

City of Salem - Permit Application Center  
Planning Information Counter  
555 Liberty St. SE / Room 320  
Salem, OR 97301-3503  
Phone: 503-588-6256 ext.7427  
Fax: 503-588-6005

## Planning Pre-Application Conference Waiver

CITY OF *Salem*  
AT YOUR SERVICE  
Web: [www.cityofsalem.net](http://www.cityofsalem.net)

**1 Please complete the following contact information:**

Applicant: Westminster Presbyterian Church

Mailing Address: \_\_\_\_\_

Name: Vik Schaaf

3737 Liberty Rd. S.

Company: Westminster Presbyterian Church

Salem, Oregon 97302

Phone: 503-580-3288 mobile direct.

Office: 503-364-3327

E-Mail: Vik@Salemwestpres.org

**2 Please complete the following property information:**

Site Address(es): 3737 Liberty Rd. S.  
Salem, OR 97302

Site Size: Church located on 5.87 Acres.

Existing Use & Structures: Church Sanctuary with Education wing / Boy Scout Lodge.

**3 Please complete the following proposed development information:**

Type of Land Use Application Pre-Application Conference Waiver is Requested for: A conditional use zone change to allow a child care center in place of an existing preschool corp.

Brief Description of Proposed Development on the Site: There will be no external building or site development. Existing classrooms used for preschool education will be used for a child-care center.

**4 Please attach a written statement explaining why a pre-application conference waiver is requested**

Please see Attached PDF.

The Planning Administrator may grant pre-application conference waivers in cases where the application is relatively simple and good cause is shown by the applicant to support the waiver.

**5 Please sign and date below:**

SIGNATURE: [Signature] DATE: 5-22-2023.

**FOR PLANNING DIVISION USE ONLY - DO NOT WRITE BELOW**

Date Received: 5/23/2023 AMANDA No. \_\_\_\_\_ Staff Initial: PD

The requested Pre-Application Conference Waiver is:

☒ **Approved.** The Planning Administrator finds that the application is relatively simple, and the applicant has shown good cause to waive the pre-application conference in this case. The pre-application conference is hereby waived pursuant to SRC 300.310(b).

☐ **Denied (See Attached Reasons)**

Planning Administrator Signature: [Signature] Date: 5/24/2023