September 16, 2024

**LAND USE APPLICATION - COMPLETENESS REVIEW**

**Project Information**

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| **Subject Property:** | 170 High St. SE – 073W27AB02100 |
| **Reference Number:** | 24-118856- PLN |
| **Application Type:** | Historic Design Review |
| **Date Application Accepted:** | September 4, 2024 |
| **Applicant:** | Historic Elsinore Theatre  office@elsinoretheatre.com |
| **Contact:** | Tom Fohn  [Tom@elsionretheatre.com](mailto:Tom@elsionretheatre.com)  Sally Litchfield  [sally@elsinoretheatre.com](mailto:sally@elsinoretheatre.com) |

**Staff Contact**

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| **Land Use Planner:** | Jake Morris, Historic Preservation Planner  [jjmorris@cityofsalem.net](mailto:jjmorris@cityofsalem.net) direct: 503-540-2417 |

**Land Use Review Comments**

**Thank you for submitting the application on September 4, 2024 for a Class 3 Historic Design Review, the deadline for any required historic design review applications associated with the Historic Features Restoration Grant. Prior to deeming your applications complete, modifications and/or additional information must be provided to address items detailed below.**

**Please 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 (March 3, 2025) from the date the application was first submitted (September 4, 2024) to respond in one of the three ways listed above, or the application will be deemed void.**

**However, if you would like the proposal to be considered for Historic Features Restoration Grant – with an application deadline of November 1, 2024, all changes shall be submitted no later than Wednesday, September 25, 2024.**

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

<https://www.cityofsalem.net/Pages/salem-revised-code.aspx>

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| **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.e. Written Response, Submitted, Not Providing* |
| **Application Submittal**  [**300.210**](https://library.municode.com/or/salem/codes/code_of_ordinances?nodeId=TITXUNDECO_UDC_CH300PRLAUSAPLELAUSPR_S300.210APSU) |  |  |
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| **Approval Criteria and Standards**  [**230.065**](https://library.municode.com/or/salem/codes/code_of_ordinances?nodeId=TITXUNDECO_UDC_CH230HIPR_S230.065GEGUHICORE) | SRC230.065. Narrative Response-  Comments on Responses to Criteria:  *(d).* *Historic or original features shall be restored or reconstructed only when supported by physical or photographic evidence.* ***–*** Please provide historic evidence for any proposed details that don’t currently have documentation, either historic images or evidence on the building itself. These include: the added gold lines on the marquee soffit (finaldrawings pg. 18), the added details to the entrance floor (finaldrawings pg. 25), and any others included in the project.  Also please provide the date and source for the historic photo used for the design of the reconstruction of the Elsinore blade sign.  (h). *Structural deficiencies in a historic resource shall be corrected without visually changing the composition, design, texture or other visual qualities.* **–** Please provide a statement indication that a structural engineer will assess the proposed alterations to verify that the weight of the proposed Elsinore sign will not adversely impact the structural integrity of the theatre building. |  |
| **Other relevant Criteria**  [**900.070**](https://library.municode.com/or/salem/codes/code_of_ordinances?nodeId=TITXUNDECO_UDC_CH900SICO_S900.070ELDISI) | SRC 900.070  *(a) No electronic display sign shall be allowed within a historic district.***–** The proposed led display message boards(finaldrawings pg.12) are classified as electronic display signs. Please revise the design to non-electronic versions and note what photographic evidence supports them, or remove from proposal. |  |
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| **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 confusion by those reviewing the application during the Request for Comments/notice period, and subsequently potentially result in conditions of approval or denial of the application.** | | |
| **Item** | **Description** | **Applicant Response**  *i.e. Written Response, Submitted, Not Providing* |
| **Written Description** | | |
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| **General- submittal** |  |  |
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Jake Morris, PhD

Historic Preservation Planner

Planning Administrator Designee

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