February 5, 2023

# PLANNING REVIEW CHECKLIST

**Subject Property:** 2530 Hyacinth Street NE

**Ref#:** 23-117301-PLN (Class 1 Design Review)

**Applicant/Contact:** Chandler Cavell

[chandler.cavell@prov-cg.com](mailto:chandler.cavell@prov-cg.com)

4646 Ridge Drive NE

Salem, Oregon, 97301

**Owner:** Salem Parkway Management LLC C/O Providence Management Group LLC

(503) 364-7001

[benp@jpm-re.com](mailto:benp@jpm-re.com)

PO BOX 2247

Hillsboro, Oregon, 97123,

The Class 1 Design Review application was officially received on August 24th, 2023. Prior to deeming your applications complete, modifications and/or additional information must be provided to address the following item(s):

|  |  |
| --- | --- |
| Item: |  |
| **Submittal Requirements** |  |
| **Complete Application** | 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.    The application indicates the owner of the property is owned by Salem Parkway Management LLC C/O Providence Management Group LLC. Please provide a list of LLC members for the Owner, Salem Parkway Management LLC C/O Providence Management Group LLC. |
| **Pre-Application Meeting or**  **Pre-Application Waiver\*** | SRC 300.210(a)(4) states that a pre-application meeting needs to be held prior to application submittal; or a pre-application waiver needs to be signed. For more information on pre-application see here: <https://www.cityofsalem.net/business/land-use-zoning/land-use-application-process/request-a-pre-application-conference> |
| **Written Statement** | **SRC 300.210(a)(9)** - A written statement addressing each applicable approval criterion and standard;  Attention should be given to SRC 225.0005(e)(1) – which should outline conformance with SRC 700.020. Most standards do not apply to the proposal; special attention to 700.020(e) Façade and building design. |
| **Site Plan** | **Sec. 225.005.** **(d)(2)(A)**  A proposed site plan showing:  (i)The complete dimensions and setbacks of the lot, and all existing and proposed buildings and structures, including the location, size, height, proposed use, design, and gross floor area of each building. |
| **Elevations** | Architectural drawings, renderings, or sketches showing all elevations of proposed buildings as they will appear on completion. A scale, elevations of all sides of the buildings and color pallet of the proposed siding. |
| [**700.020(e) – Façade and Building Design**](https://library.municode.com/or/salem/codes/code_of_ordinances?nodeId=TITXUNDECO_UDC_CH702MUFADEREST_S702.020DERESTMUFADETHMOUN) | Elevations were not provided so it is difficult to determine conformance with standards in this subsection. |

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 (February 19, 2024) from the date the application was first submitted (August 24, 2023) 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) 540-2309 or via email at [apedersen@cityofsalem.net](mailto:apedersen@cityofsalem.net).

**The Salem Revised Code may be accessed online at the following location:**

<https://www.cityofsalem.net/government/laws-rules/salem-revised-code>

Sincerely,

Abigail Pedersen, Planner I