

City of Salem - Permit Application Center
Planning Information Counter
555 Liberty St. SE / Room 320
Salem, OR 97301-3503
Phone: 503-588-6256 ext.7427
Fax: 503-588-6005

Planning Pre-Application Conference Waiver

CITY OF *Salem*
AT YOUR SERVICE
Web: www.cityofsalem.net

① Please complete the following contact information:

Applicant: River Building, LCC Mailing Address: 3155 River Rd S. Suite 150 Salem 97302
Name: Terrence Kay, Attorney for Applicant
Company: Terrence Kay P.C.
Phone: 503-588-1944 or direct at 503-931-1768
Fax: 503-588-1946 E-Mail: Terrence@Kaylawfirm.com

② Please complete the following property information:

Site Address(es): 3155-3175 River Rd. So., Salem, Oregon

Site Size: 1.89 acres

Existing Use & Structures: 2 office buildings and a storage building

③ Please complete the following proposed development information:

Type of Land Use Application Pre-Application Conference Waiver is Requested for: Zone change and partition

Brief Description of Proposed Development on the Site: partition into 3 parcels with a down zone change for 1 parcel

④ Please attach a written statement explaining why a pre-application conference waiver is requested

The Planning Administrator may grant pre-application conference waivers in cases where the application is relatively simple and good cause is shown by the applicant to support the waiver.

⑤ Please sign and date below:

SIGNATURE: Terrence Kay, Member, River Building, LLC DATE: 10/8/2015

FOR PLANNING DIVISION USE ONLY - DO NOT WRITE BELOW

Date Received: _____ AMANDA No. _____ Staff Initial: _____

The requested Pre-Application Conference Waiver is:

☐ Approved. The Planning Administrator finds that the application is relatively simple, and the applicant has shown good cause to waive the pre-application conference in this case. The pre-application conference is hereby waived pursuant to SRC 300.310(b).

☐ Denied (See Attached Reasons)

Planning Administrator Signature: _____ Date: _____

This waiver should be allowed because two pre-Application meetings on this Application have already been held between the City and myself on this Application, as an owner of the Company which owns this land and as the attorney for this Application.

In those two meetings with City staff, Amy Dixon, we reviewed criteria for the requested zone change to allow a home to be constructed on the rear parcel #3 to be created, which is completely consistent with the adjacent residential subdivisions (and a down zoning from CR to allow this home to be constructed for myself and my wife on our land). We also reviewed the criteria for the partition.

This is a straightforward down zoning and partition which does not need a pre-application conference for the additional reason that it is consistent with the neighboring uses, and will reduce the traffic from home use of the rear parcel being created from the traffic use a commercial office building would present.

For purposes of this waiver, in summary, there have been two City meetings and there would be no purpose having another meeting prior to the Application being processed which has been filed.

We will greatly appreciate everyone saving time and expense processing this Application without the delay a pre-application conference would require which would add nothing that is necessary before the Application is begun to be processed.