

June 18, 2025

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	3688 Airway Drive SE, Salem, OR, 97302
Reference Number:	25-111197-PLN
Application Type:	Class 2 Site Plan Review
Date Application Accepted:	May 29, 2025
Applicant:	Ron Ped, Ron Ped Architecture rip@rktect.com
Contact:	Josh Hunsaker, Hunsaker Development josh@hunsakerdevelopment.com Trevor Bednarz, Ron Ped Architecture trevor@rktect.com

Staff Contact

Land Use Planner:	Quincy Miller, Planner I gmiller@cityofsalem.net / (503) 584-4676
Infrastructure Planner:	Aaron Panko, Infrastructure Planner III apanko@cityofsalem.net / (503) 588-2356

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 (November 25, 2025) from the date the application was first submitted (May 29, 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>

<u>Completeness Review Items</u>		
<u>Submittal Requirements</u> – 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>
<u>TGE Form</u> Addressed	A Trip Generation Estimate form (TGE) is required as part of the submittal packet pursuant to <u>SRC 220.005(e)(1)(G)</u> .	
Floodplain Development Not Addressed	In accordance with <u>SRC 220.005(e)(1)(B)(iv)</u> , the applicant shall show the regulatory floodplain on the subject property. Development within the floodplain requires a floodplain development permit subject to the requirements of SRC 601 at time of Building Permit. 6/18 - Development is proposed outside of the leased property boundary that is within the floodplain.	
Utility Plan Not Addressed	The application shall include a preliminary utility plan pursuant to <u>SRC 220.005(e)(1)(E)</u> . The proposed footprint for the hangar sits approximately eight feet from a 12-inch public storm main. The minimum separation requirement between the proposed building footprint and the storm main is 10 feet. Please update the site plan/utility plan to show the storm main with adequate separation between the storm main and the building footprint. 6/18 – Please upload the revised A2.1 sheet to the PLN folder (25-111197-PLN).	
Site Plan Addressed	Please provide an overall site plan showing the proposed development and the development site, including location of and distances to property lines.	