

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](http://www.cityofsalem.net)

**① Please complete the following contact information:**

**Applicant:** Luke Gmazel **Mailing Address:** 555 Liberty St SE, Rm 325,  
Salem, OR 97301  
**Name:** \_\_\_\_\_  
**Company:** City of Salem  
**Phone:** 503-588-6211  
**Fax:** 503-315-2568 **E-Mail:** lgmazel@cityofsalem.net

**② Please complete the following property information:**

**Site Address(es):** 1185 22nd St. SE Salem Oregon 97302  
**Site Size:** 99,675 SF  
**Existing Use & Structures:** vacant Administration Building, 18,400 SF

**③ Please complete the following proposed development information:**

**Type of Land Use Application** Pre-Application Conference Waiver is Requested for: Class II Site Plan Review

**Brief Description of Proposed Development on the Site:** \_\_\_\_\_  
Existing 18,400 sf administration building to be remain and be renovated to house day and night shelter with supportive services.

**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:** Luke Gmazel Digitally signed by Luke Gmazel  
DN: E=L.Gmazel@cityofsalem.net, CN=Luke Gmazel, OU=Dept\_Users, OU=Public  
Works, OU=Departments, OU=ActiveDirectory, DC=cityofsalem, DC=net  
Date: 2021.12.06 13:24:01-0800 **DATE:** 12/6/2021

**FOR PLANNING DIVISION USE ONLY - DO NOT WRITE BELOW**

**Date Received:** 12/06/2021 **AMANDA No.** 21-122593-PA **Staff Initial:** OCD

**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:** 12/06/2021



December 6, 2021

Re: Waiver for Pre-Application Conference for City of Salem Navigation Center Class II Site Plan Review

To whom it may concern,

The renovation of the existing development at 1185 NE 22<sup>nd</sup> Avenue in Salem, and the associated site improvements, were discussed at an informal Zoom meeting with the City of Salem on November 10th. Subsequently, email and phone discussions were had with members of the planning department to clarify certain aspects of the project and ensure compliance with the zoning. Because of that, and because the project is on an aggressive schedule due to its nature of providing crucial shelter services, we felt it appropriate to forego the formal pre application conference for this project.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read 'Amy Provost', is written over a light blue horizontal line.

Amy Provost, AIA

Principal  
Merryman Barnes Architects, Inc  
503-222-3753  
[aprovost@merrymanbarnesarchitects.com](mailto:aprovost@merrymanbarnesarchitects.com)