



# CITY OF SALEM

555 Liberty St SE  
Salem, OR 97301

## Meeting Agenda

### City Council

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**Monday, October 23, 2023**

**6:00 PM**

**Hybrid Meeting / Council  
Chambers**

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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 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.** [23-370](#) Proclamation - World Polio Day 2023

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

**Recommendation:**

Information Only.

**Attachments:** [Proclamation - World Polio Day 2023](#)

## 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. [23-386](#) October 9, 2023 Draft City Council Minutes

**Attachments:** [10-9-23 Draft Council Minutes.pdf](#)

#### 3.2 RESOLUTIONS

#### 3.3 ACTION ITEMS

3.3a. [23-365](#) Grant Agreement between the Housing Authority of the City of Salem and the City of Salem for the Homeless Rental Assistance Program (HRAP).

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

**Recommendation:**

Authorize the City Manager to execute the attached grant agreement between the Housing Authority of the City of Salem and the City of Salem to provide \$625,000 in funding for HRAP.

**Summary:**

Salem, like many other communities, is challenged with homelessness. An estimated 1,000-2,000 individuals are currently unsheltered in the Salem area, with approximately 500 of those falling into the most vulnerable and hardest to house category. The

Salem Housing Authority and the Salem City Council are committed to programs that help prevent and reduce homelessness through HRAP.

**Attachments:** [FY 2024 Housing Authority of the City of Salem and City of Salem HRAP Grant Agreement](#)  
[Public Comments received by 3:00 p.m., October 23, 2023](#)  
[Additional Public Comments received by 5:00 p.m., October 23, 2023](#)

*Add - Written Testimony.*

**3.3b. [23-377](#)**

Application for funding under the Energy Efficiency and Conservation Block Grant program issued by the U.S. Department of Energy (DOE).

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

**Recommendation:**

Authorize the City Manager to submit an application to the Energy Efficiency and Conservation Block Grant Program and, if successful, enter into an agreement with DOE to accept the funds.

**Summary:**

Under the Energy Efficiency and Conservation Block Grant Program of the Department of Energy (DOE), the City of Salem is eligible to receive up to \$214,750 in grant funds to implement actions designed to reduce fossil fuel emissions, reduce total energy use, and improve energy efficiency. This is a non-competitive grant program and will address multiple energy-related objectives and strategies contained in the Salem Climate Action Plan.

**Attachments:** [Public Comments received by 3:00 p.m., October 23, 2023](#)

*Add - Written Testimony.*

**3.3c. [23-378](#)**

Ground lease with WattEV Salem Inc. for real property at Salem Municipal Airport.

Ward(s): 3

Councilor(s): Phillips

Neighborhood(s): SEMCA

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

**Recommendation:**

Ratify the City Manager's execution of the attached lease.

**Summary:**

WattEV Salem Inc. (Umar Javed, President) (Lessee) desires to lease unimproved ground at the Salem Municipal Airport to develop a

charging depot for electric trucks. In order to avoid delay of Lessee's grant application with the State of Oregon, the City Manager has already executed the lease. City Council is being asked to ratify the City Manager's execution of the lease.

**Attachments:** [Lease](#)

- 3.3d.** [23-380](#) Ground lease amendment with Aviation Properties Northwest, LLC (d.b.a Metal Innovations Incorporated) for real property at Salem Municipal Airport.

Ward(s): 2  
Councilor(s): Nishioka  
Neighborhood(s): SEMCA  
Result Area(s): Good Governance; Strong and Diverse Economy

**Recommendation:**

Authorize the City Manager to execute the attached amendment with Lessee.

**Summary:**

Aviation Properties Northwest, LLC (Kimberly M. Wilmes, President) (Lessee) acquired a leasehold interest in property at Salem Municipal Airport (Premises) via assignment of an existing lease (Lease) (Attachment 1) in January 2023. As part of the assignment, the City agreed to have the Premises surveyed to verify the square footage and clarify access to adjacent hangars. The survey work is complete and it is necessary to amend the Lease to validate the changes.

**Attachments:** [Lease](#)

[Amendment](#)

- 3.3e.** [23-381](#) United States Department of Justice Edward Byrne Memorial Justice Assistance Grant for Federal Fiscal Year 2023

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

**Recommendation:**

Authorize the City Manager to execute all U.S. Department of Justice, Justice Assistance Grant documents, including the attached Intergovernmental Agreement with Marion County to accept the \$99,759 award, of which \$89,223 will go to the City of Salem.

**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:** [2023 JAG Award Letter.pdf](#)  
[2023 JAG Grant Application.pdf](#)  
[IGA with Marion County for 2023 JAG Grant.pdf](#)  
[2023 JAG Grant Chief Executive Certifications and Assurances.pdf](#)

- 3.3f.** [23-383](#) Pay grade adjustment for a job classification, increases in position FTE allocation, and new position authority.

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

**Recommendation:**

Approve a pay grade adjustment for the job classification of Water Treatment Operator retroactive to July 1, 2023, authorize an increase of .40 FTE to an Admin Analyst I position at WVCC, and add new positions, one Management Analyst I and one Sr. HR Business Partner in Enterprise Services effective October 23, 2023.

**Summary:**

A pay grade adjustment is recommended for the Water Treatment Operator job classification to correct a pay alignment with other treatment operator classifications that received pay grade adjustments July 1, 2023. Due to workload capacity issues and new mandated programs, an increase in a budgeted position allocation from 0.6 to 1.0 full-time equivalency (FTE) for an Admin Analyst I position at the Willamette Valley Communications Center (WVCC) is requested, as well as the addition of two new positions in Human Resources for managing Paid Leave Oregon and other protected leaves administration, and a HR Business Partner for Public Works and Salem Housing Authority.

- 3.3g.** [23-384](#) Agreement with Portland General Electric Company (PGE) to install Electric Vehicle chargers on PGE-owned poles located in the public right-of-way.

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

**Recommendation:**

Authorize the City Manager to sign an agreement with Portland General Electric Company approving installation of Electric Vehicle charging stations on PGE-owned poles located in the public

right-of-way?

**Summary:**

Portland General Electric Company (PGE) has invited the City of Salem to participate in a pilot program in which PGE installs Electric Vehicle charging stations on PGE-owned poles located in the public right-of-way.

**Attachments:** [City and PGE Agreement for EV Pole Chargers](#)

[Illustrative Photos of EV Pole Chargers](#)

[Public Comments received by 3:00 p.m., October 23, 2023](#)

*Add - Written Testimony.*

**3.3h. [23-388](#)**

Critical Oregon Airport Relief (COAR) Grant Applications

Ward(s): 2

Councilor(s): Nishioka

Neighborhood(s): SEMCA, SESNA

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

**Recommendation:**

Authorize the City Manager to apply for and accept two Critical Oregon Airport Relief (COAR) grants to support a resiliency study and federally funded projects at the Salem Municipal Airport.

**Summary:**

The Salem Municipal Airport seeks to apply for and accept two State of Oregon grants to supplement federally funded airport improvement projects and an airport resiliency study at the airport in 2024.

## 4. PUBLIC HEARINGS

**4.a. [23-374](#)**

Proposed amendment to Salem Revised Code Chapter 900 (Sign Code) and Chapter 300 (Procedures for Land Use Applications and Legislative Land Use Proposals).

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

**Recommendation:**

Advance Ordinance Bill No. 16-23 for the purpose of amending Salem Revised Code Chapter 900 (Sign Code) and Chapter 300 (Procedures for Land Use Applications and Legislative Land Use Proposals) to first reading.

**Summary:**

The proposed code amendment to Salem Revised Code Chapter 900 (Sign Code) is needed to update, clarify, correct, and simplify development standards and definitions; remove sign variances, adjustments, and conditional uses; and delete old references to zones that have been previously eliminated.

**Attachments:** [Ordinance Bill No. 16-23](#)[Code Amendment Highlights Memo](#)[Public Comments](#)**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. [23-389](#) Update on the City's Sidewalk Repair Program

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): Neighborhoods

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

**Recommendation:**

Information

**Summary:**

To provide information to the City Council on the history and accomplishments of the City's Sidewalk Repair Program, as well as provide an update on work completed in 2023 and work planned over the next six months. The current program began in 2007 and since that time has made significant progress in improving the condition of the community's sidewalk system.

**Attachments:** [Attach 1 Sidewalk Repair Program.docx](#)[Attach 2 Completed Sidewalk Repair Locations.docx](#)[Attach 3 Scheduled Sidewalk Repair Locations.docx](#)[Public Comments received by 3:00 p.m., October 23, 2023](#)

*Add - Written Testimony.*

5.b. [23-363](#) Revised Staff Report - Proposed process and criteria for selecting projects as part of the pedestrian crossings, sidewalk infill, and sidewalk replacement categories contained in the 2022 Salem Safety and Livability Bond Measure.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

**Recommendation:** Direct staff to follow the process and apply the criteria described in this report and recommended by the Bond Oversight Steering Committee to develop recommended project locations for the pedestrian crossings, sidewalk infill, and sidewalk replacement categories included in the 2022 Salem Safety and Livability Bond Measure, and further authorize allocation of a portion (\$1,168,000) of the sidewalk replacement funds for projects located adjacent to the Liberty Street SE, Silverton Road NE, and Commercial Street SE pavement projects.

**Summary:** The 2022 Salem Safety and Livability Bond Measure included three transportation-related project categories relating to sidewalks and pedestrian crossings without identified locations. The bond measure indicated that locations for these projects would be determined by City Council. This report recommends a process and criteria for Council to follow in determining project locations. It also recommends allocating a portion of these funds to be delivered together with pavement projects on Liberty Street SE, Silverton Road NE, and Commercial Street SE.

*Revised - Staff Report Revised.*

*The staff report was revised to incorporate the recommendation to allocate \$40,000 for sidewalk replacement to be delivered with the 2024 Commercial Street SE pavement project.*

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

### 6.a. [23-368](#)

Final evaluation of the Construction Manager General Contractor (CM/GC) alternative contracting method used for the Salem Police Station.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Safe and Healthy Community

**Recommendation:** Information only.

**Summary:** In December 2017, City Council, acting as the local contract review board, adopted findings in support of an exemption from the competitive bidding process and authorized the use of a Construction Manager General Contractor (CM/GC) contracting method for construction of the new Salem Police Station project. *Oregon Revised Statutes 279C.355* requires contracting agencies to submit evaluations for public contracts that have been exempted



from the competitive bidding process to the local contract review board after the projects are complete.

**ISSUE:**

Present City Council with the final evaluation, per *Oregon Revised Statutes 279C.355*, of the public improvement contract exempted from competitive bid, and performed by JE Dunn Construction Company (JE Dunn) for the Salem Police Station project.

**RECOMMENDATION:**

**Attachments:** [Post Project Evaluation Report.docx](#)

- 6.b.** [23-375](#) Planning Administrator Decision - A new multi-family 279-unit apartment complex - Approved.

Class 3 Site Plan Review / Class 2 Adjustment / Tree Regulation Variance / Class 2 Driveway Approach Permit / Class 1 Design Review Case No. SPR-ADJ-TRV-DAP-DR23-15 - James Rasmussen, Kenneth Rasmussen, Alan Rasmussen, Ryan Rasmussen - 4195 Aumsville Hwy SE.

Ward(s): 3

Councilor(s): Phillips

Neighborhood(s): SEMCA

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision SPR-ADJ-TRV-DAP-DR23-15](#)

- 6.c.** [23-376](#) Public Review of Draft Updates to the City of Salem Floodplain Management Plan.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

**Recommendation:** Information only.

**Summary:** A committee of City staff and community stakeholders completed a five-year periodic review and evaluation of the City's *Floodplain Management Plan* (Plan) in compliance with Federal Emergency Management Agency's (FEMA's) requirements for the Community Rating System (CRS). The review included an overall evaluation of the Plan and a detailed review of the Program for Public Information (See Appendix F of the Plan) and the Coverage Improvement Plan (See Appendix G of the Plan). The draft update to the *Floodplain Management Plan* is currently being made

available to the public for review and comments. The final plan will be developed following public comment period and will be presented to Council for formal adoption at the December 4, 2023, City Council meeting.

**Attachments:** [Draft Floodplain Management Plan Update.pdf](#)

- 6.d.** [23-390](#) Planning Administrator Decision - A partition application to divide a 9,800-square foot property into two parcels with an adjustment to lot depth - Approved.

Partition / Zoning Adjustment Permit Case No. PAR-ADJ23-07 -  
2195 Vaughn Avenue NE - Laura Laroque, Udell Engineering;  
Ashley Jensen, Don Jensen, Jensen Consulting and Development

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

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision PAR-ADJ23-07](#)

- 6.e.** [23-391](#) Planning Administrator Decision - A validation of unit of land for five properties, then a tentative partition to divide the land area to create two parcels - Approved

Partition Tentative Plan / Validation of Unit of Land Case No.  
PAR-VUL23-06 - Gerald Horner - 848 Mildred Ln SE

Ward(s): 4  
Councilor(s): Gywn  
Neighborhood(s): SGNA

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision Case No. PAR-VUL23-06](#)

- 6.f.** [23-394](#) Planning Administrator Decision - A partition application to divide 0.43 acres into two parcels - Approved.

Tentative Partition Plan / Class 2 Adjustment Case No.  
PAR-ADJ23-05 - Troy Jerman - 4524 Campbell Dr SE

Ward(s): 3  
Councilor(s): Phillips  
Neighborhood(s): SEMCA

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision PAR-ADJ23-05](#)

**6.g.** [23-396](#) Economic development quarterly report.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Strong and Diverse Economy.

**Recommendation:**

Information only.

**Summary:**

City Council requested economic development reports from Urban Development staff. This report includes activity for quarter three of calendar year 2023.

## 7. ORDINANCES

### 7.1 FIRST READING:

### 7.2 SECOND READING:

**7.2a.** [23-373](#) Second Reading of a Legislative Zone Change and Code Amendment to Amend the Saginaw Street and Superior-Rural Overlay Zones and Eliminate the Oxford-West Nob Hill, Oxford-Hoyt, and Hoyt-McGilchrist Overlay Zones in the SCAN Neighborhood.

Ward(s): 2

Councilor(s): Nishioka

Neighborhood(s): SCAN

Result Area(s): Welcoming and Livable Community.

**Recommendation:**

Engross and pass Ordinance Bill No. 5-23 for the purpose amending the Saginaw Street and Superior-Rural Overlay Zones and eliminating the Oxford-West Nob Hill, Oxford-Hoyt, and Hoyt-McGilchrist Overlay Zones.

**Summary:**

A proposal to amend the Saginaw Street and Superior-Rural overlay zones and eliminate the Oxford-West Nob Hill, Oxford-Hoyt, and Hoyt-McGilchrist Overlay Zones (Planning Case No. CA23-02).

**Attachments:** [Engrossed Ordinance Bill No 5-23](#)[Exhibit A to Engrossed Ordinance Bill 5-23 - Map of Overlays Proposed to be Eliminate](#)[Exhibit B to Engrossed Ordinance Bill 5-23 - Proposed Code Changes](#)[Exhibit C to Engrossed Ordinance Bill 5-23 - Findings](#)[Properties within Overlays Proposed to be Eliminated](#)[Public Comments](#)**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@cityofsalem.net](mailto:cityrecorder@cityofsalem.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. [23-379](#) 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:**

Annexation of approximately 48-acre territory, application of RA (Residential Agriculture) zoning, and withdrawal from the Salem Suburban Rural Fire Protection District for property located at 7006 Sunnyside Road SE and 7102 Cains Place SE (Annexation No. C-755)  
Monday, November 13, 2023 at 6:00 p.m.

Code Amendment to Implement Climate Friendly and Equitable Communities Parking Lot Requirements  
Monday, November 13, 2023 at 6:00 p.m.

Proposed Solid Waste Collection Service Rates  
Monday, November 13, 2023 at 6:00 p.m.

Transportation System Plan Amendment relating to Colorado Drive NW and Landaggard Drive NW (Ordinance Bill No. 15-23)  
Monday, November 27, 2023 at 6:00 p.m.

Community Development Block Grant and HOME Investment Partnership Programs Consolidated Annual Performance Evaluation Report (CAPER)  
Monday, November 27, 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)

Revised FY 2024 Budget (Follow-up to the September 18, 2023 Council Work Session)  
Wednesday, October 25, 2023 at 6:00 p.m.,  
Meeting location: Council Chambers, 555 Liberty Street SE, Room 240

Joint City Council Work Session with Marion County Board of

Commissioners - Increasing Awareness of Gun Violence in Our Community

Monday, November 20, 2023 at 6:00 p.m.

2024 City Council Policy Agenda - Kick Off

Monday, November 20, 2023 at 7:00 p.m.

BUDGET COMMITTEE MEETINGS:

SCHEDULE OF NEIGHBORHOOD ASSOCIATION ANNUAL MEETINGS:

Neighborhood - Annual Meeting Date - Time - Councilor

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](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.



