

April 17, 2018

**VIA ELECTRONIC MAIL:** BBishop@cityofsalem.net

Original to follow via first class mail

Mayor and Salem City Council  
c/o Bryce Bishop  
City of Salem Planning Division  
555 Liberty Street NE, Room 305  
Salem, OR 97301



RE: Appeal of Hearings Officer decision approving Conditional Use/Quasi-Judicial Zone Change Case No. CU-ZC17-14 for property located in the 700 to 800 blocks of Commercial Street NE  
Proposed Conditions of Approval  
Our File No: 00000-28696

Dear Mayor and City Council:

I am writing on behalf of Applicant Union Gospel Mission ("**Applicant**") for Case No. CU-ZC17-14. Applicant has reviewed the Hearings Officer decision dated February 9, 2018 (the "**Decision**"), which includes five conditions of approval. Applicant appreciates and agrees with the Hearings Officer's determination and accepts the conditions of approval as stated in the Decision; however, as some of the original conditions of approval contain options, Applicant submits this request to clarify the record.

Applicant has conducted substantial community outreach related to this application and has listened to the questions and comments voiced by engaged citizens who have primarily been supportive of this endeavor. Applicant proposes the additional conditions of approval outlined in this letter in the hopes that they will aid City Council in reaching a decision that will assuage any concerns that have been raised, by opponents or otherwise.

The conditions of approval stated in the Decision and restated in the staff report are as follows:

**Condition 1:** As a condition of the future development of the property, the applicant shall install video surveillance cameras and appropriate signage that capture video of the entire surface of the alleyway from Division to D Street NE. Video files shall be continuously stored on site for no less than 14 days. Camera and sign locations shall be determined at the time of site plan review and design review.

**Condition 2:** As a condition of the future development of the property, appropriate signage directing patrons to the outside waiting areas on the property and discouraging loitering or obstructing the public sidewalk shall be installed on the property. Signage shall be at locations and in a form determined at the time of site plan review and design review.

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**Condition 3:** As a condition of the future development of the property, a State Highway Approach/access permit shall be obtained for each proposed driveway connection onto Commercial Street NE.

**Condition 4:** A pedestrian connection shall be provided within the development to connect the main guest entrance into the proposed shelter to a public sidewalk within an abutting street. If the only means of connecting to a public sidewalk within an abutting street is via the existing alley, the pedestrian connection shall be visually contrasted from the alley either by a change in material or a grade separation above the alley in a manner that will not impede vehicular access to the alley.

**Condition 5:** Any outside storage areas, including outside storage areas for personal belongings, shall be screened by a minimum 6-foot-tall sight-obscuring fence, wall, or hedge.

Applicant offers the following additional conditions of approval in order to further demonstrate that the potential adverse impacts of the conditional use can be minimized by conditions of approval.

**Condition 6:** Applicant's shelter and transitional housing facility shall be limited to a maximum number of 300 overnight occupants.

**Condition 7:** Applicant shall install secure, covered storage for client personal belongings.


**Condition 8:** Prior to receiving building permits for the new shelter, Applicant shall apply for site plan review and demonstrate that the proposed design incorporates the following additional requirements:

- a. Exterior gathering spaces shall be visible from within the buildings;
- b. Shrubs shall not exceed 36 inches in height; and
- c. The primary entrance for emergency shelter users shall not be located along the Commercial Street frontage.

**Condition 9:** The site's grounds shall be monitored 24-hours a day by staff through video surveillance or patrols.

Applicant appreciates your consideration of these additional conditions of approval.

Sincerely,



ALAN M. SOEM  
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Voice Message #303

AMS;SLS  
cc: Client