



COMMUNITY DEVELOPMENT DEPARTMENT

555 Liberty St. SE / Room 305 • Salem, OR 97301-3503 • (503) 588-6173 • (503) TTY 588-6353 • (503) Fax 588-6005

<http://www.cityofsalem.net/planning>

Si necesita ayuda para comprender esta informacion, por favor llame 503-588-6173

VIA EMAIL & USPS

October 29, 2015

Representative(s):

TERRENCE KAY, ATTORNEY
3155 RIVER ROAD S, STE 150
SALEM OR 97302

Owner(s) / Applicant(s):

RIVER BUILDING LLC
3155 RIVER ROAD S, STE 150
SALEM OR 97302-9701

- I. TYPE OF LAND USE CASE: Quasi-Judicial Zone Change / Partition Case No. ZC-PAR15-04; Application No. 15-118609-ZO & 15-118610-LD
- II. DATE APPLICATION DEEMED COMPLETE: October 27, 2015
- III. LOCATION OF SUBJECT PROPERTY: 3155-3175 RIVER RD S, SALEM OR
- IV. SUMMARY: A consolidated application to change the zoning of property located at 3155-3175 River Road S, and to partition the property into three parcels to allow development of two single family residences north of the existing office building.

REQUEST: A consolidated application containing the following requests:

- 1) To change the zoning of that portion of the subject property zoned CR (Retail Commercial) to CO (Commercial Office); and
- 2) A partition to divide approximately 1.89 acres into three parcels, with proposed Parcel 1 consisting of approximately 45,385 square feet, proposed Parcel 2 consisting of approximately 17,214 square feet, and proposed Parcel 3 consisting of approximately 19,729 square feet.

The subject property is approximately 1.89 acres in size, currently zoned CR (Retail Commercial) and RA (Residential Agriculture), and located at 3155-3175 River Road S (Marion County Assessor Map and Tax Lot Number: 083W05AA00100).

- V. REVIEW PROCESS: Your completed application has been received. The following are key dates you should consider during the continuing review process.
 - a. Approximately twenty (20) days prior to the public hearing, the notices, stating your request and the date of the public hearing, will be mailed to the list of property owners within the notification area.
 - b. The PUBLIC HEARING is scheduled for November 18, 2015 at 5:30 PM, in the Council Chambers, Room 240, Civic Center. This is your opportunity to appear and testify before the Hearings Officer, who will make the decision on your request.
 - c. The subject property must be POSTED no sooner than November 4, 2015 and no later than November 8, 2015. Posting is required on each street frontage. This is your responsibility as the applicant in this case.
 - d. The POSTING NOTICES/SIGNS and the AFFIDAVIT can be obtained in Room 305, Civic Center. **A \$25.00 DEPOSIT (CASH OR CHECK ONLY) FOR EACH POSTING SIGN IS REQUIRED. CONTACT THE CASE PLANNER BEFORE COMING TO THE CIVIC CENTER TO PICK UP THE POSTING SIGNS.**
 - e. The SIGNED AND NOTARIZED AFFIDAVIT must be returned to the Civic Center, Room 305 within five days of the date of original posting. Posting SIGNS MUST BE RETURNED within seven days after the close of the Public Hearing. The deposit will be refunded if posting signs are returned on time and in reusable condition.

If you have any questions, please contact Chris Green, Case Manager, cgreen@cityofsalem.net, 503.540.2326
City of Salem Planning Division Civic Center, 555 Liberty Street SE/Room 305

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