



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

February 21, 2025

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	1875 Fisher Road NE
Reference Number:	25-102028-PLN
Application Type:	Class 2 Site Plan Review
Date Application Accepted:	January 16, 2025
Applicant:	AC & OC Architecture (Richard Rothweiler) rrothweiler@accoac.com
Contact:	AC & OC Architecture (Richard Rothweiler) rrothweiler@accoac.com AC & OC Architecture (Marie Jacobsen) mjacobsen@accoac.com

Staff Contact

Land Use Planner:	Jacob Brown, Planner II JRBrown@cityofsalem.net / 503-540-2347
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 (July 15, 2025) from the date the application was first submitted (January 16, 2025) 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 Land Use Application	<p>The 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>Marion County Assessor records indicate ownership belonging to Mid-Willamette Valley Community Action Agency INC. Please provide Articles of Organization for both property owner and applicant.</p>	
Recorded Deed	Please submit a copy of the recorded deed/land sales contract for the existing units of land.	
Trip Generation Form (TGE)	A Trip Generation Estimate form (TGE) is required as part of the submittal packet pursuant to SRC 220.005(e)(1)(G) .	

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>ie. Written Response, Submitted, Not Providing</i>
Chapter 522 – Retail Commercial		
522.010(d) Development Site	<p>Per SRC 522.010(d), the Retail Commercial (CR) zone requires a minimum of 15 percent of the development site to be landscaped to a Type A standard. The provided plans do not clearly show the locations of all existing landscaped areas.</p> <p>Please update the plans to show all landscaped areas and demonstrate that the site meets a minimum 15 percent standard.</p>	
Chapter 806 – Parking		
Vehicle Use Areas – Perimeter Setbacks	Per SRC 806.035(c)(2)(4), vehicle use areas are required to be setback from all structures by a minimum five-foot landscape or paved walkway. The proposed kitchen expansion abuts a vehicle use area along it's southern wall. Please revise the plans to show a minimum five-foot separation with either a walkway or landscape area.	

Chapter 800 – General Standards		
Pedestrian Connections	<p>When development exceeds 200 square feet of floor area, a pedestrian connection shall be provided between the primary building entrance of each building on the development site and each adjacent street. The proposal does not address the required connection to Fisher Road NE. The proposed connection shall meet the design and materials requirement of SRC 800.065.</p> <p>Please note that there is a City Improvement Project (CIP 1529) along Fisher Road NE which will be constructing sidewalks along the property frontage.</p>	