

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

① Please complete the following contact information:

Applicant: _____

Mailing Address: 275 Court Street NE

Name: Leonard Lodder, AIA, LEED AP

Salem OR 97301

Company: Studio 3 Architecture, Inc

Phone: 503.390.6500

Fax: _____

E-Mail: leonard@studio3architecture.com

② Please complete the following property information:

Site Address(es): 3997 Carson Dr SE Salem OR 97317

Site Size: 1.59ac

Existing Use & Structures: Convenience Store with other retail, Gas Station

③ Please complete the following proposed development information:

Type of Land Use Application Pre-Application Conference Waiver is Requested for: _____

Conditional Use Application for Oil Change Use, Substantial Modification to SPR for 3 additional Apartments

Brief Description of Proposed Development on the Site: Oil Change Facility, Gas Station, existing Convenience Store, other Retail uses, Additional Retail Building with 3 2-bedroom apartments on 2nd Floor.

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: _____ **DATE:** 01/17/2023

FOR PLANNING DIVISION USE ONLY - DO NOT WRITE BELOW

Date Received: 01/19/2023 **AMANDA No.** _____ **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).

NA contact is required, Class III SPR

☐ **Denied (See Attached Reasons)** **Required.**

Planning Administrator Signature:  **Date:** 01/19/2023

MEMORANDUM
Site Plan Review – Class 3

To:	City of Salem Community Development Department	Date:	01/16/2023
Project:	Stop-N-Save Gas Station with Additional Retail and Oil Change Facility 3997 Carson Dr SE Salem OR 97317	Architect's Project No:	2020-109
From:	Leonard Lodder, AIA, LEED AP for: Studio 3 Architecture, Inc 275 Court Street NE Salem OR 97301	Sent Via:	Email
Subject:	Pre-Application Waiver Request		

Written Statement:

- We request that the requirement for a pre-application conference be waived so that the Conditional Use Application can be expedited as quickly as possible. The Previous Site Plan Approval Applications for this site attempted to cover all of the required processes necessary for the project to proceed, however the fact that a Conditional Use was required to permit the Oil Change facility was missed by everyone involved.
- Simultaneous with the application for a conditional use we intend to submit an application for a substantial change to the current Site Plan Approval procedure, with a view to adding 3 apartments in the new Retail building planned for the site.

Signed Application

275 Court Street NE Salem, Oregon 97301-3442 T: 503.390.6500 www.studio3architecture.com

Memorandum

Stop-N-Save Gas Station

File: 2020-109.01

Project No: 2020-109

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Trip Generation Report

275 Court Street NE Salem, Oregon 97301-3442 T: 503.390.6500 www.studio3architecture.com

Memorandum

Stop-N-Save Gas Station

File: 2020-109.01

Project No: 2020-109

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Deed/Title Report

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Memorandum

Stop-N-Save Gas Station

File: 2020-109.01

Project No: 2020-109

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Contact with Neighborhood Assoc.