



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6025  
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April 8, 2022

## PLANNING REVIEW CHECKLIST

**Subject Property:** 2450 Strong Road SE

**Ref#:** 22-105098-RP (Class 3 Site Plan Review)  
22-105099-ZO (Class 2 Adjustment)

**Applicant:** Watchill Capital LLC (David Lebowitz)  
[david@watchhillcapllc.com](mailto:david@watchhillcapllc.com)

**Contact:** Compass Project Solutions (Matt Braun)  
[matt@compasspsinc.com](mailto:matt@compasspsinc.com)

The above referenced applications were officially received on March 10, 2022. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

Item:	
<b><u>Submittal Requirements</u></b>	
<b>Complete Application</b>	<p>The application form must be signed by the applicant(s), property owner(s), and/or duly authorized representative(s). If the applicant and/or property owner is a Limited Liability Company (LLC), a list of all members of the LLC must be provided with your land use application.</p> <p>The current vesting deed provided indicates ownership belonging to Oregon Behavioral Hospital LLC, and the application was submitted by Watch Hill Capital LLC. Please provide Articles of Organization for both Oregon Behavioral Hospital LLC and Watch Hill Capital LLC.</p>
<b>Signing Authority</b>	<p>In addition, the application was signed by David Lebowitz. It was indicated in the written narrative that he can sign on behalf of Oregon Behavioral Hospital LLC, but that was not verifiable. Please provide proof that David Lebowitz can sign on behalf of Oregon Behavioral Hospital LLC.</p>

<b>Written Statement</b>	Please provide a written statement addressing all applicable criteria for the development, including Class 3 Site Plan Review criteria under <a href="#">SRC 220.005(f)(3)</a> and Class 2 Adjustment criteria under <a href="#">SRC 205.005(d)(2)</a> .
<b><u>Site Plan Review Items</u></b>	
<b>Off-Street Parking Count</b>	It is not clear or verifiable on the site plan that there are 192 parking spaces provided on site. In addition, there appears to be stairs or other items indicated in some parking spots that may render them unusable. Please provide a clear site plan of all 192 parking spaces available on site.
<b>Bicycle Parking</b>	Please provide bike rack details including spacing dimensions and bike rack design that illustrate compliance with the standards set forth in SRC 806.060.
<b>Landscaping</b>	<p>Pursuant to SRC 544.010(d), required setbacks and vehicle use areas shall be landscaped to meet the Type A<sup>1</sup> standard set forth in SRC Chapter 807. Please be aware that the current landscape plan does not have enough information for a full review. However, landscape plans are reviewed in full at the time of building permit review.</p> <p>The following items will be required and shall be included at the time of building permit review:</p> <ul style="list-style-type: none"> <li>• Plant unit count, distribution, and density</li> <li>• Diameter at Breast height (DBH), species, and quantity for each tree.</li> </ul>

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.

<sup>1</sup> Type A landscaping requires one plant unit per 20 square feet of landscaped area.



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**You have 180 days from the date the application was first submitted (September 6, 2022) to respond in one of the three ways listed above, or the application will be deemed void.**

For questions regarding the above requirements, feel free to contact me directly by calling (503) 540-2328 or via email at [jdonaldson@cityofsalem.net](mailto:jdonaldson@cityofsalem.net).

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

Sincerely,

Jamie Donaldson, Planner II