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March 4, 2025

Updated May 7, 2025

## LAND USE APPLICATION - COMPLETENESS REVIEW

### Project Information

<b>Subject Property:</b>	4871 Liberty Road S
<b>Reference Number:</b>	25-102355-PLN
<b>Application Type:</b>	Class 2 Site Plan Review
<b>Date Application Accepted:</b>	January 17, 2025
<b>Applicant:</b>	Anderson Shirley Architects INC <a href="mailto:john@andersonshirley.com">john@andersonshirley.com</a>
<b>Contact:</b>	Same as applicant

### Staff Contact

<b>Land Use Planner:</b>	Abigail Pedersen, Planner I <a href="mailto:apedersen@cityofsalem.net">apedersen@cityofsalem.net</a> / 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.  <b>Not Provided</b>	<b>Signature authority is now uploaded</b>

### **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>
<b>Chapter 806 – Parking</b>		
Permitter Setbacks and Landscaping <a href="#">SRC 806.035(c)(2)(A)</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 <a href="#">SRC 806.035(c)(2)</a> . Please show how this area will meet Type A landscaping.  <b>Provided</b>	
Bicycle Parking <a href="#">SRC 806.060</a>	For the new proposed bicycle parking please show details of how the bike racks will meet development standards of <a href="#">SRC 806.060</a> .  The dimensions have been provided. Please show that the new proposed bicycle parking is clearly visible from, the primary building entrance and not more than 50 feet from the primary building entrance, as measured along a direct pedestrian access route.	<b>Dimension between bike parking and building entrance is added to the revised Site Plan</b>
<b>Chapter 807 – Landscaping and Screening &amp; Chapter 808 – Preservation of Trees and Vegetation</b>		
Landscape Plan <a href="#">SRC 807.020</a>	Upon building permit a landscape plan meeting requirements in <a href="#">SRC 807.020</a> shall be provided showing how Type A landscaping shall be provided in the impacted vehicle setback.  <b>Provided</b>	