

From: Abigail Pedersen
Sent: Friday, May 19, 2023 9:02 AM
To: Michael Junge
Subject: RE: Info request for SPR at 375 Madrona Ave S

Good morning,

I am sorry I did not catch that. I have not done a class 1 site plan review that had no change of use or intensification of use before. I will change the folder status.

Abigail Pedersen

Planner I

City of Salem | Community Development Department
555 Liberty St SE, RM 305, Salem, OR 97301
apedersen@cityofsalem.net | 503-540-2309
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Questions on Zoning and Sign Permits can be submitted by email to Planning@cityofsalem.net

From: Michael Junge <mjunge@carlsonveit.com>
Sent: Wednesday, May 17, 2023 3:12 PM
To: Abigail Pedersen <APedersen@cityofsalem.net>
Subject: RE: Info request for SPR at 375 Madrona Ave S

Our proposed work does not affect the total previously approved seating of 630 seats the main gathering space. The church has removed seats from the first level with the addition of the sound booth, stage redesign, and broader circulation paths. We have noted this on the G-001 sheet and shown the seating on G-002.

Michael Junge, AIA



P: 503 390 0281
C: 971 218 2189

From: Abigail Pedersen <APedersen@cityofsalem.net>
Sent: Wednesday, May 17, 2023 9:59 AM
To: Michael Junge <mjunge@carlsonveit.com>
Subject: RE: Info request for SPR at 375 Madrona Ave S

Hello Michael,

I apologize for wording my request poorly. Adding seating is an intensification of use which requires me to check things like requirements for parking, bike parking and loading zones. To do that I need a site plan that includes all existing buildings, property lines, parking, bike parking and loading zones. Hopefully, that clears things up but feel free to reach out with any questions.

Abigail Pedersen

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From: Michael Junge <mjunge@carlsonveit.com>

Sent: Tuesday, May 16, 2023 4:32 PM

To: Abigail Pedersen <APedersen@cityofsalem.net>

Subject: RE: Info request for SPR at 375 Madrona Ave S

Abigail-

Can you please look at this again?

We have an interior only remodel with no change of use (Religious Assembly).

The requested information seems beyond what should be required.

Thank you.

Michael Junge, AIA



P: 503 390 0281

C: 971 218 2189

From: Abigail Pedersen <APedersen@cityofsalem.net>

Sent: Tuesday, May 16, 2023 3:16 PM

To: Michael Junge <mjunge@carlsonveit.com>

Subject: Info request for SPR at 375 Madrona Ave S

Good afternoon, Michael

Upon initial review of your application for a Class 1 Site Plan Review for 375 Madrona Ave S, Case No. 23-109927-PLN, additional information is required prior to deeming your application complete:

- **Site plan.** The site plan must include the following information:
 - Total site area, dimensions, and orientation relative to north
 - Location of proposed primary and accessory structures and other improvements, including fences, walls, and driveways, indicating distance to such structures from property lines and adjacent on-site structures
 - The size and location of solid waste and recyclables storage and collection areas, and amount of overhead clearance above such enclosures, if included with proposed development
 - Loading areas, if included with proposed development
 - All proposed landscape areas on the site, with an indication of square footage and as a percentage of site area
 - Location, height, and material of fences, buffers, berms, walls, and other proposed screening as they relate to required setbacks and landscaping
 - Location of all trees and vegetation required to be protected pursuant to [SRC Chapter 808](#)
 - The location of all street trees, if applicable, or proposed location of street trees required to be planted at time of development pursuant to SRC Chapter 86; and
 - Identification of vehicle, pedestrian, and bicycle parking and circulation areas, including handicap
- **Summary Table.** A summary table shall be submitted which identifies the zoning designation for the subject property; total site area; gross floor area by use (i.e. manufacturing, office, retail, storage); building height; itemized number of full size, compact, and handicapped parking stalls, and the collective total number; total lot coverage proposed, including areas to be paved for parking and sidewalks.

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 first submitted to respond in one of the three ways listed above, or the application will be deemed void.

Thank you,

Abigail Pedersen

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