

**SALEM HEARINGS OFFICER MEETING  
WEDNESDAY, JULY 25, 2018, 5:30 P.M.  
COUNCIL CHAMBERS, ROOM 240 CITY HALL**

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**THE STATEMENT OF CRITERIA WILL BE READ BEFORE EACH HEARING**

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**PUBLIC HEARING ON VARIANCE / SIGN PERMIT CASE**

**a. VAR-SI18-02**

Summary: A request for a sign permit and sign variance to allow construction of a new wall sign 193.56 square feet in size, facing south towards a parking area.

Request: A Sign Permit to construct a wall sign on the south face of a new building and a Sign Variance to increase the display surface area for the sign from a maximum of 100 square feet per SRC 900.210(b)(2) to 193.56 square feet, a 94 percent increase, for property approximately 61.75 acres in size, zoned EC (Employment Center), and located at 4775 Depot Court SE (Marion County Assessors Map and Tax lot number: 082W05 / 02001).

SEMCA

Aaron Panko  
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**PUBLIC HEARING ON CONDITIONAL USE / CLASS 2 ADJUSTMENT CASE**

**b. CU-ADJ18-07**

Summary: A request to allow an existing single-family dwelling to be used as a short-term rental.

Request: A consolidated application for a Conditional Use Permit and Class 2 Adjustment to allow an existing single-family dwelling located at 725 High Street SE to be used as a short-term rental. The application includes the following:

- 1) A Conditional Use Permit to allow the use of the existing single family dwelling as a short-term rental; and
- 2) A Class 2 Adjustment to allow a portion of the required off-street parking serving the proposed use to be located in the public street right-of-way of High Street on the existing driveway leading to the home rather than on the subject property. The required parking will be located on the driveway, but because the majority of the driveway is located within the right-of-way of High Street, it would not be located on the property.

The subject property is approximately 0.1 acres in size, zoned RS (Single Family Residential) within the Gaiety Hill/Bush's Pasture Park Historic District, and located at 725 High Street SE (Marion County Assessor Map and Tax Lot Number: 073W27CA00200).

SCAN

Bryce Bishop  
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## HEARINGS OFFICER MEETINGS ORDER OF PROCEEDINGS

### A. Outline of Hearings Procedure

1. Describe Request, case name, applicable criteria, and request for objections on jurisdictional grounds
2. Summary of staff report, presented by staff
3. Applicant(s) presentation [limited to a total of 15 minutes]
4. Report from neighborhood association [limit of 10 minutes]
5. Testimony from those in favor or opposition [limit of 5 minutes per person, discretionary]  
PLEASE STATE YOUR NAME AND ADDRESS FOR THE RECORD.
6. Rebuttal by Applicant, limited in scope to issues raised in opposition [limit of 5 minutes]
7. Close of Public Hearing; no additional testimony will be received.

B. Any person testifying may request a continuance to address additional documents or evidence submitted in favor of the application. In this request, please identify the new document or evidence in your testimony and the Hearings Officer will determine whether a continuance is warranted.

C. Any person testifying may also request that the record remain open for seven (7) days to submit additional written evidence. If granted, the applicant may also request an additional seven (7) days in which to respond to any submissions.

D. Prior to each hearing, the Hearings Officer will outline the applicable approval criteria, which is also printed on the Notice of the Hearing. The testimony and evidence for the public hearing must be directed towards these criteria.

E. When providing testimony, please CLEARLY STATE YOUR NAME AND MAILING ADDRESS for the record.

F. Prior to the conclusion of the hearing, the Hearings Officer will ask the applicant if he wishes to waive the seven-day (7) period to submit additional argument.

G. The Hearings Officer closes the public hearing. At this point, the hearing record is also closed unless a continuance was granted. When the hearing record is closed, no further testimony or evidence can be received. If a continuance is granted, the deadlines for submissions will be stated. The hearing record will then close at 5:00 p.m. on the stated date.

*It is the City of Salem's policy to assure that no person shall be discriminated against on the grounds of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity and source of income, as provided by Salem Revised Code Chapter 97. The City of Salem also fully complies with Title VI of the Civil Rights Act of 1964, and related statutes and regulations, in all programs and activities. Disability-related modification or accommodation, including auxiliary aids or services, in order to participate in this meeting or event, are available upon request. Sign language and interpreters for languages other than English are also available upon request. To request such an accommodation or interpretation, contact the Community Development Department at 503-588-6173 at least three business days before this meeting or event.*

*TTD/TTY telephone 503-588-6439 is also available 24/7*

