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December 9, 2024

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	1030 Broadway St NE
Reference Number:	24-123202-PLN
Application Type:	Class 1 Site Plan Review
Date Application Accepted:	November 14, 2024
Applicant:	Ali Farhan Ali.farhan99999@gmail.com

Staff Contact

Land Use Planner:	Peter Domine, Planner II pdomine@cityofsalem.net / 503-540-2311
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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 (May 13, 2025) from the date the application was first submitted (November 14, 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>
Signed Application	No application form was submitted. Please submit the attached application form signed by one of the owners or a letter from one of the owners authorizing the applicant to submit an application on their behalf.	
Project Description	<p>The proposal is for a change of use within an existing building to an outpatient medical office. It is unclear from the description or site plan which building is proposed to be changed. It appears the building addressed at 1030 is a convenience store (U.S. Market).</p> <p>The submitted floor plan appears to be for the building addressed as 1010 Broadway (the garage on the south side of the U.S. Market) or the building addressed as 1038 Broadway (on the north side of the U.S. Market). Staff research indicates previous applications were filed for the conversion of the garage portion of the building at 1010 Broadway to an office. Please confirm the proposal.</p> <p>Planning staff has found no occupancy or use approval on file for the location. Research indicates it was previously an auto repair shop.</p>	
Site Plan	<p>Please submit a site plan of the existing condition of the property, including the current uses of each building. More information on preparing a site plan can be found here:</p> <p>https://www.cityofsalem.net/business/land-use-zoning/land-use-application-process/prepare-a-site-plan.</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 – Parking		
Bicycle Parking	SRC 806.045 - Bicycle parking is required for each new use or activity, any change of use or activity, or any intensification, expansion, or enlargement of a use or activity. The proposal for a new office will require the addition of bicycle parking to the site. Also, per subsection (c), when bicycle parking is required to be added to an existing bicycle parking area that has a nonconforming number of spaces, the number of spaces	

	<p>required under this chapter for any new use or activity, any change of use or activity, or any intensification, expansion, or enlargement of a use or activity shall be provided, in addition to the number of spaces required to remedy the deficiency.</p> <p>SRC 806.055, Table 806-9 - Requires a minimum of 4 bicycle parking spaces for an <i>Office</i> use. Bicycle parking will need to meet the dimensional and material standards of SRC 806.060.</p> <p>It appears there is no existing bicycle parking on site serving the existing uses. Please confirm on a site plan.</p>	
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