



CITY OF SALEM

555 Liberty St SE
Salem, OR 97301

Meeting Agenda

City Council

Monday, June 12, 2023

6:00 PM

**Hybrid Meeting / Council
Chambers**

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. 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 2:00 p.m. on the day of the meeting using this link <https://www.cityofsalem.net/comment-at-council>.

EXECUTIVE SESSION

None.

WORK SESSION

None.

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

Call to Order

Roll Call

1.1 APPROVAL OF ADDITIONS AND DELETIONS TO THE AGENDA

1.2 COUNCIL AND CITY MANAGER COMMENT

1.3 PROCLAMATIONS

1.3a. [23-91](#) Proclamation - Mayor's Monarch Pledge

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Recommendation:

Information Only.

Attachments: [Proclamation - Mayor's Monarch Pledge](#)

[Public Comment received June 12, 2023](#)

Add- Written Testimony.

1.3b. [23-240](#)

Proclamation - Make Music Day

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Recommendation:

Information Only.

Attachments: [Proclamation - Make Music Day](#)

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. [23-228](#) May 22, 2023 Draft City Council Minutes

Attachments: [5-22-23 Draft Council Minutes](#)

3.2 RESOLUTIONS

3.2a. [23-207](#) Proposed FY 2024 Fee Schedule

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance

Recommendation:

Adopt Resolution No. 2023-15, setting fees and charges for the City of Salem as set forth in Exhibit A to Resolution No. 2023-15.

Summary:

Every year, the City of Salem produces a fee schedule for easy accessibility to the community where various departmental fees are

located in one document. Departments work with the Finance Department to produce this document and it is adopted annually in June prior to the new fiscal year.

Attachments: [Resolution No. 2023-15](#)
[Resolution No. 2023-15, Exhibit A](#)
[Public Comment received by 5:00 p.m., June 12, 2023](#)

Add - Written Testimony.

- 3.2b.** [23-234](#) Acquisition of Property for the Center Street NE Improvement Project from Lancaster Drive NE to 45th Place NE

Ward(s): Ward 6
Councilor(s): Councilor Hoy
Neighborhood(s): ELNA
Result Area(s): Safe, Reliable and Efficient Infrastructure

Recommendation:

Adopt Resolution Nos. 2023-18, 2023-19, and 2023-20 declaring a public need to acquire; the City of Salem's intent to negotiate; and if necessary, authorizing the City Attorney to commence eminent domain proceedings with Marion County for the acquisition of easements for the Center Street NE project from Lancaster Drive NE to 45th Place NE.

Summary:

The Center Street NE project is a federal aid project being delivered by Marion County. The project will construct interim improvements on the north side of Center Street NE, including a center-turn lane, bike lane, and sidewalk (Attachment 1, Project Location Map). Design has progressed to the point where it is now necessary to begin the right-of-way acquisition process.

Attachments: [Project Location Map](#)
[Identified Properties](#)
[Property Ownership Summary](#)
[Resolution No. 2023-18](#)
[Resolution No. 2023-19](#)
[Resolution No. 2023-20](#)
[Exhibits A1-A2 and B1-B2 to Resolution No. 2023-18](#)
[Exhibits A1-A2 and B1-B2 to Resolution No. 2023-19](#)
[Exhibits A1-A2 and B1-B2 to Resolution No. 2023-20](#)

3.3 ACTION ITEMS

- 3.3a.** [23-201](#) Award a \$50,000 wastewater pre-treatment grant to Oregon Fruit Products.

Ward(s): 2

Councilor(s): Nishioka

Neighborhood(s): SESNA

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

Recommendation:

Approve a \$50,000 wastewater pre-treatment grant to Oregon Fruit Products for the installation of a water-cooling device to reduce discharging heated, non-contact water into the wastewater collection system.

Summary:

In order to reduce water usage and to avoid discharging clean, but heated, cooling water into the City's wastewater system, Oregon Fruit Products purchased and installed a chiller that cools the water entering the pasteurizer and allows most of the cooling water to be recycled and reused. The installation of the chiller has reduced approximately 5,800,000 gallons of cooling water from entering the wastewater system each year. Oregon Fruit Products has provided invoices showing an investment of over \$300,000 for this project.

Attachments: [Oregon Fruit Grant Request Letter](#)

[Oregon Fruit Products Process Cooling Alternatives Analysis](#)

[Chiller Project Invoices](#)

3.3b. [23-205](#)

United States Department of Justice Edward Byrne Memorial Justice Assistance Grant for Federal Fiscal Year 2022.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Safe Community.

Recommendation:

Authorize the City Manager to execute all U.S. Department of Justice, Justice Assistance Grant documents, including the attached Intergovernmental Agreement.

Summary:

The U.S. Department of Justice provides funding through the Edward Byrne Memorial Justice Assistance Grant (JAG) program to assist local law enforcement prevent and reduce crime. The City has used JAG funds largely to maintain the Police Department's Community Service Officer (CSO) program.

Attachments: [2022 JAG Grant Award Letter.pdf](#)
[2022 JAG Grant Application.pdf](#)
[IGA with Marion County for 2022 JAG Grant.pdf](#)
[2022 JAG Grant Chief Executive Certifications and Assurances.pdf](#)

- 3.3c. [23-206](#) United States Department of Justice Edward Byrne Memorial Justice Assistance Grant for Federal Fiscal Year 2021

Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods
Result Area(s): Safe Community

Recommendation:

Authorize the City Manager to execute all U.S. Department of Justice, Justice Assistance Grant documents, including the attached Intergovernmental Agreements with Marion County for federal fiscal year 2021.

Summary:

The U.S. Department of Justice provides funding through the Edward Byrne Memorial Justice Assistance Grant (JAG) program to assist local law enforcement prevent and reduce crime. The City has uses JAG funds largely to maintain the Police Department's Community Service Officer (CSO) program.

Attachments: [2021 JAG Grant Award Letter.pdf](#)
[2021 JAG Grant Application.pdf](#)
[IGA with Marion County for 2021 JAG Grant.pdf](#)
[2021 JAG Grant Chief Executive Certifications and Assurances.pdf](#)

- 3.3d. [23-210](#) Intergovernmental Agreement with Orchard Heights Water Association.

Ward(s): Ward 8
Councilor(s): Varney
Neighborhood(s): WSNA
Result Area(s): Safe, Reliable and Efficient Infrastructure

Recommendation:

Authorize the City Manager to execute the Intergovernmental Agreement with Orchard Heights to ensure continued water service from the municipal distribution system to Orchard Heights for use and resale.

Summary:

Proposed Intergovernmental Agreement to ensure continued water service from the municipal distribution system to Orchard Heights Water Association (Orchard Heights) for use and resale.

Attachments: [Proposed 2023 IGA with Orchard Heights Water Association.docx](#)
[Exhibit A. Orchard Heights Water Association Service Boundary.pdf](#)

3.3e. [23-213](#)

Intergovernmental Agreement (IGA) between the City of Salem and Marion County for upgrades to the Salem Municipal Airport

Ward(s): 2

Councilor(s): Nishioka

Neighborhood(s): SEMCA, SESNA

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

Recommendation:

Authorize the City Manager to execute Intergovernmental Agreement CS-5376-23 between Marion County and the City of Salem.

Summary:

Marion County has authorized \$100,000 to be granted to the City of Salem to assist with the terminal renovation project to support the return of commercial air service. \$50,000 has been authorized for reimbursement in current FY23 and an additional \$50,000 has been authorized in the upcoming FY24.

Attachments: [Municipal Airport Intergovernmental Agreement](#)
[Public Comment received by 3:00 p.m., June 12, 2023](#)

Add - Written Testimony.

3.3f. [23-230](#)

Purchase and Sale Agreement with Raymond W. and Diane M. Cooper for acquisition of real property located at 2530 Mountain View Drive S.

Ward(s): 2

Councilor(s): Nishioka

Neighborhood(s): SWAN

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

Recommendation:

Authorize the City Manager to execute the attached Purchase and Sale Agreement with Raymond W. and Diane M. Cooper.

Summary:

Raymond W. and Diane M. Cooper (collectively the "Seller") own a single-family home located at 2530 Mountain View Drive S. in Salem (Property). The Property is subject to flooding due to storm sewer overflows during heavy rain events. The Public Works Department desires to acquire the property, demolish the house, and locate a detention basin on the Property to upgrade the storm sewer system and alleviate flood events in the neighborhood.

Attachments: [Agreement](#)

4. PUBLIC HEARINGS

- 4.a. [23-224](#) An Annexation of an approximately 4.21-acre territory located in the 4800 Block of Macleay Rd SE and Lands Adjacent.

Ward(s): 2
 Councilor(s): Nishioka
 Neighborhood(s): SEMCA
 Result Area(s): Welcoming and Livable Community

Recommendation:

Approve the annexation of the territory in the 4800 Block of Macleay Rd SE and Lands Adjacent, including the withdrawal from the Marion County Fire District #1 and the application of RM-II (Multiple Family Residential) zoning and forward to first reading.

Summary:

Annexation of an approximately 4.21-acre territory located in the 4800 Block of Macleay Rd SE and Lands Adjacent.

Attachments: [Vicinity Map](#)

[Territory Legal Description and Map](#)

[Public Works Memo](#)

[Finance Memo C-754](#)

[Salem-Keizer School District Memo](#)

[Public Comments received 6-5-2023](#)

- 4.b. [23-211](#) Public hearing on State Revenue Sharing funds

Ward(s): All Wards
 Councilor(s): All Councilors
 Neighborhood(s): All Neighborhoods
 Result Area(s): Good Governance; Safe and Healthy Community. d

SUMMARY:

Recommendation:

Adopt Resolution No. 2023-16 electing to receive a share of certain revenues from the State of Oregon General Fund.

Summary:

The state revenue sharing program allocates fourteen percent of state liquor revenues to cities, which have discretion on the use of the revenue.

The purpose of the public hearing is to provide residents and opportunity to comment on the Budget Committee's proposed uses

of state revenue sharing funds in the Recommended FY 2024 City of Salem Budget.

Attachments: [Resolution No. 2023-16](#)

4.c. [23-231](#) Public hearing on the FY 2024 City of Salem Budget

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance; Natural Environment

Stewardship; Safe Community; Safe, Reliable and Efficient

Infrastructure; Strong and Diverse Economy; Welcoming and

Livable Community.

Recommendation:

Direct staff to return on June 26, 2023, with a resolution to adopt the Budget Committee recommended FY 2024 City of Salem Budget.

Summary:

The City of Salem Budget Committee recommended a budget to the City Council on May 10, 2023. The City Council is required to hold a public hearing on the recommended budget and adopt a final budget prior to July 1, 2023. The City Council may amend the Budget Committee's recommendation within the following restrictions:

- Property tax levies cannot be increased in total beyond the amount approved by the Budget Committee.
- The recommended expenditures for each fund cannot be increased by more than ten percent (10%).

Attachments: [Recommended FY 2024 City of Salem Budget](#)

[Public Comment](#)

[Additional Comments received by 4:00 p.m., June 9, 2023](#)

[Public Comments received by 10:30 a.m., June 12, 2023](#)

[Additional Public Comments received by 3:00 p.m., June 12, 2023](#)

Add - Written Testimony.

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)

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

6.a. [23-212](#) Safe Salem Employee-Paid Payroll Tax

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance; Natural Environment

Stewardship; Safe Community; Safe, Reliable and Efficient

Infrastructure; Strong and Diverse Economy; Welcoming and

Livable Community.

Recommendation:

Information only.

Summary:

In multiple Work Sessions and in Budget Committee meetings this year, the City Council has discussed the City's funding challenges and efforts to improve essential services that support a Safe Salem. Based on the Council discussion at their May 15, 2023 Work Session, and the Budget Committee's May 10, 2023 recommendation, staff have drafted a proposal for an employee-paid payroll tax. The draft ordinance is attached to this report, and first reading of the ordinance is planned for the June 26, 2023 City Council meeting. City Council may direct that a public hearing on the ordinance be scheduled for either the June 26th or July 10th city council meeting.

Attachments: [Safe Salem Payroll Tax Draft Ordinance](#)

[Public Comments received by 5:00 p.m., June 6, 2023](#)

[Additional Public Comments received by 4:00 p.m., June 9, 2023](#)

[Public Comments received by 10:30 a.m., June 12, 2023.pdf](#)

[Additional Public Comments received by 3:00 p.m., June 12, 2023](#)

[Additional Public Comments received by 5:00 p.m., June 12, 2023](#)

Add - Written Testimony.

6.b. [23-232](#) Planning Administrator Decision - Tentative Subdivision of 48 lots for Devon Heights. - Approved.

Tentative Subdivision Plan / Urban Growth Preliminary Declaration Case No. SUB-UGA23-06 - Britany Randall, Brand Land Use and Lapray Development LLC (Sam Lapray) - 6600 Block of Devon Ave SE.

Ward(s): 4

Councilor(s): Gwyn

Neighborhood(s): SGNA

Recommendation:

Information Only.

Attachments: [Land Use Decision SUB-UGA23-06](#)

- 6.c. [23-233](#) Planning Administrator Decision - Proposed partition to divide property into two-parcels with associated site improvements. - Approved.

Tentative Partition Plan Case No. PAR23-01 - Brandie Dalton, Multi-Tech Engineering on behalf of Arturo Queveda - 896 Norman Ave NE.

Ward(s): 6
Councilor(s): Hoy
Neighborhood(s): NESCA

Recommendation:

Information Only.

Attachments: [Land Use Decision PAR23-01](#)

- 6.d. [23-238](#) Establishing a City Council committee to advise the City Council and City Manager on solid waste management policy and service rates.

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

Recommendation:

Information only.

Summary:

During the August 22, 2022, Public Hearing for Solid Waste Rates, City Council approved a motion requesting "City staff to begin work on a [solid waste] policy for City Council review that considers the following elements: equitable service provision and rates, Climate Action Plan elements, Oregon's Recycling Modernization Act, and review service options of other cities and counties." To further this effort, Mayor Hoy appointed members of the Salem City Council to the Solid Waste Committee to advise the City Council and City Manager on the solid waste policy, service rates, and any other matter concerning solid waste management.

Revised - The staff report was revised to include Councilor Linda Nishioka as one of the appointed members to the Solid Waste Committee.

7. ORDINANCES

7.1 FIRST READING:

- 7.1a. [23-191](#) Revision to the Salem Revised Code Section 2.825 related to the Multiple Unit Housing Tax Incentive Program.

Ward(s): Wards 1 and 2

Councilor(s): Stapleton and Nishioka

Neighborhood(s): CANDO, SESNA, NEN, SCAN, Highland

Result Area(s): Good Governance; Strong and Diverse Economy;

Welcoming and Livable Community

Recommendation:

Conduct first reading and advance to second reading Ordinance Bill No. 10-23 to amend SRC 2.825 related to Multiple-Unit Housing Tax Incentive Program amending the requirements of the Program.

Summary:

As an incentive to create multiple-unit housing in the downtown core, the City of Salem offers an abatement of ad valorem taxes through its Multiple Unit Housing Tax Incentive Program (Program). In recent coordination with other taxing districts with which the City partners, there is a desire that future projects utilizing the Program include an affordable housing component. The proposed revisions will set requirements to which applicants must adhere to be considered for participation in the Program.

In October 2022, City Council approved modification of Salem Revised Code Section 2.825; however, an incorrect version of Exhibit A to Ordinance Bill No. 19-22 was included in the Staff Report. To correct the error and have the Salem Revised Code match the approved Program guidelines, it is necessary to approve Ordinance Bill No. 10-23.

Attachments: [Ordinance No. 10-23](#)

[Exhibit A to Ordinance No. 10-23](#)

[Core Area Map.pdf](#)

7.2 SECOND READING:

- 7.2a. [23-239](#) Proposed amendments to Salem Revised Code Chapter 15 (Public Art) to add new definitions of "building" and "public mural." Ordinance No. 8-23.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods
Result Area(s): Welcoming and Livable Community

Recommendation:

Pass Ordinance Bill 8-23 amending SRC Chapter 15.

Summary:

Ordinance Bill No. 8-23 (Attachment 1) amends Chapter 15 of *Salem Revised Code* (SRC) to add the definition of "building" and clarify the definition of "public mural."

Attachments: [Ordinance Bill No. 8-23](#)
[Exhibit A - Code Revisions](#)
[Exhibit B - SPAC Adopted Minutes April 2023](#)
[Public Comments received by 4:00 p.m., June 9, 2023.pdf](#)

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 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. [23-221](#) Unless otherwise noted, all meetings, public hearings, and work sessions 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:

Repealing Overlay Zones on Commercial Street SE (Ordinance Bill No. 5-23)
 Monday, June 26, 2023 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 Anderson Rooms at Salem Public Library, 585 Liberty St SE)

Policy Agenda Quarterly Update
 Monday, July 17, 2023 at 6:00 p.m.

Sign Code Update (begins immediately following the Policy Agenda Quarterly Update)
 Monday, July 17, 2023 at 6:00 p.m.

Urban Renewal Status Update
 Monday, September 18, 2023 at 6:00 p.m.

BUDGET COMMITTEE MEETINGS

SCHEDULE OF NEIGHBORHOOD ASSOCIATION ANNUAL MEETINGS

Neighborhood - Annual Meeting Date - Time - Councilor
 SCAN June 14, 2023 6:30 p.m. - Councilors Nishioka, Nordyke
 Grant July 6, 2023 6:15 p.m. - Councilor Stapleton
 Highland August 10, 2023 7:00 p.m. - Councilors Gonzalez,

Stapleton

Faye Wright August 10, 2023 7:00 p.m. - Councilors Nordyke,
Phillips

Northgate September 21, 2023 6:00 p.m. - Councilor Gonzalez

West Salem October 4, 2023 7:00 p.m. - Councilors Stapleton,
Varney

NOLA October 4, 2023 6:30 p.m. - Councilors Hoy, Gonzalez

NESCA October 17, 2023 7:00 p.m. - Councilors Hoy, Nishioka,
Stapleton

CANDO October 17, 2023 6:00 p.m. - Councilors Nishioka,
Stapleton

Sunnyslope October 19, 2023 7:00 p.m. - Councilors Nordyke,
Gwyn

SWAN November 7, 2023 6:30 p.m. - Councilors Nishioka, Nordyke

NEN November 14, 2023 6:30 p.m. - Councilors Nishioka,
Stapleton

SESNA November 28, 2023 7:00 p.m. - Councilor 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.

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.

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.

