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June 20, 2024

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	1243 Marion St NE
Reference Number:	24-111359-PLN
Application Type:	Class 3 Site Plan Review and Class 2 Adjustment
Date Application Accepted:	May 24, 2024
Applicant:	Jason Cravenho JB Painting Plus, Inc. jason@cravenhoconstruction.com

Staff Contact

Land Use Planner:	Peter Domine, Planner II pdomine@cityofsalem.net / 503-540-2311
Infrastructure Planner:	Laurel Christian, Utility Planner II lchristian@cityofsalem.net / 503-584-4632

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 (November 20, 2024) from the date the application was first submitted (May 24, 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”:

Submittal Requirement	Description	Applicant Response <i>i.e., Written Response, Submitted, Not Providing</i>
Recorded deed 300.210(a)(1)	A copy of the recorded deed/land sales contract with legal description.	
Neighborhood Association contact 300.210(a)	Class 3 Site Plan Review requires Neighborhood Association contact. A copy of the letter or email showing contact was made is required at application submittal.	
Trip generation estimate 220.005(e)(1)(E)	A completed trip generation estimate form .	
Building elevation drawings 220.005(e)(1)(F) and (G)	Building elevation and architectural drawings for any proposed new buildings or alterations to existing buildings.	
Written Statement for Site Plan Review and Adjustments 300.210(a)(9) ; 250.005(d)	A written statement addressing each applicable approval criteria and standard for site plan review. If Adjustments are requested, a written statement addressing the Adjustment approval criteria of SRC 250.005(d) .	

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).**

Item	Description	Applicant Response <i>i.e., Written Response, Submitted, Not Providing</i>
Chapter 806 – Parking		
Vehicle Use Areas – Perimeter Setbacks & Vehicle Turnaround	The existing driveway does not meet the dimensions for two-way circulation to the off-street parking area in the rear of the property, per SRC 806.040, Table 806-8 . The off-street parking area also does not meet the turnaround requirements of SRC 806.035(f) . A parking space would need to be closed off or Adjustments to these requirements approved.	
Bicycle Parking	SRC 806.055, Table 806-9 requires a minimum of 4 bicycle parking spaces for an <i>Office</i> use. Bicycle parking will need to meet the dimensional and material standards of SRC 806.060 .	