

From: Sky Lanigan <skylanigan@gmail.com>
Sent: Monday, March 3, 2025 2:47 PM
To: Quincy Miller
Cc: Laurel Christian; Ana Oregel
Subject: Re: Site Plan Review and PLA for 1317 State Street

Hi Quincy and Laurel,
Good to talk to you today Quincy. As discussed, please consider this email a formal request to change this Planning Review from Class II to Class III to expedite the Lot Line Adjustment Approval.

As you noted, there will be no fee changes, but we will need to go through the public comment period. I will be uploading Building Permit Comment responses & revisions to the Permit Portal within the next one to two days.
thanks for your support,
Sky

Sky Lanigan, AIA
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On Fri, Feb 28, 2025 at 2:51 PM Quincy Miller <qmillier@cityofsalem.net> wrote:

Good afternoon Sky!

It's been a while since we've checked-in with each other, so I wanted to reach out and see if any additional changes have been made to the site plans since the last documents were sent on January 16th, as I believe you've gotten comments from the other divisions on your building permits. Progress is also being made with the Property Line Adjustment application (25-102223-PLN) as the survey has now been completed and we can continue moving forward.

To aid in the speed of the approval process, I would recommend changing the Class 2 Site Plan Review application you have now to a Class 3 Site Plan Review, as this will allow us to add Conditions related to the approval of the Property Line Adjustment, which will allow us to issue a decision for the Site Plan Review prior to the final plat being recorded with the county. The price of the Site Plan Review will stay the same, and no additional items beyond the ones listed in the attached Incomplete Letter will be required in the reclassification of the application. The main difference will be the public notice period,

which requires a notice to be mailed to all property owners and tenants within 250 feet of the property for a two-week comment period.

As the process for recording plats with the County can take some time, changing the application to a Class 3 would likely help move things along.

Let me know if you have any questions and if you'd like me to change the Site Plan Review Class, thanks!

Quincy Miller, AICP

he/him

Planner I

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