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June 23, 2025

## LAND USE APPLICATION - COMPLETENESS REVIEW

### Project Information

<b>Subject Property:</b>	693 Chemeketa Street NE (Marion County Tax Lots 073W22DD / 4900, 5000, 5100, and 5200)
<b>Reference Number:</b>	25-110757-PLN
<b>Application Type:</b>	Replat Tentative Plan
<b>Date Application Accepted:</b>	May 22, 2025
<b>Applicant:</b>	Mark Hoyt <a href="mailto:mark@shermlaw.com">mark@shermlaw.com</a>

### Staff Contact

<b>Land Use Planner:</b>	Quincy Miller, Planner I <a href="mailto:gmiller@cityofsalem.net">gmiller@cityofsalem.net</a> / (503) 584-4676
<b>Infrastructure Planner:</b>	Laurel Christian, Infrastructure Planner III <a href="mailto:lchristian@cityofsalem.net">lchristian@cityofsalem.net</a> / 503-584-4632

### 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 18, 2025) from the date the application was first submitted (May 22, 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”:

<b>Submittal Requirement</b>	<b>Description</b>	<b>Applicant Response</b> <i>i.e. Written Response, Submitted, Not Providing</i>
<b>Title Report</b>	Submit a current title report for the subject property for review by the Survey Section pursuant to <a href="#">SRC 205.030(b)</a> . The three (3) title reports provided have an effective date of February 26, 2025, and are considered expired. Please submit a title report no more than 30-days old.	
<b>Utility Plan</b>	Provide a preliminary utility plan pursuant to <a href="#">SRC 205.030(f)</a> .  Please provide a utility plan showing how the existing structure is served and whether utility easements will be required if utilities cross the new property lines.	
<b>Easements</b>	The applicant shall include all existing and proposed easements located on the site pursuant to <a href="#">SRC 205.030(a)(7)</a> .  There is one driveway approach along Cottage Street NE which will be placed on the common property line and require an easement for shared access utilizing the approach.	

### **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).**

<b>Item</b>	<b>Description</b>	<b>Applicant Response</b> <i>i.e. Written Response, Submitted, Not Providing</i>
<b>SRC Chapter 250 – Adjustments</b>		
<b>Class 2 Adjustment</b> <a href="#">SRC 250.005</a>	A total of seven Class 2 Adjustments meeting the approval criteria of SRC 250.005(d)(2) will need to be requested to deviate from the applicable standards of the CB zone as stated below.	
<b>SRC Chapter 524 – Central Business District (CB) Zone</b>		
<b>Setbacks</b>	Per Table 524-4 in <a href="#">SRC 524.010(c)</a> , vehicle use area setbacks for all uses are required for where property lines are modified, meeting the standards of SRC Chapter 806. Per <a href="#">SRC 806.035(c)(3)</a> , a minimum five-foot setback with Type A landscaping is required for vehicle use areas when abutting interior property lines. Based upon the	

	Preliminary Plat and exceptions listed within SRC 806.035(c)(1)(A), three interior property lines are being moved and require adherence to the setback and landscaping standard. Therefore, a total of six Class 2 Adjustments (three per side of the property line) will need to be requested to allow the off-street parking area to remain in its current configuration.	
<b>Building Frontage</b>	Per Table 524-5 in <a href="#">SRC 524.010</a> (d), a minimum 90% building frontage requirement is required along Chemeketa Street NE, and a minimum 75% building frontage standard applies along Cottage Street NE. The existing building on Future Parcel 3 does meet the 90% frontage requirement on Chemeketa Street NE; however, it is not meeting the 75% frontage requirement on Cottage Street NE, which will require a Class 2 Adjustment to keep the building in its current configuration.	