

**SALEM HEARINGS OFFICER MEETING  
WEDNESDAY, FEBRUARY 12, 2020, 5:30 P.M.  
COUNCIL CHAMBERS, ROOM 240 CITY HALL**

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**THE STATEMENT OF CRITERIA WILL BE READ BEFORE EACH HEARING**

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**PUBLIC HEARING ON SIGN VARIANCE CASE**

**a. VAR-SI20-01; 570 Wallace Rd NW**

SUMMARY: A request for two sign permits and a sign variance to allow construction of two freestanding vehicle viewing signs, each approximately 13.7 square feet in size.

REQUEST: A consolidated request including a Sign Variance and two Sign Permits to allow two vehicle viewing signs permitted under SRC 900.200(c)(2)(D) for use as pre-sell menu boards in the drive-through lanes of an existing eating and drinking establishment. The subject property is approximately 1.02 acres in size, zoned WSCB (West Salem Central Business District) and located at 570 Wallace Road NW (Polk County Assessors map and tax lot number(s): 073W22CB / 02701).

WEST SALEM NEIGHBORHOOD ASSOCIATION

Brandon Pike  
[bpik@cityofsalem.net](mailto:bpik@cityofsalem.net)

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## HEARINGS OFFICER MEETINGS ORDER OF PROCEEDINGS

### A. Outline of Hearings Procedure

1. Describe Request, case name, applicable criteria, and request for objections on jurisdictional grounds
2. Summary of staff report, presented by staff
3. Applicant(s) presentation [limited to a total of 15 minutes]
4. Report from neighborhood association [limit of 10 minutes]
5. Testimony from those in favor or opposition [limit of 5 minutes per person, discretionary]  
PLEASE STATE YOUR NAME AND ADDRESS FOR THE RECORD.
6. Rebuttal by Applicant, limited in scope to issues raised in opposition [limit of 5 minutes]
7. Close of Public Hearing; no additional testimony will be received.

B. Any person testifying may request a continuance to address additional documents or evidence submitted in favor of the application. In this request, please identify the new document or evidence in your testimony and the Hearings Officer will determine whether a continuance is warranted.

C. Any person testifying may also request that the record remain open for seven (7) days to submit additional written evidence. If granted, the applicant may also request an additional seven (7) days in which to respond to any submissions.

D. Prior to each hearing, the Hearings Officer will outline the applicable approval criteria, which is also printed on the Notice of the Hearing. The testimony and evidence for the public hearing must be directed towards these criteria.

E. When providing testimony, please CLEARLY STATE YOUR NAME AND MAILING ADDRESS for the record.

F. Prior to the conclusion of the hearing, the Hearings Officer will ask the applicant if he wishes to waive the seven-day (7) period to submit additional argument.

G. The Hearings Officer closes the public hearing. At this point, the hearing record is also closed unless a continuance was granted. When the hearing record is closed, no further testimony or evidence can be received. If a continuance is granted, the deadlines for submissions will be stated. The hearing record will then close at 5:00 p.m. on the stated date.

*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 and source of income, as provided by Salem Revised Code Chapter 97. The City of Salem also fully complies with Title VI of the Civil Rights Act of 1964, and related statutes and regulations, in all programs and activities. Disability-related modification or accommodation, including auxiliary aids or services, in order to participate in this meeting or event, are available upon request. Sign language and interpreters for languages other than English are also available upon request. To request such an accommodation or interpretation, contact the Community Development Department at 503-588-6173 at least three business days before this meeting or event.*

*TTD/TTY telephone 503-588-6439 is also available 24/7*

