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March 5, 2024

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	4747 Skyline Road S
Reference Number:	24-112111-PLN
Application Type:	Class 1 Site Plan Review
Date Application Accepted:	June 5, 2024
Applicant:	Lift Architecture (Matthew Johnson) matt@liftarchitecture.com
Contact:	Lift Architecture (Matthew Johnson) matt@liftarchitecture.com

Staff Contact

Land Use Planner:	Jacob Brown, Planner I JRBrown@cityofsalem.net / 503-540-2347
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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 (December 2, 2024) from the date the application was first submitted (June 5, 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>

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 denial of the application(s).**

Item	Description	Applicant Response <i>ie. Written Response, Submitted, Not Providing</i>
Chapter 806 – Off-Street Parking		
Bicycle Parking	<p>Per the building plans submitted under 24-112128-BP for the same address and suite, the proposed change of use involves changing the existing use from Office to Outpatient. As required under Salem Revised Code (SRC) 806.045 (a)(2), any change of use requires bicycle parking to be provided in the amounts described under SRC 806.055(a) Table 806-8 and installed per the development standards of SRC 806.060.</p> <p>The site appears to be an existing Office Complex which requires a minimum of 4 spaces or 1 space per 5,000 square feet whichever is greater to be provided for the site. The cumulative floor area of all tenant spaces appears to be 9,020 square feet thus requiring four spaces. Please provide a site plan of the proposed location or photos of the existing bicycle parking.</p>	