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**January 20, 2022**

## **PLANNING REVIEW CHECKLIST**

**Subject Property:** 2499, 2501, 2519, 2551 Wallace Rd NW

(Polk County Assessor Map and Tax Lot Number 073W09CD /  
00900, 01000, 01101, 01301)

**Ref#:** 22-101953-NR

**Applicant:** Scott Martin  
Scott Martin Construction LLC  
PO Box 5850  
Salem OR 97304  
smconstruction@sendmemail.me

**Contact:** Sam Thomas  
Lenity Architecture  
3150 Kettle Court SE  
Salem OR 97301  
Samt@lenityarchitecture.com

A Tree Variance application was received January 14, 2022 and accepted for processing January 18, 2022 when fees were paid. Prior to deeming your application complete, modifications and/or additional information must be provided to address the following item(s):

| Item:                                     |  |
|---|--|
| <b><u>Application Submittal Items</u></b> | I assume that you intend to consolidate this with the previous SPR-ADJ application and new Class 2 Driveway Approach application (required for the driveways intersecting with the proposed extension of La Jolla Dr NW) so that we can send renote of all of the applications together with the amended site plan showing the street extension. If you intend to process the Tree Variance prior to the other applications, please let me know. |

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|  | <p><b><i>Site Plan (SRC 808.045(c)(1))</i></b></p> <p>The site plan for the variance must show all trees proposed for preservation and all trees designated for removal (SRC 808.045(c)(1)(D)) and the proposed streets, utilities, and other improvements (SRC 808.045(c)(1)(E)) to demonstrate why removal of the trees is necessary. Please ensure that this site plan shows all trees that are 10 inches or greater in diameter and all Oregon white oaks 24 inches or greater in diameter and is consistent with the revised site plan you will be submitting for the revised Class 3 Site Plan Review application and the new Class 2 Driveway Approach application for the proposed driveways onto the La Jolla Street NW extension.</p> <p><b><i>Written Statement (SRC 808.045(d))</i></b></p> <p>The arborist's report from July 2021 is not sufficient to demonstrate that the proposal meets Tree Variance criteria. Please provide a written statement addressing the approval criteria:</p> <p style="padding-left: 40px;">808.045(d) <i>Approval criteria</i>. A tree variance shall be granted if either of the following criteria is met:</p> <p style="padding-left: 40px;">(1) <i>Hardship</i>.</p> <p style="padding-left: 80px;">(A) There are special conditions that apply to the property which create unreasonable hardships or practical difficulties which can be most effectively relieved by a variance; and</p> <p style="padding-left: 80px;">(B) The proposed variance is the minimum necessary to allow the otherwise lawful proposed development or activity; or</p> <p style="padding-left: 40px;">(2) <i>Economical use</i>.</p> <p style="padding-left: 80px;">(A) Without the variance, the applicant would suffer a reduction in the fair market value of the applicant's property, or otherwise suffer an unconstitutional taking of the applicant's property;</p> <p style="padding-left: 80px;">(B) The proposed variance is the minimum necessary to prevent a reduction in the fair market value of the applicant's property or otherwise avoid a taking of property; and</p> <p style="padding-left: 80px;">(C) The proposed variance is consistent with all other applicable local, state, and federal laws.</p> |
|--|--|



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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 from the date the application was accepted (January 18, 2022) to respond in one of the three ways listed above, or the application will be deemed void.**

**However, items requested for this application and other items (including the Class 2 Driveway Approach application) required for the revised Class 3 Site Plan Review / Class 2 Adjustment must be submitted as soon as possible to allow staff to send renote and for the process to meet the extended 120-day deadline of May 19, 2020 for the consolidated application.**

For questions regarding the above requirements, feel free to contact me directly by calling (503) 540-2309 or via email at [pcole@cityofsalem.net](mailto:pcole@cityofsalem.net).

**The Salem Revised Code may be accessed online at the following location:**  
<https://www.cityofsalem.net/Pages/salem-revised-code.aspx>

Sincerely,

Pamela Cole, Planner II