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August 23, 2024

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	280 Church Street NE
Reference Number:	24-115961-PLN
Application Type:	Class 2 Site Plan Review
Date Application Accepted:	July 31, 2024
Applicant:	Britany Randall britany@brandlanduse.com
Contact:	Valyrie German val@develliot.com

Staff Contact

Land Use Planner:	Peter Domine, Planner II pdomine@cityofsalem.net / 503-540-2311
Infrastructure Planner:	Laurel, Infrastructure Planner III 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 (January 27, 2024) from the date the application was first submitted (July 31, 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/government/laws-rules/salem-revised-code>

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>
Class 2 Site Plan Review	Per SRC 220.005(e)(1)(F), please submit elevation drawings for any proposed new buildings and any exterior additions or alterations to existing buildings when the height of the building, or a portion of the building is changed. See advisory comments below.	

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
Chapter 700.071 – Self-service storage within an existing building		
Loading and service area location	Per SRC 700.071(f) , where permitted as a special use in the CB zone, self-service storage loading and service areas must be completely screened from view from the street and abutting properties by either a minimum eight-foot-tall decorative masonry wall architecturally finished to match the building or by locating the loading and service area within the building. It appears there is a six-foot-tall wall screening the loading area at the alley and Court Street. The wall would need to be brought up to eight feet to meet the standard for the special use. Please provide elevations details showing the standard will be met.	