



# City of Salem

## Salem Planning Commission

September 17, 2024

5:30 PM – 7:30 PM

City Hall, Council Chambers  
555 Liberty St SE, Room 240

Si necesita ayuda para comprender esta información, por favor llame 503-588-6178

### PARTICIPANTS

#### Commission Members:

Kaley Fought, Lisa Heller, Beth Rhoades, Michael Slater, Jordan Truitt and Robert Vieyra-Braendle

#### City Staff:

Lisa Anderson-Ogilvie, AICP, Deputy Director and Planning Administrator

Jennifer Biberston, Administrative Analyst

Jacob Brown, Planner II

Laurel Christian, Planner III

Tony Martin, Traffic Engineer

Fred Wilson, Assistant City Attorney

### AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT (agenda items other than public hearings, deliberations, and the merits of land use issues that are reviewable by the Planning Commission at public hearings).  
*Please contact Jennifer Biberston at [jbiberston@cityofsalem.net](mailto:jbiberston@cityofsalem.net), 503-540-2315, or City of Salem Planning, Attn: Jennifer Biberston, 555 Liberty St SE Rm 305, Salem OR 97301 to provide written testimony or to coordinate in-person testimony.*
4. CONSENT CALENDAR (approval of minutes, adoption of routine items requiring Commission action)
  - 4.1 Approval of Minutes: (August 20, 2024 (Truitt))  
**Recommended Action:** Approve
  - 4.2 Resolutions: None.
  - 4.3 Action Items: None.
5. PUBLIC HEARINGS:
  - 5.1 APPEAL of Conditional Use / Class 3 Site Plan Review Case No. CU-SPR24-03 for 870 Alvina St SE; Ward 4 – South Gateway Neighborhood Association; Jacob Brown, Planner II, [Jbrown@cityofsalem.net](mailto:Jbrown@cityofsalem.net)

Summary: A Conditional Use Permit and Class 3 Site Plan Review for an Adult Day Care Center use.

Request: A consolidated application for a Conditional Use Permit and Class 3 Site Plan Review to

establish a new Adult Day Care Center within an existing single family residence, on property zoned RS (Single Family Residential) and located at 870 Alvina Street SE (Marion County Assessor’s Map and Tax Lot number: 083W15AC0/6000).

Recommended Action: [Adopt Staff Report](#)

6. SPECIAL ORDERS OF BUSINESS:

7. INFORMATION REPORTS:

7.1 Transportation Requirements for Land Use Applications– Tony Martin, Traffic Engineer, [Tmartin@cityofsalem.net](mailto:Tmartin@cityofsalem.net)

8. SUBCOMMITTEE REPORTS:

9. PLANNING ADMINISTRATOR’S REPORT:

10. COMMISSIONER COMMENTS FOR THE GOOD OF THE ORDER:

11. PUBLIC COMMENT (other than agenda items):

12. ADJOURNMENT

**ADDITIONAL MEETING DETAILS**

To view this meeting LIVE on YouTube, please visit this link with your computer, tablet, or smartphone by clicking this link: <https://bit.ly/planningpublicmeetings>

Staff Reports and other meeting documents will be available at this link, see “Agendas and Meeting Minutes”: <https://www.cityofsalem.net/government/boards-commissions/commissions/salem-planning-commission>

To submit written comments for items not on the agenda please contact Jennifer Biberston, Administrative Analyst, at [Jbiberston@cityofsalem.net](mailto:Jbiberston@cityofsalem.net) or 503-540-2315.

Special accommodations are available, upon request, for persons with disabilities or those needing sign language interpretation, or languages other than English. To request accommodations or services, please call 503-540-2371 (711 for Relay) at least two business days in advance.

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, source of income and housing status, as provided by Salem Revised Code 97. The City of Salem also fully complies with Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act of 1990, and related statutes and regulations, in all programs and activities.

**FUTURE SALEM PLANNING COMMISSION AGENDA ITEMS**

***NOTE: This schedule is tentative and subject to change.***

October 1, 2024

No items to date

October 15, 2024

No items to date

November 5, 2024

Staff Presentation: FEMA Regulations, floodplains, riparian areas and floodplain species assessment;  
[Rdalke@cityofsalem.net](mailto:Rdalke@cityofsalem.net)

**SALEM PLANNING COMMISSION PUBLIC HEARING PROCEDURES**

THE PROCESS FOR THE PUBLIC HEARING will begin with the staff presentation, followed by the applicant's case presentation (*limited to a total of 15 minutes*), neighborhood organization comments (*limited to a total of 10 minutes*), testimony of persons either in favor or opposition (*limited to 5 minutes each, discretionary*), and a rebuttal opportunity for the applicant (*limited to 5 minutes*), should opposition be raised. The public testimony portion will then be closed and Commission deliberation follows.

THE APPLICANT HAS THE BURDEN OF PROOF to show that the approval criteria can be satisfied by the facts. Opponents may rebut the applicant's testimony by showing alternative facts or by showing that the evidence submitted does not satisfy the approval criteria. Any participant may request that the hearing be continued or that the record be left open for submission of additional evidence or testimony. The Commission may continue the hearing to another date and time, or leave the record open to receive additional evidence or written testimony.

PLANNING COMMISSION DECISIONS are based on the criteria contained in the Salem Revised Code. Applicable criteria for each case, referenced in the public hearing notice and staff report, can be found in the Salem Revised Code. Applications may be approved, conditionally approved, or denied on the basis of conformity with the applicable criteria. Conditions of approval may be placed on an approval to ensure the proposal complies with all applicable portions of the Salem Revised Code.

ALL ISSUES MUST BE RAISED AT THE HEARING. Failure to raise an issue, accompanied by statements or evidence sufficient to afford the parties an opportunity to respond to the issue, precludes an appeal to the Land Use Board of Appeals (LUBA) on that issue. A similar failure to raise constitutional issues relating to any proposed conditions of approval precludes an action for damages in Circuit Court.

Salem Revised Code (SRC) and other informative documents may be accessed online at:  
<https://www.cityofsalem.net/src>

Planning Commission agendas and reports online can be found at:  
<https://www.cityofsalem.net/government/boards-commissions/agendas-minutes/-folder-220>