

City of Salem - Permit Application Center
Planning Information Counter
555 Liberty St. SE / Room 320
Salem, OR 97301-3503
Phone: 503-588-6256 ext.7427
Fax: 503-588-6005

Planning Pre-Application Conference Waiver

CITY OF *Salem*
AT YOUR SERVICE
Web: www.cityofsalem.net

① Please complete the following contact information:

Applicant: _____ **Mailing Address:** _____
Name: MARTIN SEGURA III 630 SW 5TH AVENUE, #400
Company: CARLETON HART ARCHITECTURE, PC PORTLAND, OR 97204
Phone: 503.206.3190 _____
Fax: N/A **E-Mail:** MARTIN.SEGURA@CARLETONHART.COM

② Please complete the following property information:

Site Address(es): 2911 SADDLE CLUB ROAD, SALEM, OR 97317

Site Size: 2.96 ACRES

Existing Use & Structures: EXISTING 48 UNIT, MULTI-FAMILY DEVELOPMENT IN NINE (9) BUILDINGS

③ Please complete the following proposed development information:

Type of Land Use Application Pre-Application Conference Waiver is Requested for: DESIGN REVIEW

Brief Description of Proposed Development on the Site: REPLACEMENT IN KIND OF ALL EXTERIOR ENVELOPE COMPONENTS AND SELECT INTERIOR UNIT FINISHES

④ Please attach a written statement explaining why a pre-application conference waiver is requested

The Planning Administrator may grant pre-application conference waivers in cases where the application is relatively simple and good cause is shown by the applicant to support the waiver.

⑤ Please sign and date below:

SIGNATURE: Martin Segura III DATE: 2/28/2025

FOR PLANNING DIVISION USE ONLY - DO NOT WRITE BELOW

Date Received: 4/2/2025 AMANDA No. 25-107366-PLN Staff Initial: QM

The requested Pre-Application Conference Waiver is:

☒ **Approved.** The Planning Administrator finds that the application is relatively simple, and the applicant has shown good cause to waive the pre-application conference in this case. The pre-application conference is hereby waived pursuant to SRC 300.310(b).

☐ **Denied (See Attached Reasons)**

Planning Administrator Signature: [Signature] Date: 4/14/2025