



555 Liberty Street SE / Room 305 • Salem OR 97301-3503 • Phone 503-588-6213 • Fax 503-588-6005  
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***Si necesita ayuda para comprender esta informacion, por favor llame 503-588-6173***

August 1, 2023

Owner(s):  
Westminster Presbyterian Church  
3737 Liberty Rd S  
Salem, OR 97302-5625

Applicant(s):  
Vik Schaaf  
3737 Liberty Rd S  
Salem, OR 97302

**CASE NO. / LOCATION:** CU-SPR23-06 for 3737 Liberty Rd S, Salem OR 97302

**SUMMARY:** An application for a Conditional Use permit to establish a new child day care center within Westminster Presbyterian Church.

**POSTING PROCEDURE:** The subject property must be POSTED no sooner than Wednesday, August 9, 2023 and no later than Sunday, August 13, 2023.

- 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: **Wednesday, August 23, 2023 at 5:30 p.m.**

Location: **Council Chambers, Room 240, Civic Center**

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

If you have any questions, please contact Peter Domine, Planner I, at this office:

City of Salem Planning Division  
Civic Center, 555 Liberty Street SE/Room 305  
(503) 540-2311, E-mail: [pdomine@cityofsalem.net](mailto:pdomine@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*

<b>CASE NUMBER:</b>	Conditional Use / Class 3 Site Plan Review Case No. CU-SPR23-06
<b>PROPERTY LOCATION:</b>	3737 Liberty Rd S, Salem OR 97302
<b>SUMMARY:</b>	An application for a Conditional Use permit to establish a new child day care center within Westminster Presbyterian Church.
<b>HEARING INFORMATION:</b>	<u>Hearings Officer, August 17, 2023 at 5:30 PM <b>Council Chambers, Room 240, Civic Center, 555 Liberty Street SE, Salem, OR 97301</b></u>  To view the meeting LIVE on YouTube please visit this link with any computer, tablet, or smart phone: <a href="http://bit.ly/planningpublicmeetings">http://bit.ly/planningpublicmeetings</a>
<b>HOW TO PROVIDE TESTIMONY:</b>	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>
<b>CASE MANAGER:</b>	<b>Peter Domine, Planner I</b> , City of Salem Planning Division, 555 Liberty Street SE, Room 305, Salem, OR 97301. Telephone: (503) 540-2311; E-mail: <a href="mailto:pdomine@cityofsalem.net">pdomine@cityofsalem.net</a> .
<b>NEIGHBORHOOD ASSOCIATION:</b>	<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>  Southwest Association of Neighbors (SWAN), John Lattimer, Land Use Chair; Phone: 503-551-7999; Email: <a href="mailto:jlattimer@gmail.com">jlattimer@gmail.com</a>
<b>STAFF REPORT:</b>	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: <a href="https://www.cityofsalem.net/government/boards-commissions/hearings-officer">https://www.cityofsalem.net/government/boards-commissions/hearings-officer</a>
<b>ACCESS:</b>	The Americans with Disabilities Act (ADA) accommodations will be provided on request.
<b>CRITERIA:</b>	Salem Revised Code (SRC) Chapter(s) 240.005(d) – Conditional Use; 220.005(f)(3) – Class 3 Site Plan Review  Salem Revised Code (SRC) is available to view at this link: <a href="http://www.cityofsalem.net/src">www.cityofsalem.net/src</a> . Type in the chapter number(s) listed above to view the applicable criteria.



