



# CITY OF SALEM

585 Liberty St SE  
Salem, OR 97301

## Staff Report

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File #: 16-027

Version: 1

Date: 5/23/2016

Item #: d.

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**TO:** Mayor and City Council

**THROUGH:** Steve Powers, City Manager

**FROM:** Glenn W. Gross, Community Development Director

### **SUBJECT:**

Appeal of Planning Administrator's Decision for a Class 3 Site Plan Review and Class 2 Adjustment to construct a 1,117 square foot addition to an existing office building with a request for an adjustment to reduce the required 15 percent site landscaping to the existing 4.3 percent site landscaping for property approximately 2.93 acres in size, zoned CR (Retail Commercial), and located at 1177 Center St NE - 97301 (Marion County Assessor's Map and Tax Lot number: 073W23CC / 1600).

Ward(s): Ward 1

Councilor(s): Bennett

Neighborhood(s): CANDO

### **ISSUE:**

To advise the Council of their option to assume jurisdiction of an appeal.

### **RECOMMENDATION:**

Information Only.

### **SUMMARY AND BACKGROUND:**

A Class 3 Site Plan Review decision is appealable to the Hearings Officer. Upon receipt of an appeal of a Class 3 Site Plan Review decision, notice of the appeal shall be provided to the City Council; the Council may assume jurisdiction for review. If the City Council does not assume jurisdiction, the Hearings Officer shall hear the appeal, and the Hearings Officer's decision will be the final decision of the City.

### **FACTS AND FINDINGS:**

On April 21, 2016, the Planning Administrator issued a decision approving Class 3 Site Plan Review/Class 2 Adjustment, Case No. SPR-ADJ16-06, to construct a 1,175 square foot addition to an existing office building. On May 6, 2016, an appeal was filed by Nancy McDaniel, Northeast

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Neighbors Land Use Chair (Attachment 1).

Amy J. Dixon  
Planner II

Attachments:

1. Appeal Request
2. SPR-ADJ 16-06 Decision

05/09/2016