



CITY OF SALEM

Meeting Agenda

City Council

555 Liberty St SE
Salem, OR 97301

Monday, April 22, 2024

6:00 PM

**Council Chambers /
Hybrid Meeting**

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 4:00 p.m. on the day of the meeting using this link: <https://www.cityofsalem.net/comment-at-council>

EXECUTIVE SESSION

City Council

5:00 p.m. - City Manager's Conference Room

ORS 192.660(2)(i) - Relating to the City Manager's performance evaluation process

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. [24-120](#) Proclamation - End the Sale of Flavored Nicotine Products

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Recommendation:

Information Only.

Attachments: [Proclamation - Flavored Nicotine](#)[Public Comments received by 3:00 p.m., April 22, 2024](#)*Add - Written Testimony.***1.3b. [24-142](#)** Proclamation - Earth Day

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Recommendation:

Information Only.

Attachments: [Proclamation - Earth Day](#)**1.3c. [24-163](#)** Proclamation - National Therapy Animal Day

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Recommendation:

Information Only.

Attachments: [Proclamation - National Therapy Animal 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. [24-158](#)** April 8, 2024 Draft City Council Minutes

Attachments: [4-8-24 Draft Council Minutes.pdf](#)

3.1b. [24-164](#) April 15, 2024 Draft City Council Work Session Minutes

Attachments: [4-15-24 Draft Council Work Session Minutes.pdf](#)

3.2 RESOLUTIONS

3.2a. [24-114](#) Multiple Unit Housing Tax Incentive Program application by Deacon Development, LLC seeking a 10-year property tax exemption for a 105-unit apartment development located at 277 High Street NE.

Ward(s): Ward 1

Councilor(s): Stapleton

Neighborhood(s): CANDO

Result Area(s): Strong and Diverse Economy; Welcoming and Livable Community

Recommendation:

(1) Adopt Resolution No. 2024-15 approving an application by Deacon Development, LLC for tax exemption under the City's Multiple Unit Housing Tax Incentive Program; and

(2) Direct staff to make a request to boards of other taxing districts to adopt a resolution agreeing with the policy of providing a tax exemption for the project, therefore exempting the multiple family residential portion of the project's full property tax liability.

Summary:

On March 5, 2024, Deacon Development, LLC (Steve Deacon, Member) (Applicant), submitted an application for participation in the Multiple Unit Housing Tax Incentive Program (Program) for development of a multi-family building tentatively named "High Street Apartments" (Project) on an existing, privately-owned parking lot and the site of the former Salem City Hall in downtown Salem (demolished 1972). The Project will consist of one 23,164 square foot building containing 105 residential rental units.

The Applicant has submitted applications and materials asserting compliance with all Program requirements. The Project contains more than two dwelling units, is located within the Core Area, and meets 8 of the 19 public benefit requirements. Adoption of Resolution No. 2024-15 (Attachments 1, 2, 3) would approve the application by Deacon Development, LLC for tax exemption of the multiple family residential portion of the property under the Program.

Attachments: [Resolution 2024-15](#)[Exhibit A to Resolution 2024-15](#)[Exhibit B to Resolution 2024-15](#)[Core Area Map](#)[Public Comment received by 3:00 p.m., April 22, 2024](#)*Add - Written Testimony.***3.2b. [24-146](#)**

Transfer of appropriations within the City's Fiscal Year (FY) 2024 Budget to fund a repair to the Library parking structure.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Recommendation:

Adopt Resolution No. 2024-16 authorizing a transfer of \$150,000 in appropriations within the City's FY 2024 budget for unanticipated charges.

Summary:

A transfer from contingency in the amount of \$150,000 is needed to repair damage at the Library parking structure from a motor vehicle accident that occurred in December 2023. Facilities and Risk staff were notified of the incident and have since had the area inspected for the level of repair needed. Work for engineering, permitting, and repair are included in this cost.

A Library patron was the driver of the motor vehicle. A claim has been filed with the City's property insurance carrier to reimburse the cost of the repair less the deductible. The City's insurance will pursue payment from the private insurance carrier of the motor vehicle.

Attachments: [Resolution No. 2024-16](#)**3.3 ACTION ITEMS****3.3a. [24-136](#)**

Oregon Watershed Enhancement Board Restoration Grant Application for continuing restoration work in Minto Island Conservation Area.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Natural Environment Stewardship

Recommendation:

Authorize the City Manager to apply for the Oregon Watershed Enhancement Board (OWEB) Restoration Grant and, if successful, enter into an agreement with OWEB to accept the grant funds.

Summary:

2024 is the fifth and final year of grant funding received under the Willamette Mainstem Anchor Habitat Investments Program for implementation of the Minto Island Conservation Area (MICA) Phase 3 restoration project. Despite nearly five years of repeated treatment of invasive plants and installation of over 75,000 native plants in this 48-acre area, it has become clear that the work to restore native floodplain forest and shrub habitat is far from over. Aggressive invasive plants continue to threaten successful establishment of native vegetation and floodplain functions. An Oregon Watershed Enhancement Board (OWEB) Open Solicitation Restoration grant is being sought to address this issue. If awarded, the funds will allow the City to continue restoration work for an additional five years, slightly expand the treatment area, and adapt additional methods to better address site conditions.

Attachments: [Attachment 1 - OWEB Notice of Funding Opportunity.pdf](#)
[Attachment 2 - MICA Restoration Phases Map.pdf](#)

3.3b. [24-137](#)

Oregon Watershed Enhancement Board Technical Assistance Grant Application for Fish Passage Barrier Prioritization Study.

Ward(s): 1, 2, 3, 4, 6, 7, and 8.

Councilor(s): Stapleton, Nishioka, Phillips, Gwyn, Hoy, Nordyke, Varney

Neighborhood(s): South Gateway, SEMCA, Morningside, Faye Wright, Sunnyslope, SWAN, SCAN, SESNA, NESCA, NEN, CAN-DO, Grant, West Salem

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

Recommendation:

Authorize the City Manager to apply for the Oregon Watershed Enhancement Board (OWEB) Technical Assistance Grant and, if successful, enter into an agreement with OWEB to accept the grant funds.

Summary:

Substantial federal, state, and private funding opportunities exist for removal of fish passage barriers (e.g., undersized or perched culverts, historic diversions and dams, etc.) on streams that support native migratory and anadromous fish. Most of Salem's streams provide habitat for a variety of native fish, and Mill, Pringle, Glenn

and Gibson Creeks are categorized as essential salmonid habitat by the Oregon Department of State Lands owing to their historic and continued role in providing habitat for federally protected spring Chinook and winter steelhead. Removal of fish passage barriers often overlaps with infrastructure capital improvement needs, resulting in highly fundable multi-benefit projects. However, current data related to fish passage barriers in Salem is outdated and incomplete, making it difficult to justify project need from the fish perspective and resulting in lower success rates for securing fish passage grants. An Oregon Watershed Enhancement Board (OWEB) Open Solicitation Technical Assistance grant is being sought to address this issue.

Attachments: [Attachment 1 - OWEB Notice of Funding Opportunity.pdf](#)
[Attachment 2 - Fish Passage Focal Watersheds.pdf](#)

3.3c. [24-152](#) Claim settlement authorization

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

Recommendation:

Authorize the City Manager to resolve this matter with a payment not to exceed \$195,000 and execution of a release agreement.

Summary:

The matter of *Cynthia Garza v. City of Salem, et. al.* is pending before Marion County Circuit Court. The matter involves a car accident involving a City of Salem Police vehicle and a vehicle in which Ms. Garza was a passenger and was injured in the accident. The City was likely at fault for causing the accident. The parties have tentatively agreed to resolve all Ms. Garza's claims for \$195,000 and a release agreement.

3.3d. [24-159](#) Authorization of the use of bond premium funding to complete the 2024 Pavement Rehabilitation and Replacement project

Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods
Result Area(s): Good Governance; Safe, Reliable and Efficient Infrastructure.

Recommendation:

Authorize the use of \$660,000 of the Safety and Livability bond premium to award the 2024 Pavement Rehabilitation and

Replacement project.

Summary:

The City opened bids for the 2024 Pavement Rehabilitation and Replacement and the low bid was greater than the amount allocated in the 2022 Safety and Livability Bond Measure. Staff are recommending the use of bond premium to be able to award the bid.

When a municipal bond is valued above the market interest rate the buyers pay a premium in order to secure the bonds. This premium is paid to the issuer (the City) with the same restrictions as the balance of the bond dollars.

3.3e. [24-144](#)

Application for funding under the Community Renewable Energy Grant Program issued by the Oregon Department of Energy (ODOE).

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 Community Renewable Energy Grant Program and, if successful, enter into an agreement with ODOE to accept the funds.

Summary:

Oregon House Bill 2021 created the Community Renewable Energy Grant Program to support community renewable energy and energy resilience projects. The City of Salem is eligible and requesting to apply for \$100,000 for planning a community renewable energy project for in-pipe hydroelectric energy generation.

Revised - Item 24-144 , Application for funding under the Community Renewable Energy Grant Program (formerly item 6.c) was moved from Section 6, Information Reports to Section 3.3, Action Items.

4. PUBLIC HEARINGS

4.a. [24-129](#)

2024 Annual Action Plan (AAP) for CDBG and HOME Funds and 2022 Consolidated Annual Performance and Evaluation Report (CAPER)

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance; Safe and Healthy Community;

Welcoming and Livable Community.

Recommendation:

Adopt the 2024 Action Plan (AAP) and 2022 Consolidated Annual Performance and Evaluation Report (CAPER) and direct staff to submit the required forms to the U.S. Department of Housing and Urban Development.

Summary:

The City of Salem annually receives HOME Investment Partnership Program (HOME) and Community Development Block Grant (CDBG) program funds from the Department of Housing and Urban Development (HUD). The Annual Action Plan (AAP) is the annual implementation of a five-year Consolidated Plan (ConPlan) that specifically describes how Salem will spend these federal resources for activities serving low-and moderate-income households, the houseless, and persons with special needs. The ConPlan <https://www.cityofsalem.net/citydocuments/federal-programs-consolidated-plan-2020-2024.pdf> was adopted June 2020 and spans the years 2020-2024. The Consolidated Annual Performance and Evaluation Report (CAPER) is the annual report that describes how grant funds were expended from July 1, 2022, to June 30, 2023, to meet the objectives of the ConPlan.

Attachments: [Final draft 2024 AAPcouncil.docx](#)
[DRAFT 2022 CAPER.docx](#)

4.b. [24-138](#)

An Annexation of an approximately 1.32-acre territory located at 4785 and 4815 Auburn Road NE (ANXC-757).

Ward(s): Ward 6

Councilor(s): Hoy

Neighborhood(s): ELNA

Result Area(s): Welcoming and Livable Community

Recommendation:

Approve the annexation of the territory located at 4785 and 4815 Auburn Road NE, including the withdrawal from the Marion County Fire District #1 and the East Salem Sewer and Drainage District and the application of RA (Residential Agriculture) zoning and forward to first reading.

Summary:

Annexation of an approximately 1.32-acre territory located at 4785 and 4815 Auburn Road NE.

Attachments: [Vicinity Map](#)[Territory Legal Description and Map](#)[Development Services Memo](#)[Finance Memo](#)[Salem-Keizer Public Schools Memo](#)[Public Comment received by 3:00 p.m., April 22, 2024](#)*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)****5.a.** [24-155](#)

Council Call-Ups as recommended by the Council Rules Committee.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance

Recommendation:

Direct staff to initiate an amendment to the UDC to restrict Council Call-Up of certain types of land use decisions as outlined in this report.

Summary: January 25, 2024, the Council Rules Committee recommended changes to City Council Rules. In addition to the recommended rules changes, which City Council adopted, the Committee recommended that City Council initiate a land use process to restrict Council Call-Up of certain types of land use decisions. City Council directed that staff bring the question of council call-ups to a future City Council meeting

Attachments: [Council Call Up Table](#)[Public Comments received by 3:00 p.m., April 22, 2024](#)*Add- Written Testimony.***5.b.** [24-126](#)

Center 50+ Advisory Commission 2023 Annual 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 Center 50+ Advisory Commission 2023 Annual Report (Attachment 1) highlights activities, programs, services, and large volunteer efforts offered at Center 50+.

Attachments: [Salem Center 50+ Advisory Commission 2023 Annual Report.pdf](#)
[Age Friendly Salem Action Plan 2023.pdf](#)
[Age Friendly Salem Assessment Report 2018.pdf](#)

5.c. [24-150](#)

The Planning Commission's 2023 Annual 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 Planning Commission's 2023 Annual report summarizes work over the past calendar year.

Attachments: [2023 Planning Commission Annual Report](#)

5.d. [24-156](#)

Travel Salem FY 2022-2023 Annual Report

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Recommendation:

Information Only.

Attachments: [24-156 - Attch 1 - 2022-2023 TRAVEL SALEM ANNUAL REPORT.pdf](#)

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

6.a. [24-135](#)

Planning Administrator Decision - Proposed development of a new 186-unit multi-family residential development containing nine residential buildings and a clubhouse/amenity space - Approved.

Urban Growth Area Preliminary Declaration / Class 3 Site Plan Review / Class 2 Adjustment / Class 2 Driveway Approach Permit / Tree and Vegetation Removal Permit Case No.
UGA-SPR-ADJ-DAP-TRP24-02 - Hans Christiansen - 2916 Orchard

Heights Rd NW.

Ward(s): 8

Councilor(s): Varney

Neighborhood(s): WSNA

Recommendation:

Information Only.

Attachments: [Land Use Decision UGA-SPR-ADJ-DAP-TRP24-02](#)

- 6.b. [24-143](#) Appointment to Advisory Committee for the Regional Scenario Plan.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance

Recommendation:

Information Only.

The following are appointed to the Advisory Committee for the Regional Scenario Plan: Councilor Varney

Summary:

The Mayor is charged with making appointments to the Advisory Committee for the Regional Scenario Plan.

- 6.c. (24-1 This report was moved to Action Items, See item 3.3 e.

- 6.d. [24-145](#) 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 the Community Planning and Development Department. This report includes activity for quarter one of calendar year 2024.

Attachments: [Attachment A - URA Grant Locations.pdf](#)

[Attachment B - Project Photos.pdf](#)

- 6.e. [24-148](#) Purchases approved administratively from March 1, 2024 through

March 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 March. Included in the report are procurement contracts and public contracting activities with a current fiscal year impact and annual contracts.

Attachments: [Purchases approved administratively March 2024.pdf](#)

6.f. [24-157](#)

Planning Administrator Decision - An application for the second modification of the tentative phased subdivision approval for Coburn Grand View Estates (Case No. SUB-ADJ21-06 & UGA17-03MOD1) - Approved.

Modification of Phased Subdivision Tentative Plan Case No. SUB-ADJ21-06MOD2 - Brandie Dalton - 4400 Block of Battle Creek Rd SE

Ward(s): 3

Councilor(s): Phillips

Neighborhood(s): Morningside

Recommendation:

Information Only.

Attachments: [Land Use Revised Decision SUB-ADJ21-06MOD2](#)

6.g. [24-160](#)

Planning Administrator Decision - A partition to divide a property into two parcels with adjustments to reduce vehicle use area setbacks - Approved.

Partition Tentative Plan / Class 2 Adjustment Case No. PAR-ADJ24-06 - Mark Buehler - 4080 Fairview Industrial Dr SE.

Ward(s): 3

Councilor(s): Phillips

Neighborhood(s): Morningside, SEMCA

Recommendation:

Information Only.

Attachments: [Land Use Decision PAR-ADJ24-06](#)

7. ORDINANCES

7.1 FIRST READING:

7.2 SECOND READING:

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. [24-151](#) 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:

Appeal of the Planning Administrator's Decision (Case No. UGA-SPR-ADJ-DAP-DR-PLA24-03) approving a proposed development of a new 405-unit multi-family residential development containing 33 residential buildings located at 4650 Hazelgreen Road NE.
Monday, May 13, 2024 at 6:00 p.m.

Appeal of the Planning Commission's Decision (Case No. CPC-ZC24-01) approving a Minor Comprehensive Plan Map Amendment and Quasi-Judicial Zone Change from Multiple-Family to Industrial and RM-II to IG zoning for two properties located at 650 15th Street SE
Tuesday, May 28, 2024 at 6:00 p.m.

FY 2025 Recommended Budget
Monday, June 10, 2024 at 6:00 p.m.

State Revenue Sharing
Monday, June 10, 2024 at 6:00 p.m.

SALEM HOUSING AUTHORITY PUBLIC HEARINGS:

URBAN RENEWAL AGENCY PUBLIC HEARINGS:

FY 2025 Recommended Budget
Monday, June 10, 2024 at 6:00 p.m.

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

Salem Governance Assessment Update
Monday, May 20, 2024 at 6:00 p.m.

Joint City Council and Salem Planning Commission - Housing Production Strategies

Monday, June 17, 2024 at 6:00 p.m.

Presentation of the 2024 Revenue Task Force Recommendations

Monday, July 15, 2024 at 6:00 p.m.

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

Budget Committee Review Meeting - Result Areas Reviewed: Strong and Diverse Economy, Urban Renewal Agency, Safe Reliable and Efficient Infrastructure, CIP Public Hearing

Wednesday, April 24, 2024 at 6:00 p.m.

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

Wednesday, May 1, 2024 at 6:00 p.m.

Budget Committee Recommends FY 2025 Budget to the City Council and Urban Renewal Agency

Wednesday, May 8, 2024 at 6:00 p.m.

2024 NEIGHBORHOOD ASSOCIATION ANNUAL MEETING DATES:

Neighborhood - Annual Meeting Date - Time - Councilor

Grant-----May 2-----6:15 p.m.-----Stapleton

Highland-----May 9-----6:30 p.m.-----Gonzalez, Stapleton

ELNA-----June 6-----7:00 p.m.-----Hoy

Morningside-----June 12-----6:30 p.m.-----Nishioka, Phillips

SCAN-----June 12-----6:30 p.m.-----Nishioka, Nordyke

Faye Wright-----September 10---6:30 p.m.-----Nordyke, Phillips

Northgate-----September 19---6:00 p.m.-----Gonzalez

NOLA-----October 2-----6:30 p.m.-----Hoy, Gonzalez

West Salem-----October 3-----6:30 p.m.-----Stapleton, Varney

NESCA -----October 15-----7:00 p.m.-----Hoy, Nishioka, Stapleton

CANDO-----October 15-----6:00 p.m.-----Nishioka, Stapleton

Sunnyslope-----October 17-----7:00 p.m.-----Nordyke, Gwyn

SWAN-----November 5-----6:30 p.m.-----Nishioka, Nordyke

NEN-----November 12----- 6:30 p.m.-----Nishioka, Stapleton

SESNA -----November 26-----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.

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

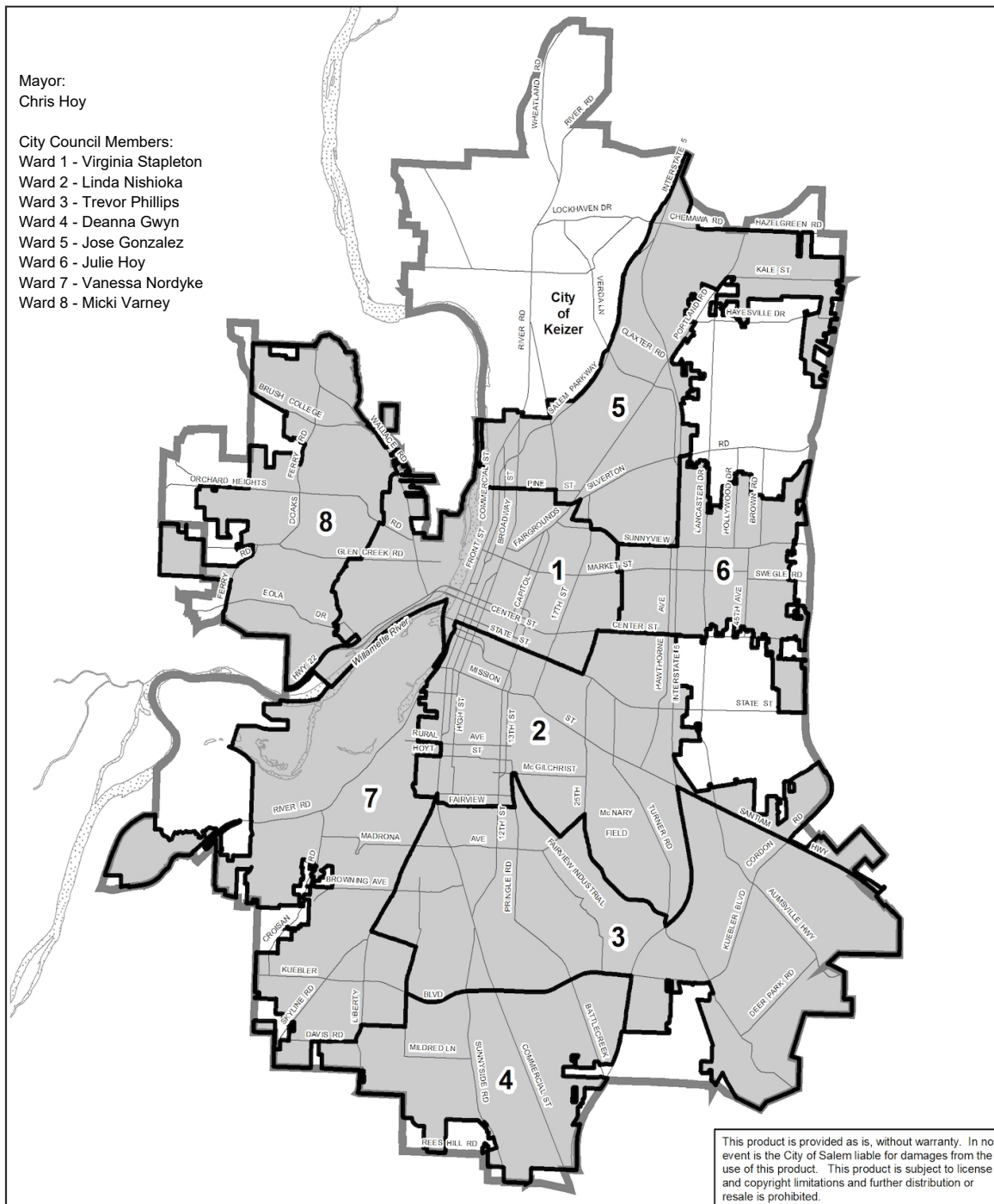
Time limits for quasi judicial land use hearings are governed by Rule 19 of the Council Rules. Parties to land use cases are encouraged to review that rule as time limits vary depending on the nature of the hearing. Further information can be obtained by contacting the Planning Administrator at 503 588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

City Council Members:
Ward 1 - Virginia Stapleton
Ward 2 - Linda Nishioka
Ward 3 - Trevor Phillips
Ward 4 - Deanna Gwyn
Ward 5 - Jose Gonzalez
Ward 6 - Julie Hoy
Ward 7 - Vanessa Nordyke
Ward 8 - Micki Varney



LEGEND

Ward Boundary

Urban Growth Boundary

Salem City Limits

Major Streets

0 0.5 1
Miles



CITY OF *Salem*
AT YOUR SERVICE
Community Planning and Development

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