



MEMORANDUM

Project:	#24007 – Colonia Libertad I	Date:	02.28.25
To:	Quincy Miller City of Salem Community Planning and Development Department – Planning 555 Liberty St. SE, Room 320 Salem, OR 97301	Cc:	Carmen Fernandez, FHDC Margarita Flores Bautista, FHDC Doug Nelson, Nelson Capitol Michelle Black, CHA Kayla Zander, CHA file
From:	Martin Segura III, CHA		

REQUEST FOR PRE-APPLICATION WAIVER:

Carleton Hart Architecture (CHA) is the Architect of Record for the renovation of the existing Colonia Libertad Apartments located at 2911 Saddle Club Street SE in Salem, OR. The scope of work for this project includes replacement in-kind of all exterior envelope components outboard of the existing framing/sheathing. In conducting due diligence with City Staff for the referenced project, CHA was notified that the scope of siding replacement triggered Design Review.

CHA applied for a pre-application conference in January of 2025. After the application, City Staff indicated that our proposed scope of work would require a Class 2 Site Plan Review and Design Review. They also noted this would allow us to apply for a waiver of the Pre-Application Conference.

CHA discussed the applicable Design Review standards with City Staff (SRC 702.020) given that the dimensions/locations of the existing buildings are remaining. In a preliminary review by City Staff and aligned with the siding replacement, the primary applicable standard that was identified was SRC 702.020(e)10, which requires distinction between the ground floor and upper floors of each building greater than 1-story. CHA is prepared to modify their documents to accommodate this requirement and submit for Design Review.

As the applicant, CHA requests a waiver of the Pre-Application Conference associated with our Design Review. This request is based on the identified land use processes and the limited scope of work and applicable standards for the renovation project.