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March 4, 2025

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	4871 Liberty Road S
Reference Number:	25-102355-PLN
Application Type:	Class 2 Site Plan Review
Date Application Accepted:	January 17, 2025
Applicant:	Anderson Shirley Architects INC john@andersonshirley.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 (August, 11, 2025) from the date the application was first submitted (February, 12, 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>
Signature Authority	Please provide evidence that the person who signs the Land Use Application form has signature authority for the owner.	

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 806 – Parking		
Permitter Setbacks and Landscaping SRC 806.035(c)(2)(A)	Where the pedestrian connection is between the street and the off-street parking please show how this area will meet the landscaping requirements of SRC 806.035(c)(2) . Please show how this area will meet Type A landscaping.	Landscaping and calculations are added to the revised Site Plan
Bicycle Parking SRC 806.060	For the new proposed bicycle parking please show details of how the bike racks will meet development standards of SRC 806.060 .	Bike rack specification is added to the revised Site Plan
Chapter 807 – Landscaping and Screening & Chapter 808 – Preservation of Trees and Vegetation		
Landscape Plan SRC 807.020	Upon building permit a landscape plan meeting requirements in SRC 807.020 shall be provided showing how Type A landscaping shall be provided in the impacted vehicle setback.	Landscaping and calculations are added to the revised Site Plan