



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6005
www.cityofsalem.net/planning • www.cityofsalem.net

Si necesita ayuda para comprender esta informacion, por favor llame 503-588-6173

June 4, 2024

Owner(s):	Applicant(s):
St Timothys Episcopal Church	Britany Randall Brand Land Use
PO Box 7416	1720 Liberty St SE
Salem, OR 97303	Salem, OR 97302

CASE NO. / LOCATION: CU-SPR-ADJ24-04 for 3295 Ladd Ave NE, Salem OR 97301

SUMMARY: A Conditional Use Permit and Class 3 Site Plan Review for addition to an existing parish hall.

POSTING PROCEDURE: The subject property must be POSTED no sooner than June 12, 2024 and no later than June 16, 2024.

- a. Please pick up 3 POSTING SIGNS at the PAC Desk, Room 320, Civic Center. Attachment A (Hearing Notice) and Attachment B (Site Plan or Photo), must be inserted into the plastic protector on each sign.
- b. The SIGNED AND NOTARIZED AFFIDAVIT must be returned to the Civic Center, Room 305 *within five days of the date of original posting*. **Posting signs must be returned within seven days after the close of the Public Hearing.**
- c. Posting is required on each street frontage. This is your responsibility as the applicant in this case. *If the subject property is not properly posted 10 days before prior to the hearing, the hearing may not be held.*

PUBLIC HEARING information:

Hearing Authority: Hearings Officer

Day and time of hearing: June 26, 2024 at 5:30 p.m.

Location: Planning Conference Room, Room 305, Civic Center

Reminder, this hearing will be shared LIVE on YouTube for public viewing.

If you have any questions, please contact Jacob Brown, Planner I, at this office:

City of Salem Planning Division
Civic Center, 555 Liberty Street SE/Room 305
(503) 540-2347, E-mail: jrbrown@cityofsalem.net

AFFIDAVIT OF POSTING NOTICE

I, _____, being first duly sworn; say that I am over 21 years of age and that I posted the notice(s) as follows: (Describe location of notice(s)).

That I posted said notice in the manner at the location(s) described above on the ____ day of _____, 20____, and in a conspicuous place.

That I have personal knowledge of all facts set forth and all statements herein are just and true.

Signature and Date

-----NOTARY PUBLIC-----

STATE OF OREGON)
) ss.
County of MARION)

This instrument was acknowledged before me on this ____ day of _____,
20____, by _____.

Notary Public for Oregon
My Commission Expires: _____

Correct Sign Set-Up:

- Attachment "A" and "B" are placed in the correct location
- The plan/photo was printed in color
- The papers were inserted into the plastic sleeves and taped at the bottom.
- The sign(s) were posted on each street frontage abutting the property
- The *notarized* Affidavit of Posting was returned to the Case Manager (notaries are available in the Planning office)
- The sign(s) were returned to the PAC desk within seven days after the public hearing or the close of the comment period



Attachment A
(Hearing or
Filing Notice)

Attachment B
(Site Plan or
Photo)



HEARING NOTICE

LAND USE REQUEST AFFECTING THIS AREA

There is a development proposal for the property listed in this notice and shown on the attached map. The City is seeking input from neighbors on the proposal. If you have questions or comments about the proposal, contact the case manager.

Esta carta es un aviso sobre una propuesta de desarrollo para la propiedad enumerada y que se muestra en el mapa adjunto. La ciudad está buscando la opinión de los vecinos sobre la propuesta. Si tiene preguntas o comentarios sobre la propuesta, póngase en contacto con nosotros al 503-588-6213

CASE NUMBER:	Conditional Use / Class 3 Site Plan Review / Class 2 Adjustment Case No. CU-SPR-ADJ24-04
PROPERTY LOCATION:	3295 Ladd Ave NE, Salem OR 97301
SUMMARY:	A Conditional Use Permit and Class 3 Site Plan Review for addition to an existing parish hall.
HEARING INFORMATION:	<u>Hearings Officer, June 26, 2024 at 5:30 PM Planning Conference Room, Room 305, Civic Center, 555 Liberty Street SE, Salem, OR 97301</u> To view the meeting LIVE on YouTube please visit this link with any computer, tablet, or smart phone: http://bit.ly/planningpublicmeetings
HOW TO PROVIDE TESTIMONY:	Any person wishing to speak either for or against the proposed request may do so in person or by representative at the Public Hearing. Prior to the Public Hearing, written comments should be directed to the case manager listed below. Staff recommends emailing to ensure receipt before the public hearing. Only those participating by submitting written testimony, or by testifying at the hearing, have the right to appeal the decision. <u>Comments submitted are public record. This includes any personal information provided in your comment such as name, email, physical address and phone number.</u>
CASE MANAGER:	Jacob Brown, Planner I , City of Salem Planning Division, 555 Liberty Street SE, Room 305, Salem, OR 97301. Telephone: (503) 540-2347; E-mail: jrbrown@cityofsalem.net .
NEIGHBORHOOD ASSOCIATION:	<i>Neighborhood associations are volunteer organizations of neighbors coming together to make neighborhoods the best they can be. They receive notice of land use applications within their boundaries, and they often submit comments on the applications to the City. Neighborhood association meetings are open to everyone. Contact your neighborhood association to get involved:</i> Northeast Salem Community Association (NESCA), Ian Johnson, Land Use Chair; Phone: 503-990-4460; Email: johnson.ian.patrick@gmail.com .
STAFF REPORT:	The Staff Report will be available seven (7) days prior to the hearing and will thereafter be posted on the Hearing Body's website under Agendas and Minutes: https://www.cityofsalem.net/government/boards-commissions/hearings-officer
ACCESS:	The Americans with Disabilities Act (ADA) accommodations will be provided on request.
CRITERIA:	Salem Revised Code (SRC) Chapter(s) 240.005(d) – Conditional Use; 220.005 (f)(3) – Class 3 Site Plan Review; 250.005(d)(2) – Class 2 Adjustment Salem Revised Code (SRC) is available to view at this link: www.cityofsalem.net/src . Type in the chapter number(s) listed above to view the applicable criteria.

ZONING SUMMARY

THIS PROJECT COMPRISES AN ADDITION TO AN EXISTING PARISH HALL BUILDING FOR A NEW COMMERCIAL KITCHEN, MEETING ROOM AND SUPPORT SPACES.

ZONING CODE	
PLANNING ZONE	RS-SINGLE FAMILY RESIDENTIAL
RELIGIOUS ASSEMBLY	SPECIAL USE, <375 SEATS, EXISTING SEATING TO REMAIN
MAP # 073W24DA, LOT 00900	
LOT COVERAGE	
OVERALL SITE AREA:	230,301 SF
BUILDING AREA:	16,941 SF = 7.4% < 35%
NEW ADDITION:	2,581 SF
LANDSCAPE AREA:	163,556 SF
BUILDING HEIGHT	
PROPOSED HEIGHT:	16'-4"
LANDSCAPING	
PLANTING REQUIRED: 1 PU PER 20 SF (BUILDING ADDITION = 2,581 SF)	130 PU
PARKING	
MAXIMUM PARKING ALLOWED:	
RELIGIOUS ASSEMBLY: 1 PER 15' BENCH (296')	20 SPACES
TOTAL PROVIDED:	70 SPACES (EXISTING NON-CONFORMING)
ACCESSIBLE REQUIRED:	3
ACCESSIBLE PROVIDED:	3
BIKE PARKING REQUIRED: (1 PER 30 VEHICLE)	3
BIKE PARKING PROVIDED:	4

GENERAL NOTES

CONSTRUCTION NOTES

- 1
- NEW 5' WIDE SIDEWALK, EXPOSED AGGREGATE FINISH
- 2
- NEW ADA SYMBOL
- 3
- NEW ADA CURB RAMP

