

From: Martin Segura <martin.segura@carletonhart.com>
Sent: Thursday, March 13, 2025 10:00 AM
To: Olivia Dias; Quincy Miller
Subject: Re: 2911 Saddle Club Street SE (25-103305-PA): Due Diligence and Permit Intent

Olivia,

Thank you! Our client indicated the following:

OHCS requires applicants to submit a plan for permit submittal that includes a signature from the local body responsible for permitting, confirming their knowledge that the project is being considered and will need permitting in the near future.

We would appreciate any process/cost information related to trying to satisfy this state requirement.

Best,

Martin Segura III, he / him | AIA, NOMA, NCARB, LEED® AP | Senior Associate

CARLETON HART ARCHITECTURE

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630 SW 5th Ave #400, Portland, OR 97204 | 503.206.3190

From: Olivia Dias <ODias@cityofsalem.net>
Sent: Thursday, March 13, 2025 9:56 AM
To: Martin Segura <martin.segura@carletonhart.com>; Quincy Miller <gmiller@cityofsalem.net>
Subject: RE: 2911 Saddle Club Street SE (25-103305-PA): Due Diligence and Permit Intent

You can apply for a Land Use Verification Letter and let us know what needs to be in the letter and we can prepare and sign a letter. A Land Use Verification would be on our letterhead and be archived appropriately in our system. We would not be able to sign your letter.

I am sure we can turn the Land Use Verification around quickly if timing is an issue. Quincy can provide you with the process and cost, as we require this application for all state, local and federal verifications that require our signature.

Thank you,

Olivia Dias 503-540-2343

City of Salem | Community Planning and Development Department | Planning

From: Martin Segura <martin.segura@carletonhart.com>

Sent: Thursday, March 13, 2025 9:08 AM

To: Olivia Dias <ODias@cityofsalem.net>; Quincy Miller <gmiller@cityofsalem.net>
Subject: Re: 2911 Saddle Club Street SE (25-103305-PA): Due Diligence and Permit Intent

Olivian,

Thank you so much for the quick response here!

We are being told by the client that Oregon Housing & Community Services (OHCS) is requiring a signature from the AHJ. Is there specific language or content in our draft letter than can be amended (or removed?) to allow for a signature?

If not, we would appreciate the referenced Pre-application summary.

Best,

Martin Segura III, he / him | AIA, NOMA, NCARB, LEED® AP | Senior Associate

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From: Olivia Dias <ODias@cityofsalem.net>

Sent: Thursday, March 13, 2025 7:59 AM

To: Quincy Miller <gmiller@cityofsalem.net>; Martin Segura <martin.segura@carletonhart.com>

Subject: RE: 2911 Saddle Club Street SE (25-103305-PA): Due Diligence and Permit Intent

Good Morning,

We are happy to amend our pre-application Summary which can be attached with your letter, but I don't believe we can sign the letter. Our Summary should list all of the applicable applications as you outlined and we can include more language about the timing of the process, if that is helpful. I would want to make clarifications that the 6-8 weeks is from a complete application and does not include any appeals (which we can not control).

Please let me know if updating our Summary would be helpful and Quincy can work on that as an attachment to your letter.

Thank you,

Olivia Dias

she/her/hers

Current Planning Manager

City of Salem | Community Planning and Development Department | Planning

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Salem, Oregon 97301

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From: Martin Segura <martin.segura@carletonhart.com>
Sent: Wednesday, March 12, 2025 2:38 PM
To: Quincy Miller <gmiller@cityofsalem.net>
Subject: 2911 Saddle Club Street SE (25-103305-PA): Due Diligence and Permit Intent

Quincy,

Thank you so much for the quick call this morning on the project noted in the subject line. We discussed that the State is requiring our team to submit a letter indicating that we have discussed our project and that the City of Salem is aware of our intent to submit for approvals/permit.

Attached is a draft letter that seeks to summarize some of our conversations for the rehabilitation project. Please review and let us know if this is something you and your team can sign, or if we should consider edits to facilitate that.

Can we get feedback on this draft letter by end-of-day tomorrow (3/13)?

Thank you!

Martin Segura III, he / him | AIA, NOMA, NCARB, LEED® AP | Senior Associate

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