

**Planning/Permit Application Center**

City Hall

555 Liberty St. SE, Room 320

Salem OR 97301-3513

503-588-6213 **planning@cityofsalem.net**

If you need the following translated in Spanish, please call 503-588-6256.

Si usted necesita lo siguiente traducido en español, por favor llame 503-588-6256.

**Project Description**

Site Plan Review (Class 3) and Adjustment (Class 2) approval for turf, fencing, and lighting improvements to Willamette University's softball facility.

Class 2 Adjustment

Class 3 Site Plan Review

**Work site location and information**

<b>Street address of or location of subject property</b>	<b>605 14TH ST SE SALEM OR 97301</b>
<b>Size of property (acres)</b>	6.27
<b>Tax Lot Number</b>	073W26CB02300
<b>Neighborhood Association</b>	Southeast Salem Neighborhood Association (SESNA)

**People information**

<b>Applicant</b>	COLIN MCARTHUR	160 E BROADWAY ST EUGENE OR 97403	541-485-7385 cmcarthur@cameronmccarthy.cc
<b>Owner</b>	Willamette University	900 State Street, Salem, OR 97301; mmazurier@willamette.edu; 503.370.6532	
<b>Contact</b>	COLIN MCARTHUR	160 E BROADWAY ST EUGENE OR 97403	541-485-7385 cmcarthur@cameronmccarthy.cc

## Project information

<b>Total Project Valuation</b>	\$ 1,400,000.00
<b>Site Area (Acreage)</b>	6.27
<b>Comprehensive Plan</b>	CSE Community Service Education
<b>Zoning</b>	PE Public and Private Educational Services
<b>Number of Lots</b>	2
<b>Number of Class 2 Adjustments</b>	1
<b>Type of Plan Check</b>	Commercial/Industrial
<b>MS4 Reporting</b>	No
<b>Existing use structures and/or other improvements on site</b>	The subject properties are home to Tokyo International University and the existing Willamette University Softball Field. Existing facilities include a natural grass field, covered dugouts, batting cages, bleachers, and an electronic scoreboard. See attached Written Statement for more information.
<b>Neighborhood Association Contact</b>	Applicable neighborhood associations for the proposed project include the Southeast Salem Neighborhood Association (SESNA). A letter of public notice was sent to the Chair (Shannon Priem, spriem@hotmail.com), Land Use Co-Chair (landuse@sesna.community), and general SESNA contact (info@sesna.community) via email on February 14, 2024 and a public meeting was hosted on February 21, 2024. Neighborhood meeting documentation, including the letter of public notice, emails sent to the neighborhood association representatives, and public meeting materials, are included as Exhibit B with the attached documents.
<b>Salem-Keizer Transit Contact</b>	n/a
<b>Homeowners Association</b>	n/a

## Land Use fees

<b>Description</b>	<b>Amount</b>
Site Plan Review	\$4,474.00
Automation Surcharge	\$5.00
Zoning Adjustment - Class 2	\$1,989.00
<b>Total Fees</b>	<b>\$6,468.00</b>

## **Terms and Conditions**

**Correct information:** I hereby certify I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

**Copyright release for government entities:** I hereby grant permission to the City of Salem to copy, in whole or part, drawings and all other materials submitted by me, my agents, or representatives. This grant of permission extends to all copies needed for administration of the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities.

**Indemnity:** I, the permit applicant, shall indemnify, defend and hold harmless the City of Salem, its officers, employees and agents from any and all claims arising out of or in connection with work done under this permit.


## **Authorizations**

- Property owners and contract purchasers are required to authorize the filing of this application and must sign below. This signed form must be uploaded with other review documents.
- If the applicant and/or property owner is a Limited Liability Company (LLC), please also provide a list of all members of the LLC with your application.
- All signatures represent that they have full legal capacity to and hereby do authorize the filing of this application and certify that the information and exhibits herewith submitted are true and correct.
- I (we) hereby grant consent to the City of Salem and its officers, agents, employees, and/or independent contractors to enter the property identified above to conduct any and all inspections that are considered appropriate by the City to process this application.


This application was electronically submitted to the City of Salem Permit Application Center by **COLIN MCARTHUR** (PersonID: 386331) on **March 27, 2025 at 11:45 AM**.

I (we) hereby give notice of the following concealed or unconcealed dangerous conditions on the property:

I (we) certify that I (we) have read, understood, and confirm all the statements listed above and throughout the application form.

Authorized Signature:   
DocuSigned by: E99553BE34434A8...  
 Printed Name: Anne Gallagher CFO, VP of Finance Date: 3/28/2025

Address (include ZIP): 900 State St Salem, OR 97301

Authorized Signature:   
DocuSigned by: CF70220401BA471...  
 Printed Name: Jim Bauer TIUA Board Treasurer Date: 3/28/2025

Address (include ZIP): 1300 Mill Street, 97301

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address (include ZIP): \_\_\_\_\_

(For office use only)		
Received by:	Date:	Receipt Number: