



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6173 • Fax 503-588-6005 • [www.cityofsalem.net](http://www.cityofsalem.net)

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

March 6, 2025

Shelly Labus  
8205 NW 69<sup>th</sup> Street, Oklahoma City  
Oklahoma, 73132, USA  
(405) 286-2470  
[shelly.labus@globalzoning.com](mailto:shelly.labus@globalzoning.com)

Re: Land Use Verification Letter, 25-104680 -PLN, for 3099 River Road S (Marion County Tax Assessor's map and tax lot number 073W33CC00800),

A request for the above-mentioned properties was received February 25, 2025.

Comprehensive Plan Designation: The subject property is designated "Commercial" on the Salem Area Comprehensive Plan map and is zoned CR (Retail Commercial). The use and development standards of the CR zone are found in Salem Revised Code (SRC) Chapter 522.

Overlay Zone: The subject property is not located in an Overlay Zone.

Land Use: The development on the site houses an Outpatient Medical Services and Laboratories use. Outpatient Medical Services and Laboratories is a permitted use within the CR zone.

Adjacent properties zoning designation:

North: CR (Retail Commercial)  
West: RM-II (Multiple Family Residential II)  
East: Across River Rd S RS (Single Family Residential)  
South: Across River Rd S RS (Single Family Residential).

Land Use History:

09-101507-RP: A Type I Site Plan Review to establish a new off street parking area with related landscaping improvements on property 3.32 acres in size CR (Retail Commercial), and located at 3099 River Road S (Marion County Assessor Map and Tax Lot 073W33CC00800) (**Attachment A**).

SPR-ADJ14-14: Consolidated Class 3 Site Plan Review and Class 1 Zoning Adjustment to increase the number of off-street parking spaces to 120 percent of the maximum allowed under SRC Table 806-1 for an existing Outpatient Medical Services and Laboratories use in a 22496 square foot building on a 3.3 acre property zoned CR (Retail Commercial) and located at 3099 River Road S 97302 (Marion County Assessor Map and Tax Lot

073W33CC00800) (**Attachment B**).

Code Violations: There are no known outstanding code violations on record for this property.

Nonconforming development (Salem Revised Code Chapter 270.010): The use is considered conforming; however, the development may be legally nonconforming development with respect to development standards that were adopted after the property was developed.

Nonconforming development is any development which met the applicable City of county development standards imposed at the time the development was constructed, but which no longer complies with development standards due to the adoption of, or amendment to, the City's land use regulations, or annexation of the property into the City.

Building and Fire Code Violations & Certificates of Occupancy: For more information on fire and building code violations or Certificate of Occupancy, please submit a public records request through the City's Legal Department at:

<https://www.cityofsalem.net/government/public-records-request>

Public Right-of-Way and Street Improvements: Please contact Public Work Department at 503-588-6211.

Conclusion: This information is based on our review of zoning regulations and land use case history. No site visit was conducted as part of this confirmation. The above information is current, but zoning regulations change over time; these changes may affect the use and/or development of the property.

You may access the Salem Revised Code on the internet at:

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

To request copies of building permits, certificates of occupancy, or development standards in effect at the time of development, please submit a public records request through the City's Legal Department at:

<https://www.cityofsalem.net/government/public-records-request>

Please contact me at 503-540-2309 if you have additional questions.



Sincerely, Abigail Pedersen  
Planner I



Planning Division \* 503-588-6173  
City Hall \* 555 Liberty St SE, Room 305 \* Salem, OR 97301-3503 \* Fax: 503-588-6005

**Type I Site Plan Review**  
*Case No. 09-101507--RP*

January 20, 2009

Site Plan Review                      Type I                      New

**JOB ADDRESS:**    3099 RIVER RD S

**Applicant:**    175953                      **CARLSON VEIT ARCHITECTS PC**

**3095 RIVER RD N**  
**SALEM OR 97303**

**Work    (503) 390-0281**  
**Fax      (503) 390-2459**

**Zone: CR (Retail Commercial);    Comp. Plan Map Designation: COMMERCIAL**

**REQUEST**

A Type I Site Plan Review to establish a new off-street parking area with related landscaping improvements on property 3.32 acres in size, zoned CR (Retail Commercial), and located at 3099 River Road S (Marion County Assessor's Map and Tax Lot numbers: 073W33CC00800).

**FINDINGS**

Site plan review is intended to provide a unified, consistent, and efficient means to review proposed development that requires a building permit, other than single-family, duplex residential, and installation of signs, to ensure that such development meets all applicable requirements imposed by the Salem Revised Code (SRC). SRC 163.020(c) requires Type I Site Plan Review for development that does not involve a land use or limited land use decision, as those terms are defined by ORS 197.015.

**1. Approval Criteria**

SRC 163.070(a) provides that approval of a Type I Site Plan Review application shall be granted if the Planning Administrator finds that only clear and objective standards which do not require the exercise of discretion or legal judgment are applicable to the application, and that the applicant has met all the applicable standards.

Based on conformance with the following requirements, the Planning Administrator finds that only clear and objective standards of the Salem Revised Code apply to the proposed site plan for property located at 3099 River Road S (Attachment 1), and the proposed site plan complies with all such clear and objective standards in accordance with SRC 163.070(a).

## 2. Site Plan Quality

The applicant's site plan is drawn to scale, with correct lot dimensions, and is in conformance with the site plan requirements of SRC 163.050.

## 3. Zoning Code Compliance

### a. Land Use:

The subject property is zoned CR (Retail Commercial). Development of the property is subject to the provisions of the CR zone district (SRC Chapter 152) and all other applicable provisions of the Salem Revised Code. The Salem Zoning Code classifies land use with reference to the Standard Industrial Classification (SIC) Manual. The proposed use of the property is classified under SIC# 80, Health Services and is permitted outright per SRC 152.020(g)(20).

### b. Development Standards:

#### i. Setbacks

The additional proposed development occurs only in the most northeast portion of the property.

1. Along property lines abutting Tax Lot 073W33CC00900 (2985 River RD S):  
A five foot buffer yard planted with a minimum of 1 plant unit per twenty (20) square feet of yard area is required.
2. Southeast (River Road S right-of-way) :  
A minimum ten-foot landscaped strip planted with a minimum of 1 plant unit per twenty (20) square feet of yard area is an option allowed by SRC 132
3. Northeast (along private road) :  
A five foot buffer yard planted with a minimum of 1 plant unit per twenty (20) square feet of yard area is required.

### c. Off-Street Parking

#### i. Parking spaces:

Health Services requires 1 parking stall per 350 square feet of gross floor area in buildings associated with the development per SRC Table 133-1. The existing building is 22,469 square feet in floor area, thereby requiring a minimum of sixty-five off-street parking spaces and a maximum one hundred and fourteen off-street parking spaces. One hundred and ten off-street parking stalls are proposed.

#### ii. Drive aisle, space dimensions, driveways, turning radius:

The driveway leading to the proposed parking area is from an existing private road serving approximately nine lots. The applicant provided access easement information authorizing use of this private road. The private road was created through partitioning and property line adjustment processes approved by Planning staff. Staff has reviewed the development for compliance with the drive aisle, driveway, and turning radius standards of the Salem Revised Code, and finds that the proposal complies with such standards.

### d. Landscaping

The application provided adequate information to meeting bufferyard requirements in SRC 132. The applicant will provide more detailed landscaping and irrigation plans at the time of building permit review or submitted a deferred submittal request.

#### **4. Natural Resources Review**

Natural resource issues specifically regulated by the Salem Revised Code were identified on the subject property. The proposed development area may impact the existing floodway and floodplain located on the subject property. Public works as identify the need for a floodplain development permit for grading and paving within the floodplain. Specific information is addressed in the attached Public Works Department memorandum.

#### **5. Land Use Action Case History**

Property Line Adjustment 98-5, Partitioning 99-18, Partitioning 00-9 were previously approved affecting the subject property. The previous land use actions include no conditions that conflict with applicant's proposed site plan and the proposed development is consistent with these previously approved land use actions.

#### **6. Historic Property Status**

The subject property is not identified as a historic resource.

#### **7. City Department Comments**

The Public Works Department reviewed the proposal and submitted a memorandum outlining applicable standards which must be met prior to building permit issuance and final occupancy, which is attached hereto at Attachment 2, and by this referenced incorporated into this decision. (Attachment 2).

### **CONCLUSION**

Final approval of the attached site plan is hereby GRANTED subject to SRC Chapter 163, the applicable standards of the Salem Revised Code, and providing compliance occurs with any applicable items noted above.

If you have any questions regarding items in this site plan review, please contact Amy J. Dixon, Associate Planner, at 503-588-6173 ext. 7463 or by email at [adixon@cityofsalem.net](mailto:adixon@cityofsalem.net).

Attachments:

1. Applicant's Site Plan
2. Public Works Department Comments

cc: Tony Martin, Public Works Department

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

## DECISION OF THE PLANNING ADMINISTRATOR

**CLASS 3 SITE PLAN REVIEW / CLASS 1 ZONING ADJUSTMENT CASE NO.  
SPR-ADJ14-14**

**APPLICATION NO. : 14-117639-ZO & 14-117638-RP**

**NOTICE OF DECISION DATE: DECEMBER 4, 2014**

**REQUEST:** This is a request to increase the number of off-street parking spaces to 120 percent of the maximum number allowed under SRC Table 806-1 for an outpatient medical services facility at 3099 River Road S.

Consolidated Class 3 Site Plan Review and Class 1 Zoning Adjustment to increase the number of off-street parking spaces to 120 percent of the maximum allowed under SRC Table 806-1 for an existing Outpatient Medical Services and Laboratories use in a 22,496 square foot building on a 3.3 acre property zoned CR (Retail Commercial) and located at 3099 River Road S 97302 (Marion County Assessor Map and Tax Lot 073W33CC00800).

**APPLICANT:** Willamette Ear Nose and Throat and Facial Plastic Surgery

**LOCATION:** 3099 River Rd S / 97302

**CRITERIA:** Salem Revised Code Chapters 250 & 220

**DECISION:** The Planning Administrator **GRANTED** Class 3 Site Plan Review / Class 1 Zoning Adjustment Case No. SPR-ADJ14-14 subject to SRC Chapter 220 and SRC Chapter 250, the applicable standards of the Salem Revised Code, and conformance with the approved site plan included as Attachment 2.

The rights granted by the attached decision for Class 3 Site Plan Review Case No. SPR-ADJ14-14 must be exercised, or an extension granted, by December 20, 2018 or this approval shall be null and void. The rights granted by the attached decision for Class 1 Zoning Adjustment Case No. SPR-ADJ14-14 must be exercised, or an extension granted, by December 20, 2016 or this approval shall be null and void. A copy of the decision is attached.

Application Deemed Complete: November 6, 2014  
Notice of Decision Mailing Date: December 4, 2014  
Decision Effective Date: December 20, 2014  
State Mandate Date: March 6, 2015

Case Manager: Pamela Cole, [pcole@cityofsalem.net](mailto:pcole@cityofsalem.net); 503.540.2309

This decision is final unless written appeal from an aggrieved party is filed with the City of Salem Planning Division, Room 305, 555 Liberty Street SE, Salem OR 97301, **no later than 5:00 p.m. Friday, December 19, 2014.** The notice of appeal must contain the information required by SRC 300.1020 and must state where the decision failed to

# NOTICE OF DECISION

PLANNING DIVISION  
555 LIBERTY ST. SE, RM 305  
SALEM, OREGON 97301  
PHONE: 503-588-6173  
FAX: 503-588-6005



conform to the provisions of the applicable code section, SRC Chapter(s) 250 and 220. The appeal must be filed in duplicate with the City of Salem Planning Division. The appeal fee must be paid at the time of filing. If the appeal is untimely and/or lacks the proper fee, the appeal will be rejected. The Hearings Officer will review the appeal at a public hearing.

After the hearing, the Hearings Officer may amend, rescind, or affirm the action, or refer the matter to staff for additional information.

The complete case file, including findings, conclusions and conditions of approval, if any, is available for review at the Planning Division office, Room 305, City Hall, 555 Liberty Street SE, during regular business hours.

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

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BEFORE THE PLANNING ADMINISTRATOR  
OF THE CITY OF SALEM  
CLASS 3 SITE PLAN REVIEW / CLASS 1 ZONING ADJUSTMENT CASE NO. SPR-ADJ14-14  
DECISION

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

IN THE MATTER OF APPROVAL OF	) CLASS 1 ZONING ADJUSTMENT
ZONING ADJUSTMENT / SITE PLAN REVIEW	) CLASS 3 SITE PLAN REVIEW
CASE NO. SPR-ADJ 14-14	)
3099 RIVER ROAD S	) DECEMBER 4, 2014

In the matter of the application for a Class 3 Site Plan Review and Class 1 Zoning Adjustment submitted by Chris Veit, Carlson Veit Architects, representative for the applicant, Willamette Ear Nose and Throat, the Planning Administrator, having received and reviewed evidence and the application materials, makes the following findings and adopts the following order as set forth herein.

**REQUEST**

The request is to increase the number of off-street parking spaces to 120 percent of the maximum number allowed under SRC Table 806-1 for an outpatient medical services facility at 3099 River Road S.

Consolidated Class 3 Site Plan Review and Class 1 Zoning Adjustment to increase the number of off-street parking spaces to 120 percent of the maximum allowed under SRC Table 806-1 for an existing Outpatient Medical Services and Laboratories use in a 22,496-square foot building on a 3.3-acre property zoned CR (Retail Commercial) and located at 3099 River Road S 97302 (Marion County Assessor Map and Tax Lot 073W33CC00800).

A vicinity map illustrating the location of the property is attached hereto, and made a part of this staff report (Attachment 1).

**DECISION**

**APPROVED** subject to the applicable standards of the Salem Revised Code, the findings contained herein, and conformance with the approved site plan.

**FINDINGS**

1. Class 3 Site Plan Review Applicability

Site Plan Review is intended to provide a unified, consistent, and efficient means to review proposed developments that require a building permit, other than single-family, duplex residential, and installation of signs, to ensure that such developments meets all applicable requirements imposed by the Salem Revised Code (SRC). SRC 220.005(b)(3) requires Class 3 Site Plan Review for any development that requires a building permit, and that involves a land use decision or limited land use decision, as those terms are defined in ORS 197.015.

Class 3 Site Plan Review is required for this application because an adjustment is required to increase the maximum allowed number of parking spaces to 120 percent of the number allowed under SRC Table 806-1 for the existing outpatient medical services facility. SRC 220.005(b)(3)(F) provides that land use and limited land use decisions include, but are not limited to, any development application that requires a variance, adjustment, or conditional use permit.

2. Background

Class 3 Site Plan Review and Class 1 Zoning Adjustment applications were submitted on October 20, 2014. The applications were deemed complete for processing on November 6, 2014. The site plan is included as Attachment 2. The applicant provided a statement describing the proposed development and addressing the adjustment criteria. The complete statement is included as Attachment 3.



**Neighborhood and Citizen Comments:**

Notice of the application was sent to the Southwest Association of Neighbors (SWAN) and all property owners of record within 250 feet of the subject property. No comments were received from SWAN. Olympic Investment Properties, Salem Golf Club, and the Golfers Park Home Owners Association (representing 20 home owners) submitted comments in support of the application, stating that overflow parking from Willamette Ear Nose and Throat Surgery Center often blocks one or both sides of Golf Course Road and additional onsite parking would help to relieve this congestion.

**City Department Comments:**

The Public Works Department reviewed the proposal and provided a memo which is included as Attachment 4.

The Salem Fire Department and Building and Safety Division reviewed the proposal and indicated no objections.

The Salem Police Department reviewed the proposal and had no comment.

**Public and Private Agency Comments:**

PGE provided the following comments, "Development cost per current tariff and service requirements."

3. Analysis of a Class 1 Zoning Adjustment Approval Criteria

SRC 250.005(d)(1) states:

An application for a Class 1 Zoning Adjustment shall be granted if all of the following criteria are met:

- (A) The purpose underlying the specific development standard proposed for adjustment is:
  - (i) Clearly inapplicable to the proposed development; or
  - (ii) Clearly satisfied by the proposed development.
- (B) The proposed development will not unreasonably impact surrounding existing or potential uses or development.

Criterion 1:

The purpose underlying the specific development standard proposed for adjustment is: (i) Clearly inapplicable to the proposed development; or (ii) Clearly satisfied by the proposed development.

**Applicant Comments:**

The proposed parking increase for the Willamette Ear Nose and Throat Surgery Center would alleviate the heightened demand on parking currently experienced by the center due to its increased volume of patient visits and growth in number of employees. Currently, the demand for parking exceeds the maximum parking allotted in the Salem Revised Code. The two streets adjoining the site offer only limited parking for overflow. River Road does not accommodate on-street parking, while Golf Course Road provides some parking, but it is shared by other local uses. Therefore, the limited parking on Golf Course Road is not sufficient or reliable.

**Staff Finding:**

The Class 1 Zoning Adjustment is requested to increase the number of parking spaces to 120 percent of the maximum allowed under SRC Chapter 806. Table 806-1 requires a minimum of one space per 350 square feet of gross floor area. For the 22,496-square foot building, at least 65 spaces are required. SRC Chapter 806-2 allows a maximum of 1.75 times the minimum number of spaces required when the minimum number is more than 20 spaces, or 114 spaces. The applicant's request would result in 136 spaces.

The maximum parking standard was adopted to ensure that commercial properties are not developed with more parking than is needed to accommodate the employees and customers

expected for their particular land uses and that properties maintain adequate open space and landscaping. The standard also encourages employees and customers to use alternate modes of transportation rather than single-occupant vehicles. In this case, the purpose underlying the development standards is applicable to the development; therefore, the applicant's proposal must clearly satisfy the purpose of the development standards.

The applicant is seeking to expand the parking lot to accommodate its employees and patients because demand exceeds the current supply. Only four additional spaces could be developed to reach the maximum number of spaces allowed under the code, and the applicant's statement and neighbors' statements indicate that those four spaces would be inadequate to alleviate current parking issues on the adjacent streets.

The applicant notes that on-street parking is not allowed on River Road S, a major arterial street. The neighbors' comments indicate that overflow parking is blocking one or both sides and causing congestion on the abutting local street, Golf Course Road S. Additionally, no sidewalk is present on the west side of Golf Course Road S, and the on-street parking and congestion may create inconveniences or hazards for pedestrians.

The applicant's site plan indicates that, even with the proposed parking, the site would comply with all applicable landscaping requirements. The remaining landscaped areas would cover 41% of the subject property, well in excess of the 15% minimum required in the CR zone. The proposed parking areas would contain landscaped islands with trees to break up large expanses of pavement.

The subject property's location is not conducive to use of alternate modes of transportation that could offset parking demand. The Salem-Keizer Transit District does not provide fixed-route bus service on River Road S; the nearest bus stop is on Madrona Avenue at Halifax Square SE, approximately two miles walking distance from the subject property along roads with steep slopes and incomplete sidewalks. These roads also make bicycle transportation impractical. Patients are often unable to drive after surgical procedures and must receive transportation assistance from family members or friends, usually in private vehicles.

The proposal would satisfy the purpose of the standard by supplying adequate parking and maintaining adequate landscaping and open space and meets the criterion.

Criterion 2:

The proposed development will not unreasonably impact surrounding existing or potential uses or development.

**Applicant Comments:**

The proposed additional parking will not negatively infringe on the surrounding neighborhood – visually or otherwise – and most likely will not even be noticed because it will be well integrated with the existing on-site parking. Furthermore, the increase in parking will likely benefit the nearby neighborhood by reducing the number of vehicles that are presently being parked along Golf Course Road.

**Finding:** The proposed development will reduce the demand for on-street parking on Golf Course Road S. The new parking will be adjacent to existing parking on an already developed site and will have little visual impact. The proposed parking will be located outside of the Croisan Creek floodway that crosses the northern area of the property, leaving that area in its existing condition. Although the parking will reduce landscaped area, 41% of the site will still be landscaped.

The proposal would have no unreasonable impacts on surrounding existing or potential uses or development and meets the criterion.

4. Analysis of Class 3 Site Plan Review Approval Criteria

SRC 220.005(f)(3) states:

An application for Class 3 Site Plan Review shall be granted if:

- (A) The application meets all applicable standards of the UDC;
- (B) The transportation system provides for the safe, orderly, and efficient circulation of traffic into and out of the proposed development, and negative impacts to the transportation system are mitigated adequately;
- (C) Parking areas and driveways are designed to facilitate safe and efficient movement of vehicles, bicycles, and pedestrians; and
- (D) The proposed development will be adequately served with City water, sewer, storm drainage, and other utilities appropriate to the nature of the development.

Criterion 1:

**Finding:** The application meets all applicable standards of the UDC.

*Use:*

The subject property is zoned CR (Retail Commercial). Development of the property is subject to the provisions of the CR zone district (SRC Chapter 522) and all other applicable provisions of the Salem Revised Code. Salem Zoning Code Chapter 400 establishes a framework for the classification of land uses based upon common functional, product, or physical characteristics, and to provide the basis for assignment of land uses to zones and overlay zones. The existing use is classified as Outpatient Medical Services and Laboratories and is permitted outright per Table 522-1: Uses.

**Staff Response:** Therefore, this standard is met.

*Setbacks*

- East: CR (Retail Commercial): Table 522-4 requires no building setback and a 5-foot parking area setback. The proposal indicates that the new parking area is set back more than 20 feet from the property line. Therefore, this standard is met.
- West: Golf Course Road S right-of-way: Table 522-3 requires a 5-foot building setback. SRC Chapter 806 requires a 6- to 10-foot-wide landscaped strip between the right-of-way and parking area. The proposal indicates that the building is set back approximately 100 feet from the property line and the new parking areas are set back 10 feet from the property line. Therefore, this standard is met.
- South: River Road S right-of-way: Table 522-3 requires a 5-foot building setback. SRC Chapter 806 requires a 6- to 10-foot-wide landscaped strip between the right-of-way and parking area. The proposal indicates that the building is set back approximately 55 feet from the property line and the new parking areas are set back 10 feet from the property line. Therefore, this standard is met.
- North: CR (Retail Commercial): Table 522-4 requires no building setback and a 5-foot parking area setback. The proposal indicates that the new parking area is set back more than 50 feet from the property line. Therefore, this standard is met.

*Landscaping (SRC Chapters 522, 806, and 807):*

SRC Chapter 522 requires setbacks and vehicle use areas to be landscaped as provided under SRC Chapter 806 and SRC Chapter 807. SRC 522.010(d)(3) requires a minimum of 15 percent of the development site to be landscaped according to the Type A standard set forth in SRC Chapter 807; other required landscaping under the UDC, such as landscaping required for setbacks or vehicular use areas, may count towards meeting this requirement.

SRC 806.035(a) states that off-street parking and vehicle use area development standards apply with the development of new off-street parking and vehicle use areas; expansion of existing off-street parking and vehicle use areas; alteration of existing off-street parking and vehicle use areas, where the existing paved surface is replaced with new paved surface; and paving of an unpaved area.

**Staff Response:** The total area of the property is 143,392 square feet with approximately 59,285 square feet of landscaping. The site plan indicates that a total of 41% of the site will be landscaped. Therefore, site landscaping standards are met.

The new parking area is approximately 7,295 square feet, and the total parking lot area is approximately 58,000 square feet. Therefore, interior parking lot landscaping of at least 8% is required. The site plan indicates interior parking area landscaping exceeding 8% of the total area of the parking lots, and trees and planter islands are incorporated as required to break up large expanses of parking.

Landscaping and irrigation plans will be required at building permit. The proposal meets the standards.

*Off Street Parking and Loading (SRC Chapter 806):*

Outpatient Medical Services and Laboratories require 1 parking stall per 350 square feet of gross floor area in buildings associated with the development per SRC Table 806-1. The existing building is approximately 22,496 square feet in gross floor area. Therefore, the existing use requires a minimum of 65 parking spaces and is allowed a maximum of 114 parking spaces. The applicant has requested a Class 1 Zoning Adjustment to increase the maximum number of parking spaces to 120% of the maximum allowed, for a total of 136 spaces.

**Staff Response:** The proposed site plan indicates 136 parking spaces. Therefore, this standard is met if the adjustment is granted.

*Parking Separation (SRC Chapter 806):*

As required in SRC Chapter 806, parking areas are to be separated from the exterior wall of a structure by a 5-foot landscaped strip or a paved pedestrian walkway.

**Staff Response:** The proposed site plan indicates a 5-foot-wide paved pedestrian walkway around the entire building and landscaped areas around most of the building, meeting this standard.

*Off-Street Loading (SRC Chapter 806):*

SRC Chapter 806 requires off-street loading on site for each proposed new use or activity, any change of use or activity, when such change of use or activity results in a bicycle parking ratio requiring a greater number of spaces than the previous use or activity, or any intensification, expansion, or enlargement of a use or activity.

**Staff Response:** The proposal does not increase the area of the existing building; therefore, no additional loading spaces are required for the proposed parking lot expansion.

*Bike Spaces (SRC Table 806-8):*

SRC Chapter 806 requires bicycle parking on site for each proposed new use or activity, any change of use or activity, when such change of use or activity results in a bicycle parking ratio requiring a greater number of spaces than the previous use or activity, or any intensification, expansion, or enlargement of a use or activity.

**Staff Response:** The proposal does not change the gross floor area of the existing building; therefore, no additional bike spaces are required.

*Lot Area and Dimensions (SRC Table 522-2):*

No minimum lot area, lot width, or lot depth is applicable. The minimum street frontage for non-single family uses is 16 feet.

**Staff Response:** The subject property has approximately 1,000 feet of street frontage, thereby meeting this standard.

*Solid Waste (SRC Chapter 800):*

Solid waste service areas are to provide for the safe and convenient collection of solid waste, recyclable and compostable materials by the local solid waste collection franchisee. Pursuant to SRC 800.055, solid waste service area design standards shall apply to all new solid waste, recycling and compostable service areas, where use of a solid waste, recycling and compostable receptacle one cubic yard or larger is proposed, and to any change to an existing solid waste service area for receptacles one cubic yard or larger that requires a building permit.

**Staff Response:** No new solid waste area is proposed. Therefore, this standard is met.

***Natural Resources:***

*Trees:* The City's tree preservation ordinance, under SRC Chapter 808, provides that no person shall remove a significant tree (Oregon White Oak greater than 24 inches in diameter at breast height) or a tree or native vegetation in a riparian corridor, unless the removal is excepted under SRC 808.030(a)(2), undertaken pursuant to a permit issued under SRC 808.030, undertaken pursuant to a tree conservation plan approved under SRC 808.035, or permitted by a variance granted under SRC 808.045.

**Staff Response:** No protected trees or native vegetation in a riparian corridor are proposed for removal.

*Wetlands/Waterways:* The Salem-Keizer Local Wetland Inventory (LWI) indicates a wetland channel along the northern property boundary and hydric soils or hydric soil inclusions mapped on the property. An existing floodway and floodplain are located on the subject property.

**Staff Response:** The proposed parking lot expansion would not affect the wetland channel but would occur in areas mapped with hydric soils. Public Works will require a floodplain development permit for development within the floodplain, subject to SRC Chapter 601. Excavation or fill work is prohibited in the floodway. The site plan indicates that the proposed parking lot expansion is located outside of the floodway.

*Landslide Susceptibility:* SRC 810 requires a geological assessment or report when regulated activity is proposed in a mapped landslide hazard area.

**Staff Response:** The subject property contains areas mapped with 2 landslide hazard points. Public Works stated that the proposal is not classified as a regulated activity, therefore a geological assessment is not required for the proposed development.

*Land Use Action Case History:* Partitioning 99-18 was previously approved affecting the subject property. The previous land use action includes no conditions that conflict with applicant's proposed site plan and the proposed development is consistent with these previously approved land use actions.

**Staff Response:** The applicant's proposed site plan and the proposed development is not subject to conditions of any land use action.

Criterion 2:

The transportation system provides for the safe, orderly, and efficient circulation of traffic into and out of the proposed development, and negative impacts to the transportation system are mitigated adequately.

**Finding:** The proposed development does not meet the definition of "development" per SRC 77.150(a)(1); therefore, no boundary street improvements or right-of-way dedication is required.

Criterion 3:

Parking areas and driveways are designed to facilitate safe and efficient movement of vehicles, bicycles, and pedestrians.

**Finding:** The existing driveway onto Golf Course Road S provides for safe turning movements into and out of the property.

Criterion 4:

The proposed development will be adequately served with City water, sewer, storm drainage, and other utilities appropriate to the nature of the development.

**Finding:** The Public Works Department has reviewed the applicant's preliminary utility plan for this site. The water, sewer, and storm infrastructure are available within surrounding streets / areas and appear to be adequate to serve the proposed development.

The applicant shall be required to design and construct a storm drainage system at the time of development. The application shall provide an evaluation of the connection to the approved point of discharge for new areas of impervious surface per SRC 73.075. The applicant will be assessed a Storm System Development Charges at the time of building plan approval based on the increase in impervious surface at the subject property.

6. Based upon review of SRC Chapter 220 and SRC Chapter 250, the applicable standards of the Salem Revised Code, the findings contained herein, and due consideration of comments received, the zoning adjustment and site plan review application complies with the requirements for an affirmative decision.

### ORDER

Final approval of Class 3 Site Plan Review and Class 1 Zoning Adjustment Case No. 14-14 is hereby GRANTED subject to SRC Chapter 220 and SRC Chapter 250, the applicable standards of the Salem Revised Code, and conformance with the approved site plan included as Attachment 2.

To the extent appeal of this final order is permitted by Oregon law, any such appeal must be to the Hearings Officer for the City of Salem following procedures set forth in SRC 300 for appeals to the Hearing Officer, unless the Salem City Council elects to hear the appeal pursuant to SRC 300.520(f)(3)(A).

Any person with standing may appeal the decision by filing an appeal with the applicable appeal fee with the City of Salem not later than fifteen (15) days after the date this decision is mailed to persons with standing to appeal.

This decision is final unless written appeal from a person with standing to appeal is received by the City of Salem Planning Division, Room 320, 555 Liberty Street SE, Salem, OR 97301, not later than **5:00 PM, Friday, December 19, 2014.** The appeal must state where the decision failed to conform to the applicable criteria for approval. The appeal is to be filed in duplicate with the City of Salem Planning Division. The appeal fee is to be paid at the time of filing. The Hearings Officer for the City of Salem will review the appeal at a public hearing pursuant to SRC 300.1040. After the hearing, the Hearings Officer may amend, rescind, or affirm the action, or refer the matter to staff for additional information.



Pamela Cole  
Urban Planning Administrator Designee

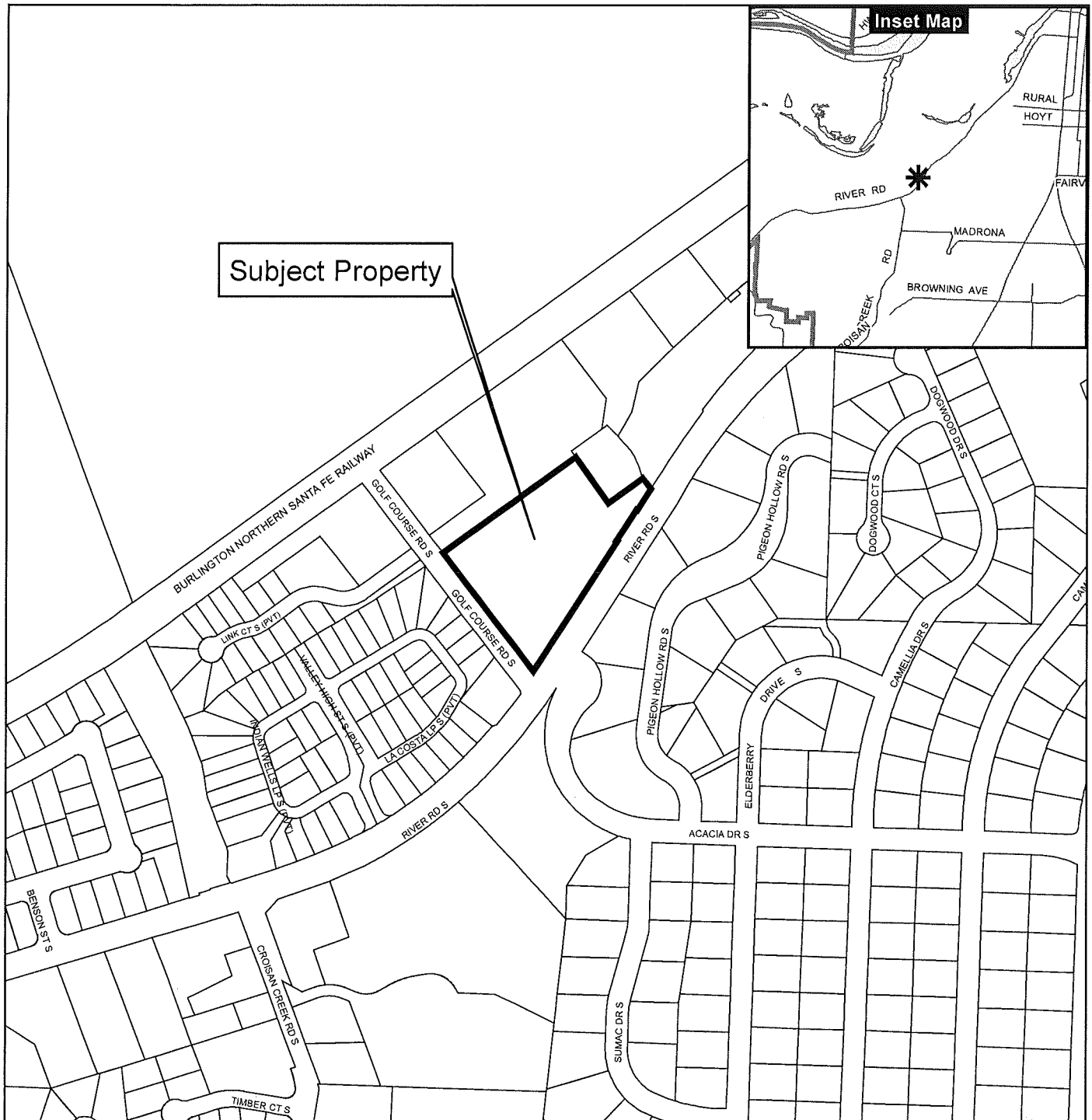
- Attachments:
1. Vicinity Map
  2. Applicant's Site Plan
  3. Applicant's Statement
  4. Public Works Memo

Prepared by Pamela J Cole, Planner II

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

# Vicinity Map 3099 River Road S



## Legend

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

0 100 200 400 Feet



**CITY OF Salem**  
AT YOUR SERVICE  
Community Development Dept.

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**3099 River Road S Class 3 Site Plan Review Application Written Statement  
Explanation for Proposed Parking Increase**

The proposed parking increase for the Willamette ENT Surgery Center would alleviate the heightened demand on parking currently experienced by the center due to its increased volume of patient visits and growth in number of employees. Currently, the demand for parking exceeds the maximum parking allotted in the Salem Revised Code. The two streets adjoining the site offer only limited parking for overflow. River Road does not accommodate on-street parking, while Golf Course Road provides some parking, but it is shared by other local uses. Therefore, the limited parking on Golf Course Road is not sufficient or reliable.

The proposed additional parking will not negatively infringe on the surrounding neighborhood – visually or otherwise – and most likely will not even be noticed because it will be well integrated with the existing on-site parking. Furthermore, the increase in parking will likely benefit the nearby neighborhood by reducing the number of vehicles that are presently being parked along Golf Course Road.

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NOV 03 2014

COMMUNITY DEVELOPMENT

RECEIVED

DEC 01 2014



COMMUNITY DEVELOPMENT


MEMO

TO: Pamela Cole, Planner II  
Community Development Department

FROM: Robin Dalke, C.F.M., Administrative Analyst III  
Public Works Department

DATE: December 1, 2014

SUBJECT: PUBLIC WORKS RECOMMENDATIONS  
SITE PLAN REVIEW-ADJUSTMENT 14-14 (14-117638)  
3099 RIVER ROAD S



### PROPOSAL

Consolidated Class 3 Site Plan Review and Class 1 Zoning Adjustment to increase the number of off-street parking spaces to 120 percent of the maximum allowed under SRC Table 806-1 for an existing Outpatient Medical Services and Laboratories use in a 22,496-square-foot building on a 3.3 acre property zoned CR (Retail Commercial) and located at 3099 River Road S 97302 (Marion County Assessor Map and Tax Lot 073W33CC00800).

### SUMMARY OF FINDINGS

Public Works staff does not recommend any Site Plan Review conditions for the proposed development.

### FACTS

#### **Streets**

##### 1. River Road S

- a. Existing Conditions—This street has an approximate 46-foot improvement within a 81-foot-wide right-of-way abutting the subject property.
- b. Standard—This street is designated as a minor arterial street in the Salem TSP. The standard for this street classification is a 46-foot-wide improvement within a 72-foot-wide right-of-way.

## 2. Golf Course Road S

- a. Existing Conditions—This street has an approximate 35-foot improvement within a 60-foot-wide right-of-way abutting the subject property.
- b. Standard—This street is designated as a local street in the Salem TSP. The standard for this street classification is a 30-foot-wide improvement within a 60-foot-wide right-of-way.

### **Floodplain**

There is an existing floodway and floodplain located on the subject property designated on the Federal Emergency Management Agency (FEMA) floodplain maps. Development within the floodplain requires a floodplain development permit and is subject to the requirements of SRC Chapter 601. Excavation or fill work is prohibited in the floodway portion of the subject property.

### **Natural Resources**

SRC Chapter 810 requires a geological assessment or report when regulated activity is proposed in a mapped landslide hazard area. The applicant's proposal is not classified as a regulated activity; therefore, a geological assessment is not required.

### **CRITERIA AND FINDINGS**

Analysis of the development based on relevant criteria in SRC 220.005(f)(3) is as follows:

**Criteria**—The transportation system provides for the safe, orderly, and efficient circulation of traffic into and out of the proposed development, and negative impacts to the transportation system are mitigated adequately.

**Finding**—The proposed development does not meet the definition of "development" per SRC 77.150(a)(1); therefore, no boundary street improvements or right-of-way dedication is required.

**Criteria**—Parking areas and driveways are designed to facilitate safe and efficient movement of vehicles, bicycles, and pedestrians.

**Finding**—The existing driveway access onto Golf Course Road S provides for safe turning movements into and out of the property.

**Criteria**—The proposed development will be adequately served with City water, sewer, storm drainage, and other utilities appropriate to the nature of the development.

**Finding**—The Public Works Department has reviewed the applicant's preliminary utility plan for this site. The water, sewer, and storm infrastructure are available within surrounding streets / areas and appear to be adequate to serve the proposed development.

The applicant shall be required to design and construct a storm drainage system at the time of development. The application shall provide an evaluation of the connection to the approved point of discharge for new areas of impervious surface per SRC 73.075. The applicant will be assessed a Storm System Development Charges at the time of building plan approval based on the increase in impervious surface at the subject property.