



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6005
www.cityofsalem.net/planning • www.cityofsalem.net

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

July 3, 2019

MAPS CREDIT UNION
ATTN: TRACI KENDALL
451 DIVISION ST NE
SALEM 97301

ANDERSON SHIRLEY ARCHITECTS INC
ATTN: JOHN SHIRLEY
695 COMMERCIAL ST SE STE 5
SALEM 97301

- I. TYPE OF LAND USE CASE: Class 3 Design Review / Site Plan Review; Case No. DR-SPR19-05; Application No. 19-111943-DR & 19-111944-RP
- II. DATE APPLICATION DEEMED COMPLETE: June 21, 2019
- III. LOCATION OF SUBJECT PROPERTY: 451-465 Division Street NE, Salem, OR 97301
- IV. **SUMMARY:** Design review and site plan review application for a proposed 3-story building with a first-floor retail financial services branch and second- and third-floor offices.

REQUEST: A Class 3 design review and Class 3 Site Plan Review application for a proposed development including a 3-story building with a retail financial services branch on the first floor and offices on the second and third floor; a single-level parking garage; and a parking lot, all on a 1.46-acre parcel at 465 Division Street NE (Marion County Assessor Map and Tax Lot 073W22DA09800) that is in the CR (Retail Commercial) zone and Broadway/High Street Retail Overlay Zone and part of a development site with a 1.21-acre parcel at 451 Division Street NE (Marion County Assessor Map and Tax Lot 073W22DA09801) in the CB (Central Business District) zone and General Retail/Office Overlay Zone.

- 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 **July 23, 2019 at 5:30 PM**, in the Council Chambers, Room 240, Civic Center. This is your opportunity to appear and testify before the Salem Planning Commission who will make the decision on your request.
 - c. The subject property must be POSTED **no sooner than July 9, 2019** and **no later than July 13, 2019**. 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 Pamela Cole, Planner II at this office:

City of Salem Planning Division
Civic Center, 555 Liberty Street SE/Room 305
503-540-2309, E-mail: pcole@cityofsalem.net