



Community Planning and Development

555 Liberty St. SE / Room 305 • Salem, OR 97301-3503 • 503-588-6173 • www.cityofsalem.net

July 10, 2024

LAND USE APPLICATION COMPLETENESS REVIEW

Subject Property: 280 Church Street NE

Reference Nos.: 24-112322-PLN (Replat)

Applicant: Richard Marshall
Church Street 280 Holdings, LLC
999 Corporate Drive, Suite 110
Ladera Ranch, CA 92694

Phone:
E-Mail: richardmarshall@m360advisors.com

Agent: Britany Randall
BRAND Land Use
12150 Jefferson Hwy 99E SE
Jefferson, OR 97352

Phone: 503-680-0949
E-Mail: britany@brandlanduse.com

The Planning Division has conducted its completeness review of the proposed Replat for property located at 280 Church Street NE. In order to deem the application complete and to continue processing the application, modifications/and or additional information is needed to address the following item(s):

Item:	Description:
Proof of Application Signature Authority	The subject property is owned by Church Street 280 Holdings LLC and the application form has been signed by Richard Marshall and Wayde Elliott. Proof of signature authority is needed demonstrating that Richard Marshall and Wayde Elliott are authorized to sign the application on behalf of the property owner, Church Street 280 Holdings LLC.
List of LLC Members	<p>SRC 300.210(a)(3) requires the submittal of any information that would give rise to an actual or potential conflict of interest under state or local ethics laws for any member of a Review Authority that will or could make a decision on the application.</p> <p>In order to implement this submittal requirement, we require applicants to submit a list of the names of all of the members of the company, LLC, or organization that is involved with a land use application request as either an owner or applicant. This allows the members of any potential Review Authority at the City who may end up reviewing the application to be able to identify whether any potential conflict of interest exists with the applicant and/or property owner.</p>

Item:	Description:
	Because the owner of the property and applicant for the proposal is Church Street 280 Holdings LLC, a list of the members of the LLC is required to be submitted.

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; or
- 3) Written notice from you (the applicant) that none of the missing information will be provided.

You have 180 days from the date the application was first submitted to respond in one of the three ways listed above, or the application will be deemed void.

For questions regarding any of the above requirements, please feel free to contact me directly by calling (503) 540-2399 or via e-mail at bbishop@cityofsalem.net.

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

<https://www.cityofsalem.net/government/laws-rules/salem-revised-code>

Sincerely,

Bryce Bishop
Planner III