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September 19, 2024

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	2561 Center Street NE
Reference Number:	24-113032-PLN
Application Type:	Partition and Class 3 Site Plan Review
Date Application Accepted:	August 21, 2024
Applicant:	Steve Kay for Cascadia Planning & Development Services steve@cascadiapd.com
Contact:	Tim Lawler for Greenlight Home First LLC tim@gl-dev.com

Staff Contact

Land Use Planner:	Jamie Donaldson, Planner III jdonaldson@cityofsalem.net / 503-540-2328
Infrastructure Planner:	Aaron Panko, Infrastructure Planner III apanko@cityofsalem.net / 503-540-2356

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 (February 17, 2025) from the date the application was first submitted (August 21, 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”:

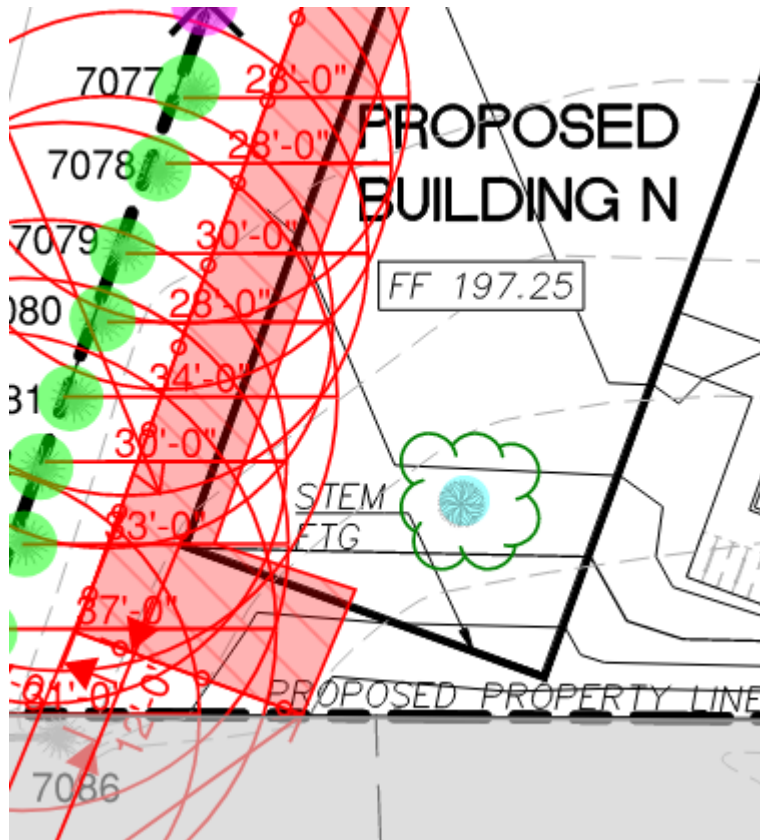
Submittal Requirement	Description	Applicant Response <i>i.e. Written Response, Submitted, Not Providing</i>
Signing Authority	<p>The signed application that was submitted was for the prior 2023 application. The new application form must be signed by the applicant(s), property owner(s), and/or duly authorized representative(s). If the applicant and/or property owner is a Limited Liability Company (LLC), a list of all members of the LLC must be provided with your land use application.</p> <p>Please provide an application signed by the applicant(s) and/or duly authorized representative(s), and staff will forward it to the City Manager to sign on behalf of the property owner. Please also submit the operating agreement or Articles of Organization for the applicant GREENLIGHT HOME FIRST LLC.</p>	
Neighborhood Association Contact	<p>Prior to submitting a land use application requiring neighborhood association contact, the applicant shall contact the City-recognized neighborhood association(s) whose boundaries include, or are adjacent to, the subject property via e-mail or mailed letter. The neighborhood association contact that was submitted was for the prior 2023 application. The proposal is a new application requiring recent contact with the neighborhood association as notification of the next phase of development. Please upload a neighborhood association contact for this application to the folder.</p>	
Expedited Land Division	<p>Oregon Legislature requires that all land division applicants be notified of the expedited land division option and how to apply. An expedited land division application form must be submitted with the application, even if it is not being requested.</p>	
CFEC Tree Plan	<p>For developments that include more than one-half acre of new off-street surface parking, a tree plan shall be provided, that includes the perimeter and soil depth of all proposed tree planting areas, the expected tree canopy area after 15 years for all trees not removed by the proposed development, and the caliper of all proposed new trees at the time of planting in addition to the other requirements of the tree planting plan. Proof of coordination with the local electric utility to ensure the compatibility of tree canopy and root systems with planned and existing utility infrastructure is also required.</p> <p>Note: See also “Climate Mitigation” section below.</p>	

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 <i>i.e. Written Response, Submitted, Not Providing</i>
Chapter 806 – Off-Street Parking, Loading, and Driveways		
Climate Mitigation	<p>Effective December 27, 2023, new off-street parking areas larger than a half-acre in size are required to provide mitigation measures for the climate impacts of the subject development, in addition to other applicable landscaping requirements. The prior application was submitted prior to the December 27, 2023 effective date of Ord. No. 7-23, which was the ordinance to implement the State of Oregon's Climate Friendly and Equitable Communities (CFEC) parking lot requirements, and was not subject to these standards; however, this phase of development is now subject to them.</p> <p>Please demonstrate how the development will meet the CFEC standards as outlined in SRC 806.035(n). The standards are broken into two sets of options: Climate mitigation and tree canopy. You can choose how you want to accomplish each set of options. Please visit this webpage for a breakdown of the options, review process and submittal requirements, FAQs, etc.</p>	
Chapter 808 – Tree Preservation		
Tree Plan	<p>The tree plan submitted needs more information or revisions in the following areas:</p> <ul style="list-style-type: none"> ▪ The tree plan seems to reflect the older configuration of the site. Please update the underlying development plan to demonstrate how the proposed development, as it has been modified, will affect the tree's critical root zones. ▪ Please show the percentage of disturbance for Trees 7077-7085 to verify that the amount of disturbance is under the 30 percent threshold. If more than 30 percent is affected, a Tree Variance may be required. ▪ While the Variance for the CRZ was approved with the first application for Tree 4098, please include the tree's CRZ and protection measures with this application as well, shown with the new proposal of Phase II, to ensure that the findings remain the same, or if changes need to be made to the area. In addition, the last Phase I Tree Protection Plan referenced does not appear to have the accurate CRZ shown for the tree. ▪ Tree 4147 is indicated on the plan for removal, but is listed as exempt. Trees that are exempt can be removed from the plan to avoid confusion. 	

- There is a tree shown where Building N is proposed (in blue and clouded below), with no identifying number indicated in the tree inventory, exempt or otherwise. Please provide identifying information and plans for this tree, and revise any counts as necessary.



Adjustments to Development Standards

Zoning Adjustments

If any development standard cannot be met, an Adjustment to the standard may be requested. The applicant shall pay the applicable fee(s) and submit written findings that demonstrate how the request meets the criteria under [SRC 250.005](#).