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June 25, 2025

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	1097 Liberty Street SE
Reference Number:	25-111099-PLN
Application Type:	Class 2 Site Plan Review
Date Application Accepted:	May 30, 2025
Applicant:	Blake Bural, AC + Co. bbural@accoac.com
Contact:	Lisa Mance, AC + Co. lmance@accoac.com Zach Gwyn, Kaufman Commercial LLC zach@kaufman.net

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 26, 2025) from the date the application was first submitted (May 30, 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>
Driveway Width SRC 806.040(d)	The proposed modification to the entrance of the off-street parking area effectively reduces the driveway width to approximately 14 feet, which does not meet the 22-foot wide standard for two-way driveways in Table 806-8 in SRC 806.040(d)(1). The currently approximately 19-foot-wide driveway is considered existing nonconforming and can remain, though modifications which result in the width deviating further from the standard would not be permitted.	

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>
SRC Chapter 806 – Off-Street Parking, Loading, and Driveways		
Bicycle Parking Location SRC 806.060	In their proposed location, the bicycle racks will require bollards or a raised curb on the north side of the bicycle parking area to prevent the encroachment of vehicles into the bicycle parking area. Furthermore, to meet the 50-foot standard per SRC 806.060(a)(1), a curb ramp is required from the off-street parking area to the existing pedestrian path adjacent to the primary entrance of the building to meet the access standard of SRC 806.060(b). Alternatively, as the application is a Class 2 Site Plan Review, and more than 15% of the development site is already landscaped, some landscaping adjacent to the existing buildings could be removed to accommodate bicycle parking without requiring additional development site landscaping.	

