

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 2 SITE PLAN REVIEW

APPLICATION NO.: 25-103860-PLN

NOTICE OF DECISION DATE: June 3, 2025

REQUEST: A Class 2 Site Plan Review for the addition of a vestibule and pedestrian connection improvements for Liberty Elementary School. The property is 6.04 acres in size, zoned PE (Public and Private Educational Services), and located at 4871 Liberty Road S (Marion County assessor Map and Tax Lot: 083W09CA07900)

APPLICANT: Anderson Shirley Architects INC on behalf of Salem Keizer School District 24J

LOCATION: 4871 Liberty Road S

FINDINGS: The findings are in the attached Decision dated June 3, 2025.

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 June 3, 2029, or this approval shall be null and void.

Case Manager: Abigail Pedersen, Planner I, apedersen@cityofsalem.net, 503-540-2309

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 **MAY 20, 2025**. 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: 25 103860.

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

BEFORE THE PLANNING ADMINISTRATOR OF THE CITY OF SALEM

DECISION

IN THE MATTER OF APPROVAL OF) FINDINGS & ORDER
CLASS 2 SITE PLAN REVIEW)
24-103860-PLN)
4871 LIBRTY ROAD S) JUNE 3, 2025

In the matter of the application for a Class 2 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 2 Site Plan Review for the addition of a vestibule and pedestrian connection improvements for Liberty Elementary School. The property is 6.04 acres in size, zoned PE (Public and Private Educational Services), and located at 4871 Liberty Road S (Marion County assessor Map and Tax Lot: 083W09CA07900).

PROCEDURAL FINDINGS

1. On February 12, 2025, an application for a Class 2 Site Plan Review was submitted for property located at 4871 Liberty Road S.
2. After additional requested information was provided by the applicant, the application was deemed complete on May 8, 2025.

SUBSTANTIVE FINDINGS

1. Proposal

The proposed Class 2 Site Plan Review affects property located at the 4871 Liberty Road S (**Attachment A**). The Class 2 Site Plan Review proposes development of a for pedestrian connection improvements. The proposed development plans are included as **Attachment B**.

2. City Department Comments

Development Services Division – Reviewed the proposal and indicated no concerns.

Building and Safety Division – Reviewed the proposal and indicated no concerns.

Salem Fire Department – Reviewed the proposal and indicated no concerns.

DECISION CRITERIA FINDINGS

3. Analysis of Class 2 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)(2), Class 2 Site Plan Review is required for any development that requires a building permit, other than development subject to Class 1 Site Plan Review, and that does not involve a land use decision or limited land use decision, as those terms are defined in ORS 197.015.

SRC 220.005(f)(2) provides that an application for Class 2 Site Plan Review shall be granted if:

(a) Only clear and objective standards which do not require the exercise of discretion or legal judgment are applicable to the 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)(2)(B) below. This approval criterion is met.

(b) The application meets all the applicable standards of the UDC.

Finding: The proposal is for a new vestibule and pedestrian improvements. The subject properties are zoned PE (Public and Private Educational Services); therefore, the proposed development is subject to the use and development standards of the PE (Public and Private Educational Services), SRC Chapter 542. The following is a summary of the applicable use and development standards of the PE zone.

Development Standards – PE (Public and Private Educational Services) Zone

SRC 542.005 – Uses:

The permitted, special, conditional, and prohibited uses in the PE zone are set forth in Table 542-1.

Finding: The proposal includes the addition of a vestibule and pedestrian connection improvements for Liberty Elementary School. Basic Education uses are permitted uses in the PE zone.

SRC 542.010(a) – Lot Standards:

Lots within the PE zone shall conform to the standards set forth in Table 542-2.

Finding: The minimum lot size is 10,000 square feet in the PE zone. The minimum lot width of 50 feet and lot depth of 80 feet in the PE zone. The minimum street frontage is 16 feet in the PE zone. The existing lots comply with the minimum lot standards of the PE zone and no changes to the lot size or dimensions are proposed.

SRC 542.010(b) – Setbacks:

Setbacks within the PE zone shall be provided as set forth in Table 542-3 and Table 542-4.

Abutting Street

East: The subject property is adjacent to Liberty Road S to the east. There is a minimum 20-foot which applies to buildings not more than 35 feet in height. Vehicle use areas shall meet the setbacks of SRC Chapter 806.

South: The subject property is adjacent to Boone Road S to the south. There is a minimum 20-foot which applies to buildings not more than 35 feet in height. Vehicle use areas shall meet the setbacks of SRC Chapter 806.

Finding: There is no proposed change to vehicle use areas. The proposed vestibule is less than 35 feet in height and is more than 60 feet from liberty street meeting the applicable standard.

Interior Front, Side and Rear

North: The subject property is adjacent to a MU-III zone to the north. There is a minimum setback for vehicle use areas of five feet and no minimum required setback for buildings to Mixed Use zoned property.

West: The subject property is adjacent to a RS zone to the west. There is a minimum 20-foot building setback landscaped to Type A landscaping for buildings and accessory structures not more than 35 feet in height and vehicle use areas adjacent to Residentially zoned property.

Finding: There is no proposed change to vehicle use areas. The proposed vestibule is more than 100 feet from the west property line and more than 200 feet from the north property line meeting the applicable standard.

SRC 542.010(c) – Lot Coverage & Height:

Buildings and accessory structures within the PE zone shall conform to the lot coverage and height standards set forth in Table 542-5.

Finding: There is a maximum lot coverage of 50 percent in the PE zone and the maximum building height allowance is 70 feet. The proposal meets this standard.

SRC 542.010(d) - Landscaping:

- (1) *Setbacks.* Required setbacks shall be landscaped. Landscaping shall conform to the standards set forth in SRC Chapter 807.
- (2) *Vehicle Use Areas.* Vehicle use areas shall be landscaped as provided under SRC Chapter 806 and SRC Chapter 807.

Finding: The alteration to the landscaped setback for the vehicle use area abutting Liberty Road S requires this area to show how this area meets Type A standards. The applicant has provided plans how this area will meet this standard.

SRC 542.010(e) - Outdoor storage:

Within the PE zone, outdoor storage shall be screened from streets and adjacent properties by a minimum six-foot-high sight-obscuring fence, wall, or hedge.

Finding: There is no outdoor storage in this proposal; therefore, this standard does not apply.

General Development Standards (SRC Chapter 800)

SRC 800.055(a) – Applicability.

Solid waste service area design standards shall apply to all new solid waste, recycling, and compostable services areas, where use of a solid waste, recycling, and compostable receptacle of 1 cubic yard or larger is proposed.

Finding: The proposed development does not include a new solid waste service area or alterations to existing solid waste service area; therefore, these standards do not apply.

SRC 800.065 – Pedestrian Access.

Except where pedestrian access standards are provided elsewhere under the UDC, all developments, other than single family, two family, three family, four family, and multiple family developments, shall include an on-site pedestrian circulation system developed in conformance with the standards in this section. For purposes of this section development means the construction of, or addition to, a building or accessory structure or the construction of, or alteration or addition to, an off-street parking or vehicle use area. Development does not include construction of, or additions to, buildings or accessory structures that are less than 200 square feet in floor area.

When a development site is comprised of lots under separate ownership, the pedestrian access standards set forth in this section shall apply only to the lot, or lots, proposed for development, together with any additional contiguous lots within the development site that are under the same ownership as those proposed for development.

Finding: The proposal is for a vestibule of approximately 250 square feet; therefore, these standards apply.

SRC 800.065(a)(1) – Pedestrian Connection Between Entrances and Streets

(A) A pedestrian connection shall be provided between the primary entrance of each building on the development site and each adjacent street. Where a building has more than one primary building entrance, a single pedestrian connection from one of the building's primary entrances to each adjacent street is allowed; provided each of the building's primary entrances are connected, via a pedestrian connection, to the required connection to the street.

Finding: Direct pedestrian access to the street has been provided. This standard is met.

(B) Where an adjacent street is a transit route and there is an existing or planned transit stop along street frontage of the development site, at least one of the required pedestrian connections shall connect to the street within 20 feet of the transit stop.

Finding: There is no transit stop along the street frontage of the development site therefore, the standard is not applicable.

SRC 800.065(a)(2) – Pedestrian Connection Between Buildings on same Development Site
Where there is more than one building on a development site, a pedestrian connection(s), shall be provided to connect the primary building entrances of all of the buildings.

Finding: Pedestrian connections are provided to all structures that are intended for human occupancy; therefore, this standard has been met.

SRC 800.065(a)(3) – Pedestrian Connection Through Off-Street Parking Areas.

(A) *Surface parking areas.* Except as provided under subsection (a)(3)(A)(iii) of this section, off-street surface parking areas greater than 25,000 square feet in size or including four or more consecutive parallel drive aisles shall include pedestrian connections through the parking area to the primary building entrance as provided in this subsection.

Finding: The proposal does not include any new off-street parking areas; therefore, this standard is not applicable.

(B) *Parking structures and parking garages.* Where an individual floor of a parking structure or parking garage exceeds 25,000 square feet in size, a pedestrian connection shall be provided through the parking area on that floor to an entrance/exit.

Finding: The development site does not include any existing or proposed parking structures or garages; therefore, this standard is not applicable.

SRC 800.065(a)(4) – Pedestrian Connection to Existing or Planned Paths and Trails.

Where an existing or planned path or trail identified in the Salem Transportation System Plan (TSP) or the Salem Comprehensive Parks System Master Plan passes through a development site, the path or trail shall:

- (A) Be constructed, and a public access easement or dedication provided; or
- (B) When no abutting section of the trail or path has been constructed on adjacent property, a public access easement or dedication shall be provided for future construction of the path or trail.

Finding: There are no planned paths or trails passing through the development site; therefore, this standard is not applicable.

SRC 800.065(a)(5) – Pedestrian Connection to Abutting Properties

Whenever a vehicular connection is provided from a development site to an abutting property, a pedestrian connection shall also be provided. A pedestrian connection is not required, however:

- (a) To abutting properties used for activities falling within the following use classifications, use categories, and uses under SRC chapter 400:
 - (i) Single-family;
 - (ii) Two-family;
 - (iii) Group living;
 - (iv) Industrial;
 - (v) Infrastructure and utilities; and
 - (vi) Natural resources.

Finding: No vehicular connection is provided to abutting properties; therefore, this standard does not apply.

SRC 800.065(b) – Design and materials

Required pedestrian connections shall be in the form of a walkway, or may be in the form of a plaza.

(1) Walkways shall conform to the following:

(A) Walkways shall be paved with a hard-surface material and shall be a minimum of five feet in width.

(B) Where a walkway crosses driveways, parking areas, parking lot drive aisles, and loading areas, the walkway shall be visually differentiated from such areas through the use of elevation changes, a physical separation, speed bumps, a different paving material, or other similar method. Striping does not meet this requirement, except when used in a parking structure or parking garage.

(C) Where a walkway is located adjacent to an auto travel lane, the walkway shall be raised above the auto travel lane or separated from it by a raised curb, bollards, landscaping, or other physical separation. If the walkway is raised above the auto travel lane it must be raised a minimum of four inches in height and the ends of the raised portions must be equipped with curb ramps. If the walkway is separated from the auto travel lane with bollards, bollard spacing must be no further than five feet on center.

(2) Wheel stops or extended curbs shall be provided along required pedestrian connections to prevent the encroachment of vehicles onto pedestrian connections.

Finding: The pedestrian connections proposed measure at least five feet in width in all locations and are paved. The altered pedestrian pathways that cross an auto travel lane are raised about the auto travel lane by an elevation change, meeting this standard.

SRC 800.065(c) – Lighting.

The on-site pedestrian circulation system shall be lighted to a level where the system can be used at night by employees, customers, and residents.

Finding: The lighting shall be provided that can be used at night; therefore, this standard has been met.

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

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: The proposal does not include any new off-street parking or the alteration of existing off-street parking; therefore, this standard is not applicable.

SRC 806.035 – Off-Street Parking and Vehicle Use Area Development Standards.

(a) *General Applicability.* The off-street parking and vehicle use area development standards set forth in this section apply to:

(1) The development of new off-street parking and vehicle use areas;

- (2) The expansion of existing off-street parking and vehicle use areas, where additional paved surface is added;
- (3) The alteration of existing off-street parking and vehicle use areas, where the existing paved surface is replaced with a new paved surface; and
- (4) The paving of an unpaved area.

Finding: The proposal does not include any new off-street parking or the alteration of existing off-street parking; 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.
- (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: The building is approximately 52,000 square feet in size. The *basic education* use requires two bike parking spaces per classroom. There are 24 classrooms; therefore, the minimum required bicycle parking is 48 spaces ($24 \times 2 = 48$). The development site has an existing 40 spaces. The proposal includes 8 new bike parking spaces. This standard has been 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

Finding: The site plan indicates the proposed bicycle parking is within 50 feet of a primary entrance; therefore, this standard is met.

- (b) *Access.* Bicycle parking areas shall have direct and accessible access to the public right-of-way and the primary building entrance that is free of obstructions and any barriers, such as curbs or stairs, which would require users to lift their bikes in order to access the bicycle parking area.

Finding: As shown on the site plan, the proposed bicycle parking area has direct access to a primary building entrance through the proposed pedestrian pathways, free of obstruction or barriers, in conformance with the requirements of SRC 806.060(b).

- (c) *Dimensions.* All bicycle parking areas shall meet the following dimension requirements:
- (1) *Bicycle parking spaces.* Bicycle parking spaces shall conform to the minimum dimensions set forth in Table 806-10.
 - (2) *Access aisles.* Bicycle parking spaces shall be served by a minimum four-foot-wide access aisle. Access aisles serving bicycle parking spaces may be located within the public right-of-way.

Finding: Bicycle parking spaces shall be a minimum of six feet in length and one and half feet in width when the proposed bicycle racks are side-by-side. The proposed bicycle parking spaces are located on a paved area; the length of each proposed stall is at least six feet. The applicant is also providing a minimum five-foot-wide access aisle; therefore, the standard is met.

- (d) *Surfacing.* Where bicycle parking is located outside a building, the bicycle parking area shall consist of a hard surface material, such as concrete, asphalt pavement, pavers, or similar material.

Finding: The proposed bicycle parking spaces are placed on a hard surface material; therefore, the standard is met.

- (e) *Bicycle Racks.* Where bicycle parking is provided in racks, the racks may be floor, wall, or ceiling racks. Bicycle racks shall meet the following standards:
- (1) Racks must support the bicycle frame in a stable position, in two or more places without damage to wheels, frame, or components.
 - (2) Racks must allow the bicycle frame and at least one wheel to be locked to the rack with a high security, U-shaped shackle lock;
 - (3) Racks shall be of a material that resists cutting, rusting, and bending or deformation; and
 - (4) Racks shall be securely anchored.
 - (5) Examples of types of bicycle racks that do, and do not, meet these standards are shown in Figure 806-11.

Finding: The site plan indicates inverted style bike racks will be provided for the new racks. The proposed bike racks conform to material requirements of SRC 806.060(e).

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 new use or activity, any change of use or activity, or any intensification, expansion, or enlargement of a use or activity is proposed; therefore, this standard does not apply.

Landscaping (SRC Chapter 807)

All required setbacks shall be landscaped with a minimum of 1 plant unit per 20 square feet of landscaped area. A minimum of 40 percent of the required number of plant units shall be a combination of mature trees, shade trees, evergreen/conifer trees, or ornamental trees. Plant materials and minimum plant unit values are defined in SRC Chapter 807, Table 807-2.

All building permit applications for development subject to landscaping requirements shall include landscape and irrigation plans meeting the requirements of SRC Chapter 807.

Finding: Approximately 600 square feet of a setback is required to be landscaped. A minimum of 30 plant units ($600 / 20 = 30$). Of the required plant units, a minimum of 12 plant units shall be trees ($30 \times 0.4 = 12$).

Landscape and irrigation plans will be reviewed for conformance with the requirements of SRC 807 at the time of building permit application review.

4. Conclusion

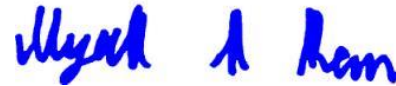
Based on the conformance with the preceding requirements the Planning Administrator certifies that the proposed Class 2 Site Plan Review is in conformance with the UDC and the approval criteria provided in SRC 220.005(f)(2), provided compliance occurs with any applicable items noted above.

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 2 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.



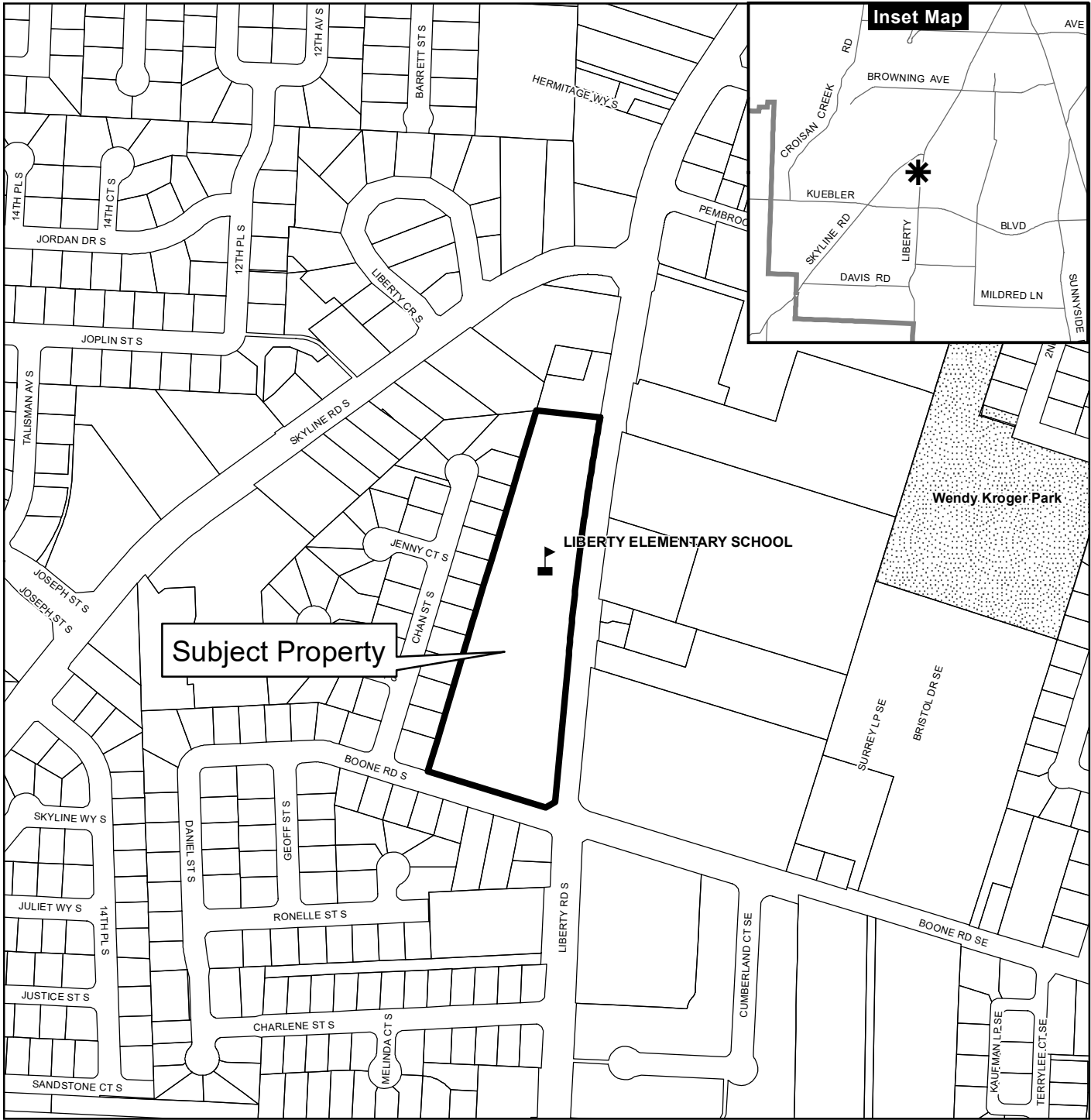
Abigail Pedersen, Planner I, on behalf of
Lisa Anderson-Ogilvie, AICP
Planning Administrator

Attachments: A. Vicinity Map
 B. Proposed Site Plan

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Vicinity Map

4871 Liberty Road S



Legend

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



Parks

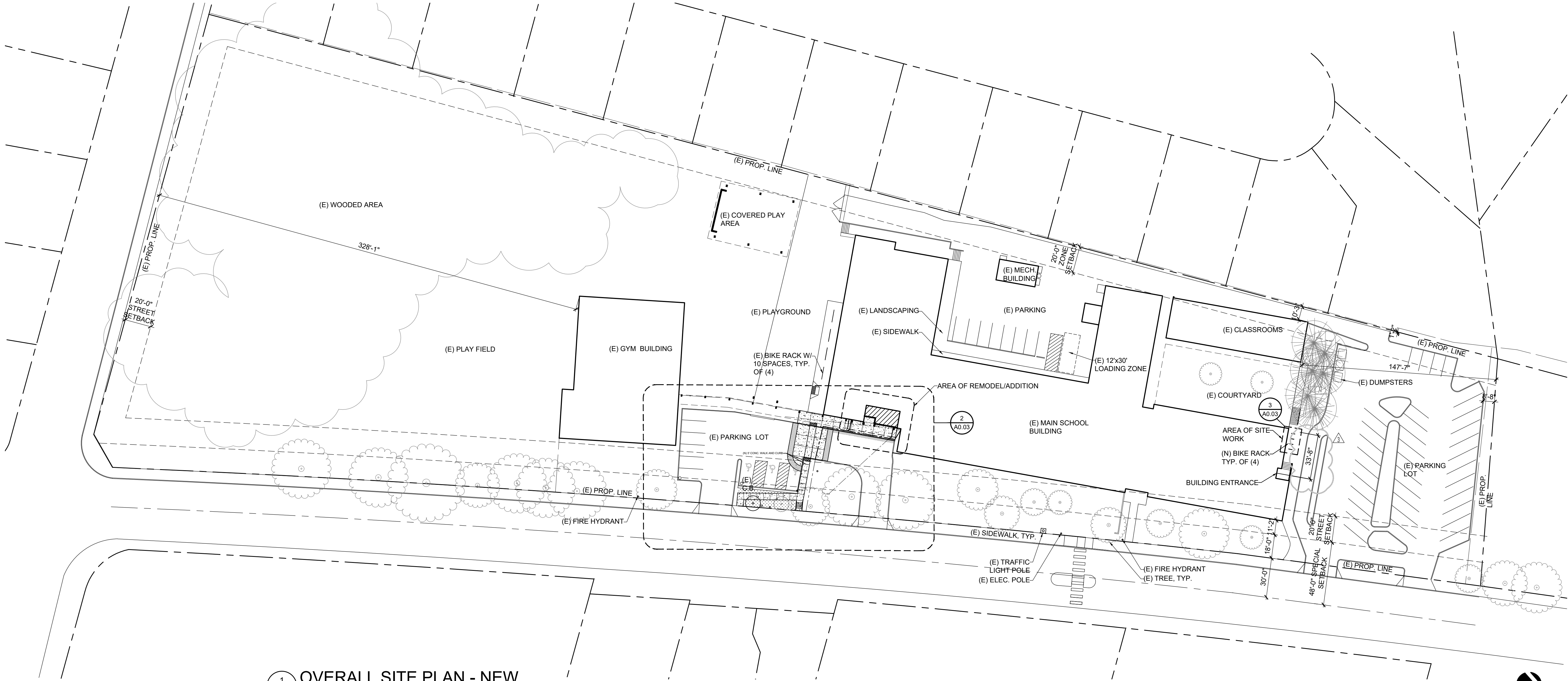


Community Development Dept.

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0 100 200 400 Feet





1 OVERALL SITE PLAN - NEW
SCALE: 1" = 40'

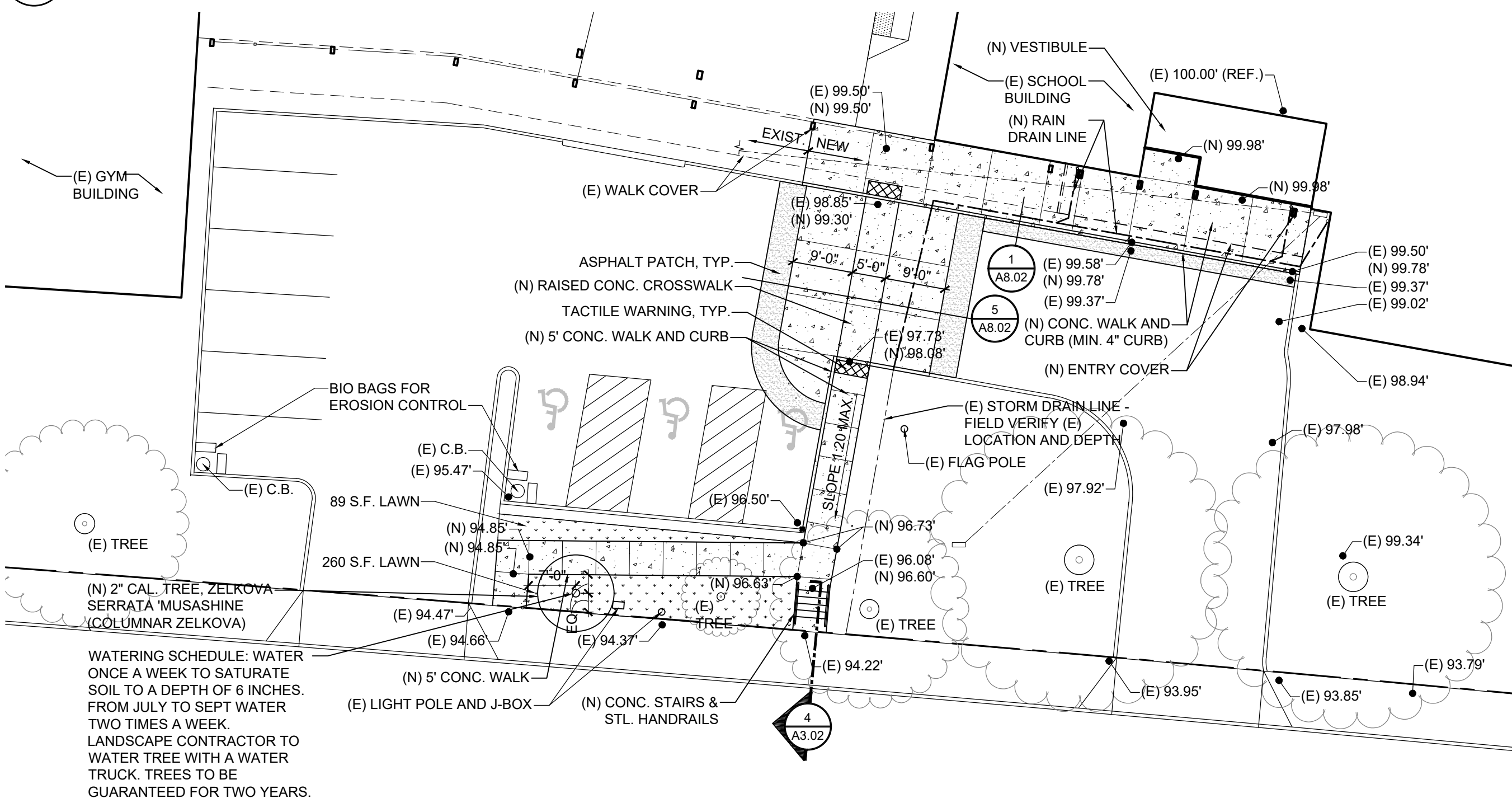
- 2.1 BICYCLE RACKS
- A. Product: Columbia Cascade Company; <http://bicycle.columbia-cascade.com>.
"Basic Bike Rack 2170-3-02-G", or approved.
- B. Bicycle Rack Construction: Frame:
1. Galvanized Steel Pipe; Not less than 1 7/8" outside diameter schedule 40 mild steel.
2. Style: single loop, flat top.
3. Overall Height: 3'-0"
4. Overall Width: 2'-9"
5. Capacity: Designed to accommodate two bicycles.
- C. Installation Method: Surface mount. Shim as required for plumb installation.
- D. Quantity: as indicated on drawings
- E. Steel Finish: Galvanized

LANDSCAPING CALCULATIONS @ EXISTING PARKING

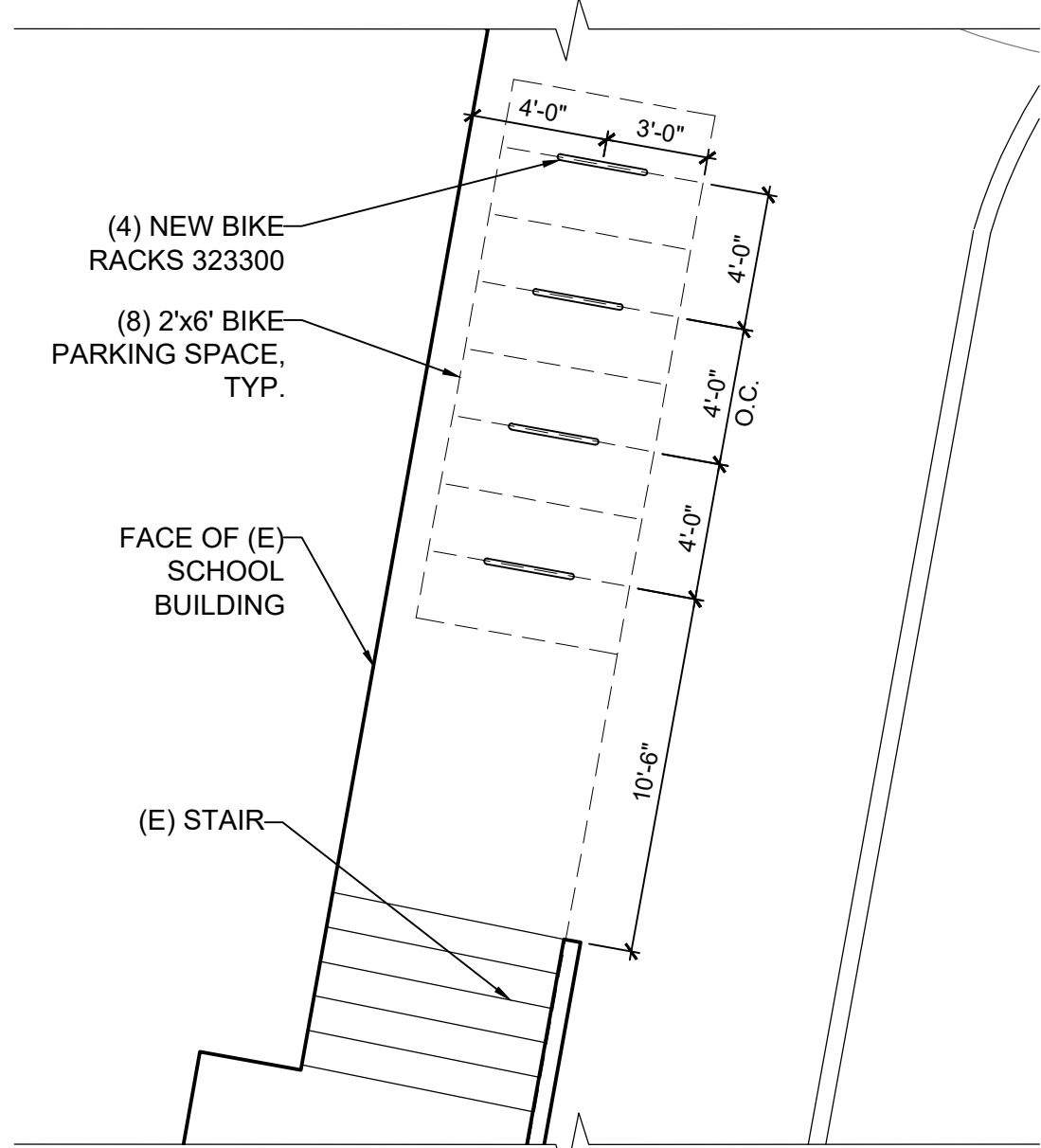
REQUIRED:
SET BACK ABUTTING STREET: 10' TYPE A
(TYPE A: 1 PU / 20 S.F.)

45' PARKING WIDTH X 10' = 450 S.F.
450 S.F. / 20 = 22.5 PU REQUIRED

PROPOSED:
EXISTING LAWN: 349 S.F. / 50 = 7 PU
1 EXISTING MATURE TREE = 15 PU
1 PROPOSED SHADE TREE = 10 PU
TOTAL PROPOSED = 32 PU



2 DETAIL SITE PLAN - NEW
SCALE: 1/16" = 1'-0"



3 NEW BIKE PARKING
SCALE: 3/16" = 1'-0"

IMPERVIOUS AREA CALCULATIONS

BUILDINGS: 52,090 SF
EXISTING PAVING: 53,308 SF
NET NEW PAVING: 294 SF
TOTAL IMPERVIOUS: 105,692 SF

DISTURBED PAVING: 2,109 SF
NET NEW PAVING: 294 SF
TOTAL NEW & DISTURBED: 2,403 SF

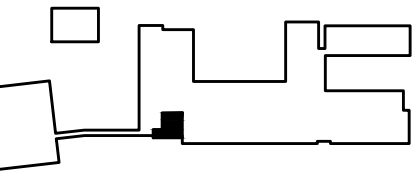


CONSULTANT

REVISIONS

- ADDENDUM #2 2025-03-26
4-21-25: PLANS REVIEW
5-7-25: SITE PLAN REVIEW

KEY PLAN



DESC.

PROJECT

LIBERTY ELEMENTARY
SECURE VESTIBULE

ADDRESS

4871 LIBERTY RD S.
SALEM, OREGON 97306

STAMP



JOB 2425

DWG 3 OF 11

DRAWN: JKS

DATE: 04-24-2025

TITLE

SITE PLAN - NEW

SHEET

A0.03

ISSUE

CONFORMED SET