



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025
www.cityofsalem.net/planning • www.cityofsalem.net

September 20, 2024

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	1341 Waller Street SE
Reference Number:	24-118379-PLN
Application Type:	Modification to Class 3 Site Plan Review and Class 1 Design Review
Date Application Accepted:	August 30, 2024
Applicant:	Ronald Ped rjp@rktect.com
Contact:	Same as Applicant

Staff Contact

Land Use Planner:	Abigail Pedersen, Planner I odias@cityofsalem.net / 503-540-2309
Infrastructure Planner:	Laurel Christian, 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 (February 26, 2025) from the date the application was first submitted (August 30, 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>ie. Written Response, Submitted, Not Providing</i>
Signed Application and Proof of Signature Authority	Please have the owner or and/or duly authorized representative sign the application and provide proof that who signs has signature authority for the owner District 10 LLC.	See signed application and associated documents.
List of LLC Members	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. To implement this submittal requirement for applicants and/or property owners who are companies or LLCs, we require applicants to submit a list of the names of all of the members of the company or LLC. 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. Because the applicant for the proposal is District 10 LLC, a list of members of District 10 LLC is required to be submitted.	See attached documents showing the organization of District 10 LLC along with all applicable entities.
Deed	Please include most recent recorded property deed/land sales contract with legal description.	See attached deed