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March 7, 2025

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	4208 Market Street NE
Reference Number:	25-103980-PLN
Application Type:	Subdivision Tentative Plan & Class 2 Adjustment
Date Application Accepted:	February 18, 2025
Applicant:	Gerardo Maldonado, LEI Engineering
Contact:	Same

Staff Contact

Land Use Planner:	Peter Domine, Planner II pdomine@cityofsalem.net / 503-540-2311
Infrastructure Planner:	Laurel Christian, Infrastructure Planner III pdomine@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 (August 17, 2025) from the date the application was first submitted (February 18, 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/government/laws-rules/salem-revised-code>

<u>Completeness Review Items</u>		
<u>Submittal Requirements</u> – 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>
Tree Conservation Plans	Per SRC 808.035, a separate application is required for a tree conservation plan. The application will be processed concurrently with the subdivision.	
<u>Advisory Comments</u>		
<u>Items of Concern</u> - 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 511 – RS Zone		
Setbacks	<ul style="list-style-type: none"> For lots 2 & 3, the minimum setback abutting an arterial street (Market St NE) is 20 feet. For lots 2, 3, & 5, the minimum rear setback is 14 feet or 20 feet for any portion of a building greater than one story in height. 	
Chapter 800 – General Development Standards		
Flag Lots	<p>Per SRC 800.025(c), the maximum number of residential units served by a flag lot accessway is 4 units. With the existing/rebuilt house on proposed Parcel 1 and the four middle housing units on proposed Parcel 2, the accessway is serving five units.</p> <p>A Class 2 Adjustment has been requested to exceed this standard to develop duplexes on proposed lots 2, 3, & 5. Please clarify in the written statement how the requested adjustment meets the approval criteria of SRC 250.050(d)(2).</p>	
Chapter 804 – Driveway Approaches		
Class 1 Driveway Approach Permit	The applicant has requested Class 1 Driveway Approach Permits; however, this is an over-the-counter permit that will be issued at time of construction of the driveway approach. This permit is to be applied for at the time of Construction Plan Review.	
Chapter 805 – Vision Clearance		
Adjustments	A Class 2 Adjustment has been requested for the vision clearance of an existing driveway approach to the house at 4258. This is an existing nonconforming condition, and as no changes are proposed or required for the existing driveway, this adjustment is not necessary.	