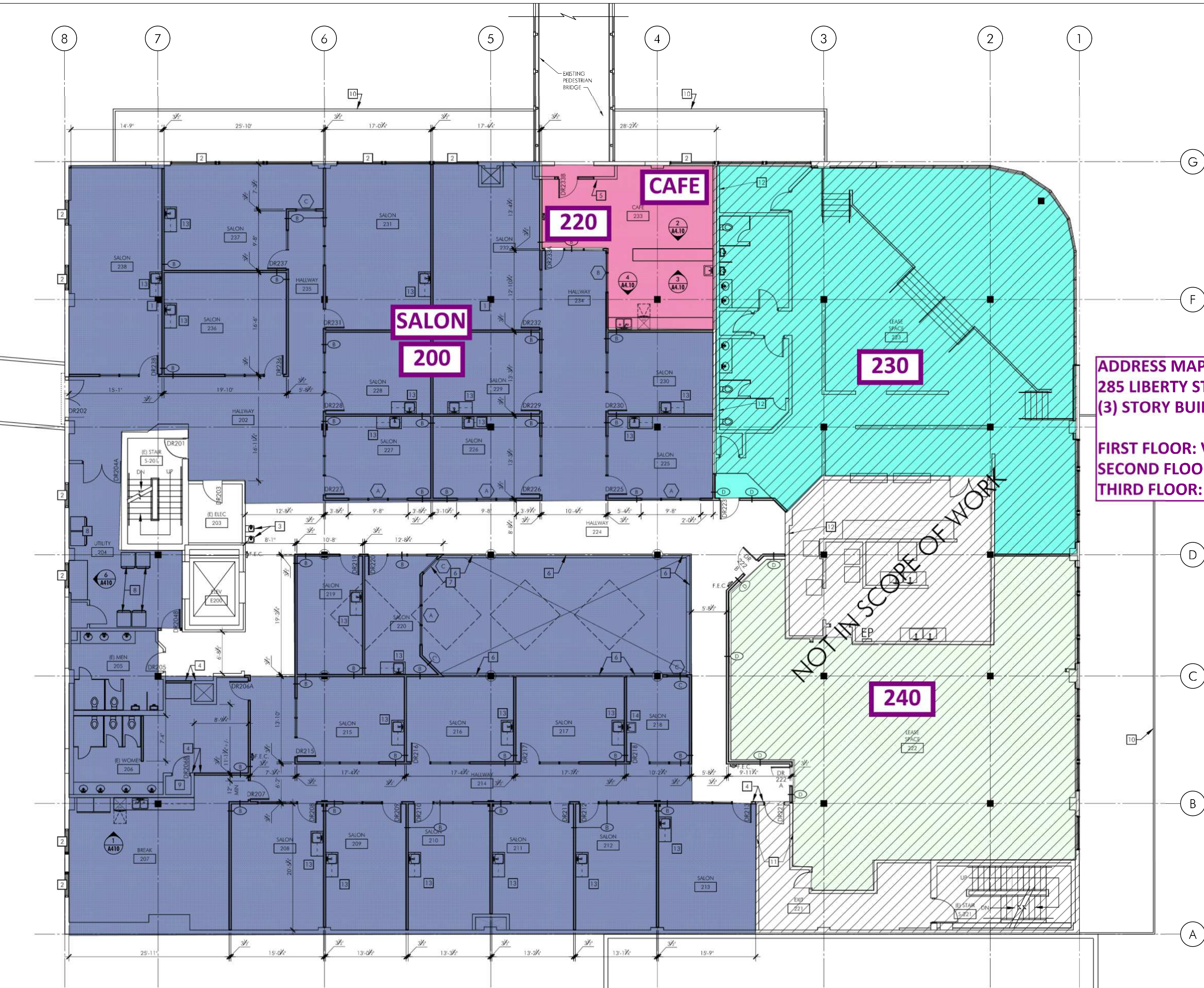
PLAN NOTES:

- EXISTING H.T. WOOD COLUMN TO REMAIN
- EXISTING EXTERIOR WINDOWS ADD NEW SILL, SEE 6
- EXISTING DRINKING FOUNTAIN TO REMAIN
- ALIGN NEW WALL WITH EXISTING
- EXISTING OVERHEAD DOOR TO REMAIN
- EXISTING GLASS GUARDRAIL
- REMOVE GLASS GUARDRAIL AND INSTALL NEW WALL
- NEW STACK WASHER/DRYER, VENT TO EXTERIOR
- EXISTING STORAGE ROOM, MAINTAIN
- EXISTING ROOF BELOW
- EXISTING RATED STAIR WALL (2 HOUR)
- EXISTING DEMISING WALL RATED (1 HOUR)
- PRE MANUFACTURED CASEWORK UNIT WITH HAND SINK, COUNTER TOP AT 34" A.F.F. WITH UPPER CABINETS ABOVE, PLASTIC LAMINATE FINISHES
- WALL MOUNT HAND SINK

ADDRESS MAP: 02/29/24 MMASSEY
285 LIBERTY ST NE
(3) STORY BUILDING SUITE ASSIGNMENTS

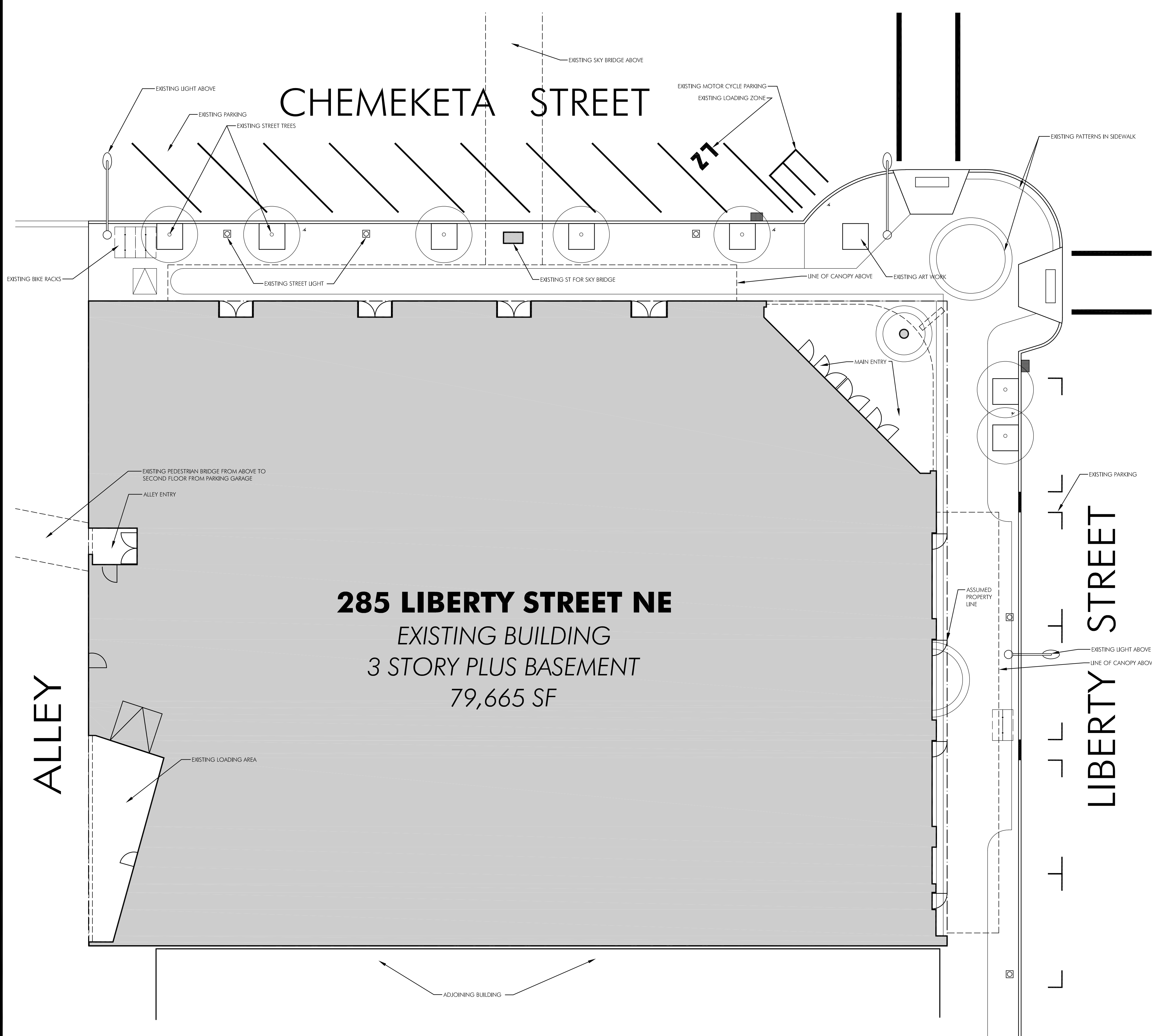
FIRST FLOOR: VACANT
SECOND FLOOR: 200, 220, 230, 240
THIRD FLOOR: 300 (SINGLE TENANT ENTIRE FLR)

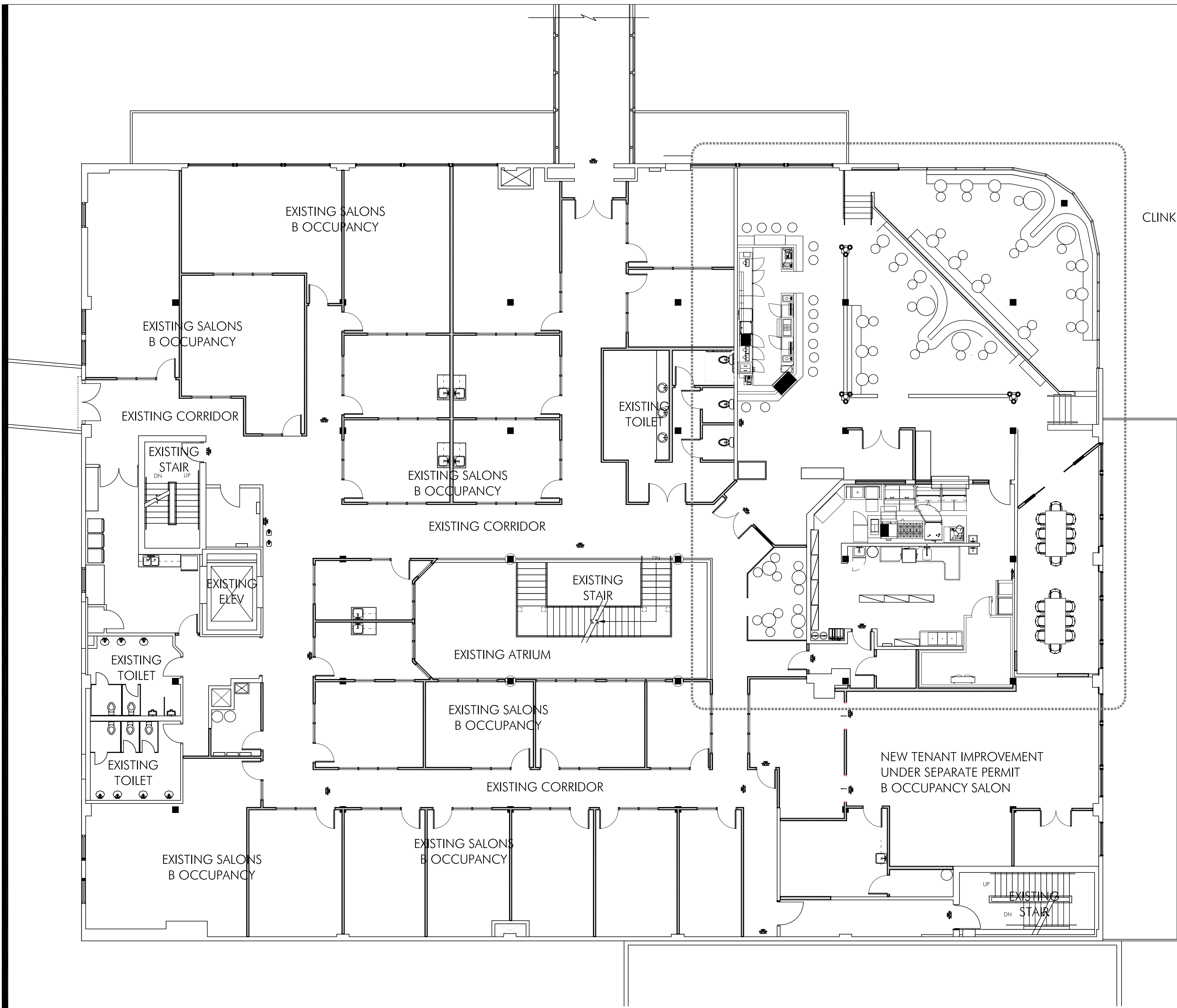
NOT IN SCOPE OF WORK



1 SECOND FLOOR PLAN

0 2 4 8 16 24
1/8" = 1'-0" @ 22 x 34





1 OVERALL SECOND FLOOR PLAN

0' 2' 4' 8' 16' 24'

1/8" = 1'-0" @ 22 x 34



IN THE EVENT CONFLICTS ARE DISCOVERED
BETWEEN THE ORIGINAL SIGNED AND SEALED
DOCUMENTS PREPARED BY THE ARCHITECTS
AND/OR THEIR CONSULTANTS, AND ANY COPY OF
THE DOCUMENTS TRANSMITTED BY MAIL, FAX,
ELECTRONICALLY OR OTHERWISE, THE ORIGINAL
SIGNED AND SEALED DOCUMENTS SHALL GOVERN.

PROJECT # 2024-111
DATE: 5 NOV 2024
REVISIONS

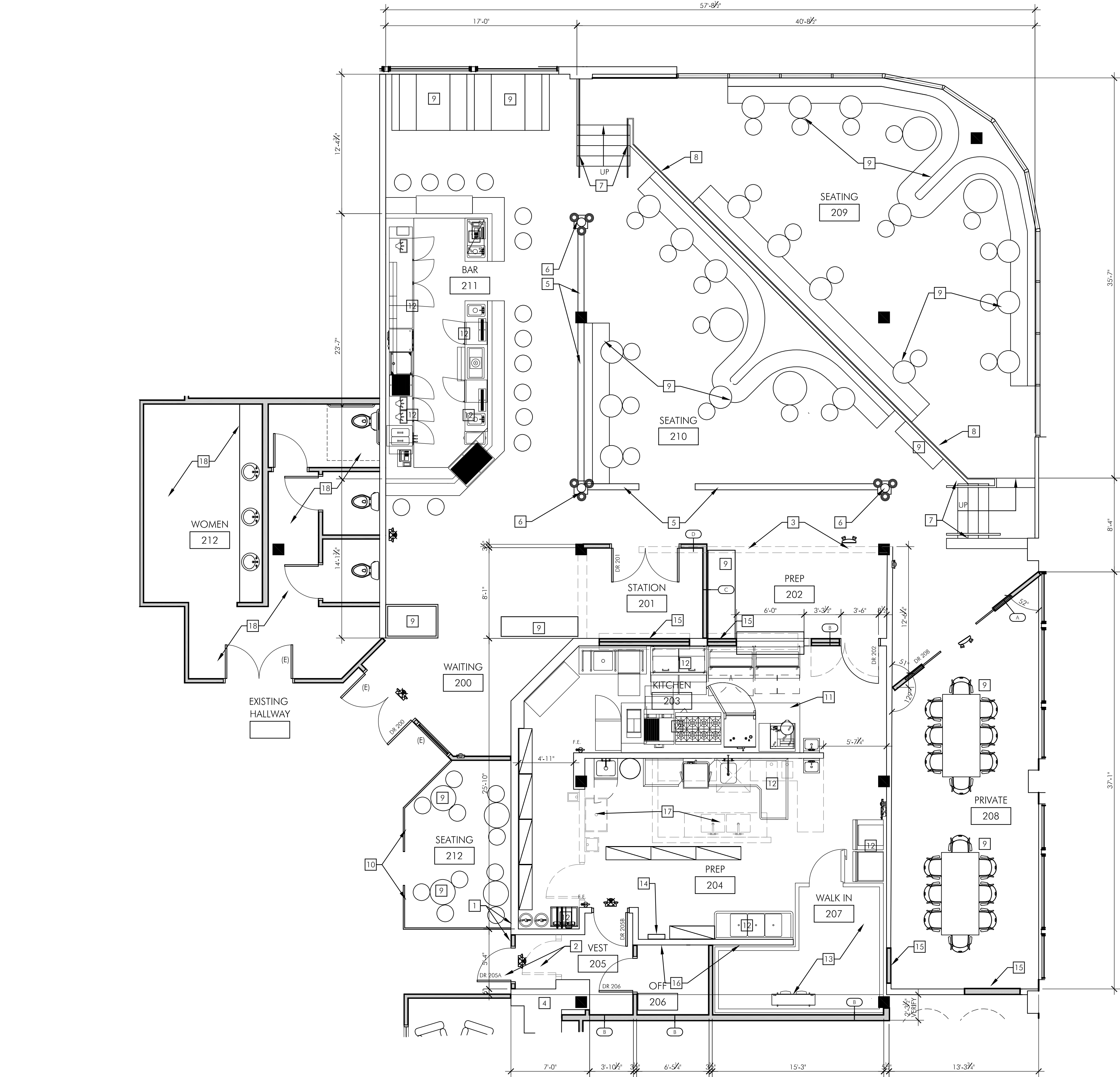
T E N A N T I M P R O V E M E N T S
F O R G E - C L I N K
285 LIBERTY STREET NE SUITE 230 SALEM OREGON 97301

PLAN NOTES:

- 1 ALIGN NEW WALL WITH EXISTING WALL
- 2 RELOCATE DOOR AND FRAME TO NEW LOCATION
- 3 REMOVE LOW WALL AND ALL ASSOCIATED UTILITIES
- 4 EXISTING MECHANICAL SHAFT, FIELD VERIFY
- 5 EXISTING LOW WALL TO REMAIN
- 6 EXISTING POLE LIGHTS, REPLACE WITH NEW GLOBES
- 7 EXISTING STAIRS WITH HANDRAILS EACH SIDE
- 8 EXISTING GUARDRAIL TO REMAIN
- 9 FURNITURE BY OTHERS, COORDINATE WITH TENANT (LIGHTING PLACED OVER FURNITURE)
- 10 DECORATIVE WROUGHT IRON RAIL AT 36" A.F.F.
- 11 EXISTING GREASE HOOD TO REMAIN, CLEAN AND VERIFY WORKING CONDITION
- 12 KITCHEN EQUIPMENT BY OTHERS, SEE KITCHEN PLANS
- 13 NEW WALK IN COOLER, VERIFY CONFIGURATION, SEE KITCHEN PLANS
- 14 EXISTING ELECTRICAL PANEL (FROM FEED) MAINTAIN SERVICE CONDUIT AND REPLACE PANEL WITH NEW
- 15 REMOVE EXISTING OPENING, ENCLOSE WITH WALL TO MATCH EXISTING, ONE HOUR TO ADJOINING TENANT SPACE
- 16 REMOVE EXISTING ELECTRICAL PANELS THIS SIDE OF WALL
- 17 REMOVE EXISTING WALLS, UTILITIES AND KITCHEN EQUIPMENT FOR NEW CONFIGURATION, FIELD VERIFY
- 18 THIS RESTROOM INSTALLED UNDER PREVIOUS PERMIT, FINISHES PROVIDED WITH THIS PERMIT

PLAN LEGEND:

- NEW 3/2" OR 6" METAL STUD WALL
- EXISTING WALL, PREP FOR NEW WORK, PRIME AND PAINT
- F.E. FIRE EXTINGUISHER IN CABINET, WALL MOUNT OR WALL MOUNT
- WALL TYPE TAG, SEE DETAILS



1 FLOOR PLAN - SECOND FLOOR SUITE 200

0 2 4 6 8 10 12 14 16
3/16" = 1'-0" @ 22 x 34





IN THE EVENT CONFLICTS ARE DISCOVERED BETWEEN THE ORIGINAL SIGNED AND SEALED DOCUMENTS PREPARED BY THE ARCHITECTS AND/OR THEIR CONSULTANTS, AND ANY COPY OF THE DOCUMENTS TRANSMITTED BY MAIL, FAX, ELECTRONICALLY OR OTHERWISE, THE ORIGINAL SIGNED AND SEALED DOCUMENTS SHALL GOVERN.

PROJECT # 2024-143
DATE: 6 NOV 2024
REVISIONS

TENANT IMPROVEMENT
IVORY COVE HAIR CO.
285 LIBERTY STREET NE SUITE 240 SALEM OREGON 97301

SHEET

A2.1

PLAN NOTES:

- 1 ALIGN NEW WALL WITH EXISTING WALL
- 2 EXISTING ONE HOUR RATED OCCUPANCY SEPARATION WALL, MAINTAIN
- 3 EXISTING NON RATED WALL, MAINTAIN
- 4 EXISTING MECHANICAL CONTRAPTION ABOVE, MAINTAIN
- 5 EXISTING FIRE WALL, MAINTAIN
- 6 EXISTING WINDOWS, MAINTAIN
- 7 WORK STATIONS BY OTHERS, COORDINATE WITH TENANT (LIGHTING PLACED OVER STATIONS)
- 8 HAIR WASHING STATIONS, PROVIDE WATER AND SEWER CONNECTIONS
- 9 FURNITURE SHOWN FOR REFERENCE, BY TENANT
- 10 STORAGE SHELVES, MAX HEIGHT 5'-6" BY TENANT
- 11 ELECTRIC WATER HEATER, SEISMICALLY BRACE TO WALL
- 12 WASHER AND ELECTRIC DRYER, ROUTE EXHAUST TO EXTERIOR
- 13 REFRIGERATOR, NO WATER
- 14 CASED OPENING WITH ARCHED TOP
- 15 STYLIST TABLE PROVIDED BY TENANT
- 16 PRE MANUFACTURED DISPLAY CASES BY TENANT

PLAN LEGEND:

- NEW 3/2" OR 6" METAL STUD WALL
- EXISTING WALL, PREP FOR NEW WORK, PRIME AND PAINT
- F.E. FIRE EXTINGUISHER IN CABINET, WALL MOUNT OR WALL MOUNT
- WALL TYPE TAG, SEE DETAILS

