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March 19, 2024

Edited April 11

## LAND USE APPLICATION - COMPLETENESS REVIEW

### Project Information

<b>Subject Property:</b>	4450 Commercial Street SE Suite 130
<b>Reference Number:</b>	24-105129-PLN
<b>Application Type:</b>	Class 2 Site Plan Review
<b>Date Application Accepted:</b>	February 28, 2024
<b>Applicant:</b>	Jonathan Soedhijanto <a href="mailto:jsoedhijanto@rgla.com">jsoedhijanto@rgla.com</a>
<b>Contact:</b>	Same as Applicant

### Staff Contact

<b>Land Use Planner:</b>	Abigail Pedersen, Planner I <a href="mailto:apedersen@cityofsalem.net">apedersen@cityofsalem.net</a> / 503-540-2309
<b>Infrastructure Planner:</b>	Shelby Guizar, Infrastructure Planner I <a href="mailto:sguizar@cityofsalem.net">sguizar@cityofsalem.net</a> / 503-584-2315

### Land Use Review Comments

**Prior to deeming your applications complete, modifications and/or additional information must be provided to address items detailed below.**

**Applicant should provide a response in the last column for each item or indicate if the item is not being provided. Items not addressed or provided may result in conditions of approval or denial of the land use application.**

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 (August, 26, 2024) from the date the application was first submitted (February, 26, 2024) to respond in one of the three ways listed above, or the application will be deemed void.**

The Salem Revised Code may be accessed online at the following location:

<https://www.cityofsalem.net/Pages/salem-revised-code.aspx>

### **Completeness Review Items**

**Submittal Requirements** – The following items have been identified as required material to be provided by the application(s) prior to deeming the application “complete”:

<b>Submittal Requirement</b>	<b>Description</b>	<b>Applicant Response</b> <i>ie. Written Response, Submitted, Not Providing</i>
<b>Deed</b> <a href="#">SRC 300.210(a)(2)</a>	The recorded deed/land sales contract with legal description is required.	Submitted
<b>Owners Signature</b> <a href="#">SRC 300.210(a)(1)(G)</a>	The Land Use Application form must be signed by the property owner or duly authorized representative(s). Since the property owner the is an LLC please also provide a list of all members of the LLC with your land use application.	Submitted

### **Advisory Comments**

**Items of Concern** - The following items are not listed in the SRC as specific requirements for a complete application; however, are advisories that address areas of concern on the application. **Failure to address advisory comments could result in condition of approval or denial of the application(s).**

<b>Site Landscaping</b> <a href="#">535.015(e)(3)</a>	<p>The addition of new paved area triggers the sitewide landscaping standard which requires the two tax lots which are under common ownership (tax lot 083W10DA / 1302 and 1300) to meet 15 percent landscaping to type A landscaping standards per SRC chapter 807.</p> <p>The applicant can choose to meet the standard or apply for an adjustment. An adjustment is likely to be approved if the site is brought closer to the 15 percent landscaping.</p>	Adjustment request must include written statement which states how the proposal equally or better mets the intent of the code section which is being adjusted.
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