



CITY OF SALEM

Meeting Agenda

City Council

555 Liberty St SE
Salem, OR 97301

Monday, July 26, 2021

6:00 PM

Virtual Meeting

****Due to the COVID-19 Pandemic, this meeting is being conducted virtually, with remote attendance by the governing body. No in-person attendance is possible. Interested persons may view the meeting online at CC:Media YouTube Channel or watch on Comcast Cable 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. Public comment and testimony may also be provided during the meeting via Zoom. Please pre-register between 8:00 a.m. and 2:00 p.m. on the day of the meeting at the following link: <https://www.cityofsalem.net/Pages/Public-Comment-at-Salem-City-Council-Meeting.aspx>.**

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

1.4 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

3.1 a. [21-341](#) July 12, 2021 Draft City Council Minutes

Attachments: [7-12-21 Draft Council Minutes.pdf](#)

3.2 RESOLUTIONS

3.2 a. [21-322](#) Amendments to the Parks, Water, and Wastewater System Development Charge Eligible Project Lists.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Safe and Reliable Infrastructure

Recommendation:

Adopt Resolution No. 2021-30, amending the Parks, Water, and Wastewater System Development Charges Eligible Project Lists to establish eligibility of funding for infrastructure projects.

Summary:

System Development Charges (SDCs) are expended for construction of parks, transportation, water, wastewater, and stormwater infrastructure needed to serve developable land. Under *Oregon Revised Statutes* (ORS) 223.309, the City is required to prepare lists of projects (called "309 Lists") that are to be funded with SDCs. These 309 Lists are periodically modified to ensure that infrastructure needed to serve new developments is eligible for SDC expenditures. Resolution 2021-30 amends the Parks, Water, and Wastewater 309 Lists in response to changing development patterns.

Attachments: [Resolution No. 2021-30.doc](#)

[309 List Jan 2021 Exhibit](#)

3.3 ACTION ITEMS

3.3 a. [21-198](#) Approval of the revised update to the Geer Park Master Plan.

Ward(s): 2
Councilor(s): Andersen
Neighborhood(s): NESCA
Service Area(s): Welcome and Livable Neighborhood; Natural Environment Stewardship

Recommendation:

Approve the revised update to the Geer Park Master Plan.

Summary:

The revised update to the Geer Park Master Plan reflects City Council direction for decreasing future parking and increasing the size of the proposed dog park. Approval of the revised update will provide a vision that will guide park management and park development for the next 20 years.

Attachments: [Revised Geer Park Master Plan Update 2021 Site Plan](#)

[REVISED GeerParkMasterPlanUpdate_SPRAB Action Sheet](#)

[Geer Park July 26 report w attachments](#)

[2003 Phase Plan](#)

[2016 Geer Park Master Plan](#)

[Public Comments received by 3:00 p.m. 7-26-21.pdf](#)

[Public Comment received by 5:00 p.m. 7-26-21.pdf](#)

Add - Written Testimony.

3.3 b. [21-305](#)

Approve the Bush's Pasture Park and Deepwood Estate Gardens Cultural Landscape Management Plan.

Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods
Result Area(s): Welcome and Livable Neighborhood; Natural Environment Stewardship

Recommendation:

Approve the *Bush's Pasture Park and Deepwood Estate Gardens Cultural Landscape Management Plan*.

Summary:

Bush's Pasture Park and Deepwood Estate Gardens encompass 96-acres of culturally and historically significant park land in the center of Salem. The Cultural Landscape Management Plan (CLMP) is intended to establish a vision for the future and guide management and protection of the cultural, historic, and natural resources while supporting physical activity, recreational enjoyment, and educational opportunities at these two unique properties.

Attachments: [Decision flowchart](#)[Stakeholders](#)[Letters of support](#)[CLMP SPRAB Action Sheet](#)[Public Comment Bush Deepwood](#)[Additional Public Comments received by 5:00 p.m. 7-21-21.pdf](#)**3.3 c. [21-321](#)**

Intergovernmental Agreement with Marion County for Mobile Crisis Response Team services.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Safe Community

Recommendation:

Authorize the City Manager to execute the attached IGA (Attachment 1) with Marion County, and any amendments to the IGA, in order to provide Mobile Crisis Response Team services during Fiscal Year 2021-2022 and 2022-2023.

Summary:

Execution of the intergovernmental agreement (IGA) will allow the City to continue to partner with Marion County to provide Mobile Crisis Response Services within the City of Salem and Marion County. Mobile Crisis Response Teams primarily respond to calls that have a mental health or behavioral health crisis component. The teams respond to calls for service to the Salem Police Department as well as assist other agencies throughout the county. Additionally, the teams make referrals to community partners based on the needs of the person, provide after-hours support, and do follow-up with individuals who have had recent interactions with law enforcement.

Attachments: [IGA With Marion County For MCRT Services.pdf](#)[Memo from Police Chief Womack Re: Polk and Marion County Mobile Crisis Response T](#)

Added - Added Memo from Chief Womack Re: Marion and Polk Mobile Crisis Response Teams.

3.3 d. [21-328](#)

City lease of storage space in Turner, Oregon

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance

Recommendation:

Authorize the City Manager to execute the attached lease with R&K

Rentals LLC for the Premises located in Turner, Oregon.

Summary:

The Salem Police Department stores vehicles and other large personal property items at Public Works and leased locations. The upcoming Public Work Operations Building project requires a relocation of the storage yard. The property owned by R&K Rentals LLC (Richard and Karen Brooks, Members) (Owner) located in Turner, Oregon (Premises) will meet the needs of the Police Department and allow consolidation of multiple storage sites into one location.

Attachments: [Lease - R&K Rentals LLC for PD](#)

3.3 e. [21-329](#)

Reappointment of Ronald Hellewell as Municipal Court Judge

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Safe Community

Recommendation:

Reappoint Ronald Hellewell as a Municipal Judge Pro Tempore for the Salem Municipal Court for a two-year term.

Summary:

Jane Aiken, Municipal Judge, recommends the reappointment of Ronald Hellewell as a municipal judge pro tempore for a term of two years. The Honorable Ronald Hellewell is experienced and meets the qualifications for a municipal judge pro tempore in the Salem Revised Code. Council approval will reappoint Ronald Hellewell as a Municipal Judge Pro Tempore for an additional two-year term.

Attachments: [Ronald Hellewell Resume.docx](#)

3.3 f. [21-330](#)

Local Agency Agreement with the Oregon Department of Transportation for Improvements at the State Street and 25th Street SE Intersection.

Ward(s): Ward 2

Councilor(s): Councilor Anderson

Neighborhood(s): NEN, SESNA

Result Area(s): Safe and Reliable Infrastructure

Recommendation:

Authorize the City Manager to execute a Local Agency Agreement with the Oregon Department of Transportation to fund the design and construction of improvements at the State Street and 25th Street SE Intersection

Summary:

Funds have been allocated for the State Street at 25th Street SE Intersection Improvement Project by the Oregon Department of Transportation through the State Funded Local Project Program. The project will construct intersection improvements on State Street at 25th Street SE to enhance pedestrian visibility and reduce traffic incidents as shown on Attachment 2, Project Location Map.

Attachments: [Local Agency Agreement No. 34662](#)

[Project Location Map](#)

3.3 g. [21-331](#)

Project request to begin design activities for the replacement of a City waterline in Hayesville Drive NE from Nandale Drive NE to west of Happy Drive NE.

Ward(s): Ward 5

Councilor(s): Gonzalez

Neighborhood(s): Northgate

Result Area(s): Safe and Reliable Infrastructure

Recommendation:

Authorize the creation of a new water project - "Hayesville Drive NE Waterline Replacement" in the FY 2021-22 Water Non-Assessed Construction Fund 255, funded with Utility Rates and System Development Charges.

Summary:

Marion County (County) is currently designing street improvements for the Hayesville Drive NE corridor that will be constructed in 2022. Their recent design plans identified conflicts between their proposed improvements and the City's existing 8-inch diameter waterline. The County has jurisdiction on Hayesville Drive NE and the City must relocate the waterline to accommodate their street improvement project. Council approval to create a City water project in the FY2021-22 construction budget will allow City staff to begin design activities immediately so that a new City waterline can be constructed prior to the County street improvement project.

Attachments: [Project Location Map](#)

3.3 h. [21-332](#)

Local Agency Agreement with the Oregon Department of Transportation for Traffic Signal Upgrades on Commercial Street SE between Madrona Avenue SE and Robins Lane SE

Ward(s): Wards 3, 4

Councilor(s): Leung, Phillips

Neighborhood(s): Faye Wright, Morningside, South Gateway

Result Area(s): Safe and Reliable Infrastructure

Recommendation:

Authorize the City Manager to execute a Local Agency Agreement

with the Oregon Department of Transportation to fund the design and construction of traffic signal upgrades on Commercial Street SE between Madrona Avenue SE and Robins Lane SE.

Summary:

Funds have been allocated for traffic signal upgrades on Commercial Street SE between Madrona Avenue SE and Robins Lane SE by the Oregon Department of Transportation through the State Funded Local Project Program (Agreement, Attachment 1). Upgrades will be made to the intersections shown in the Project Location Map (Attachment 2) and will include the replacement of substandard signal heads; installation of high visibility reflectorized backplates; replacement of signal heads with new signal heads with flashing yellow arrows; and implementation of the "Pedestrian Phase" feature to limit left-turn conflicts with pedestrians crossing the street.

Attachments: [Local Agency Agreement No. 34661](#)

[Project Location Map](#)

3.3 i. [21-333](#)

Local Agency Agreement with the Oregon Department of Transportation for Traffic Signal Improvements in the Downtown Area

Ward(s): Ward 1

Councilor(s): Stapleton

Neighborhood(s): CANDO

Result Area(s): Safe and Reliable Infrastructure

Recommendation:

Authorize the City Manager to execute a Local Agency Agreement with the Oregon Department of Transportation to fund the design and construction of Traffic Signal Improvements in the Downtown Area.

Summary:

Funds have been allocated for the Downtown Signal Improvements Project by the Oregon Department of Transportation through the State Funded Local Project Program (Agreement, Attachment 1). The Project will replace existing signal heads with new LED signals that include high visibility reflective backplates; install auxiliary signal heads as needed; and install video vehicle detection devices along with new controllers in the City of Salem's downtown area to increase energy efficiency and driver safety at the intersections shown on Attachment 2, Project Location Map.

Attachments: [Local Agency Agreement No. 34660](#)

[Project Location Map](#)

3.3 j. [21-336](#)

Intergovernmental Agreement with the Oregon Department of

Transportation for Right-of-Way Services for the Union Street NE Family Friendly Bikeway Project.

Ward(s): 1

Councilor(s): Stapleton

Neighborhood(s): CAN-DO

Result Area(s): Safe Community; Welcome and Livable

Neighborhood; Safe and Reliable Infrastructure

Recommendation:

Authorize the City Manager to execute the attached Intergovernmental Agreement with the Oregon Department of Transportation for Right-of-Way Services for the Union Street NE Family Friendly Bikeway Project between Commercial Street NE and 12th Street NE (Attachment 1).

Summary:

The Union Street NE Family Friendly Bikeway Project will construct a bikeway along Union Street NE between Commercial Street NE and 12th Street NE. The City currently has funding for the first phase of the Project between Commercial Street NE and Summer Street NE. Execution of the Intergovernmental Agreement with the Oregon Department of Transportation will allow the City to begin right-of-way acquisitions for the Project.

Attachments: [Intergovernmental Agreement No. 33228 for Right-of-Way Services](#)
[Project Location Map](#)

[Public Comments received by 3:00 p.m. 7-26-21.pdf](#)

Add- Written Testimony.

4. PUBLIC HEARINGS

4. a. [21-316](#)

Creating a new chapter for the Salem Revised Code governing City real estate transactions (Ordinance No. 6-21).

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance.

Recommendation:

Advance Ordinance Bill No. 6-21, establishing procedures for the City's acquisition and disposition of interests in land to second reading for enactment.

Summary:

Ordinance Bill No. 6-21 establishes procedures for the City's acquisition and disposition land through the creation of Salem Revised Code (SRC) chapter 20K (Attachment 1, 2, and 3). The new

SRC chapter will replace the City's 1987 surplus real estate disposition policy (Attachment 4), and, consistent with the City Charter and state law, establish procedures for the City to buy and sell interests in land, including easement and fee simple ownership. First reading of the ordinance bill took place on June 28, 2021. Public notice of the public hearing was provided through the City's website and social media outlets and to the City's neighborhood associations.

Attachments: [ORDINANCE BILL 6 21 real estate transactions.docx](#)
[Exhibit A Chapter 20K Real Estate.docx](#)
[Exhibit B SRC chapter 2 200.docx](#)
[City RE Policy and Procedure City Disposition Mar-87.pdf](#)

4. b. [21-325](#) Amendment #5 to the 2019 Annual Action Plan for Community Development Block Grant Funds

Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods
Service Area(s): Safe Community; Welcome and Livable Neighborhood; Good Governance

Recommendation:

Adopt Amendment #5 to the 2019 Annual Action Plan, and direct staff to submit required forms to the U.S. Department of Housing and Urban Development.

Summary:

The proposed amendment to the 2019 Annual Action Plan (AAP) includes allocation of \$860,354 in new Community Development Block Grant (CDBG) and a \$197,474 allocation of previously unallocated 2019 CDBG entitlement.

Attachments: [2019 AAP-Amendment #5](#)

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. [21-338](#) Motion from Councilor Virginia Stapleton regarding a temporary closure of portions of Union and Winter Streets on Saturdays through October to benefit area neighborhoods and the Salem Saturday Market.

Ward(s): 1

Councilor(s): Stapleton
Neighborhood(s): CANDO

Attachments: [7-12-21- Information Report.pdf](#)
[Public Comment received by 3:00 p.m. 7-26-21.pdf](#)

Add - Written Testimony.

See Also - Updated Feasibility Report, Item 6.b, File 21-339, on tonight's agenda.

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

- 6. a.** [21-304](#) Information on the City Council ward reapportionment process.

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

Recommendation:

Information Only.

Summary:

This report summarizes the state and city reapportionment process and unknown timelines due to the federal delay in the release of census data.

- 6. b.** [21-339](#) Updated Feasibility Study of temporarily closing portions of Union and Winter Streets NE on Saturdays between May and October to benefit area neighborhoods and the Salem Saturday Market.

Ward(s): Ward 1
Councilor(s): Stapleton
Neighborhood(s): CANDO
Service Area(s): Welcome and Livable Neighborhood

Recommendation:

Information only.

Summary:

This report provides additional information requested by City Council for the closure of portions of Union and Winter Streets NE.

Attachments: [Type II and Type III Barricades](#)
[Union between Cottage and Winter](#)
[Union between Front and Liberty](#)
[Union between High and Church](#)
[Winter between Belmont and Market](#)
[Winter between D and E](#)
[Public Comment received by 3:00 p.m. 7-26-21.pdf](#)

Add- Written Testimony.

6. c. [21-342](#)

Planning Administrator Decision - To develop 10 apartment units - Approved.

Class 3 Site Plan Review / Class 1 Adjustment / Class 1 Design
Review Case No. SPR-ADJ-DR21-12 - Sam Lapray - 226 Salem
Heights Avenue SE.

This case has been appealed by a neighbor (Attachment 2). If City Council does not assume jurisdiction, this appeal will be heard by the Hearings Officer.

Ward(s): 3
Councilor(s): Phillips
Neighborhood(s): Faye Wright

Recommendation:

Information Only.

Attachments: [Land Use Decision SPR-ADJ-DR21-12.pdf](#)
[Appeal Submittal](#)

6. d. [21-345](#)

Proposed changes to Council Rules to accommodate virtual participation at council meetings.

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

Recommendation:

Information only.

Summary:

The proposed changes to Council Rules conform to direction from the Council Rules Committee to accommodate virtual participation at council meetings in compliance with House Bill 2560 (2021).

ISSUE:

Information only.

RECOMMENDATION:

Attachments: [Rule changes for hybrid meetings v2](#)
[HB 2560](#)

7. ORDINANCES

7.1 FIRST READING:**7.1 a. [21-314](#)**

Vacation of a portion of an alley and a portion of an unopened right-of-way for 12th Street NE adjacent to the railroad northeast of D Street NE.

Ward(s): 1

Councilor(s): Stapleton

Neighborhood(s): Grant

Result Area(s): Safe and Reliable Infrastructure

Recommendation:

Conduct first reading of Ordinance Bill No. 8-21, which vacates an alley and a portion of an unopened right-of-way for 12th Street NE adjacent to the railroad northeast of D Street NE, not waive the assessment of special benefit, and advance Ordinance Bill No. 8-21 to second reading for enactment.

Summary:

The City of Salem received a petition from Salem Keizer School District 24J (Petitioner) to vacate a portion of an alley and a portion of an unopened right-of-way for 12th Street NE adjacent to the railroad northeast of D Street NE. The property is needed for construction of the North Salem High School tennis courts.

Attachments: [Ordinance 8-21.docx](#)
[Legal Description & Map.pdf](#)

7.1 b. [21-315](#)

Vacation of a portion of an easement over previously vacated George Street NW.

Ward(s):8

Councilor(s): Lewis

Neighborhood(s): West Salem NA

Result Area(s): Safe and Reliable Infrastructure

Recommendation:

Conduct first reading of Ordinance Bill No. 9-21, which vacates a portion of an easement over previously vacated George Street NW, waive the assessment of special benefit, and advance Ordinance Bill No. 9-21 to second reading for enactment.

Summary:

The City of Salem received a petition from The Family Life Church (Petitioner) to vacate a portion of an easement over previously vacated George Street NW. The Petitioner seeks to construct a building over the area currently occupied by this easement.

Attachments: [Ordinance 9-21](#)
[Legal & Map](#)

7.2 SECOND READING:**7.2 a. [21-317](#)**

Creating a new chapter for the Salem Revised Code governing City real estate transactions (Ordinance No. 6-21).

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance.

Recommendation:

Pass Ordinance Bill No. 6-21, establishing procedures for the City's acquisition and disposition of interests in land.

Summary:

Ordinance Bill No. 6-21 establishes procedures for the City's acquisition and disposition land through the creation of Salem Revised Code (SRC) chapter 20K (Attachment 1, 2, and 3). The new SRC chapter will replace the City's 1987 surplus real estate disposition policy (Attachment 4), and, consistent with the City Charter and state law, establish procedures for the City to buy and sell interests in land, including easement and fee simple ownership. First reading of the ordinance bill took place on June 28, 2021. A public hearing to consider the ordinance bill is set for tonight's agenda. Public notice of the public hearing was provided through the City's website and social media outlets and to the City's neighborhood associations.

Attachments: [ORDINANCE BILL 6 21 real estate transactions.docx](#)

[Exhibit A Chapter 20K Real Estate.docx](#)

[Exhibit B SRC chapter 2 200.docx](#)

[City RE Policy and Procedure City Disposition Mar-87.pdf](#)

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 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. [21-337](#) Due to the COVID-19 Pandemic, and until further notice, all meetings, public hearings, and work sessions will be conducted virtually. Real-time remote viewing is available online at CC:Media You Tube Channel and can also be viewed on Comcast Cable CC:Media Channel 21.

CITY COUNCIL PUBLIC HEARINGS:

Climate Action Plan
Monday, December 6, 2021 at 6:00 p.m.

SALEM HOUSING AUTHORITY PUBLIC HEARINGS:

URBAN RENEWAL AGENCY PUBLIC HEARINGS:

WORK SESSIONS:

City Council
Climate Action Plan
Monday, September 20, 2021 at 6:00 p.m.

Joint City Council and Planning Commission
Our Salem Project
Monday, October 18, 2021 at 6:00 p.m.

BUDGET COMMITTEE MEETINGS

SCHEDULE OF NEIGHBORHOOD ASSOCIATION ANNUAL MEETINGS

*Please check with the association to determine if the meeting will be held virtually or in-person.

Neighborhood - Annual Meeting Date - Councilor
ELNA - September 2, 2021 - Hoy
Northgate - September 16, 2021, - Gonzalez
Sunnyslope - September 16, 2021 - Leung, Nordyke

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.

