

# NOTICE OF DECISION

PLANNING DIVISION  
555 LIBERTY ST. SE, RM 305  
SALEM, OREGON 97301  
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503-588-6173*

## DECISION OF THE PLANNING ADMINISTRATOR

**CLASS 3 SITE PLAN REVIEW / CLASS 2 ADJUSTMENT CASE NO.: SPR-ADJ21-14**

**APPLICATION NO.: 21-108328-RP, 21-108332-ZO**

**NOTICE OF DECISION DATE: July 13, 2021**

**SUMMARY:** A proposal for reconfiguration of an existing parking lot with associated site improvements.

**REQUEST:** A Class 3 Site Plan Review for reconfiguration of an existing parking lot with associated site improvements including additional landscaping, pedestrian connections, and new bicycle parking, with Class 2 Adjustment requests for the following:

- 1) To reduce the minimum off-street parking requirement from ~~26~~ 25 to 15 spaces.
- 2) To reduce the minimum vehicle use area setback adjacent to a street from 10 feet to 0 feet.

For property approximately 0.47 acres in size, zoned IC (Industrial Commercial) and located at 2410 Mission Street SE - 97302 (Marion County Assessor Map and Tax Lot number: 073W35AA / 9300).

**APPLICANT:** Rodney Aldrish on behalf of Copperstone Inc.

**LOCATION:** 2410 MISSION ST SE

**CRITERIA:** Salem Revised Code (SRC) Chapters 220.005(f) – Class 3 Site Plan Review; 250.005(d)(2) – Class 2 Adjustment

**FINDINGS:** The findings are in the attached Decision dated July 13, 2021.

**DECISION:** The **Planning Administrator APPROVED** Class 3 Site Plan Review / Class 2 Adjustment Case No. SPR-ADJ21-14 subject to the following conditions of approval:

**Condition 1:** The significant tree located on the northwest corner of the development site shall be marked and protected during construction. Protection shall be at least 70 percent of a circular area beneath the tree measuring one foot in radius for every one inch of dbh and be protected by an above silt fence, or its equivalent.

**Condition 2:** The adjusted development standards, as approved in this report, shall only apply to the specific development proposal shown in the attached site plan. Any future development, beyond what is shown in the attached site plan, shall conform to the applicable development standards of the Salem Revised Code, unless adjusted through a future land use action.

The rights granted by the attached decision must be exercised, or an extension granted, by the dates listed below, or this approval shall be null and void.

Class 3 Site Plan Review	<u>July 29, 2025</u>
Class 2 Adjustment	<u>July 29, 2023</u>

Application Deemed Complete:	<u>June 10, 2021</u>
Notice of Decision Mailing Date:	<u>July 13, 2021</u>
Decision Effective Date:	<u>July 29, 2021</u>
State Mandate Date:	<u>October 8, 2021</u>

Case Manager: Sally Long, [sjlong@cityofsalem.net](mailto:sjlong@cityofsalem.net), 503-540-2311

This decision is final unless written appeal and associated fee (if applicable) from an aggrieved party is filed with the City of Salem Planning Division, Room 320, 555 Liberty Street SE, Salem OR 97301, or by email at [planning@cityofsalem.net](mailto:planning@cityofsalem.net), no later than 5:00 p.m. Wednesday, July 28, 2021. The notice of appeal must contain the information required by SRC 300.1020 and must state where the decision failed to conform to the provisions of the applicable code section, SRC Chapter(s) 220, 250. 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 by contacting the case manager, or at the Planning Desk in the Permit Application Center, 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**

**SITE PLAN REVIEW AND ADJUSTMENT  
CASE NO. SPR-ADJ 21-14  
DECISION**

**IN THE MATTER OF APPROVAL OF ) CLASS 3 SITE PLAN REVIEW  
SITE PLAN REVIEW AND ADJUSTMENT ) CLASS 2 ADJUSTMENT  
CASE NO. 21-14 )  
2410 MISSION STREET SE - 97302 ) JULY 13, 2021**

In the matter of the application for Class 3 Site Plan Review and Class 2 Adjustment permits submitted by Christina Larson with Varitone Architecture, on behalf of the applicant Rodney Aldrich, 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**

**Summary:** A proposal for reconfiguration of an existing parking lot with associated site improvements.

**Request:** A Class 3 Site Plan Review for reconfiguration of an existing parking lot with associated site improvements including additional landscaping, pedestrian connections, and new bicycle parking, with Class 2 Adjustment requests for the following:

- 1) To reduce the minimum off-street parking requirement from ~~26~~ **25** to 15 spaces.
- 2) To reduce the minimum vehicle use area setback adjacent to a street from 10 feet to 0 feet.

For property approximately 0.47 acres in size, zoned IC (Industrial Commercial) and located at 2410 Mission Street SE - 97302 (Marion County Assessor Map and Tax Lot number: 073W35AA / 9300).

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

**DECISION**

**APPROVED** subject to the applicable standards of the Salem Revised Code, the findings contained herein, conformance with the approved site plans, and the following conditions of approval:

- Condition 1.** The significant tree located on the northwest corner of the development site shall be marked and protected during construction. Protection shall be at least 70 percent of a circular area beneath the tree measuring one foot in radius for every one inch of dbh and be protected by an above silt fence, or its equivalent.

**Condition 2:** The adjusted development standards, as approved in this report, shall only apply to the specific development proposal shown in the attached site plan. Any future development, beyond what is shown in the attached site plan, shall conform to the applicable development standards of the Salem Revised Code, unless adjusted through a future land use action.

## **FINDINGS**

### **1. Class 3 Site Plan Review Applicability**

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 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 pursuant to SRC 220.005(b)(3)(F) because a Class 2 Adjustment has been requested to reduce the minimum off-street parking requirement and to reduce the minimum vehicle use area setback adjacent to a street.

### **2. Background**

On May 6, 2021, a Class 3 Site Plan Review and Class 2 Adjustment applications were filed for the proposed development. After additional information was provided, the applications were deemed complete for processing on June 10, 2021. The applicant's proposed site plan is included as **Attachment B** and the applicant's written statement addressing the approval criteria is included as **Attachment C**.

### **Summary of Record:**

The following items are submitted to the record and are available upon request: All materials submitted by the applicant, including any applicable professional studies such as traffic impact analysis, geologic assessments, and stormwater reports; any materials and comments from public agencies, City departments, neighborhood associations, and the public; and all documents referenced in this report.

### **Neighborhood and Public Comments:**

The subject property is located within the boundaries of the Southeast Salem Neighborhood Association (SESNA).

Applicant Neighborhood Association Contact. SRC 300.310 requires an applicant to contact the neighborhood association(s) whose boundaries include, and are adjacent to, property subject to specific land use application requests. Pursuant to SRC 300.310(b)(1), land use applications included in this proposed consolidated land use application request require neighborhood association contact. On April 30, 2021, the

applicant's representative contacted the SESNA Neighborhood Association to provide details about the proposal and on May 4, 2021, an email was also sent to the SESNA Chair and Land Use Chair informing them of the proposed project.

Neighborhood Association Comment: Notice of the application was provided to the SESNA Neighborhood Association pursuant to SRC 300.620(b)(2)(B)(v), which requires notice to be sent to any City-recognized neighborhood association whose boundaries include, or are adjacent to, the subject property. As of the date of completion of this staff report, no comments have been received from the neighborhood association.

#### Public Comment

Notice was also provided, pursuant to SRC 300.620(b)(2)(B)(iii), (vi), & (vii), to all property owners and tenants within 250 feet of the subject property. One comment was received from a surrounding property owner neither in support or opposition to the proposal. The comment is summarized below.

**Existing Building Setback:** Comments were submitted regarding the setback of the existing building from the southern property line, indicating the setback was incorrect.

**Staff Response:** The existing building was constructed in 1969 in compliance with the zoning code that was in effect at that time. No improvements are proposed to the building along the southern property line; however, the applicant was made aware of the comments submitted and revised the site plan to show the correct building setback to the southern property line (**Attachment B**). The proposed landscaping along the southwest corner of the site does not encroach over the property lines.

**Code enforcement:** Comments were submitted regarding assurance that the City would enforce all Fire and Building Codes and any other applicable standards for the improvements on the subject property.

**Staff Response:** The proposed development is being reviewed for applicable Salem Revised Code (SRC) development standards under this site plan review permit. Fire, Building and Safety, and the Public Works Department reviewed the proposal and included their comments under the City Department Comments section of this report.

#### Homeowners Association

The subject property is not located within a Homeowners Association.

#### **City Department Comments:**

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

The Building and Safety Division reviewed the proposal and indicated no site concerns.

The Fire Department has reviewed the proposal and indicated that Fire Department access shall be maintained to within 150 feet of all portions of the structure and that the Fire Life Safety Exit on the south side of the structure shall remain.

**Staff Response:** The applicant's site plan indicates a hose drag distance of 165 feet, exceeding the 150-foot requirement. The applicant states the fire apparatus road and hose drag distance requirements have been modified pursuant to 503.1.1, Exceptions 1.1 and 1.2 of the Oregon Fire Code (OFC). Exception 1.1 states the Fire Code official is authorized to modify Section 503.1 if the building is equipped throughout with an approved automatic sprinkler system and Exception 1.2, fire apparatus access roads cannot be installed because of location on property, topography, waterways, nonnegotiable grades, or other similar conditions, and an approved alternate means of fire protection is provided. Due to lot constraints, fire apparatus roads cannot be located on the property. Additionally, the building is equipped throughout with a fire sprinkler system. The Fire Department will provide additional comments at the time of building permit plan review.

In anticipation of a fence proposed to be installed by the adjacent property owner along the southern property line in between Tax Lots 400 and 700, maintaining the Fire Life Safety exit on the south side of the structure will not be possible. The applicant's site plan indicates the existing Fire Life Safety entrance/exit on the south side of the building will be decommissioned and all exit signs and lights will be removed (see **Attachment B**, Keynote Legend Description 01-30). The site plan also indicates new exit lights and directional signs will be placed to direct occupants to a new Fire Life Safety entrance/exit. The addition of a new entrance/exit to take the place of the existing south side exit would meet Fire and Building Code requirements. The applicant has submitted a building permit (20-105804-00-BP) which includes the relocation of the new Fire Life Safety entrance/exit. The Building and Safety Division and Fire Department will review the permit for compliance with applicable code.

### **Public Agency Comments:**

Oregon Department of Transportation (ODOT) commented that they have no objections to the proposal. The site is adjacent to Salem Highway No. 072 (OR-22/OR-99EB) and is subject to state laws administered by ODOT. The site currently has one highway approach at MP 7.44, which is presumed to be permitted. The applicant is not proposing any modifications and the proposal will not trigger a change of use. If the applicant needs to occupy state highway right-of-way, they should contact ODOT District 3 Permits Office at 503-986-2900.

### **3. 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:

- (1) The application meets all applicable standards of the UDC;
- (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;

- (3) Parking areas and driveways are designed to facilitate safe and efficient movement of vehicles, bicycles, and pedestrians; and
- (4) The proposed development will be adequately served with City water, sewer, stormwater facilities, and other utilities appropriate to the nature of the development.

Criterion 1:

The application meets all applicable standards of the UDC.

**Finding:** The proposed development includes reconfiguration of an existing parking lot, additional landscaping, and new pedestrian connections and bicycle parking. Two adjustments are requested to reduce the minimum off-street parking requirement and to reduce the minimum vehicle use area setback adjacent to a street.

**Development Standards – IC (Industrial Commercial) Zone:**

*SRC 551.005(a) – Uses:*

**Finding:** The property is subject to the use limitations of the IC (Industrial Commercial) zone. The proposal is for reconfiguration of an existing parking lot with associated site improvements for an existing building used for retail sales and general manufacturing. Retail sales and general manufacturing are allowed as permitted uses in the IC zone per SRC Chapter 551, Table 551-1.

*SRC 551.010(a) – Lot Standards:*

There are no minimum lot area or dimension requirements in the IC zone. All uses, other than single family, are required to have a minimum of 16 feet of street frontage.

**Finding:** The subject property is approximately 0.47 acres in size, has a width of approximately 134 feet and depth of approximately 195 feet. The lot has approximately 134 feet of frontage along Mission Street SE. The subject property is in compliance with the minimum lot standards of the IC zone.

*SRC 551.010(b) – Setbacks:*

***Building Setbacks:***

**North (abutting street):** Adjacent to the north is right-of-way for Mission Street SE. Buildings and accessory structures require a minimum five-foot setback adjacent to a street.

**South (interior rear):** The development abuts property zoned IC. There is no minimum setback abutting the IC zone.

**East (interior side):** The development abuts property zoned IC. There is no minimum setback abutting the IC zone.

**West (interior side):** The development abuts property zoned IC. There is no minimum setback abutting the IC zone.

**Finding:** The proposed development does not alter existing building setbacks and the existing building is in compliance with building setbacks of the IC zone.

***Parking lot and vehicle use area setbacks:***

**North (abutting street):** The development site abuts the right-of-way for Mission Street SE. Parking lot and vehicle use areas must be setback a minimum of six to ten feet abutting a street with Type A Landscaping. Additionally, Mission Street SE has a special setback of 60-feet from centerline. The six to ten-foot setback is measured from the special setback line.

**South (interior rear):** The development abuts property zoned IC. Parking lot and vehicle use areas must be set back a minimum of five feet abutting an IC zone with Type A Landscaping.

**East (interior side):** The development abuts property zoned IC. Parking lot and vehicle use areas must be set back a minimum of five feet abutting an IC zone with Type A Landscaping.

**West (interior side):** The development abuts property zoned IC. Parking lot and vehicle use areas must be set back a minimum of five feet abutting an IC zone with Type A Landscaping.

**Finding:** A vehicle use area abuts the property to the north, east and west. The applicant's site plan indicates the development site is in compliance with setbacks and landscaping requirements for the vehicle use areas abutting IC zoned properties to the east and west. The applicant has requested a Class 2 Adjustment to eliminate the ten-foot vehicle use area setback adjacent to Mission Street SE to the north. Findings for the Adjustment are included in Section 4 of this report.

***SRC 551.010(c) – Lot Coverage, Height:***

There is no maximum lot coverage standard. The maximum height in the IC zone is 70 feet.

**Finding:** The existing building is 23 feet, nine inches in height and is in compliance with the maximum height standards of the IC zone.

***SRC 551.010(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.
- (3) **Development Site.** A minimum of 15 percent of the development site shall be landscaped. Landscaping shall meet 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 toward meeting this requirement.

**Finding:** The proposed site plan indicates adequate vehicle use area and development site landscaping is proposed. At the time of building permit review, landscape and



irrigation plans shall be provided that demonstrate compliance with the requirements of SRC Chapter 807.

## **General Development Standards SRC 800**

### *SRC 800.055 - Solid Waste Service Areas*

#### *SRC 800.055(a) – Applicability*

Solid waste service area design standards shall apply to:

- (1) All new solid waste, recycling, and compostable service areas, where use of a solid waste, recycling, and compostable receptacle of 1 cubic yard or larger is proposed; and
- (2) Any change to an existing solid waste service area for receptacles of 1 cubic yard or larger that requires a building permit.

**Finding:** No new Solid Waste Service Areas are proposed; therefore, this standard is not applicable.

## **Pedestrian access SRC. 800.065**

### *SRC 800.065 – Pedestrian Access.*

Except where pedestrian access standards are provided elsewhere under the UDC, all developments, other than single family, two family, and multiple family developments, shall include an on-site pedestrian circulation system developed in conformance with the standards in this section.

**Finding:** The pedestrian access standards of SRC Chapter 800 apply to the proposed development.

#### *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:** The subject property abuts Mission Street SE to the north and has one building on site. The proposal includes a pedestrian connection from the primary building entrance on the north side of the building to Mission Street SE. The proposal meets the standard.

- (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:** A transit stop (Bus stop 131) is located on Mission Street SE 340 feet from the development site; therefore, this standard is not applicable.

(2) Connection between buildings on the same development site. Where there is more than one building on a development site, a pedestrian connection, or pedestrian connections, shall be provided to connect the primary building entrances of all of the buildings.

**Finding:** There is only one building on the development site; therefore, this standard does not apply.

(3) 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.

(i) The pedestrian connections:

- a. Shall be provided in a minimum amount of either one connection for every four drive aisles or one connection for every 250 feet (See Figure 800-8); provided, however, in no case shall less than one pedestrian connection be provided. Where the pedestrian connection requirements of this subsection result in a fractional number, any fractional number greater than 0.5 shall be round up to require an additional pedestrian connection;
- b. Shall be spaced a minimum of two drive aisles apart; and
- c. Shall connect to a pedestrian connection, or pedestrian connections, that lead to the primary building entrance.

(iii) Regardless of the size of the off-street parking area, pedestrian connections are not required through off-street surface parking areas that have a depth, in all locations, of not more than 124 feet. For purposes of this subsection, parking area depth is measured through the parking area from its outside edge towards the building.

**Finding:** The proposal includes a reconfigured off-street parking area that does not have a depth of more than 124 feet in all locations, therefore, this standard is not applicable.

(5) 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, except as identified within this subsection. A pedestrian connection is not required where buildings or other improvements on abutting properties physically preclude a connection now or in the future.

**Finding:** A vehicular connection from the development site to the abutting property to the south, Tax Lot 700, currently exists. However, proposed development on Tax Lot

700 will physically prevent a vehicular connection in the future. Pursuant to SRC 800.065(a)(5)(D), a pedestrian connection is not required. This standard is met.

*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) Material and width. Walkways shall be paved with a hard-surface material meeting the Public Works Design Standards and shall be a minimum of five feet in width.

(B) Where a walkway crosses driveway, 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 applicant's development plans show a pedestrian walkway between the primary building entrance and Mission Street SE that meets the design and material standards of SRC 800.065. This standard is met.

**Off-Street Parking, Loading, and Driveways SRC 806**

*SRC 806.005 - Off-Street Parking; When Required.*

(c) Applicability to nonconforming off-street parking areas.

(1) When off-street parking is required to be added to an existing off-street 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 806.010 - Proximity of Off-Street Parking to Use or Activity Served.*

Required off-street parking shall be located on the same development site as the use or activity it serves, or per 806.010(b), within public zones, required off-street parking may be located within 500 feet of the development site containing the use or activity it serves.

**Finding:** All off-street parking provided for the retail sales and general manufacturing uses will be located on the same development site.

**SRC 806.015 - Amount of Off-Street Parking.**

- a) *Minimum Required Off-Street Parking.* A retail sales use requires a minimum of one off-street parking space per 250 square feet of floor area. A general manufacturing use requires the greater of 0.75 spaces per employee; or 1 per 5,000 square feet of floor area (less than 50,000 square feet).
- b) *Compact Parking.* Up to 75 percent of the minimum off-street parking spaces required under this Chapter may be compact parking spaces.
- c) *Carpool and Vanpool Parking.* New developments with 60 or more required off-street parking spaces and falling within the Public Services and Industrial use classifications, and the Business and Professional Services use category, shall designate a minimum of 5 percent of their total off-street parking spaces for carpool or vanpool parking.
- d) *Maximum Off-Street Parking.* Unless otherwise provided in the SRC, off-street parking shall not exceed the amounts set forth in Table 806-2.

**Finding:** The existing retail sales use occupies approximately 5,640 square feet of an existing 9,250 square foot building and requires 23 off-street parking spaces ( $5,640 / 250 = 22.56$ ). The existing general manufacturing use occupies the remaining 3,610 square feet and has three employees, requiring two off-street parking spaces ( $0.75 \times 3 = 2.25$ ). The total minimum off-street parking spaces requirement for the development site is 25 spaces and the maximum parking allowed is 44 ( $25 \times 1.75 = 43.75$ ). The applicant is proposing 15 total parking spaces; three standard, one ADA, and 11 compact spaces. No carpool or vanpool parking is required. The applicant has requested a Class 2 Adjustment to reduce the minimum off-street parking requirement. Findings for the Adjustment are included in Section 4 of this report.

**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 the development of new off-street parking and vehicle use areas.
- b) *Location.* Off-street parking and vehicle use areas shall not be located within required setbacks.
- c) *Perimeter Setbacks and Landscaping.* Perimeter setbacks shall be required for off-street parking and vehicle use areas abutting streets, abutting interior front, side, and rear property lines, and adjacent to buildings and structures.

**Finding:** The applicant's site plan indicates a reconfigured off-street parking area abuts the property to the north, east and west. The site plan indicates the development site is in compliance with setbacks and landscaping requirements for the vehicle use areas abutting IC zoned properties to the east and west. The applicant has requested a Class 2 Adjustment to eliminate the ten-foot vehicle use area setback adjacent to Mission Street SE to the north. Findings for the Adjustment are included in Section 4 of this report.

- d) *Interior Landscaping.* Interior landscaping shall be provided in amounts not less than those set forth in Table 806-5. No interior landscaping is required for off-street parking areas less than 5,000 square feet in size.

**Finding:** Interior landscaping is required for the proposed new vehicle use area. The proposed off-street parking area is 6,037 square feet and requires 302 square feet of landscaping ( $6,037 \times .05 = 301.85$ ). The plans indicate 508 square feet of interior landscaping is being provided.

- e) *Off-Street Parking Area Dimensions.* Off-street parking areas shall conform to the minimum dimensions set forth in Table 806-6.

**Finding:** The proposed off-street parking spaces comply with the minimum dimensional requirements for compact and standard vehicle parking spaces established in Table 806-6.

- f) *Additional Off-Street Parking Development Standards 806.035(f)-(m).*

**Finding:** The proposed off-street parking area is developed consistent with the additional development standards for grade, surfacing, and drainage. The applicant's site plan indicates bumper guards will be provided. The parking area striping, marking, signage, and lighting shall comply with the standards of SRC Chapter 806. Off-street parking area screening per SRC 806.035(m) is not required for the proposed parking area.

## **Bicycle Parking**

### *SRC 806.045 - General Applicability.*

Bicycle parking shall be provided and maintained for any intensification, expansion, or enlargement of a use or activity.

### *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.*

Per SRC Chapter 806, Table 806-8, both a retail sales use and a general manufacturing use requires the greater of four bicycle parking spaces; or 1 space per 10,000 square feet for the first 50,000 square feet.

**Finding:** The retail sales use occupies approximately 5,640 square feet of floor area and requires a minimum of four bike parking spaces and the general manufacturing use occupies approximately 3,610 square feet of floor area and requires a minimum of four bike parking spaces for a total of eight bicycle parking spaces. The applicant's site plan indicates eight new bike parking spaces will be provided meeting the standard.

### *SRC 806.060 - Bicycle Parking Development Standards.*

- a) *Location.* Bicycle parking areas shall be located within a convenient distance of, and shall be clearly visible from, the primary building entrance. In no event shall bicycle parking areas be located more than 50 feet from the primary building entrance.
- b) *Access.* Bicycle parking areas shall have direct and accessible access to the public right-of-way and the primary building entrance.

- c) *Dimensions*. Bicycle parking spaces shall be a minimum of 6 feet by 2 feet and shall be served by a minimum 4-foot-wide access aisle.
- 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, meeting the Public Works Design standards.
- e) *Bicycle Racks*. Where bicycle parking is provided in racks, the racks may be floor, wall, or ceiling racks. Bicycle racks shall accommodate the bicyclist's own locking device.

**Finding:** As shown on the applicant's site plan, the proposed bicycle parking area is located less than 50 feet from the primary building entrance and has direct and accessible access to the public right-of-way and primary building entrance. Additionally, the bike parking is located outside a building, and meets the development standards for surface material and bicycle rack standards. The applicant has proposed staple racks which meet these standards.

### **Off-Street Loading Areas**

*SRC 806.065 - General Applicability.*

Off-street loading areas shall be provided and maintained for any intensification, expansion, or enlargement of a use or activity.

*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.*

A minimum of one off-street loading space is required for retail sales uses with a gross floor area between 5,000 to 60,000 square feet in size and no off-street loading spaces are required for a general manufacturing use with a floor area less than 5,000 square feet in size.

**Finding:** The retail sales use occupies approximately 5,640 square feet of floor area and the general manufacturing use occupies approximately 3,610 square feet of floor area. The proposal requires one off-street loading space for the retail sales use. Pursuant to SRC 806.075(a), an off-street parking area meeting the requirements of this chapter may be used in place of a required off-street loading space when the use or activity does not require a delivery vehicle which exceeds a maximum combined vehicle and load rating of 8,000 pounds and the off-street parking area is located within 25 feet of the building or the use or activity that it serves. The applicant's written statement (**Attachment C**) indicates products for the current uses are delivered via a delivery van which uses one of the parking spaces as a loading area in compliance with this standard.

### **Landscaping**

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:** The subject property is 0.47 acres or 20,962 square feet in size. A minimum of 3,144 square feet of the development site shall be landscaped to the Type A standard ( $20,962 \times 0.15 = 3,144.3$ ). The applicant's site plan indicates 3,176 square feet of landscaping (15.6%) is proposed. Landscape and irrigation plans will be reviewed for conformance with the requirements of SRC 807 at the time of building permit application review.

### **Natural Resources**

*SRC 601 – Floodplain:* Development in the floodplain shall be regulated to preserve and maintain the capability to the floodplain to convey the flood water discharges and to minimize danger to life and property.

**Finding:** Public Works has reviewed the Flood Insurance Study and Flood Insurance Rate Maps and has determined that the subject property is designated on the Federal Emergency Management Agency (FEMA) floodplain maps as a Zone "AE" floodplain. Development within the floodplain requires a floodplain development permit and is subject to the requirements of SRC Chapter 601, including elevation of new structures to a minimum of one foot above the base flood elevation. This application does not propose any new structure in the floodplain area; however, a floodplain development permit is required prior to construction.

*SRC 808 - Preservation of Trees and Vegetation:* 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) (SRC 808.015) or a tree or native vegetation in a riparian corridor (SRC 808.020), unless the removal is excepted under SRC 808.030(a)(2), undertaken pursuant to a permit issued under SRC 808.030(d), undertaken pursuant to a tree conservation plan approved under SRC 808.035, or permitted by a variance granted under SRC 808.045.

**Finding:** The applicant's written statement (**Attachment C**) indicates one significant tree is located on the northwest corner of the site and is proposed to remain. The applicant states appropriate actions will be taken to protect the significant tree while the new landscaping is put in place. To ensure the protection of the existing significant tree during construction, the following condition of approval shall apply:

**Condition 1.** The significant tree located on the northwest corner of the development site shall be marked and protected during construction. Protection shall be at least 70 percent of a circular area beneath the tree measuring one foot in radius for every one inch of dbh and be protected by an above silt fence, or its equivalent.

*SRC 809 - Wetlands:* Grading and construction activities within wetlands are regulated by the Oregon Department of State Lands (DSL) and US Army Corps of Engineers. State and Federal wetland laws are also administered by the DSL and Army Corps, and potential impacts to jurisdictional wetlands are addressed through application and enforcement of appropriate mitigation measures.

**Finding:** According to the Salem-Keizer Local Wetland Inventory (LWI) the subject property does not contain any wetland areas or hydric soils.

*SRC 810 - Landslide Hazards:* A geological assessment or report is required when regulated activity is proposed in a mapped landslide hazard area.

**Finding:** According to the City's adopted landslide hazard susceptibility maps and SRC Chapter 810 (Landslide Hazards), there are no mapped landslide hazard areas on the subject property.

The Public Works Department finds that the subject property meets all applicable standards of the following chapters of the UDC: 601 – Floodplain, 802 – Public Improvements, 803 – Streets and Right-of-Way Improvements, 804 – Driveway Approaches, 805 – Vision Clearance, 809 – Wetlands, and 810 - Landslides.

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:** Mission Street SE is classified as a Parkway street and is under the jurisdiction of the Oregon Department of Transportation. It meets the pavement width standards pursuant to the Salem TSP, but lacks the required right-of-way along the property frontage. The development is not proposing a building addition subject to SRC 803.040(a); therefore, no right-of-way dedication or street improvements are required. The property is subject to a special setback equal to 60-feet measured from the centerline of Mission Street SE pursuant to SRC 800.040.

Criterion 3:

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

**Finding:** The driveway access onto Mission Street SE is under the jurisdiction of the Oregon Department of Transportation (ODOT). As mentioned earlier in this report, ODOT provided comments that they have no objections to the proposal and the applicant is not proposing any modifications and the proposal will not trigger a change of use. If the applicant needs to occupy state highway right-of-way, they should contact the ODOT District 3 Permits Office.



Criterion 4:

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

**Finding:** The Public Works Department has reviewed the applicant's preliminary plan for this site and commented that water, sewer, and storm infrastructure are available within surrounding streets and areas and are adequate to serve the proposed development. Additionally, the applicant does not show any new connections to public infrastructure.

4. Analysis of Class 2 Adjustment Criteria

SRC Chapter 250.005(d)(2) provides that an applicant for a Class 2 Adjustment shall be granted if all of the following criteria are met:

Criterion 1:

The purpose underlying the specific development standard proposed for adjustment is:

- (i) Clearly inapplicable to the proposed development; or
- (ii) Equally or better met by the proposed development.

**Finding:** The applicant is requesting two Class 2 Adjustment to:

- 1) Reduce the minimum off-street parking spaces from 25 to 15 spaces.
- 2) Reduce the minimum perimeter vehicle use area setback from 10 feet to 0 feet.

*Adjustment to reduce the minimum off-street parking requirement:*

**Applicant's Statement:** The applicant written statement (**Attachment C**) indicates that the current permitted parking layout for 2410 Mission Street SE would be considered nonconformant due to the lack of spaces provided. The current parking layout provides 14 off-street parking spaces to serve the two uses within the existing building. Historically, seven of the 14 spaces provided were located on an adjacent property through a parking agreement with a past property owner and the 14 spaces served the two uses within the existing building adequately for years. The change in parking is requested because the adjacent property owner is proposing new construction on Tax Lots 073W35AD / 600 and 700 that will not allow the existing building located on the subject property to function as it has in the past. The applicant explains they are proposing a new parking layout that will provide 15 parking spaces; three standard spaces, one ADA space, and 11 compact spaces. The new layout will provide one more space than was previously provided under the old parking layout, which will better serve the existing building and tenants.

**Finding:** Retail Sales and Service uses are required to provide one off-street parking space for every 250 feet of gross floor area and General Manufacturing uses are required to provide the greater of 0.75 off-street parking spaces per employee or one off-street parking space per 5,000 square feet of floor area less than 50,000 square feet. The existing retail sales use occupies approximately 5,640 square feet of an

existing 9,250 square foot building and requires 23 off-street parking spaces ( $5,640 / 250 = 22.56$ ). The existing general manufacturing use occupies the remaining 3,610 square feet and has three employees, requiring two off-street parking spaces ( $0.75 \times 3 = 2.25$ ). The total minimum off-street parking spaces required for the development site is 25 spaces.

The applicant is requesting a Class 2 Adjustment to reduce the off-street parking requirement of SRC 806.015, Table 806-1 by 40 percent, from 25 spaces to 15 spaces. The adjacent property was recently sold, and the new property owner dissolved a parking agreement that allowed the applicant to provide additional parking for the subject property. The abutting property owner is proposing construction that will not allow the building and associated parking lot located at 2410 Mission Street SE to function as it has in the past. The applicant's site plan indicates they are proposing a new parking layout that provides 15 parking spaces; three standard spaces, one ADA space, and 11 compact spaces, maximizing their attempt to provide adequate parking on the site, however the site is physically not large enough to provide the required 25 spaces. Although the new parking layout does not provide the minimum 25 off-street parking spaces required by SRC 806, the new layout does provide one additional space, making it less nonconforming than in the past. Staff finds the adjustment to reduce the off-street vehicle parking requirement is equally or better meeting the development standard through the creative redevelopment of the existing parking area space on an extremely space limited development site that includes the addition of one more off-street parking space than was previously provided.

*Adjustment to reduce the minimum vehicle use area setback adjacent to a street from 10 feet to 0 feet:*

**Applicant's Statement:** The applicant's written statement (**Attachment C**) indicates that the intent of the 10-foot landscape strip is to provide a break between the pedestrian circulation and the vehicle parking and circulation on site. The development site is adjacent to Mission Street SE to the north, which has a 60-foot special setback. The applicant states the existing parking lot has a landscaped area that provides a buffer perpendicular to the sidewalk along Mission Street to provide the break the code is intending. However, the requirement to provide a ten-foot buffer beyond the 60-foot special setback for Mission Street would dramatically reduce the maneuvering area of the off-street parking lot for the site, resulting in a noncompliant maneuvering area. The applicant indicates that by maintaining the existing landscaping, the parking area on site can function more effectively by providing a distinct maneuvering lane through the site and provide safe room for vehicles to circulate and not crowd the pedestrian zone.

**Finding:** Current code requires a minimum ten-foot perimeter vehicle use area setback abutting a street measured from the special setback, if one exists, to provide a safe buffer between pedestrians and parking lot circulation. Mission Street SE has a 60-foot special setback, which would require the ten-foot perimeter setback to project into the minimum required 24-foot maneuvering area for the off-street parking lot, causing the off-street parking lot to become non-functioning.

The applicant is requesting a Class 2 Adjustment to reduce the minimum perimeter vehicle use area setback from ten feet to zero feet. The applicant has stated that the existing landscaping has provided efficient movements in and out of the parking area. Aerial photos of the site indicate the existing parking lot and landscape area along Mission Street SE, perpendicular to the sidewalk, have been there since at least 2005. The site is already developed with a parking lot and landscaped area that has historically been functioning safely for years. Oregon Department of Transportation did not raise an objection to the reduced setback. Meeting the standard would reduce the overall function of the parking area and greatly reduce the amount of spaces the drive aisles can serve. Since, the reduction in the setback will allow the site to provide 15 parking spaces on site and will function similar to the existing parking area, the reduction equally meets the intent of the Code. This criterion is met.

Criterion 2:

If located within a residential zone, the proposed development will not detract from the livability or appearance of the residential area.

**Finding:** The subject property is not located within a residential zone; therefore, this criterion is not applicable.

Criterion 3:

If more than one adjustment has been requested, the cumulative effect of all the adjustments result in a project which is still consistent with the overall purpose of the zone.

**Finding:** Two separate adjustments have been requested with this development. Each of the adjustments has been evaluated separately for conformance with the Adjustment approval criteria. The cumulative impact of the adjustments results in an overall project that is consistent with the intent and purpose of the zoning code.

To ensure that all future development proposed at this development site shall be subject to the applicable development standards of the Salem Revised Code, the following condition applies:

**Condition 2:** The adjusted development standards, as approved in this report, shall only apply to the specific development proposal shown in the attached site plan. Any future development, beyond what is shown in the attached site plan, shall conform to the applicable development standards of the Salem Revised Code, unless adjusted through a future land use action.

## ORDER

Final approval of Class 3 Site Plan Review and Class 2 Adjustment Case No. SPR-ADJ21-14 is hereby **APPROVED** subject to SRC Chapters 220 and 250, the applicable

standards of the Salem Revised Code, conformance with the approved site plan included as Attachment B, and the following conditions of approval:

- Condition 1.** The significant tree located on the northwest corner of the development site shall be marked and protected during construction. Protection shall be at least 70 percent of a circular area beneath the tree measuring one foot in radius for every one inch of dbh and be protected by an above silt fence, or its equivalent.
- Condition 2:** The adjusted development standards, as approved in this report, shall only apply to the specific development proposal shown in the attached site plan. Any future development, beyond what is shown in the attached site plan, shall conform to the applicable development standards of the Salem Revised Code, unless adjusted through a future land use action.



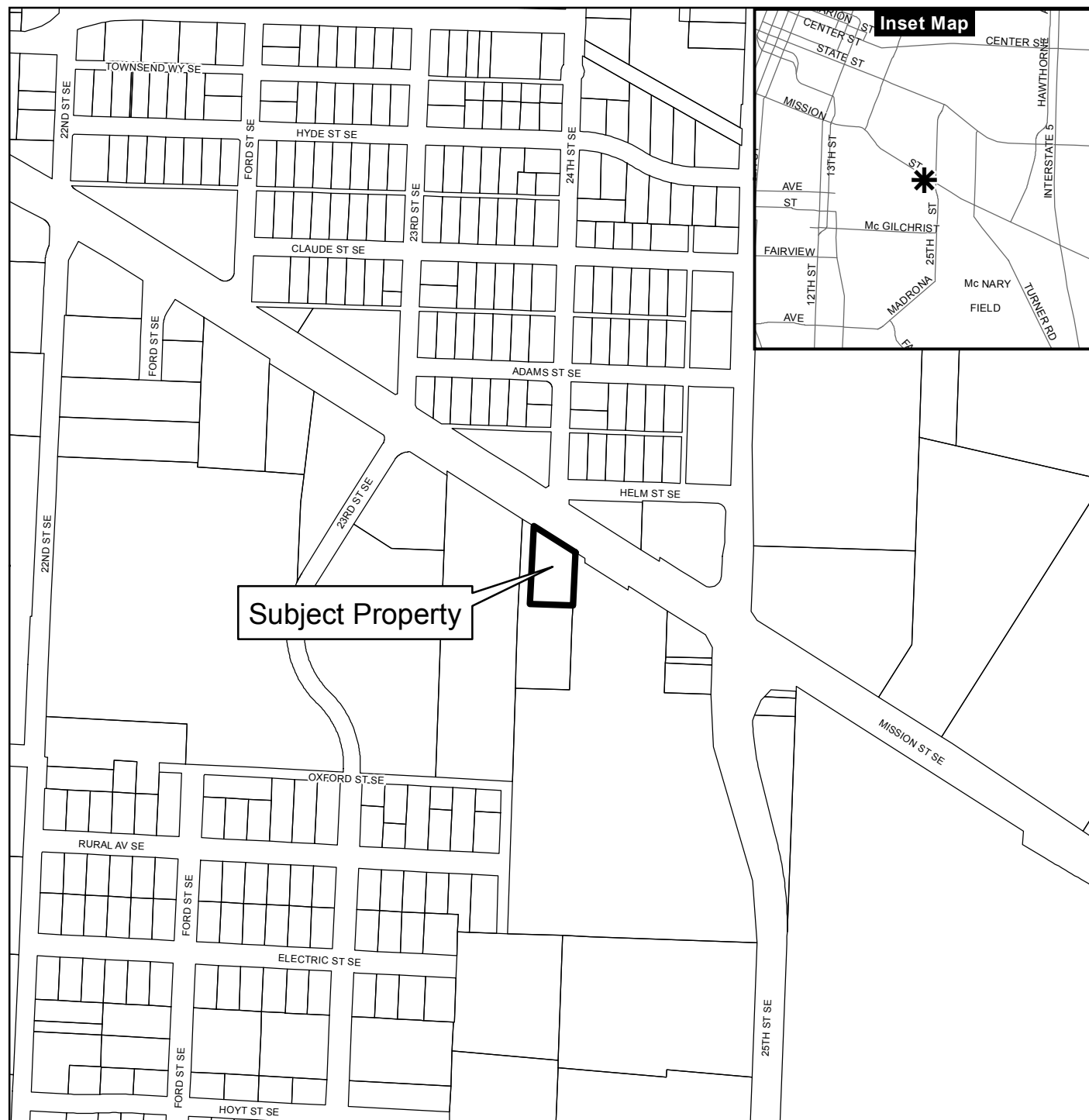
Sally Long, Planner I, on behalf of  
Lisa Anderson-Ogilvie, AICP  
Planning Administrator

Attachments: A. Vicinity Map  
B. Proposed Site Plan  
C. Applicant's Written Statement  
D. Public Works Memo

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

# Vicinity Map

## 2410 Mission Street SE (073W35AA09300)



### Legend

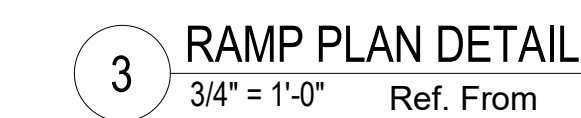
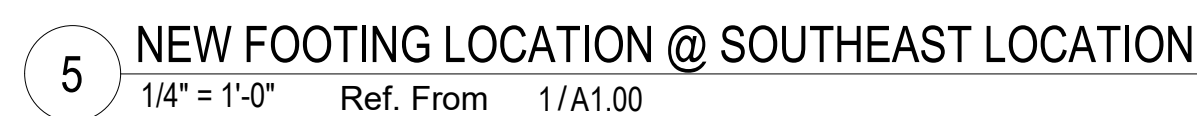
- Taxlots
- Urban Growth Boundary
- City Limits
- Outside Salem City Limits
- Historic District
- Schools

- Parks

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

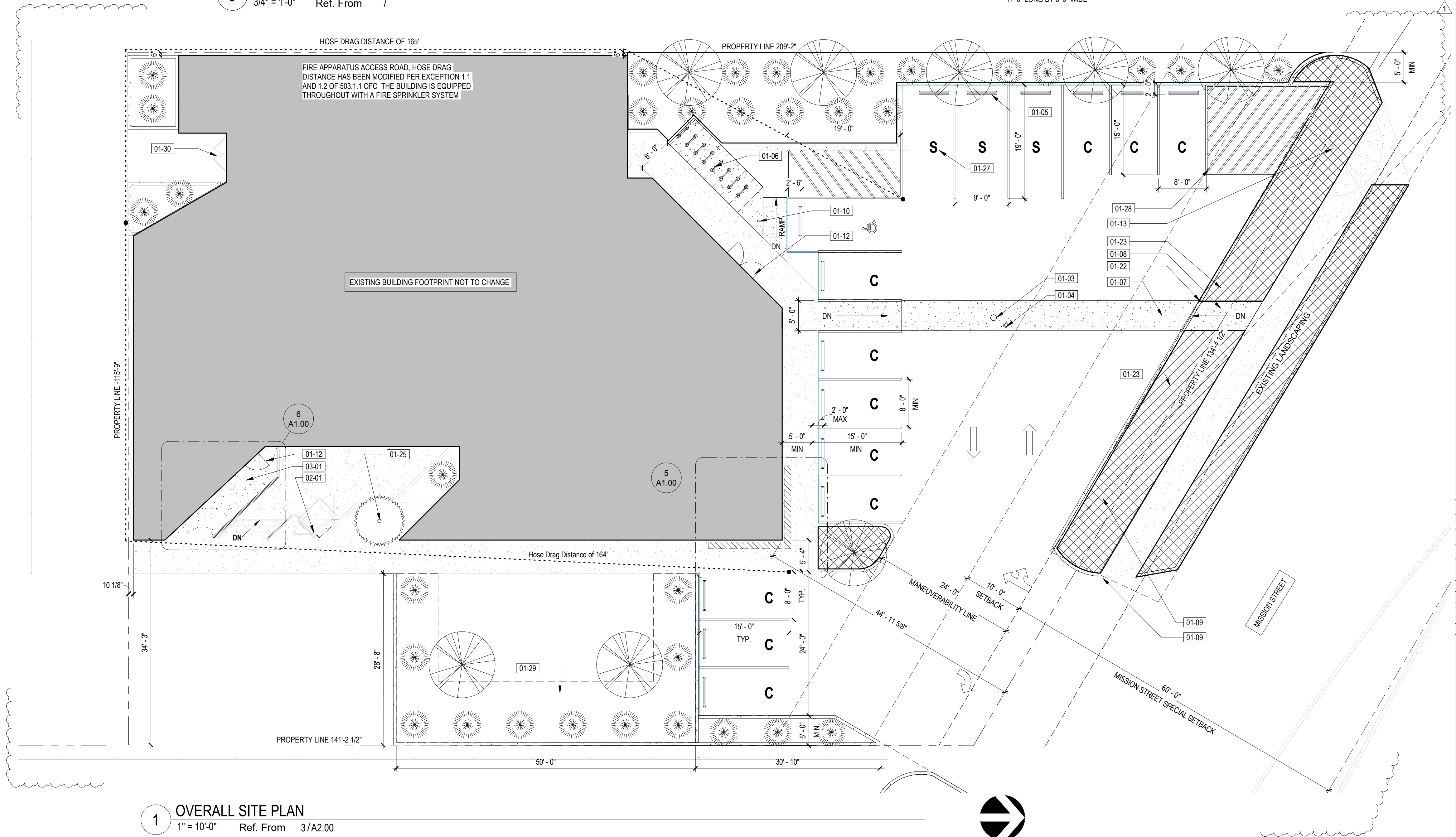
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### DEVELOPED SITE CONDITIONS- SUMMARY TABLE

<b>SITE</b>	<b>PARKING REQUIRED</b>	<b>SITE LANDSCAPING LEGEND</b>
TAXLOT: 073W5AA0930 (OWNED PROPERTY) ZONE - INDUSTRIAL COMMERCIAL FLOOD RISK: ZONE AE FULLY IN 100 YEAR PLAIN LANDSLIDE HAZARD: LOW ALL ADJACENT PROPERTIES - IC SITE TOTAL SIZE 20,962 SQFT 15.6% LANDSCAPED 84.4% PAVED NO CHANGE TO EXISTING UTILITIES CONNECTIONS	RETAIL SALES 1 PER 250 SF OCCUPIED BUILDING SPACE, 5,640 / 23 PARKING SPACES REQUIRED MANUFACTURING SPACE, 3,610 SQFT / 2.25 REQUIRED 25 PARKING SPACES REQUIRED 75% OR 19 MAY BE COMPACT SPACES 15 TOTAL PARKING SPACES PROVIDED 3 STANDARD PARKING SPACES PROVIDED 1 ADA PARKING SPACE 11 COMPACT SPOTS PROVIDED OR 74%	EXISTING SITE 20,296 SF LANDSCAPING 3,176 SF (15.6%) TOTAL 450 SF @ MISSION STREET 1,131 SF @ WEST SIDE OF LOT 112 SF @ PATIO 1,483 SF @ PARKING 157 PU REQUIRED 1 Mature tree (E) to remain 15 8 Shade Trees 80 1 Evergreen 5 34 Medium shrubs 34 212 sq ft of ground cover 24 Total PU 158
<b>BUILDING</b>	NOTE: ALL EXISTING COMPACT PARKING SPOTS ARE TO BE CLEARLY MARKED IN ACCORDANCE WITH CITY STANDARDS	
USE: RETAIL - 5,989 MANUFACTURING - 3,184 SQFT BUILDING TOTAL 9,173 SQFT BUILDING HEIGHT 23'-9"	S - STANDARD PARKING AT 90 DEGREE ANGLE 19'-0" LONG BY 9'-0" WIDE C - COMPACT PARKING AT 90 DEGREE ANGLE 15'-0" LONG BY 8'-0" WIDE C60 - COMPACT PARKING AT 60 DEGREE ANGLE 17'-0" LONG BY 8'-0" WIDE	







April 30, 2021

**SUBJECT PROPERTY:**

2410 Mission Street  
Salem OR, 97302

**Class - 3 Site Plan Review Written Statement**

To Whom it May Concern,

Please see the response to the application checklist and criteria for the Class 3 Site Plan Review.

**Homeowner Association Information**

This property is not subject to a homeowner's association.

**Geological assessment or geotechnical report.**

This property is in a Low Regional Landslide Susceptibility Zone according to Statewide Landslide Inventory Database for Oregon, Oregon department of geology and mineral industries map. Map was accessed 4-29-2021.

**Applicable standards for the UDC**

1. This exterior renovation, and new parking layout meets the standards as follows,
  - a. 110 – General Zoning Provisions:
    - i. No Change - Zone Industrial Commercial, Retail Sales Permitted
  - b. 200 – Urban Growth Management:
    - i. Site Plan criteria will be followed for this application
    - ii. A type 2 Adjustment will be required for the reduced parking required for the site.
  - c. 300 – Procedures for land use applications and legislative land use proposals,
    - i. This section will be followed for the applicable review procedures.
  - d. 400 – Use Classification
    - i. 400.045: Use of building is Retail Sales. The store is classified as a bookstore.
  - e. 500 – Zones and uses:
    - i. 551.005: Building is retail sales and services – Permitted
    - ii. 551.010: No change to existing lot size or setbacks
    - iii. Typical Parking setbacks and screen are provided per 551-4 or 5'-0" min, Type A landscape and screening
  - f. 600 - Willamette Greenway: N/A
  - g. 601 - Flood Plane Overlay: AE
  - h. 602 - 633: Project is not part of an Overlay Zone
  - i. 700 - Special Use Provisions : N/A

### **Applicable standards for the UDC continued**

- j. 800 - General Development Standards
  - i. 800.015 - .045 No change to existing building or property lines.
  - ii. 800.055: No changes to Waste receptacle areas.
  - iii. 800.060: No change to exterior lighting.
  - iv. 800.065: New pedestrian access has been provided from Mission Street to the main entrance of the building. The access will be of contrasting material and color.
  - v. 802: No change to Public Improvements proposed
  - vi. 803: No change to Street and Right of Way proposed
  - vii. 804: No change to approaches Proposed,
  - viii. 805: Vision Clearance to be maintained. New landscaping will be designed to be low along mission's street to allow vision clearance.
  - ix. 806: Off street parking.
    - 1. 25 parking spaces required, 15 provided. We will be requesting a Type 2 Adjustment for the reduction of parking spaces. The store typically does not have parking space issues. The new parking lot design will increase the parking spaces from 14 on site parking spaces to the proposed 15. The existing uses of the building are going to be maintained. The coffee shop that was in front of the building has been removed to provide more parking area.
    - 2. 8 Bicycle parking spaces required. 8 new spaces provided. All bicycle parking spaces are within 50' of the primary entrances. entrance
    - 3. 1 off street loading space required for this commercial project. The current use of this building only uses a delivery van for receiving their products. Note (a) allows the use of one off-street parking space to be used in place of a loading area when the vehicle does not exceed 8,000 lbs and the off-street parking area is within 25' of the main entrance. We are complying with both requirements, and plan on using one of the parking spaces as a loading area.
  - x. 807: Off Street Landscaping and Screening
    - 1. Calculations for new landscaping have been provided on the new site plan. The design for the landscaping will be finalized and submitted by a landscape architect. The landscaping will comply with the design requirements.
  - xi. 808: Preservation of Trees and Vegetation
    - 1. One significant tree is on site and will be maintained. Appropriate actions will be taken to protect the tree while new landscaping is put in place.
  - xii. 809: Wetlands- N/A no wetlands are on site.
  - xiii. 810: Landslide hazard – Site has been identified as a low land slide hazard.
  - xiv. 900: Existing Signs are to remain, they will be relocated higher on the building as to not interfere with the new storefront proposed in the addition.





2. The Transportation system provides for a safe, orderly, and efficient circulation into and out of the proposed development.
  - a. The current bus system has a stop at Mission Street on 23<sup>rd</sup> St and 25<sup>th</sup> Street. Individuals on the east bound bus would be on the same side of Mission Street as the proposed new site layout. A short block and a half walk, and bus riders could visit the Existing Building via a new raised material and color contrasting pathway provide to the building. The West bound busses will require the riders to cross Mission Street at 23<sup>rd</sup> or 25<sup>th</sup> Street. It would be safest at 25<sup>th</sup> Street because there are provided lights and crosswalks. The passengers of the transit system would not be negatively affected by the proposed building and site changes. The proposed improvements would not be increasing usage, nor changing any of the transportation routes.
3. The parking area and drives are designed to facilitate safe and efficient movement of vehicles, bicycles, and pedestrians.
  - a. The pedestrian path has been improved by providing a direct connection from the city sidewalk. The new connection will consist of a concrete path that will contrast in color with the existing asphalt paving.
  - b. The new parking layout will provide 15 parking spaces 12 compact, and 2 standard parking spaces.
  - c. Bicycle traffic has been provided with a new location for bicycle parking. The new parking spaces are near the entrance to the building. The bicycle traffic will be able to enter the site and exit the site with minimal interference with vehicular and pedestrian traffic.
4. The proposed development is adequately served with city water, sewer, storm drain and all other utilities.
  - a. The new construction of the site is not changing the existing use or the existing area to be paved. The existing paving grades are not proposed to be changed, or to change the existing grading design. The only change to the exterior design is the parking layout to provide better traffic flow and site utilization.
  - b. The building's original design was for an assembly occupancy which had a much higher fixture count than the current M occupancy that the building has been serving for many years. The new plan has made provisions for the addition of a mop sink. This DFU addition is still below the original building capacity.

Sincerely,

Christina M. Larson, Principal  
AIA, NCIDQ, LEED AP  
Varitone Architecture, LLC.  
231 SW 2<sup>nd</sup> Ave. | PO Box 3420 | Albany, OR 97321  
p. 541.497.2954 Ext. 101 |  
[www.varitonearchitecture.com](http://www.varitonearchitecture.com)



July 8, 2021

**SUBJECT PROPERTY:**

2410 Mission Street  
Salem OR, 97302

**Class – 2 Adjustment Written Statement**

To whom it May Concern,

Please see the response to SRC 250.005(d)(2) Adjustment criteria for the Class 2 Adjustment.

**Purpose for the adjustment**

We are seeking an adjustment to SEC. 806.015 – amount of off-street parking. Retail sales outside of the MU-I and MU-II Zone 1 parking space per 250 SF. The building would require 25 parking spaces with its current use. We are proposing a revised parking plan that is Equally or Better at meeting the required standard than the current permitted parking layout.

The current permitted parking layout for 2410 Mission Street would be considered non conformant due to the lack of spaces provided. The current permitted parking layout provides 14 parking spaces at serving the building. Seven of those 14 parking spaces are not on the property and do not have a parking agreement with the adjacent property owner. The existing condition effectively has 7 parking spaces to serve the building. The current number of parking spaces has served the two businesses that currently use the building. The change in parking is required because the adjacent property owner is proposing new construction that will not allow the site to function as it has in the past. The new parking layout provides 15 parking spaces 1 accessible space, 3 standard parking spaces, and 11 compact parking spaces. The new parking arrangement will provide more parking spaces than the business has been utilizing. The existing tenants are not moving or changing how the building is being used, so the new parking arrangements will better serve the existing building and tenants by one space.

Sincerely,

Christina M. Larson, Principal  
AIA, NCIDQ, LEED AP  
Varitone Architecture, LLC.  
231 SW 2<sup>nd</sup> Ave. | PO Box 3420 | Albany, OR 97321  
p. 541.497.2954 Ext. 101 |  
[www.varitonearchitecture.com](http://www.varitonearchitecture.com)



May 26, 2021

**SUBJECT PROPERTY:**

2410 Mission Street  
Salem OR, 97302

**Class – 2 Adjustment Written Statement**

To whom it May Concern,

Please see the response to SRC 806.035(c)(2) Adjustment criteria for the Class 2 Adjustment.

**Purpose for Class 2 Adjustment**

We are seeking an adjustment to SRC. 806.035(c)(2) – Off-street parking and vehicle use area development standards for use or activities other than single family, two family, three family, and four family. Off-street parking and vehicle use areas abutting a street shall be setback and landscaped in according to one of the methods set forth in in the subsections of 806.035(c)(2).

Method A – providing a 10'-0" landscaping strip would be the most applicable to our site because of the 10'-0" setback required beyond the special setback for mission street. We are proposing reducing the landscaped area to match the existing on-site landscaping buffer area.

The intent of the of the landscape strip is to provide a break between the pedestrian circulation and the vehicle parking and circulation on site. The existing parking lot has a landscaped area that provides a buffer perpendicular to the sidewalk to provide the break the code is intending. The requirement to provide a 10'-0" buffer zone beyond the 60'-0" special setback for Mission Street would dramatically reduce the maneuvering area for the site. By maintaining the existing landscaping, the site parking area can function more effectively by providing a distinct maneuvering lane through the existing site. Maintaining the maneuvering lane on site will maintain safety by providing vehicles room to circulate and not crowd the pedestrian zone.

Sincerely,

Christina M. Larson, Principal  
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# MEMO

**TO:** Sally Long, Planner I  
Community Development Department

**FROM:** Glenn J. Davis, PE, CFM, Chief Development Engineer  
Public Works Department

**DATE:** July 6, 2021

**SUBJECT: PUBLIC WORKS RECOMMENDATIONS  
SPR-ADJ21-14 (21-108328)  
2410 MISSION STREET SE  
PARKING LOT RECONFIGURATION AND SITE IMPROVEMENTS**

## **PROPOSAL**

A Class 3 Site Plan Review for the reconfiguration of an existing parking lot with associated site improvements including additional landscaping, pedestrian connections, and new bicycle parking for property approximately 0.47 acres in size, zoned IC (Industrial Commercial) and located at 2410 Mission Street SE - 97302 (Marion County Assessor Map and Tax Lot number: 073W35AA / 09300).

## **SUMMARY OF FINDINGS**

The proposed development meets applicable criteria related to Public Works infrastructure.

## **FACTS**

### **Streets**

#### **1. Mission Street SE**

- a. Standard—This street is designated as a Parkway street in the Salem TSP and is under the jurisdiction of the Oregon Department of Transportation. The standard for this street classification is an 80-foot-wide improvement within a 120-foot-wide right-of-way.
- b. Existing Conditions—This street has an approximate 80-foot improvement within a 100- to 110-foot-wide right-of-way abutting the subject property.

Code authority references are abbreviated in this document as follows: *Salem Revised Code* (SRC); *Public Works Design Standards* (PWDS); *Salem Transportation System Plan* (Salem TSP); and *Stormwater Management Plan* (SMP).

## **Storm Drainage**

### **1. Existing Conditions**

- a. A 15-inch storm main is located in Mission Street SE.

## **Water**

### **1. Existing Conditions**

- a. The subject property is located in the G-0 water service level.
- b. An 8-inch water main is located in Mission Street SE. Mains of this size generally convey flows of 900 to 2,200 gallons per minute.

## **Sanitary Sewer**

### **1. Existing Conditions**

- a. An 8-inch sewer main is located on the neighboring parcel within a City easement south of the proposed development.

## **CRITERIA AND FINDINGS**

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

**Criteria: SRC 220.005(f)(3)(A) The application meets all applicable standards of the UDC (*Unified Development Code*)**

**Finding—**The subject property meets all applicable standards of the following chapters of the UDC: 601 – Floodplain; 802 – Public Improvements; 803 – Streets and Right-of-Way Improvements; 804 – Driveway Approaches; 805 – Vision Clearance; 809 – Wetlands; and 810 - Landslides.

The subject property is designated on the Federal Emergency Management Agency (FEMA) floodplain maps as a Zone “AE” floodplain. Development within the floodplain requires a floodplain development permit and is subject to the requirements of SRC Chapter 601, including elevation of new structures to a minimum of one foot above the base flood elevation. This application does not propose any new structure in the floodplain area; however, a floodplain development permit is required prior to construction.

According to the Salem-Keizer Local Wetland Inventory (LWI), the subject property does not contain any wetland areas or hydric soils.

According to the City's adopted landslide hazard susceptibility maps and SRC Chapter 810 (Landslide Hazards), there are no mapped landslide hazard areas on the subject property.

**Criteria: SRC 220.005(f)(3)(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**

**Finding—**Mission Street SE is classified as a Parkway street and is under the jurisdiction of the Oregon Department of Transportation. It meets the pavement width standards pursuant to the Salem TSP, but lacks the required right-of-way along the property frontage. The development is not proposing a building addition subject to SRC 803.040(a); therefore, no right-of-way dedication or street improvements are required. The property is subject to a special setback equal to 60 feet measured from the centerline of Mission Street SE pursuant to SRC 800.040.

**Criteria: SRC 220.005(f)(3)(C) Parking areas and driveways are designed to facilitate safe and efficient movement of vehicles, bicycles, and pedestrians**

**Finding—**The driveway access onto Mission Street SE is under the jurisdiction of the Oregon Department of Transportation.

**Criteria: SRC 220.005(f)(3)(D) 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 plan for this site. The water, sewer, and storm infrastructure are available within surrounding streets/areas and are adequate to serve the proposed development. The applicant does not show any new connections to public infrastructure.

Prepared by: Matt Olney, Program Manager  
cc: File