

**From:** Abigail Pedersen  
**Sent:** Wednesday, May 17, 2023 2:35 PM  
**To:** rjp@rktect.com  
**Subject:** RE: Info Requested for Site Plan Review at 345 Center St NE

Hello Ron,

Upon looking into your case yes, it is exempt from parking and loading zone. However, since it is in the Central Business zone this development will be subject to Sec. 806.045. (b) of the SRC that states that "*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". The Google Street view indicates only one rack on that block of center street which equals two spaces. This means 6 additional spaces, or 3 racks need to be provided.

So, I can do the SPR without a site plan, but before I can deem your application complete, I will need the bike racks as well as the applicant and the property owner to sign the land use application. Sorry for the confusion.

Your application, which is incomplete, will be deemed complete upon receipt of one of the following:

- (1) All of the missing information.
- (2) Some of the missing information and written notice from you (the applicant) that no other information will be provided.
- (3) Written notice from you (the applicant) that none of the missing information will be provided.

You have 180 days from the date the application was first submitted to respond in one of the three ways listed above, or the application will be deemed void.

**Abigail Pedersen**

*Planner I*

City of Salem | Community Development Department

555 Liberty St SE, RM 305, Salem, OR 97301

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Questions on Zoning and Sign Permits can be submitted by email to [Planning@cityofsalem.net](mailto:Planning@cityofsalem.net)

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**From:** [rjp@rktect.com](mailto:rjp@rktect.com) <[rjp@rktect.com](mailto:rjp@rktect.com)>

**Sent:** Wednesday, May 17, 2023 9:06 AM

**To:** Abigail Pedersen <[APedersen@cityofsalem.net](mailto:APedersen@cityofsalem.net)>  
**Subject:** RE: Info Requested for Site Plan Review at 345 Center St NE

Is this not downtown, we are exempt from parking and loading requirement? This seems like busy work 😊

**Ron Ped**  
**President/Architect**  
**Ronald James Ped Architect, PC**  
**1220 twentieth Street SE Suite 125**  
**Salem, Oregon 97317**  
**503.363.1456**

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**From:** Abigail Pedersen <[APedersen@cityofsalem.net](mailto:APedersen@cityofsalem.net)>  
**Sent:** Wednesday, May 17, 2023 8:56 AM  
**To:** [rjp@rktect.com](mailto:rjp@rktect.com)  
**Subject:** RE: Info Requested for Site Plan Review at 345 Center St NE

Good morning, Ron  
Is there a change of use? If there is not and it is only for internal alterations, then you do not need a SPR. If there is a change of use, then I need a Site Plan to check for things like standards for parking, bike parking and loading zones and their relation to the building as well as square footage of the building that is undergoing a change of use. Some of the things listed bellow state if applicable or if proposed if they are not applicable or proposed then you do not need to include them, I apologize if my inclusion of them was confusing. Hope that clears things up but feel free to reach out with additional questions.

**Abigail Pedersen**  
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**From:** [rjp@rktect.com](mailto:rjp@rktect.com) <[rjp@rktect.com](mailto:rjp@rktect.com)>  
**Sent:** Tuesday, May 16, 2023 5:11 PM  
**To:** Abigail Pedersen <[APedersen@cityofsalem.net](mailto:APedersen@cityofsalem.net)>  
**Subject:** RE: Info Requested for Site Plan Review at 345 Center St NE

Since when does a SPR1 require a site plan there is no exterior work

**Ron Ped**  
**President/Architect**  
**Ronald James Ped Architect, PC**

1220 twentieth Street SE Suite 125  
Salem, Oregon 97317  
503.363.1456

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**From:** Abigail Pedersen <[APedersen@cityofsalem.net](mailto:APedersen@cityofsalem.net)>  
**Sent:** Tuesday, May 16, 2023 3:55 PM  
**To:** [rjp@rktect.com](mailto:rjp@rktect.com)  
**Subject:** Info Requested for Site Plan Review at 345 Center St NE

Good afternoon, Ronald

Upon initial review of your application for a Class 1 Site Plan Review for 354 Center St, Case No. 23-109967-PLN, additional information is required prior to deeming your application complete:

- Land use application form that has been signed by the applicant and property owner.
- **Site plan.** The site plan must include the following information:
  - Total site area, dimensions, and orientation relative to north
  - Location of proposed primary and accessory structures and other improvements, including fences, walls, and driveways, indicating distance to such structures from property lines and adjacent on-site structures
  - The size and location of solid waste and recyclables storage and collection areas, and amount of overhead clearance above such enclosures, if included with proposed development
  - Loading areas, if included with proposed development
  - All proposed landscape areas on the site, with an indication of square footage and as a percentage of site area
  - Location, height, and material of fences, buffers, berms, walls, and other proposed screening as they relate to required setbacks and landscaping
  - Location of all trees and vegetation required to be protected pursuant to [SRC Chapter 808](#)
  - The location of all street trees, if applicable, or proposed location of street trees required to be planted at time of development pursuant to SRC Chapter 86; and
  - Identification of vehicle, pedestrian, and bicycle parking and circulation areas, including handicap
- **Summary Table.** A summary table shall be submitted which identifies the zoning designation for the subject property; total site area; gross floor area by use (i.e. manufacturing, office, retail, storage); building height; itemized number of full size, compact, and handicapped parking stalls, and the collective total number; total lot coverage proposed, including areas to be paved for parking and sidewalks.

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  - (3) Written notice from you (the applicant) that none of the missing information will be provided.
- You have 180 days from the date the application was first submitted to respond in one of the three ways listed above, or the application will be deemed void.

Thank you,  
**Abigail Pedersen**  
*Planner I*

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