

## Zachery Cardoso

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**From:** Zachery Cardoso  
**Sent:** Thursday, December 15, 2022 3:25 PM  
**To:** Zachery Cardoso  
**Cc:** Bryce Bishop  
**Subject:** Open Record Period - Case No. CU-ADJ22-04 for 795 Church St SE

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Hello,

The record was held open for Conditional Use and Adjustment Case No. CU-ADJ22-04 for 795 Church St SE. Below is an explanation of the deadlines to submit additional testimony.

**December 21 at 5:00 pm:** The record will remain open until this time for any and all written testimony. During this period anyone can submit additional evidence to the case manager, which we will forward to the Hearings Officer. After this period ends we will take all of the comments submitted and email them to anyone who has submitted a comment so far.

**December 28 at 5:00 pm:** The record will remain open until this time for rebuttal. During this time anyone that has commented can look at the evidence submitted and send in a written rebuttal. No new evidence can be submitted at this time, so you can only use information that has already been submitted.

**January 4, 2023 at 5:00 pm:** The Applicant has the right to final arguments on the case and will have this time period to submit their final written rebuttal. They may not submit any new evidence and can only rebut using information already in the record. No one else may provide testimony during this time period. After they have submitted their final written arguments the Hearings Officer will make their decision.

Please direct questions or comments to the **CASE MANAGER:**

**Bryce Bishop**  
[bbishop@cityofsalem.net](mailto:bbishop@cityofsalem.net)  
503-540-2399

Best,

**Zachery Cardoso**  
Admin Analyst I

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**Due to limited staffing, the Planner's Desk has new temporary hours: 10-4 Monday-Friday**  
**Questions on Zoning and Sign Permits can also be submitted by email to [Planning@cityofsalem.net](mailto:Planning@cityofsalem.net)**