



CITY OF SALEM

Meeting Agenda

City Council

555 Liberty St SE
Salem, OR 97301

Monday, October 11, 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

**5:30 p.m. - City Council
ORS 192.660(2)(e)
Real Property Transactions**

**5:45 p.m. - City Council
ORS 192.660(2)(h)
Current/Pending Litigation**

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

Pledge of Allegiance

1.1 APPROVAL OF ADDITIONS AND DELETIONS TO THE AGENDA

1.2 COUNCIL AND CITY MANAGER COMMENT

1.3 PROCLAMATIONS

- 1.3a. [21-389](#) Proclamation recognizing National Code Compliance Month

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

Recommendation:

Information Only.

Attachments: [Proclamation - National Code Compliance Month](#)

- 1.3b. [21-446](#) Proclamation recognizing National Disability Employment Awareness Month

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

Recommendation:

Information Only.

Attachments: [Proclamation - National Disability Employment Awareness Month](#)

- 1.3c. [21-463](#) Proclamation recognizing Indigenous Peoples' Day.

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

Recommendation:

Information Only.

Attachments: [Proclamation - Indigenous Peoples Day.pdf](#)

Add - New report added.

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. [21-448](#) September 27, 2021 Draft City Council Work Session Minutes

Attachments: [9-27-21 Draft Council Work Session Minutes.pdf](#)

- 3.1b. [21-449](#) September 27, 2021 Draft City Council Minutes

Attachments: [9-27-21 Draft Council Minutes.pdf](#)

3.2 RESOLUTIONS

- 3.2a. [21-429](#) Adopt Resolution 2021-38 to accept a loan from the Safe Drinking Water Revolving Fund for Sleepy Hollow Water System integration.

Ward(s): 6

Councilor(s): Councilor Hoy

Neighborhood(s): ELNA

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

Recommendation:

Adopt Resolution 2021-38 authorizing the City Manager to execute financing documents to authorize a loan from the Safe Drinking Water Revolving Loan Fund.

Summary:

Adoption of this resolution will authorize the City Manager to execute the financing contract and other required documentation to obtain a \$1,132,810 loan from the Oregon Health Authority's Safe Drinking Water Revolving Fund (SDWRLF) administered through Business Oregon to support the Sleepy Hollow Water System Integration (Sleepy Hollow) project. The loan, which is eligible for up to \$530,000 of principal forgiveness, will be used to reimburse the Utility Fund for project costs for integrating residents of the Sleepy Hollow Water System into the City of Salem water system. The Sleepy Hollow project was authorized by City Council on April 12, 2021.

Attachments: [Resolution 2021-38](#)
[Contract for Safe Drinking Water Revolving Loan Financing](#)

- 3.2b. [21-441](#) Modification and addition of Public Works and Community Development Department fees.

Ward(s): All Wards

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

Recommendation:

Adopt Resolution No. 2021-39 modifying or adding specific fees and charges for the Public Works and Community Development Departments.

Summary:

During the adoption of the Master Fee Schedule in June 2021 there were some fees adopted for the Public Works and Community Development Departments that are no longer adequate to cover the cost of providing the service or need to be modified due to operational needs. Adoption of this resolution will modify or add a total of 38 fees. The other fees adopted in June will remain unchanged with adoption of this resolution.

Attachments: [Resolution No. 2021-39](#)
[Resolution No. 2021-39, Exhibit A - Proposed modifications or additions to the Master](#)

- 3.2c. [21-443](#) Transfer of FY 2022 General Fund and Cultural Tourism Fund appropriations.

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

Recommendation:

Adopt Resolution No. 2021-40 authorizing a transfer of appropriations within the City's fiscal year 2022 budget for unanticipated changes.

Summary:

Two proposed transfers of contingency funds for unanticipated expenses. The first transfer will move appropriations from the General Fund contingency to the Construction Fund for the purchase and installation of audio / video equipment in the Council Chambers. The current equipment is failing and requires replacement. The second transfer will move appropriations from the Cultural Tourism Fund contingency to the General Fund to fund a limited duration position to manage the Gerry Frank | Salem Rotary Amphitheater.

Attachments: [Resolution No. 2021-40](#)

3.3 ACTION ITEMS

- 3.3a. [21-423](#) Lease with The Pentacle Theatre for city-owned retail space in the

Liberty Parkade located at 197 Liberty Street SE

Ward(s): 1

Councilor(s): Stapleton

Neighborhood(s): CANDO

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

Welcoming and Livable Community

Recommendation:

Authorize the City Manager to execute the attached Lease with The Pentacle Theatre.

Summary:

The City-owned retail space in the Liberty Parkade currently has one vacancy. Staff has come to terms with The Pentacle Theatre (Lessee) (Lisa Joyce, Executive Director) on a lease (Lease) to occupy the space to house its ticket office, general offices, and small rehearsal space.

Attachments: [Lease](#)

3.3b. [21-431](#)

Assessing properties within the Sleepy Hollow Phase I Water System for water system improvements when connecting to the City of Salem water system.

Ward(s): Ward 6

Councilor(s): Councilor Hoy

Neighborhood(s): ELNA

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

Recommendation:

City Council, on its own motion, initiate assessment procedures on properties within the Sleepy Hollow Phase I Water System to construct water system improvements and provide connection to the City's public water system.

Summary:

The private water system supplying the residents of Sleepy Hollow has elevated levels of arsenic. Working with the homeowners, an agreement has been reached for the residents to be disconnected from the existing private Sleepy Hollow Phase I Water System and be connected to City water. A portion of the cost of the new infrastructure is to be paid by each property owner, who will be assessed under the procedures of *Salem Revised Code* (SRC) Chapter 21. The assessment amount is \$5,000 per property to upgrade the existing water distribution system to City standards and to connect the system to the City's water system.

Attachments: [White Paper - Distressed Water Systems](#)[Sleepy Hollow Request to Connect](#)[Sleepy Hollow Water System Vicinity Map](#)[Sleepy Hollow Water System Final Plans.pdf](#)[Sleepy Hollow Final Engineer's Estimate](#)**3.3c. [21-437](#)**

Purchase and Sale Agreement with the Bob and Sue Creamer Living Trust for acquisition of real property located at 1440 Wallace Road NW in conjunction with the Marine Drive NW project

Ward(s): 8

Councilor(s): Lewis

Neighborhood(s): WSNA

Result Area(s): Good Governance; Natural Environment

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

Recommendation:

Authorize the City Manager to execute the attached Purchase and Sale Agreement for the acquisition of real property located at 1440 Wallace Road NW.

Summary:

On June 10, 2019, Council directed staff to use funds from the 2008 Streets and Bridges Bond to acquire right-of-way for a portion of the Marine Drive NW alignment (Alignment). A portion of the Alignment runs through property located at 1440 Wallace Road NW (Property) (Attachment 1). The Property is owned by the Bob and Sue Creamer Living Trust, Robert J. and Suzan Creamer, Trustees (Seller), lies adjacent to, but outside of, the City of Salem, and is bifurcated by the Urban Growth Boundary. Acquisition of the Property includes a full fee acquisition of land and the Seller's personal residence.

Attachments: [Property Map](#)[Agreement](#)[Previous Agreement](#)[Public Comments received by 2:00 p.m. 10-11-21.pdf](#)

Add - Written Testimony,

3.3d. [21-438](#)

Intergovernmental Agreements with East Salem Service District and Labish Village Sewage and Drainage District.

Ward(s): Outside City Limits

Councilors(s): None

Neighborhood(s): None

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

Recommendation:

Authorize City Manager to execute IGAs with East Salem Service District and Labish Village Sewage and Drainage District for wastewater collection and disposal services.

Summary: The proposed Intergovernmental Agreements will continue wastewater collection and disposal services from the City for each District.

Attachments: [Proposed IGA with East Salem Service District](#)
[Proposed IGA with Labish Village Sewage & Drainage District](#)

3.3e. [21-439](#)

Purchase and Sale Agreement with the Barfknecht Revocable Living Trust for acquisition of real property located at 1508 Wallace Road NW in conjunction with the Marine Drive NW project

Ward(s): 8

Councilor(s): Lewis

Neighborhood(s): WSNA

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

Recommendation:

Authorize the City Manager to execute the attached Purchase and Sale Agreement for the acquisition of real property located at 1508 Wallace Road NW.

Summary:

On June 10, 2019, Council directed staff to use funds from the 2008 Streets and Bridges Bond to acquire right-of-way for a portion of the Marine Drive NW alignment (Alignment). A portion of the Alignment runs through property located at 1508 Wallace Road NW (Property) (Attachment 1). The Property is owned by the Barfknecht Revocable Living Trust, Leroy E. Barfknecht, Trustee (Seller), lies adjacent to, but outside of, the City of Salem, and is bifurcated by the Urban Growth Boundary. Acquisition of the Property includes a full fee acquisition of land and the Seller's personal residence.

Attachments: [Property Map](#)
[Agreement](#)
[Previous Agreement](#)
[Public Comment received by 2:00 p.m. 10-11-21.pdf](#)

Add - Written Testimony.

3.3f. [21-440](#)

Purchase and Sale Agreement with the Kurt and Janet Spingath for acquisition of real property located at 1460 Wallace Road NW in conjunction with the Marine Drive NW project

Ward(s): 8

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

Recommendation:

Authorize the City Manager to execute the attached Purchase and Sale Agreement for the acquisition of real property located at 1460 Wallace Road NW.

Summary:

On June 10, 2019, Council directed staff to use funds from the 2008 Streets and Bridges Bond to acquire right-of-way for a portion of the Marine Drive NW alignment (Alignment). A portion of the Alignment runs through property located at 1460 Wallace Road NW (Property) (Attachment 1). The Property is owned by Kurt and Janet Spingath (Seller), lies adjacent to, but outside of, the City of Salem, and is bifurcated by the Urban Growth Boundary. Acquisition of the Property includes a full fee acquisition of land and the Seller's personal residence.

Attachments:

[Property Map](#)
[Agreement](#)
[Previous Agreement](#)
[Public Comment received by 2:00 p.m. 10-11-21.pdf](#)

Add - Written Testimony.

3.3g. [21-447](#)

Hiring Bonus Program.

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

Recommendation: Approve a hiring bonus program for police officer lateral transfers and difficult-to-fill positions, with the bonus being \$7,500 per hire, for recruitments between October 25, 2021 and February 28, 2022, or until such time as state law no longer exempts hiring bonuses from the Oregon Pay Equity Law.

Summary: Oregon law currently permits employers to offer hiring/signing bonuses as an exception under the Oregon Pay Equity Law. A hiring bonus program will make the City more competitive in the marketplace for trained, experienced police officers. The program will also be available for other positions that have been difficult to fill and where the vacancy is having a measurable impact on the City's delivery of services.

4. PUBLIC HEARINGS

- 4.a. [21-433](#) Public hearing regarding vacation of public right-of-way located on the northeast corner of the intersection of Liberty Road S and Pembroke Street SE.

Ward(s): 7
Councilor(s): Nordyke
Neighborhood(s): Faye-Wright
Result Area(s): Safe and Reliable Infrastructure, Good Governance

Recommendation:

Approve the vacation of public right-of-way located on the northeast corner of the intersection of Liberty Road S and Pembroke Street SE subject to the condition that no driveways be permitted to or from the vacated area onto Liberty Road S.

Summary:

The area proposed for vacation is the site of former Fire Station Number 7. Vacating this right-of-way is necessary to correct a property recording error and for the City to sell the property. On September 13, 2021, City Council adopted Resolution No. 2021-34 initiating the vacation proceedings. If the vacation is approved by City Council at the public hearing, first reading of the ordinance will occur later in tonight's agenda.

Attachments: [Resolution 2021-34](#)
[Resolution 2009-47](#)

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. [21-451](#) Extending the Emergency Declaration related to unsheltered residents through June 28, 2022. (Resolution No. 2021-41)

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

Recommendation:

Adopt Resolution No. 2021-41 to extend the declaration of emergency related to unsheltered residents to June 28, 2022.

Attachments: [RESOLUTION No 2021-41 extending emergency declaration to June 28, 2022 and am](#)

- 5.b. [21-455](#) Motion from Councilor Jim Lewis to reconsider Council's decision to establish a managed temporary camp at the 2700 Wallace Road NW parcel, within the city-owned commercial retail zoned portion that occurred at the September 27, 2021 Council Meeting.

Ward(s): Ward 8.

Councilor(s): Councilor Lewis

Neighborhood(s): West Salem Neighborhood Association

Attachments: [Public Comments received by 5:00 p.m. 10-6-21.pdf](#)
[Public Comments received by 2:00 p.m. 10-11-21.pdf](#)
[Public Comments received by 5:00 p.m. 10-11-21.pdf](#)

Add - Written Testimony.

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

- 6.a. [21-444](#) Hearings Officer Decision - Zone change from RA (Residential Agriculture) to RM-II (Multiple Family Residential) and construction of 13 mobile home units. - Approved.

Quasi-Judicial Zone Change / Manufactured Home Park Permit Case No. ZC-MHP21-01 - James Ryan - 2702 Lancaster Dr SE

Ward(s): 3

Councilor(s): Phillips

Neighborhood(s): SEMCA

Recommendation:

Information Only.

Attachments: [Land Use Decision ZC-MHP21-01](#)

7. ORDINANCES

7.1 FIRST READING:

- 7.1a. [21-430](#) Amending Salem Revised Code Chapter 21 (General Assessment Procedures) to modify the interest charged for infrastructure assessments.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Recommendation:

Conduct first reading of Ordinance Bill No. 11-21 to adopt a zero percent interest rate on assessments of certain infrastructure projects and schedule a second reading of the ordinance.

Summary:

Amend *Salem Revised Code* (SRC) Chapter 21 (General Assessment Procedures) to reduce the interest rate accrued on assessments levied from 9.5% to zero percent for local infrastructure improvements when those improvements are needed to supply water to customers of a private water district when that district is dissolving and the City is succeeding the district.

Attachments: [Ordinance Bill 11-21](#)
[Exhibit A to Ordinance Bill 11-21 SRC 21 Amendments.docx](#)

- 7.1b.** [21-435](#) Vacating public right-of-way located on the northeast corner of the intersection of Liberty Road S and Pembroke Street SE.

Ward(s): 7
Councilor(s): Nordyke
Neighborhood(s): Faye-Wright
Result Area(s): Safe and Reliable Infrastructure, Good Governance

Recommendation:

Advance Ordinance Bill No. 12-21, vacating public right-of-way located on the northeast corner of the intersection of Liberty Road S and Pembroke Street SE, to second reading for enactment.

Summary:

The area proposed for vacation is the site of former Fire Station Number 7 on Liberty Road S. Vacating this right-of-way is necessary to correct a property recording error and for the City to sell the property. On September 13, 2021, City Council adopted Resolution No. 2021-34, which initiated the vacation of the right-of-way located at the site of former Fire Station Number 7

Attachments: [Ordinance Bill No. 12-21](#)
[Resolution 2021-34](#)
[Resolution 2009-47](#)

7.2 SECOND READING:

- 7.2a.** [21-160](#) Revision to the Salem Revised Code Sections 2.800, 2.830, and 2.835, related to the Multiple Unit Housing Tax Incentive Program

Ward(s): Ward 1, 2
Councilor(s): Stapleton, Andersen
Neighborhood(s): CANDO, SESNA, NEN, SCAN, Highland

Service Area(s): Good Governance; Strong and Diverse Economy;
Welcoming and Livable Community

Recommendation:

Conduct second reading to enact Engrossed Ordinance Bill No. 3-21 to amend SRC 2.800, SRC 2.830, and SRC 2.835 related to Multiple-Unit Housing Tax Incentive Program, extending the program until January 1, 2032.

Summary:

As an incentive to create multiple-unit housing in the downtown core, the City offers an abatement of ad valorem taxes through its Multiple Unit Housing Tax Incentive Program (Program).

Attachments: [Engrossed Ordinance 3-21](#)

[Exhibit A to Engrossed Ordinance 3-21](#)

[Core Area Map](#)

7.2b. [21-442](#)

Petitioner-Initiated Annexation of Territory Located at 681 Rees Hill Road SE - 97306 (Annexation Case No. C-739).

Ward(s): 4

Councilor(s): Leung

Neighborhood(s): SGNA

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

Recommendation:

Conduct second reading of Ordinance Bill No. 10-21 annexing, changing the Salem Area Comprehensive Plan map designation of the portion of the Territory east of the centerline of the proposed extension of Lone Oak Road SE from "Developing Residential" to "Parks, Open Space, and Outdoor Recreation," changing the zoning of the portion of the Territory east of the centerline of the proposed extension of Lone Oak Road SE from Marion County UT-10 (Urban Transition - 10 Acre) to City of Salem PA (Public Amusement), applying City of Salem RA (Residential Agriculture) zoning to the portion of the Territory west of the centerline of the proposed extension of Lone Oak Road SE, and withdrawing from the Salem Suburban Rural Fire Protection District, for an 18.05-acre property located at 681 Rees Hill Road SE - 97306.

Summary:

This is a City-initiated (as property-owner), voter-exempt annexation of an 18.05-acre territory located at 681 Rees Hill Road SE 97306 (Marion County Assessor Map and Tax Lot Number 083W22C00400) for the purpose of developing a City park. The annexation would include a concurrent change in the Salem Area Comprehensive Plan map designation to "Parks, Open Space, and Outdoor Recreation" and concurrent change in zoning to City PA

(Public Amusement).

Attachments: [Vicinity Map](#)

[Ordinance Bill No. 10-21](#)

[Exhibit A - Territory Legal Description and Map](#)

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.

FUTURE REPORT

To appear on the October 18, 2021 City Council Work Session agenda:

- a. [21-445](#) Our Salem project update.
- Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods
Result Area(s): Natural Environment Stewardship; Safe Community;
Safe, Reliable and Efficient Infrastructure; Strong and Diverse
Economy; Welcoming and Livable Community; Good Governance.

Recommendation:

Information only.

Summary:

The City of Salem has developed a draft of an updated Salem Area Comprehensive Plan (Comprehensive Plan) and proposed changes to the Comprehensive Plan Map, zoning map, and zoning code to guide future growth and development in Salem. This work is the culmination of a three-year project called Our Salem that has involved extensive community engagement.

Staff will present the work to the City Council and Planning Commission at a joint work session on October 18 and plans to start the adoption process by the end of the year. All of the draft documents can be found online on the Our Salem project page:

<https://www.cityofsalem.net/our-salem>.

Attachments: [Draft Salem Area Comprehensive Plan](#)
[Transportation and Parks Policy Ideas](#)
[Proposed Zoning Map](#)

UPCOMING PUBLIC HEARINGS, AND WORK SESSIONS

- b. [21-434](#) Due to COVID-19, 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 YouTube Channel and can also be viewed on Comcast Cable CC:Media Channel 21.

CITY COUNCIL PUBLIC HEARINGS:

Proposed assessment of properties within Sleepy Hollow Phase I Water System for water improvements
Monday, October 25, 2021 at 6:00 p.m.

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

SALEM HOUSING AUTHORITY PUBLIC HEARINGS:

URBAN RENEWAL AGENCY PUBLIC HEARINGS:

WORK SESSIONS:

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

City Council
Resident Perspective on Infrastructure Need
Monday, October 25, 2021 at 5:15 p.m.

City Council
2022 Council Policy Agenda
Monday, November 15, 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
West Salem - October 18, 2021 - Stapleton, Lewis
NESCA - October 19, 2021 - Stapleton, Andersen, Hoy
CANDO - October 19, 2021 - Stapleton
SWAN - November 2, 2021 - Nordyke
NOLA - November 3, 2021 - Hoy
NEN - November 9, 2021 - Stapleton, Andersen
SESNA - November 23, 2021 - Andersen, Phillips

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.

