

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*

PLANNING ADMINISTRATOR DECISION FOR SITE PLAN REVIEW

CASE TYPE: Class 1 Site Plan Review
AMANDA NO.: 23-102127-PLN
DATE OF DECISION: June 21, 2023
PROPERTY LOCATION: 447 Ferry Street SE
APPLICANT: Ronald Ped
ZONE: CB (Central Business District)
COMPREHENSIVE PLAN: Central Business District
OVERLAY: Salem Downtown Historic District

REQUEST

A Class 1 Site Plan Review for a change of use from Retail Sales to an Office in an existing building located on a parcel approximately 1,038.15 sqft zoned CB (Central Business District) and located at 447 Ferry Street SE (Marion County Assessor's Map and Tax Lot 073W27AB/4200).

FINDINGS

The purpose of Site plan review is to provide a unified, consistent, and efficient means to review for development activity that requires a building permit, to ensure that such development meets all applicable standards of the UDC, including, but not limited to, standards related to access, pedestrian connectivity, setbacks, parking areas, external refuse storage areas, open areas, landscaping, and transportation and utility infrastructure.

Pursuant to SRC 220.005(b)(1), Class 1 Site Plan Review is required for any development that requires a building permit, that does not involve a land use decision or limited land use decision, as those terms are defined in ORS 197.015, and that involves a change of use or change of occupancy where only construction or improvements to the interior of the building or structure are required.

1. Approval Criteria

SRC 220.005(f)(1) provides that an application for Class 1 Site Plan Review shall be granted if:

- a) The application involves only a change of use or a change of occupancy, and there is no pending application for an associated land use decision or limited land use decision

Finding: The applicant is requesting an interior only tenant improvement and change of use. There are no associated land use or limited land use decisions with this request.

- b) Only construction or improvements to the interior of the building or structure will be made.

Finding: The scope of work for the project only includes interior improvements to the existing building.

- c) The new use or occupancy will not require exterior improvements to the building or structure or alteration to existing parking, landscaping, or buffer yards.

Finding: Modification only are to occur on the interior of the property for the change of use.

- d) Only clear and objective standards which do not require the exercise of discretion or legal judgment are applicable to the site plan review application; and

Finding: Only clear and objective standards apply to the proposed development. Complete findings are included in section e below.

- e) The application meets all applicable standards of the SRC.

Finding: The following is a summary of the applicable development standards of the SRC.

Land Use: The applicant is requesting a change of use from a retail sales use to office use. Office uses are listed as outright permitted within the CB zone pursuant to SRC Chapter 524, Table 524-1.

The Salem Downtown Historic District does not further limit use.

Off-Street Parking and Loading

- i. Parking Spaces:
SRC 806.005(a)(2) Any change of use or activity, when such change of use or activity results in a parking ratio requiring a greater number of spaces than the previous use or activity.

Finding The property is in the Downtown Parking District; therefore, it is subject to SRC. 806.005(b) which states within the Downtown Parking District, off-street parking shall not be required.

- i. Bike Spaces: SRC Chapter 806 states that bicycle parking shall be provided and maintained for each proposed new use or activity; any change of use or activity; or any intensification, expansion, or enlargement of a use or activity.

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.

Finding: The change of use requires bicycle parking to be installed. Since the property is zoned CB the applicable standard is eight spaces on the adjacent block face. There is an existing bike rack on the block face, therefore requiring three new bike racks within the right-of-way. The applicant has coordinated with City of Salem Public Works Department for installation. The three new racks will bring the block up to SRC 806.060(b) standard of four racks per block.

ii. Loading Spaces:

SRC Chapter 806 states that off-street loading shall be provided and maintained for 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.

Finding: No additional off-street loading spaces are required for the proposed change of use.

Historic Property Status

This property is located within the Downtown Historic District, the scope of the project is only on the inside on the property. Therefore doesn't need historic review.

Previous Land Use Actions

HIS10-17: Type I administrative review of one sign (Consigning Women), approximately four-square feet in area, proposed for the south elevation above the main entrance under an existing marquee attached to a historic building (Feed and Seed) within the Salem Downtown Historic District, in the CB (Central Business District) zone, and located at 447 Ferry Street SE.

HIS11-41: Minor Historic Design Review of a proposal to repair and re-install the awning on the front facade of the Meyers Building (c. 1906), a contributing resource within the Salem Downtown Historic District, zoned CB (Central Business District), and located at 455 Court Street NE, 97301 (Marion County Assessors Map and Tax Lot Number: 073W22DC06100).

HIS19-35: Minor administrative historic review of a proposal to replace existing street light poles at alley entrances, install new poles with hanging pendant lighting throughout Salem's Downtown Alleys.

2. Conclusion

Based on conformance with the preceding requirements, the Planning Administrator finds that the proposed site plan for property located at 447 Ferry Street SE, complies with approval criteria provided in SRC 220.005(f)(1).

DECISION

Final approval of the attached site plan is hereby GRANTED subject to SRC Chapter 220 and the applicable standards of the Salem Revised Code and providing compliance occurs with any applicable items noted above. This decision is a final land use decision.

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.

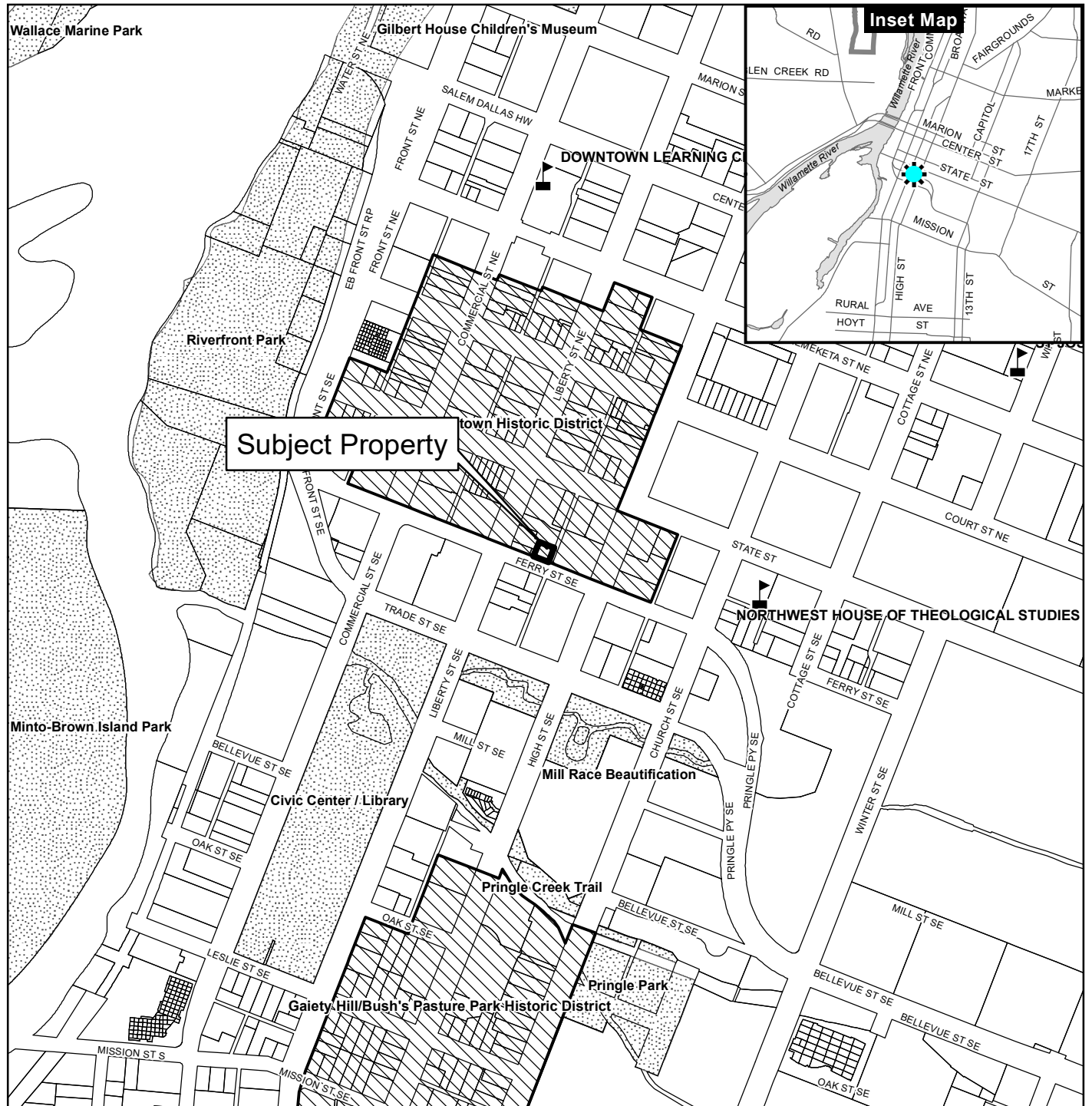
If you have any questions regarding items in this site plan review, please contact Lydia Keller at 503-540-2326 or by email at lkeller@cityofsalem.net.



Planning Administrator Designee

Vicinity Map

447 Ferry street SE



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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CHANGE OF OCCUPANCY

LARRY HANDLEY

447 FERRY STREET SE - SALEM OREGON 97301

VICINITY MAP



SITE SUMMARY

PROPERTY ID: 073W21AB04200
SALEM BLOCK 20 LOT 5

ZONING: CB CENTRAL BUSINESS DISTRICT
HISTORIC DISTRICT

SITE AREA: 4,153 SF (0.095 ACRES)

BUILDING: 3,826 SF (TENANT SPACE 1,110 SF)

PARKING: EXISTING, NO CHANGES PROPOSED

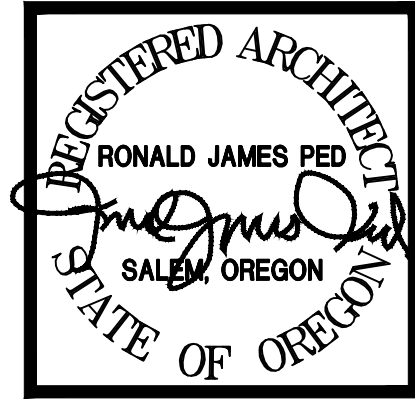
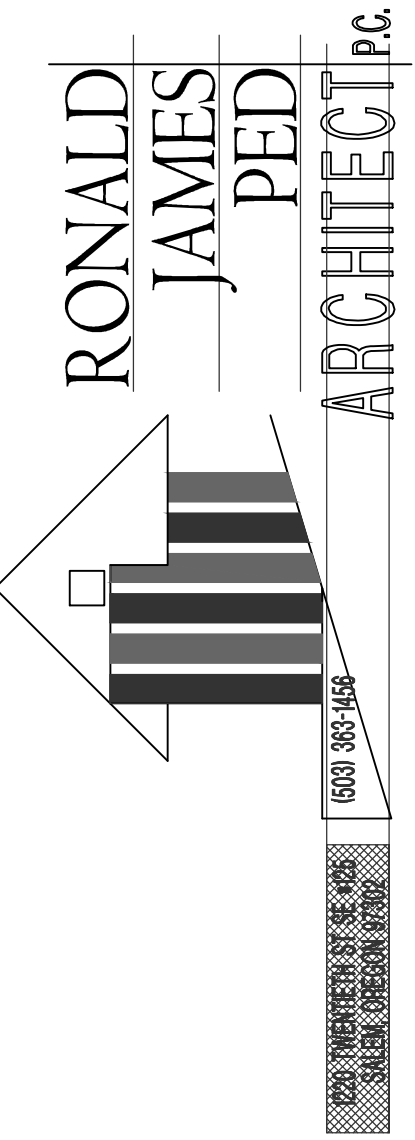
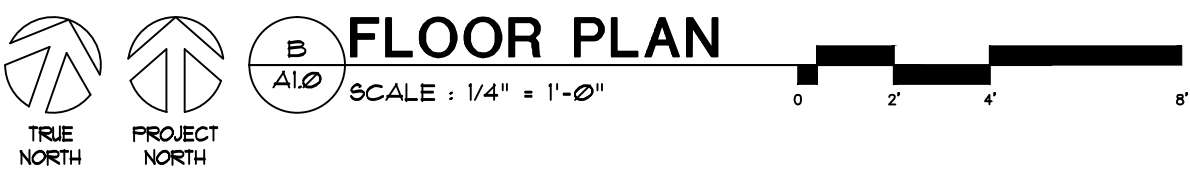
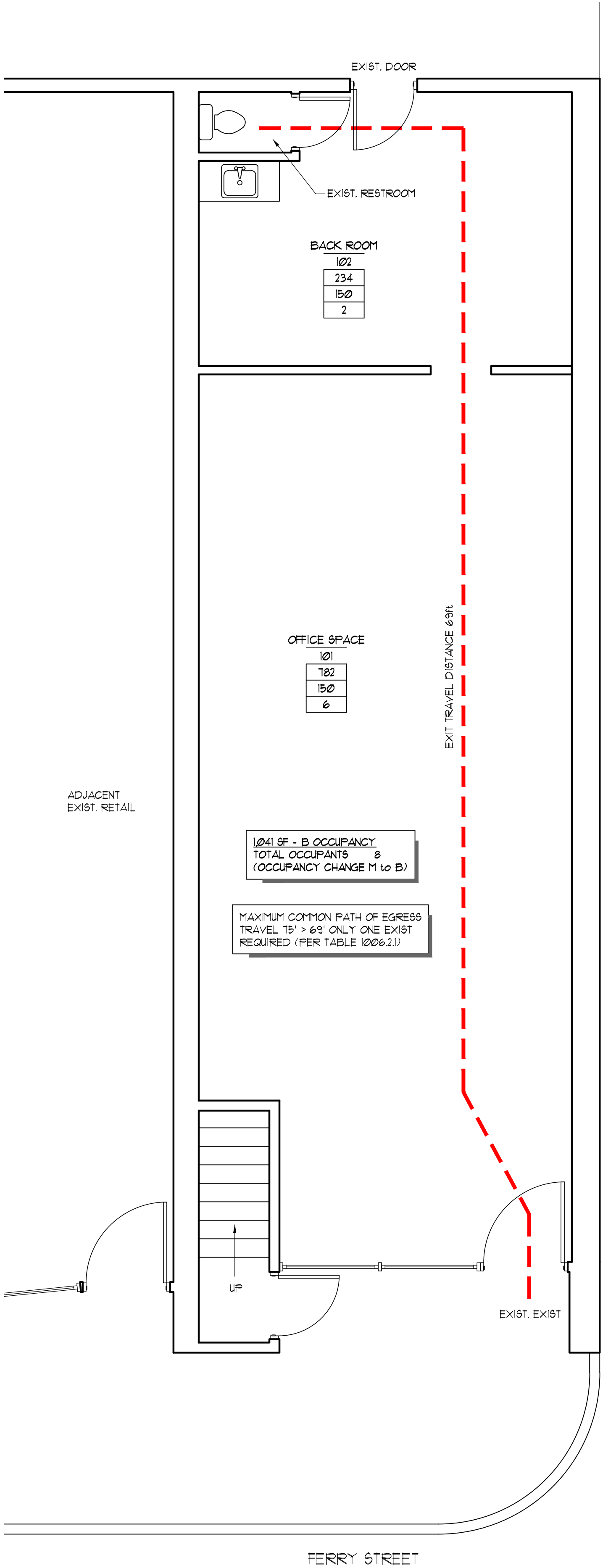
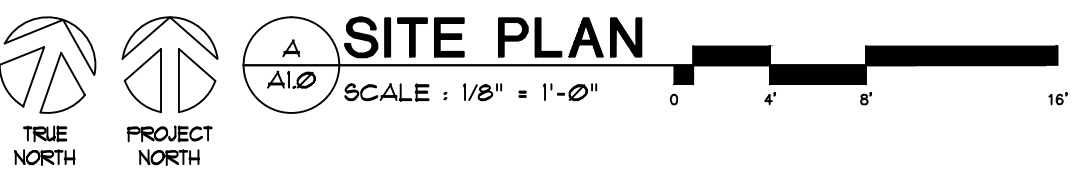
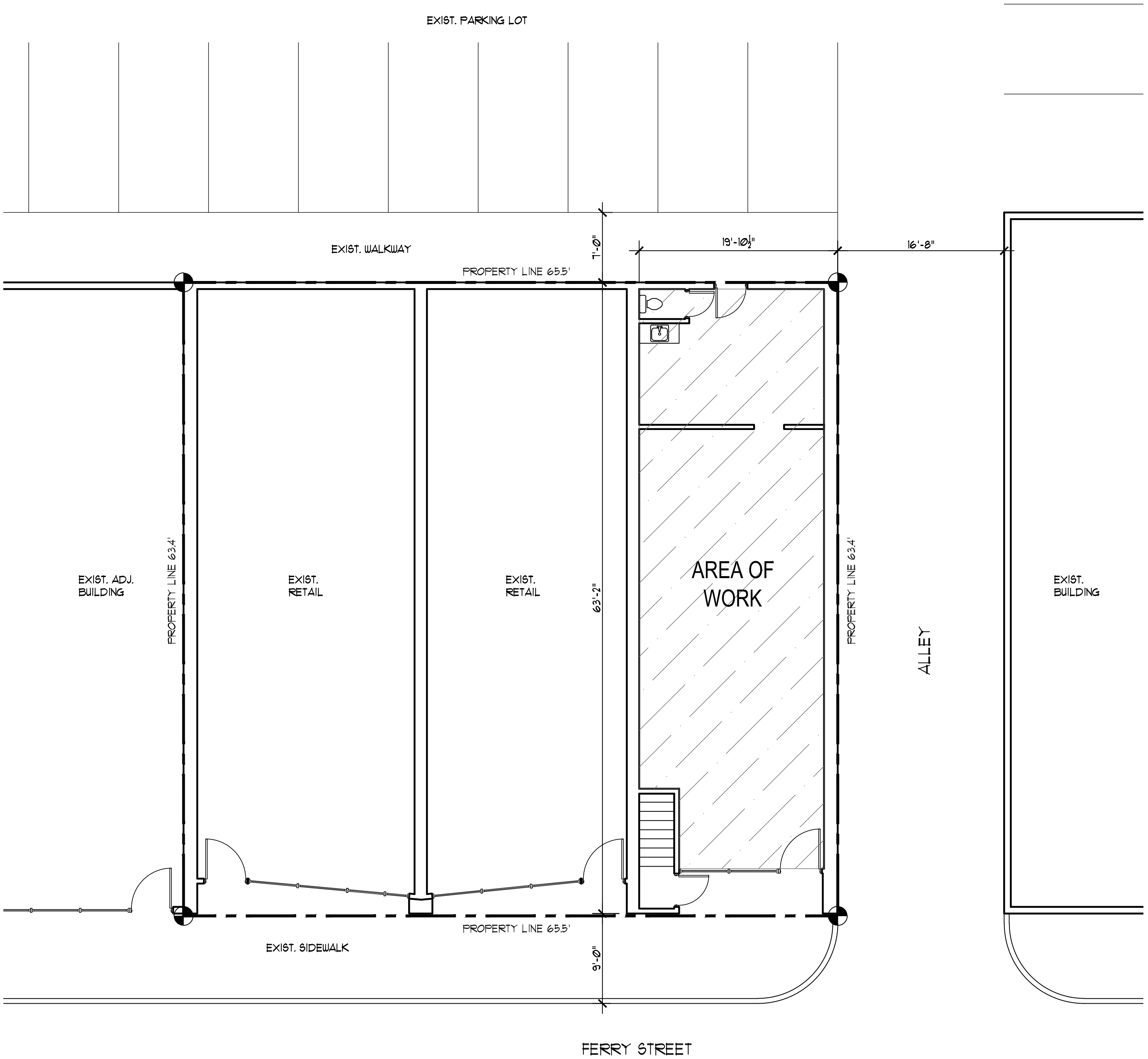
CODE SUMMARY

CODE: 2022 OSBC
OCCUPANCY: M (RETAIL) EXISTING
B (OFFICE) PROPOSED

CONSTRUCTION: V-B

ALLOWABLE BUILDING HEIGHT & AREA TABLES 504.3 & 506.2

EXISTING TENANT SPACE (1041 SF)					
OCCUPANCY	CONSTRUCTION TYPE	TABULAR BUILDING AREA	ACTUAL AREA	TABULAR HEIGHT	ACTUAL HEIGHT
M (EXISTING)	V-B	9,000 SF	3,826 SF	55 FT	30 FT
B (PROPOSED)	V-B	9,000 SF	3,826 SF	55 FT	30 FT



CHANGE OF OCCUPANCY FOR
LARRY HANDLEY
431-447 FERRY ST SE - SALEM, OR

DATE: JAN. 12, 2023
DRAWN: KDG
JOB NO.: 2303

A1.0

Attachment C

