

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: Lenity Architecture INC **Mailing Address:** 3150 Kettle Court SE
Name: Kevin Jones Salem OR 97301
Company: Lenity Architecture INC
Phone: 503.399.1090
Fax: 503.399.0565 **E-Mail:** kevinj@lenityarchitecture.com

② Please complete the following property information:

Site Address(es): 1460 Vista Ave SE Salem OR 97301

Site Size: .36 Acre

Existing Use & Structures: Residential Care home, 3310 sqft.

③ Please complete the following proposed development information:

Type of Land Use Application Pre-Application Conference Waiver is Requested for Design Review Class 1

Brief Description of Proposed Development on the Site: Removal of second floor on existing building

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:  **DATE:** 4.10.2025

FOR PLANNING DIVISION USE ONLY - DO NOT WRITE BELOW

Date Received: _____ **AMANDA No.** _____ **Staff Initial:** _____

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: _____ **Date:** _____

Waiver Written Statement

Per discussion with Quincy Miller on 4.10.2025. A pre-application for the work to be done on the existing structure (removal of second story and rework of interior walls) a pre-application meeting is not required.

Kevin Jones