

September 17, 2024

## LAND USE APPLICATION - COMPLETENESS REVIEW

### Project Information

<b>Subject Property:</b>	1598 Court St. NE – 073W26BD02400
<b>Reference Number:</b>	24-118378- PLN
<b>Application Type:</b>	Historic Design Review
<b>Date Application Accepted:</b>	September 16, 2024
<b>Applicant:</b>	Work with Miller LLC workwithmiller@gmail.com for Jaimes White For JCW Investments LLC
<b>Contact:</b>	Jaimes White jaimescwhite@gmail.com

### Staff Contact

<b>Land Use Planner:</b>	Jake Morris, Historic Preservation Planner jjmorris@cityofsalem.net direct: 503-540-2417
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### Land Use Review Comments

Thank you for submitting the application on September 13, 2024 for a Class 3 Historic Design Review. 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 15, 2025) from the date the application was first submitted (September 16, 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”:

<b>Submittal Requirement</b>	<b>Description</b>	<b>Applicant Response i.e. Written Response, Submitted, Not Providing</b>
<b>Application Submittal 300.210</b>	General: Please provide a signed land use application- signed by the property owner – Jaimes White.	
<b>Receipt</b>	Please provide a receipt showing payment of total Historic Design Review related fees.	Paid in full online portal on 9/17/24

		Receipt# 10724919
Approval Criteria and Standards 230.035	<u>SRC230.065. Narrative Response</u> Please update the review criteria worksheet in more detail to show what aspects of the proposed project meet the criteria. <u>Comments on Responses to Criteria:</u> (b)(1)(A) Please provide specific information regarding the height, width, proportions, size and scale and compare to existing historic buildings. For example, "The proposed residence will be two stories tall, with the main façade being 35 feet wide. Typical contributing historic houses are also two stories tall." (b)(1)(B) Please provide specific information regarding the size and scale and compare to existing historic buildings. For example, "The proposed residence will be 1.5 stories tall, with the main façade being 35 feet wide. Typical buildings are also 1.5 stories tall." (b)(1)(C) Please provide specific information about the style of the building in comparison to historic contributing houses in the district. For example, " Most of the houses in the district are craftsman style, with deep overhangs, clapboard siding, porch details, and eave bracketry. The proposed design uses the same siding profile, and some eave overhang, but no bracketry is used, so that the proposed house is not confused with a historic one."  (b)(1)(E) Please provide specific information about how the proposed house's architectural elements reflect those in the district. For example, "The proposed house has a small center porch with matching first-floor windows on each side. It has a single dormer in the roof. These elements are similar to those on existing buildings in the district."  (b)(1)(F) Please provide specific information about the scale in relation to other buildings in the district. The proposed house is of a pedestrian scale, only one-story and the overall height is X feet. The entrance is a single step above grade, similar to existing historic houses in the district. (b)(1)(G) Please provide specific information about the relationship to lots as compared to other buildings in the district. For example, " The proposed house faces Court Street and is centered on the lot. The front of the house is set back x feet from the right-of-way, similar to the lot placement of historic buildings in the vicinity."	Revised criteria wksht is being submitted by applicant
	<b><u>Advisory Comments</u></b>	
	<b><u>Items of Concern</u></b> - 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. <b>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.</b>	
Item	Description	Applicant Response i.e. Written Response, Submitted, Not Providing
<b>Written Description</b>		
General-submittal		


Jake Morris, PhD  
Historic Preservation Planner  
Planning Administrator Designee

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NE.docx