

July 28, 2025

LAND USE APPLICATION - COMPLETENESS REVIEW

Project Information

Subject Property:	375 Madrona Avenue S (Salem Heights Church)
Reference Number:	25-113263-PLN
Application Type:	Conditional Use Permit, Class 3 Site Plan Review, Class 2 Adjustments
Date Application Accepted:	June 30, 2025
Applicant:	Britany Randall, BRAND Land Use britany@brandlanduse.com Salem Heights Church of Salem joeg@salemheightschurch.org
Contact:	Shelby Guizar, BRAND Land Use shelby@brandlanduse.com Michael Junge, Facet Architects mjunge@facetarchitects.com

Staff Contact

Land Use Planner:	Quincy Miller, Planner I qmillier@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 (December 27, 2025) from the date the application was first submitted (June 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>

<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>	A Trip Generation Estimate form (TGE) is required as part of the submittal packet pursuant to <u>SRC 220.005(e)(1)(G)</u> .	
Tree Size and Removals <u>SRC 808.005</u> <u>SRC 808.030(d)</u> <u>SRC 808.045(d)</u> <u>SRC 808.046</u>	<p>There appears to be some inconsistencies between sheet sets regarding the size of trees and their removals. On the “Salem Height Church Sheet Set_1218218” plan, adjacent to the western property line, a ten-inch dbh cherry tree and a tree of unknown size/species is marked for removal, with a six-inch dbh Fir tree marked for preservation. Near the middle of the development area, a 28-inch dbh Oak tree is marked for removal.</p> <p>On “A-100 Site_1218220,” the ten-inch dbh cherry tree marked for removal is listed as a 12-inch dbh cherry tree to remain, the unknown tree to be removed appears to be a 10-inch dbh Maple, and the six-inch dbh Fir tree is marked for removal. Furthermore, the 28-inch dbh Oak tree marked for removal is instead listed as 26-inch dbh cherry tree.</p> <p>Please confirm the size, species, and location of each tree being removed and confirm the encroachment into the Critical Root Zone (CRZ) of each Significant Tree. Removal of or encroachment of more than 30 percent of the CRZ requires a Tree Removal Permit or Tree Variance. All other trees marked for preservation require an aboveground silt fence per SRC 808.046(a)(1).</p>	
Class 2 Adjustment Requests	The application states that four Class 2 Adjustments have been applied for as part of the consolidated application. However, a written statement for these adjustments has not been provided. Please provide a written statement describing the purpose for the requested adjustments and how they meet the applicable approval criteria of <u>SRC 250.005(d)(2)</u> .	

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 700 – Special Use Provisions		
<u>SRC 700.055</u>	Several standards within the Religious Assembly Special Use Standards refer to the seating capacity of the largest area. Estimates were made for the number of seats based on previous building permits, though this was to confirm standards prior to the Pre-Application Conference. Please show on the site plan or provide a statement clarifying the seating capacity of the main worship area.	