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May 8, 2024

To City of Salem  
ATTN: Community Development  
555 Liberty Street SE, Room 305  
Salem, OR 97301

Project Grocery Outlet – Salem, OR  
3975 Commercial St SE  
Salem, OR

Permit # 24-105124-PLN

Re Land Use Review

Dear Reviewers:

Please accept this letter as response to comments from all reviewers. We anticipate this will address all outstanding questions. Our responses to plan review comments are written below in **bold**.

**Community Development Planning Division – Land Use Application – 2<sup>nd</sup> Completeness Review**

1. Signed Application  
The application has been signed by Wendy Hall; however, the application has not been signed by a property owner or an authorized representative.  
**Response: Updated application provided, signed by the Property Owner.**
2. Recorded deed  
The applicant response notes that deeds have been provided; however, the deeds appear to not have been uploaded to the application's portal.  
**Response: Deed provided. (Re-formatted as single PDF file)**
3. SRC 806.055 – Off-Street Bicycle Parking  
V2 - Bicycle parking is required to be provided with each change of use and thus is required as a part of this site plan review. Based on the area provided by Marion County Assessor's for development site, the total area of the shopping center is roughly 61,212 square feet. A shopping center requires one bicycle space per 5,000 square feet of floor area. The minimum required number of spaces is 12. Please note that any existing bicycle rack will count towards the total.  
**Response: Twelve additional bike parking spaces have been added. Sheets AS1-01 and AS4-01 have been revised to include four new U-shape bike racks. Per manufacturer cutsheet provided, each rack has a 3-bike space capacity. Existing bike rack on lot 03100 noted on site plan.**

Sincerely,

Wendy Hall  
Development Manager

