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April 2, 2025

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	375 Leffelle Street SE
Reference Number:	25-106016-PLN
Application Type:	Class 2 Site Plan Review
Date Application Accepted:	March 17, 2025
Applicant:	Lift Architecture matt@liftarchitecture.com
Contact:	Same as Applicant

Staff Contact

Land Use Planner:	Abigail Pedersen, Planner I apedersen@cityofsalem.net / 503-540-2309
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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 (September 13, 2025) from the date the application was first submitted (March, 17, 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>

Completeness Review Items

Submittal Requirements – 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>
Signed Land Use Application SRC 300.210(a)(1)(G)	Please have the owners sign the Land Use Application.	

Advisory Comments

Items of Concern - 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 521 – CO (Commercial Office)		
Setback Landscaping SRC 521.010(b)	Between the vehicle use area and the Northern property line Type A landscape is required. Please show how this standard will be met. A landscape Plan would be required upon building permit meeting all requirements per SRC 807(a) .	
Site Landscaping SRC 521.010(d)	A minimum of 15% of the site is required to be landscaped to Type A landscaping. Please show how this standard will be met. A landscape Plan would be required upon building permit meeting all requirements per SRC 807(a) .	
Chapter 800 – General Standards		
Pedestrian Path Standards SRC 800.065(b)	All required pedestrian paths shall be a minimum of 5 feet wide including the ramp. Where the walkway is located adjacent to the existing alley the walkway shall be raised above the auto travel lane or separated from it by a raised curb, bollards, landscaping, or other physical separation. If the walkway is raised above the auto travel lane it must be raised a minimum of four inches in height and the ends of the raised portions must be equipped with curb ramps. If the walkway is separated from the auto travel lane with bollards, bollard spacing must be no further than five feet on center. Please show how this standard will be met.	
Chapter 808 – Preservation of Trees and Vegetation		
Protection Measures During Construction SRC 808.046(a)(3)(A)	Since the building addition is encroaching on the critical root zone of the 34" Oak a report from an arborist is required documenting that such disturbance will not compromise the long-term health and stability of the tree, and all recommendations included in the report to minimize any impacts to the tree are followed	