



# CITY OF SALEM

555 Liberty St SE  
Salem, OR 97301

## Meeting Agenda

### City Council

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**Monday, February 10, 2025**

**6:00 PM**

**Council Chambers /  
Hybrid Meeting**

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This meeting is being conducted both in-person and remotely and allows remote attendance by the governing body, when requested. Interested persons may attend the meeting in Council Chambers or view the meeting in real-time on the City of Salem YouTube Channel, thanks to a partnership with CC:Media. Comcast Cable subscribers can watch on CC:Media Channel 21. Please submit comments on agenda items by 5:00 p.m., or earlier, on the day of the meeting at [cityrecorder@cityofsalem.net](mailto:cityrecorder@cityofsalem.net). If attending the meeting remotely, public comment and testimony may be provided during the meeting via Zoom. Remote attendees must pre-register between 8:00 a.m. and 4:00 p.m. on the day of the meeting using this link: <https://www.cityofsalem.net/comment-at-council>

### EXECUTIVE SESSIONS

#### City Council

**5:00 p.m. - 5:30 p.m. - City Manager's Conference Room**  
**ORS 192.660(2)(h) Current / Pending Litigation**

#### City Council

**5:30 p.m. 6:00 p.m. - City Manager's Conference Room**  
**ORS 192.660(2)(b) To consider the dismissal or discipline of an employee**

### WORK SESSION

**1. OPENING EXERCISES: (Includes call to order, roll call, pledge of allegiance, announcements, proclamations, ceremonial presentations, and Council comment)**

**Call to Order**

**Roll Call**

**Pledge of Allegiance**

**1.1 APPROVAL OF ADDITIONS AND DELETIONS TO THE  
AGENDA**

1.1a. 25-63                    Accepting the resignation of City Manager Keith Stahley.

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All Neighborhoods  
Result Area(s): Good Governance.

**Summary:**

City Manager Stahley has submitted a letter of resignation after discussion with members of Council.

*Add - New report added to accept resignation of City Manager Keith Stahley.*

**1.2 COUNCIL AND CITY MANAGER COMMENT**

**1.3 PROCLAMATIONS**

1.3a. [25-39](#)                    Proclamation recognizing Black History Month.

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All Neighborhoods

**Recommendation:**

Information Only.

**Attachments:** [Proclamation - Black History Month.pdf](#)

**1.4 PRESENTATIONS**

**2. PUBLIC COMMENT: (Comment on agenda items other than public hearings and deliberations)**

**3. CONSENT CALENDAR: (Includes approval of minutes, adoption of routine resolutions, and items of business requiring Council action)**

**3.1 MINUTES**

3.1a. [25-31](#)                    January 21, 2025, Draft City Council Work Session Minutes

**Attachments:** [01-21-25 Draft Council Work Session Minutes.pdf](#)

3.1b. [25-37](#)                    January 27, 2025, Draft City Council Minutes

**Attachments:** [01-27-25 Draft Council Minutes.pdf](#)

**3.2 RESOLUTIONS**

**3.2a.** [25-23](#)

Transfer of appropriations within the City's Fiscal Year (FY) 2025 Budget to fund improvements to five fire station bays exhaust systems.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance; Safe and Healthy Community; Safe, Reliable and Efficient Infrastructure.

**Recommendation:**

Adopt Resolution No. 2025-2 creating a mid-year project and authorizing a transfer of \$130,000 in appropriations within the City's FY 2025 budget for unanticipated expenses.

**Summary:**

The Facilities Division of the Enterprise Services Department identified a needed upgrade to five fire station bays to improve exhaust diesel fume removal. Although some modifications were made to existing HVAC systems to prevent fumes entering living quarters, these attempts have been unsuccessful. In December, staff proposed to the Bond Oversight Steering Committee use of Salem Safety and Livability bond dollars to install fresh air intake and exhaust system improvements to mediate the fumes. The Committee instead recommended use of General Fund contingency dollars for this improvement.

**Attachments:** [Resolution No. 2025-2](#)**3.2b.** [25-27](#)

Transfer of appropriations in multiple funds to support a mid-year liability insurance rate increase.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): Neighborhoods

Result Area(s): Good Governance; Natural Environment Stewardship; Safe and Healthy Community; Safe, Reliable and Efficient Infrastructure; Strong and Diverse Economy; Welcoming and Livable Community.

**Recommendation:**

Adopt Resolution No 2025-4 authorizing transfer of appropriations in multiple funds to support a mid-year liability insurance rate adjustment.

**Summary:**

A transfer of appropriation authority in multiple funds is needed to facilitate a mid-year liability insurance rate adjustment. This adjustment will increase revenue in the City's Self-Insurance Risk Fund to avoid ending the Fiscal Year with a negative fund balance.

With this adjustment, all other city funds would pay more than budgeted in FY 2025 for liability insurance premiums.

**Attachments:** [Resolution No. 2025-4](#)

### 3.3 ACTION ITEMS

- 3.3a. [25-25](#) Approval to submit applications for federal transportation funding through the Salem-Keizer Area Transportation Study (SKATS).

Wards: 2, 3, 4, 5, 6, and 8

Councilors: Nishioka, Matthews, Gwyn, Brown, Varney

Neighborhoods: Faye-Wright, Morningside, Northgate, Southeast Salem, South Gateway, and West Salem Neighborhood Associations

Result Areas: Safe, Reliable and Efficient Infrastructure.

**Recommendation:**

Authorize the City Manager to submit applications for federal transportation funding, allocated by the Salem-Keizer Area Metropolitan Planning Organization, for six projects, listed in the facts and findings in priority order; and, if successful, authorize the City Manager to enter into agreements with the Oregon Department of Transportation to accept the funds.

**Summary:**

The Salem-Keizer Area Transportation Study (SKATS) is soliciting grant applications for transportation projects to be considered for funding in federal fiscal years 2027 through 2032. Staff reviewed eligible projects and are recommending that the City submit applications for six projects. The recommended projects emphasize safety and align with the goals of the Metropolitan Transportation Plan.

**Attachments:** [Attachement 1 - SKATS Transportation Improvement Program \(TIP\) FFY 2027-2032 Pi](#)

- 3.3b. [25-26](#) Application for project funding under the Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Discretionary Grant Program issued by the U.S. Department of Transportation (DOT) Federal Highway Administration

Ward(s): Wards 2 and 7

Councilor(s): Councilor Nordyke

Neighborhood(s): SCAN

Result Area(s): Natural Environment Stewardship; Safe, Reliable and Efficient Infrastructure

**Recommendation:**

Authorize the City Manager to apply for a planning grant to fund preliminary design of the River Road S Slide Mitigation project,

through the PROTECT Grant Program and, if successful, authorize the City Manager to enter into an agreement with the DOT to accept these funds.

**Summary:**

The Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Discretionary grant program makes federal funds available to states, U.S. territories, federally recognized Tribal governments, and local governments to address the climate crisis by improving the resilience of the surface transportation system. City staff have identified the River Road S Slide Mitigation project as a suitable fit for this grant funding.

**Attachments:** [Attachment No. 1 - PROTECT NOFO FY24-FY26](#)

**3.3c. [25-28](#)**

Real property lease for temporary location of Salem Civic Center services.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Safe, Reliable and Efficient Infrastructure;

Welcoming and Livable Community.

**Recommendation:**

Authorize the City Manager to execute a lease agreement with the owner at 2850 Broadway Street NE for temporary relocation of Civic Center services.

**Summary:**

The Salem Civic Center Improvement Project requires vacating the building to allow for more efficient construction and less disruption to City services. Two separate sites are necessary to meet the project schedule and the specific needs of some City services. On January 13, 2025, Council approved the lease agreement with SAIF for portions of the Parkway building. The second location considered is at 2850 Broadway Street NE and will provide space for Salem Municipal Court staff and services.

**Attachments:** [Attachment 1 - Proposed Lease for 2850 Broadway Street](#)

**3.3d. [25-52](#)**

City Efficiency Committee - additional staff time authorization

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance.

**Recommendation:**

Authorize an additional 15 hours of staff time to facilitate the City

Efficiency Committee.

**Summary:**

The City Council formed the City Efficiency Committee with a motion at the January 13, 2025 meeting. The City Council authorized 60 hours of staff time to be used to facilitate the meetings.

The Committee has met 3 times and is scheduled for another meeting on February 7, 2025. Based on the Committee discussion and timing, staff are recommending an additional 15 hours be authorized to facilitate one additional meeting to conclude their recommendations to the City Council.

*Add - New report added.*

## 4. PUBLIC HEARINGS

4.a. [25-18](#)

Designation of the Criterion Schoolhouse as a Salem Local Historic Resource.

Ward(s): 5

Councilor(s): Brown

Neighborhood(s): None (State Fairgrounds)

Result Area(s): Welcoming and Livable Community.

**Recommendation:**

Advance Ordinance Bill No. 2-25 to second reading for enactment, designating the Criterion Schoolhouse as a local historic resource.

**Summary:**

The Criterion Schoolhouse is eligible for listing as a local historic resource due to its significance as an excellent local example of the one-room schoolhouse building type. The Criterion Schoolhouse meets the applicable criteria in SRC 230.010 for age, integrity and significance, especially for its cultural significance as an embodiment of the early history of education in Oregon, as part of the educational section of the Oregon State Fair, and a symbol of the enormous effort that went into planning and celebrating America's bicentennial.

**Attachments:** [Ordinance Bill No.2-25](#)

[Exhibit A - HLC Recommendation](#)

[Exhibit B - Vicinity Map](#)

**5. SPECIAL ORDERS OF BUSINESS: (Items deferred from the Consent Calendar; Mayor and Councilor Items; Items which require a selection among options; or of special importance to Council; management reports; presentations by City boards, commissions, committees, or outside agencies)**

5.a. [24-521](#) Salem Public Art Commission Annual Report

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All Neighborhoods

**Recommendation:**

Information Only.

**Attachments:** [2024 Salem Public Art Commission Annual Report](#)  
[SPAC PRESENTATION final 2024](#)

5.b. [25-34](#) Annual Historic Landmarks Commission Report.

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All Neighborhoods  
Result Area(s): Welcoming and Livable Community

**Recommendation:**

Information Only

**Summary:**

The attached report contains the Salem Historic Landmarks Commission 2024 Accomplishments and 2025 Workplan.

**Attachments:** [HLC 2024 Accomplishments](#) [2025 Workplan](#)

5.c. [25-16](#) Salem Parks and Recreation Advisory Board Annual Report and Presentation.

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All Neighborhoods  
Result Area(s): Good Governance; Natural Environment Stewardship; Safe and Healthy Community; Safe, Reliable and Efficient Infrastructure; Strong and Diverse Economy; Welcoming and Livable Community.

**Recommendation:**

Information only.

**Summary:**

The report highlights accomplishments of the Salem Parks and Recreation Advisory Board in 2024.

**Attachments:** [2024 SPRAB Annual Report.pdf](#)  
[2024 SPRAB Presentation.pdf](#)

- 5.d. [25-36](#) Consideration of a five-year operating levy to fund the Library, Parks, Recreation, and Center 50+.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance; Natural Environment

Stewardship; Safe and Healthy Community; Safe, Reliable and Efficient Infrastructure; Strong and Diverse Economy; Welcoming and Livable Community.

**Recommendation:**

1. Direct staff to return to Council on February 24, 2025 with a resolution referring a five-year local option levy to voters for the May 20, 2025 election at a levy rate of \$1.09 per \$1,000 of assessed value, or;
2. Direct staff to return to Council on February 24, 2025 with a resolution referring a five-year local option levy to voters for the May 20, 2025 election with a levy rate of \$.98 per \$1,000 of assessed value, or;
3. Decline to refer a measure to voters at the May 20, 2025 election.

**Summary:**

The City Council held a work session on January 21, 2025 to discuss a potential levy to fund the Library, Parks, Recreation, and Center 50+. At the work session, Council provided direction to return with scenarios for the levy rate. Included in this report are two scenarios for a levy rate of \$.98 and \$1.09 per thousand of assessed value.

The Issue and Recommendation provide three options for City Council's consideration. Council may select one of the options or choose another action.

**Attachments:** [Community Conversations - Survey Feedback](#)  
[Draft Ballot Title and Explanatory Statement \(Attachment 3\).docx](#)  
[Additional Public Comments received through February 4, 2025.pdf](#)  
[Additional Public Comments received 3:00 pm, February 7, 2025.pdf](#)  
[Additional Public Comments received by 3:30 p.m., February 10, 2025](#)  
[Additional Public Comments received by 5:00 p.m., February 10, 2025](#)



*Add - Written testimony.*

## 6. INFORMATION REPORTS: (Items that require no Council action)

6.a. [25-9](#) City of Salem Quarterly Financial Reports

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All Neighborhoods  
Result Area(s): Good Governance

**Recommendation:**

Information only.

**Summary:**

During the adoption of the FY 2025 budget, City Council approved a motion for staff to return within 45 days of the end of each quarter with a financial report showing budget to actuals in the General Fund. The FY 2024 Quarter 4 (Q4) Final Financial Report reflects all audited activity for the fiscal year. FY 2025 Quarter 1 (Q1) Financial Report reflects all activity posted through the closed months ending September 30, 2024. FY 2025 Quarter 2 (Q2) Financial Report reflects all activity posted through the closed months ending December 31, 2024.

**Attachments:** [City FY 2024 Final Quarter 4 Financial Report](#)  
[City FY 2025 Final Quarter 1 Financial Report](#)  
[City FY 2025 Quarter 2 Financial Report](#)

6.b. [25-13](#) Purchases approved administratively from December 1, 2024 through December 31, 2024.

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All Neighborhoods  
Result Area(s): Good Governance

**Recommendation:**

Information only.

**Summary:**

Specific awards and the sources of funds for all contracts administratively awarded, renewed, or modified during the month of December. Included in the report are procurement contracts and public contracting activities with a current fiscal year impact and annual contracts.

**Attachments:** [Purchases Approved administratively December 2024.pdf](#)

6.c. [25-41](#) Planning Commission Decision - An application to develop

approximately 102.44 acres of the former Fairview Training Center site - Approved.

Fairview Refinement Plan / Phased Subdivision Tentative Plan / Airport Overlay Zone Height Variance - Applicant Josh Lang, of Holt Homes LLC (Greg Kubicek, Rian Tuttle, James Reinhart, Michael Loomis, William Gruner, Naoki Tamori, Hiroaki Takahama, Satoshi Yoshimura, Takanobu Yoshimoto, Rick Robideau, David Barclay, John Ochsner) - Owner Matt Harrell, of Simpson Hills LLC (Susan Haider, Barton Colson, Bradley Colson, Judee Wells) - 4300 to 4600 Blocks of Battle Creek Rd SE and 4100 to 4500 Blocks of Reed Rd SE.

Ward(s): 3  
 Councilor(s): Matthews  
 Neighborhood(s): Morningside

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision FRP-SUB-AVAR24-01](#)

## 7. ORDINANCES

### 7.1 FIRST READING:

**7.1a.** [25-32](#) Annexation of 1.43-acre territory located at 5725 Skyline Road S and Land Adjacent (ANXC-759).

Ward(s): Ward 7  
 Councilor(s): Nordyke  
 Neighborhood(s): Sunnyslope  
 Result Area(s): Welcoming and Livable Community

**Recommendation:**

Advance Ordinance Bill No. 3-25, approving annexation, applying City Zoning, and approving withdrawal from the Salem Suburban Rural Fire Protection District, for a territory located at 5725 Skyline Road S and Land Adjacent, to second reading for passage.

**Summary:**

Annexation of an approximately 1.43-acre territory located at 5725 Skyline Road S and Land Adjacent (ANXC-759).

**Attachments:** [Vicinity Map](#)  
[Draft Ordinance ANXC-759](#)  
[Territory Legal Description and Map](#)

### 7.2 SECOND READING:

**7.2a.** [25-40](#)

Ordinance Bill No. 1-25 to amend SRC Chapter 9 to modify the collection of aircraft landing fees and overnight parking fees.

Ward(s): 2

Councilor(s): Nishioka

Neighborhood(s): SEMCA, SESNA

Result Area(s): Strong and Diverse Economy

**Recommendation:**

Pass Ordinance Bill No. 1-25.

**Summary:**

The proposal would amend language related to the aircraft landing and overnight parking fee collection program at the Salem-Willamette Valley Airport.

**Attachments:** [Attachment 1 - Ordinance Bill No. 1-25](#)

[Attachment 2 - Exhibit A to Ordinance Bill No. 1-25.docx](#)

[Public Comments received by 5:00 p.m., January 27, 2025](#)

[Public Comment received February 3, 2025](#)

[Additional Public Comments received by 3:00 p.m., February 7, 2025](#)

[Additional Public Comments received by 3:30 p.m., February 10, 2025](#)

[Additional Public Comments received by 5:00 p.m., February 10, 2025](#)

*Add - Written testimony.*

**8. PUBLIC COMMENT: (Other than agenda items)****9. ADJOURNMENT**

**Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 48 hours prior to the meeting. To request accommodations or services, please call 503-588-6255 or 503-588-6003 (TTD/TTY 503-588-6439), or by e-mail at: [cityrecorder@cityofsaalem.net](mailto:cityrecorder@cityofsaalem.net) at least two business days in advance.**

**Si necesita ayuda para comprender esta información, por favor llame 503-588-6003.**

**UPCOMING PUBLIC HEARINGS, AND WORK SESSIONS**

- a. [25-47](#) Unless otherwise noted, all meetings and public hearings will be conducted in Council Chambers, located at City Hall, 555 Liberty Street SE, Room 240, with the option for remote attendance. Please see the meeting agenda header for more details on remote attendance. The meetings are also available to watch in real-time online at CC:Media YouTube Channel, as well as Comcast Cable CC:Media Channel 21.

## CITY COUNCIL PUBLIC HEARINGS:

Airport Fund Supplemental Budget  
Monday, February 24, 2025, at 6:00 p.m.

## SALEM HOUSING AUTHORITY PUBLIC HEARINGS:

## URBAN RENEWAL AGENCY PUBLIC HEARINGS:

CITY COUNCIL WORK SESSIONS: (Unless otherwise noted, work sessions are held in the Council Chambers, 555 Liberty Street SE.

Airport Master Plan  
Tuesday, February 18, 2025, at 6:00 p.m.

Joint City Council and Planning Commission - Housing Production Strategy  
Monday, March 17, 2025, at 6:00 p.m.

BUDGET COMMITTEE MEETINGS: (Budget Committee meetings are held in Council Chambers, 555 Liberty Street SE, Room 240)

Budget Committee - City Manager Presents Proposed FY 2026 Budget to the Budget Committee - Result Areas Reviewed: Welcoming and Livable Community, Natural Environment Stewardship  
Wednesday, April 16, 2025, at 6:00 p.m.

Budget Committee Review Meeting - Result Areas Reviewed: Strong and Diverse Economy, Urban Renewal Agency, Safe Reliable and Efficient Infrastructure, and CIP Public Hearing  
Wednesday, April 23, 2025, at 6:00 p.m.

Budget Committee Review Meeting - Results Areas Reviewed: Safe Community, Good Governance

Wednesday, April 30, 2025, at 6:00 p.m.

Budget Committee Recommends FY 2026 Budget to the City Council /  
Urban Renewal Agency

Wednesday, May 7, 2025, at 6:00 p.m.

2025 NEIGHBORHOOD ASSOCIATION ANNUAL MEETING DATES:

Neighborhood	- Annual Meeting Date	- Time	- Councilor
SEMCA	-----April 8-----	6:15 p.m.	-----Nishioka, Matthews
Grant	-----May 1-----	6:15 p.m.	-----Tigan
Highland	-----May 8-----	6:30 p.m.	-----Brown, Tigan
ELNA	-----June 5-----	7:00 p.m.	----- (Ward 6 Position currently vacant)
Morningside	-----June 11-----	6:30 p.m.	-----Nishioka, Matthews
SCAN	-----June 12-----	6:30 p.m.	-----Nishioka, Nordyke
Faye Wright	-----September 9-----	6:30 p.m.	-----Nordyke, Matthews
Northgate	-----September 18-----	6:00 p.m.	-----Brown
NOLA	-----October 1-----	6:30 p.m.	-----Brown
West Salem	-----October 2-----	6:30 p.m.	-----Tigan, Varney
NESCA	-----October 15-----	7:00 p.m.	-----Nishioka, Tigan
CANDO	-----October 15-----	6:00 p.m.	-----Nishioka, Tigan
Sunnyslope	-----October 16-----	7:00 p.m.	-----Nordyke, Gwyn
SWAN	-----November 4-----	6:30 p.m.	-----Nishioka, Nordyke
NEN	-----November 11-----	6:30 p.m.	-----Nishioka, Tigan
SESNA	-----November 18-----	7:00 p.m.	-----Nishioka

**MEETING PROCEDURES**

City Council meets on the second and fourth Mondays of each month at 6:00 p.m. All meetings are in the Council Chambers, Room 240, 555 Liberty St. SE.

The Mayor, who is the presiding officer, is elected at large for a term of two years. Councilors are elected for four year terms for each of the City's eight Wards. These nine officers comprise the Council who make the policy decisions for municipal activity and pass its ordinances and regulations.

Because the Mayor and Councilors' positions are part time, without pay, the Council appoints a City Manager who is responsible for the administration and execution of the City's policies and ordinances.

The City Council generally follows Robert's Rules of Order, but has adopted supplementary rules that may be found on the City's website at:  
[http://www.cityofsalem.net/Pages/council rules.aspx](http://www.cityofsalem.net/Pages/council%20rules.aspx).

**THE CONSENT CALENDAR**

The Consent Calendar allows the Council to save time by acting on everything listed on that part of the agenda with one motion instead of considering each item separately. If a City Councilor believes a matter on the Consent Calendar deserves further discussion, the Councilor can request that item be removed from the Consent Calendar and considered separately under "Special Orders of Business."

**PUBLIC COMMENT**

There are two times at every regular City Council meeting when the public has an opportunity to address the City Council. The first time is immediately prior to the Consent Calendar. This time is reserved for questions or statements regarding items appearing on the agenda, except public hearings and the merits of land use issues. The second time is at the end of the agenda. At this time, you can address the City Council on any matter of public concern, other than an agenda item. The Mayor will announce the time for public comment, and invite persons to address the City Council. Each person has three minutes to address the City Council. The time light on the podium will flash yellow when you have one minute left, and will turn red when your time has expired.

**HOW TO GET YOUR COMMENTS INCLUDED AS PART OF THE AGENDA**

Any written comments that you wish to be given to the City Council that are about an item on an agenda must be submitted to the City Recorder by 3:30 p.m. on the day of the City Council meeting when the item will be considered. For complete information on submitting communications to Council, please refer to Council Rule 6: Communications:  
[https://www.cityofsalem.net/Pages/council rules.aspx](https://www.cityofsalem.net/Pages/council%20rules.aspx).

If you have some matter that you wish to have the City Council consider in the future, you are encouraged to submit your suggestion in writing to the City Manager at 555 Liberty Street SE, Room 220, Salem, OR, or by e mail to: [manager@cityofsalem.net](mailto:manager@cityofsalem.net).

**PUBLIC HEARINGS**

The City Council can hold public hearings to consider legislative, quasi judicial or administrative matters. To testify at a hearing, you may sign up on the Hearing Roster located near the east entrance to the Council Chambers before the Mayor convenes the meeting. At the time for the hearing on the agenda, the Mayor will announce when the public hearing is open. If you have signed up to speak, come forward to the podium when the Mayor calls your name. State your name and either your address or the ward you live in. If you wish to receive notice of any written decision reached at the hearing, you must provide the City Recorder your address. When you have finished speaking, the Mayor will ask the Council if there are any questions for you, so please remain at the podium for a moment.

The time limit is 3 minutes per person for legislative and administrative hearings. The time limits for quasi judicial hearings in non land use cases are as follows:

1. Staff Presentation – 15 minutes
2. Affected Party – 15 minutes
3. Neighborhood Associations – 5 minutes
4. Other Interested Persons – 3 minutes per person
5. Rebuttal by Affected Party – 7 minutes

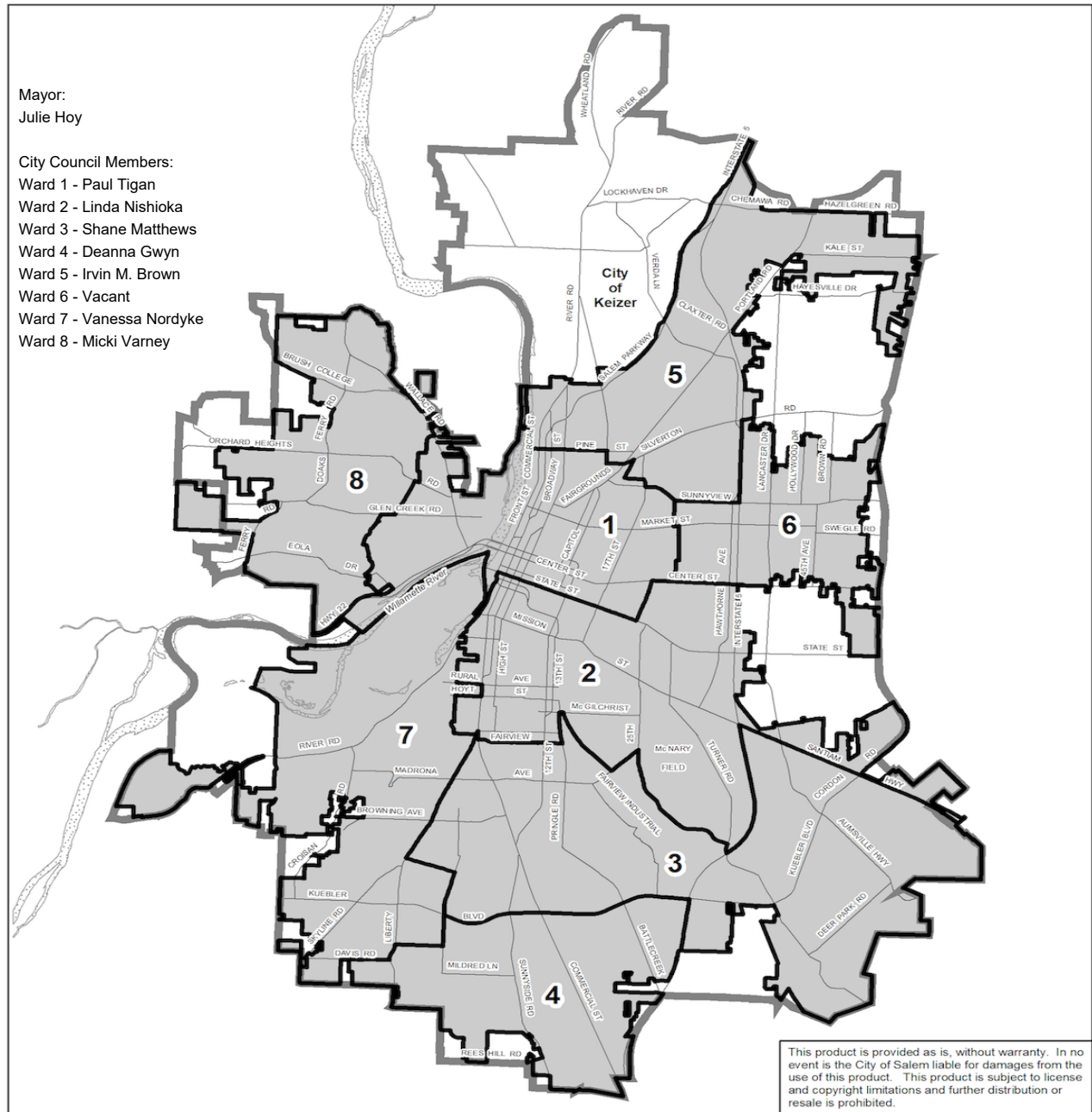
Time limits for quasi judicial land use hearings are governed by Rule 19 of the Council Rules. Parties to land use cases are encouraged to review that rule as time limits vary depending on the nature of the hearing. Further information can be obtained by contacting the Planning Administrator at 503 588 6173 or email at: [lmanderson@cityofsalem.net](mailto:lmanderson@cityofsalem.net).

Timer lights are located on the podiums. A flashing yellow light means you have one minute left; a red light means your time has expired.

### City of Salem Wards

Mayor:  
Julie Hoy

- City Council Members:
- Ward 1 - Paul Tigan
  - Ward 2 - Linda Nishioka
  - Ward 3 - Shane Matthews
  - Ward 4 - Deanna Gwyn
  - Ward 5 - Irvin M. Brown
  - Ward 6 - Vacant
  - Ward 7 - Vanessa Nordyke
  - Ward 8 - Micki Varney



#### LEGEND

- Ward Boundary
- Urban Growth Boundary
- Salem City Limits
- Major Streets



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