



CITY OF SALEM

Meeting Agenda

City Council

555 Liberty St SE
Salem, OR 97301

Monday, December 13, 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

1.4a. [21-547](#) Presentation of 2021 Volunteer Recognition awards: Special

Mayor's, Richard Swyers Public Works, Vern Miller, and Willard C. Marshall.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Recommendation:

Information Only.

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. [21-565](#) December 6, 2021 Draft City Council Minutes

Attachments: [12-6-21 Draft Council Minutes.pdf](#)

3.2 RESOLUTIONS

3.2a. [21-527](#) Civil Rights Act Title VI Plan Update

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance

Recommendation:

Adopt resolution no. 2021-51 approving the update to the City of Salem Civil Rights Act Title VI Plan Update.

Summary:

Update to City of Salem Civil Rights Act Title VI Act Plan Update. Directs staff to ensure community outreach, coordination, data analysis, removal of discriminatory impediments and other features of Civil Rights Act compliance.

Attachments: [RESOLUTION NO 2021-51](#)
[TITLE VI PLAN1 FINAL](#)

3.3 ACTION ITEMS

3.3a. [21-532](#) Purchase of 2.72 acres of wetland credits from the Mud Slough Wetland Mitigation Bank for the Salem Business Campus

Ward(s): Ward 3

Councilor(s): Councilor Phillips

Neighborhood(s): SEMCA

Result Area(s): Natural Environment Stewardship; Strong and Diverse Economy

Recommendation:

Authorize the City Manager to purchase 2.72 acres of wetland credits and utilize up to \$340,000 in unspecified FY 21-22 Salem Business Campus funding for the purchase.

Summary:

A recent delineation identified wetlands on the Salem Business Campus property. Adjustments to the Gaia Street alignment and overall site plan were made to avoid most wetlands including adding the protection of 25 acres of high-value wetlands and Oregon white oak trees. Purchasing up to 2.72 acres in wetland credits is needed to allow development to occur on the remaining lots under contract.

3.3b. [21-541](#)

Intergovernmental Agreement between the City of Salem and the Salem Housing Authority for property management services at City-owned property located at 1440, 1460, and 1508 Wallace Road NW.

Ward(s): 1 and 8

Councilor(s): Stapleton and Lewis

Neighborhood(s): West Salem Neighborhood Association

Result Area(s): Good Governance; Natural Environment Stewardship; Safe Community; Welcoming and Livable Community.

Recommendation:

Authorize the City Manager to execute the attached Intergovernmental Agreement between the City of Salem and the Salem Housing Authority to provide property management services to City owned property located at 1440, 1460, and 1508 Wallace Road NW, Salem, OR 97304.

Summary:

In November 2021, the City acquired three single-family homes (Property) (Attachment 1) in West Salem (adjacent to, but outside of the Salem City limits). The Property was acquired as part of the Marine Drive NW street improvement project. Prior to dedicating portions of the Property as right-of-way for the future Marine Drive NW, annexation and partitioning of the Property is required. City Staff has negotiated an Intergovernmental Agreement (Agreement) (Attachment 2) with the Salem Housing Authority (SHA) to manage the properties for housing during the one to two years it will take to complete the land use process.

Attachments: [Location Map](#)[Agreement](#)[Public Comment received by 3:30 p.m., 12-13-21.pdf](#)*Add - Written Testimony.***3.3c. [21-560](#)**

Recommended appointments and reappointments to the Citizen Budget Committee, Citizens Advisory Traffic Commission, Downtown Advisory Board, Salem Cultural and Tourism Promotion Advisory Board, Salem Parks and Recreation Advisory Board, and Salem Planning Commission (recommended interviews), and Salem Public Art Commission.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Result Area - Good Governance

Recommendation:

Appoint and reappoint the applicants listed in the Facts and Findings section to the Citizen Budget Committee, Citizens Advisory Traffic Commission, Downtown Advisory Board, Salem Cultural and Tourism Promotion Advisory Board, Salem Parks and Recreation Advisory Board, and Salem Planning Commission (recommended interviews), and Salem Public Art Commission.

Summary:

The City Council's Board & Commission Appointments Committee convened on December 3, 2021, to review applications and requests for reappointment to numerous Boards and Commissions. The Committee's recommendations are summarized in Facts and Findings.

Attachments: [Andrew Cohen Application -- Redacted](#)[Kenneth Cannady-Shultz Application -- Redacted](#)[Scott Hossner Application -- Redacted](#)[Kelly Thomas Application -- Redacted](#)[Geoffrey Tiffany Application -- Redacted](#)[Alan Holland Application -- Redacted](#)[Joan Lloyd Application -- Redacted](#)[Robert Bierma Application -- Redacted](#)[Jordan Truitt Application -- Redacted](#)[Logan Lor Application -- Redacted](#)[Zachary Hull Application -- Redacted](#)**3.3d. [21-561](#)**

Grant Agreements with the Salem Housing Authority and the

Mid-Willamette Valley Community Action Agency for State of Oregon funds

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance; Welcoming and Livable Community.

Recommendation:

Authorize the City Manager to execute the attached grant agreements with the Housing Authority of the City of Salem and the Mid-Willamette Valley Community Action Agency.

Summary:

Authorizing grant agreements to pass through funds to:

- The Salem Housing Authority to expand the housing voucher program outreach and extend the Homeless Rental Assistance Program.
- The Mid-Willamette Community Action Agency to continue the renovation of the 80-room motel purchased for use as a temporary shelter.

The funds were awarded to the City of Salem from the State of Oregon during the 2021 legislative session.

Attachments: [Salem Housing Authority Grant Agreement](#)

[Mid Willamette Valley Community Action Agency Grant Agreement](#)

3.3e. [21-569](#)

Priorities for 2022 Oregon Legislative Session

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Recommendation:

Approve the City of Salem's priorities and policy statements for anticipated legislation resulting from the 2022 Oregon Legislative Session.

Attachments: [2022 Legislative Policy Statements.pdf](#)

Add - New Report Added.

4. PUBLIC HEARINGS

4.a. [21-537](#)

Petitioner-Initiated Annexation of Territory Located at Ash Grove Subdivision and Adjacent Lands - Hollywood Drive, NE (Annexation Case No. C-741)

Ward(s): 6

Councilor(s): Hoy

Neighborhood(s): NOLA

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

Recommendation:

Adopt Order No. 2021-6 ANX determining that the proposal meets the applicable criteria, applying City zoning for the territory, and approving withdrawal of the territory from the East Salem Sewer and Drainage District and Marion County Fire District #1.

Summary:

This is a petitioner-initiated, voter-exempt annexation of Ash Grove Subdivision and Adjacent Lands, a territory containing 3.30 acres outside the existing right-of-way of Hollywood Drive NE and 2,436 square feet within the existing right-of-way of Hollywood Drive NE - 97305 (Marion County Assessor Map and Tax Lot Number 072W18AC / 9400, 9500, 9600, 9700, 9800, 9900, 10000, 10100, 10200, 10300, 10400, 10500, 10600, 10700), for the purpose of obtaining City services. The annexation would include a concurrent application of City zoning of RS (Single Family Residential). A vicinity map is included as Attachment 1.

Attachments: [Vicinity Map](#)

[Order No. 2021-6 ANX Adopting the Final Decision and Findings of Compliance](#)

[Exhibit A - Petition](#)

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

[Exhibit C - Findings for Order No. 2021-6 ANX](#)

[Ash Grove Subdivision Plat](#)

[Public Works Department Parks Comments](#)

[Fire Department Comments](#)

[Public Works Department Development Services Section Comments](#)

[Finance Department Comments](#)

[Salem-Keizer School District Comments](#)

4.b. [21-536](#)

Resolution No. 2021-49 Establishing New Solid Waste Management Service Rates

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Recommendation:

Adopt Resolution No. 2021-49 establishing solid waste management service rates effective January 1, 2022 and January 1, 2023, and rescinding Resolution No. 2019-82.

Summary:

Mid-Valley Garbage and Recycling Association (Mid-Valley), a body comprised of the six solid waste management Franchisees (haulers) serving the City of Salem is requesting the following rate increases:

- January 1, 2022 - No rate increase is proposed in 2022 for either Marion County or Polk County.
- January 1, 2023 - Increase of 4.2 percent for roll cart services and 2.07 percent for container services provided in Marion County. No rate increase is proposed for Polk County.

Additionally, Mid-Valley requests that 95-gallon residential service be added as a new service in Salem effective January 1, 2022. With more people working from home, some residential customers have requested larger or additional garbage carts.

Attachments: [Resolution 2021-49](#)

[Resolution Exhibit A - Schedule of Monthly Solid Waste Management Service Rates Eff](#)

[Resolution Exhibit B - Schedule of Monthly Solid Waste Management Service Rates Eff](#)

[Letter from Merina+Co., Solid Waste Cost of Service Analysis](#)

[Comparison of Current and Proposed Solid Waste Collection Rates Effective January 1,](#)

[Mid-Valley Comparative Rate Summary - Monthly Rates for Solid Waste Services](#)

[Public Comments received by 3:30 p.m., 12-13-21.pdf](#)

Add - Written Testimony.

4.c. [21-563](#)

Continued Public Hearing - 2021 Unified Development Code Update

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance; Natural Environment

Stewardship; Welcoming and Livable Community

Recommendation:

Engross Ordinance Bill No. 13-21 as recommended under section 12 of this report and advance to second reading.

Summary:

Continued public hearing on proposed amendments to Salem Revised Code Title X (Unified Development Code) and various other identified chapters to comply with recent changes in State law, including House Bill 2001, and addressing issues that have arisen in the application of the Unified Development Code (UDC) since 2019; together with a proposed legislative zone change to change the zoning of those properties within the downtown in the General

Retail/Office overlay zone that are currently zoned RH (Multiple Family High-Residential), CO (Commercial Office), and CR (Retail Commercial) to CB (Central Business District).

Attachments: [1 - Planning Commission Recommendation \(October 5, 2021\)](#)

[2 - Summary of Proposed Amendments](#)

[ORDINANCE BILL NO 13-21](#)

[Ordinance Exhibit A](#)

[Ordinance Exhibit B](#)

[Ordinance Exhibit C](#)

[4 - Comments from Church at the Park](#)

[5 - Recommended Further Revisions Engrossing Ordinance Bill](#)

[6 - Legislative Zone Change Map](#)

[7 - Public Testimony Provided for Planning Commission Public Hearing](#)

[8 - Public Testimony Provided for City Council Public Hearing](#)

[Public Comments received by 5:00 p.m., 12-1-2021.pdf](#)

[Public Comment received by 3:15 p.m., 12-6-21.pdf](#)

[Public Comments received from East Lancaster Neighborhood Association \(ELNA\).pdf](#)

[Public Comments received by 3:30 p.m., 12-13-21.pdf](#)

[Additional Public Comments received by 5:00 p.m., 12-13-21.pdf](#)

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. [21-523](#) Salem Public Art Commission Annual Report and Presentation

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Welcoming and Livable Community

Recommendation:

Information only.

Summary:

The information in the attached report highlights the 2021 accomplishments of the SPAC and status of the Public Art Trust Fund. In addition, the report provides a brief summary of key projects this group intends to work through in the coming year.

Attachments: [Salem Public Art Commission 2021 annual report-2021-11-09](#)
[2021 Public Art Presentation](#)

- 5.b. [21-508](#) Operational Assessment of Salem Police Department's responses to calls involving the threat of suicide

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

Recommendation:

Information Only.

Summary:

Crisis Systems Management LLC (CSM) was engaged to conduct the review of Salem Police Department's response to individuals threatening suicide. Crisis Systems Management's review is attached to this staff report (Attachment 1), and Crisis Systems Management staff will present their findings.

Attachments: [CSM Operational Assessment](#)

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

- 6.a. [21-516](#) Report on the February 12, 2021, Ice Storm Activities

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

Recommendation:

Information only.

Summary:

The Mid-Willamette Valley was hit by a major ice storm in February 2021. City Urban Forestry staff continue to address damage to the community's tree canopy nine months after the storm. This report focuses on the Urban Forestry activities and costs related to the February 12, 2021, ice storm.

Attachments: [Ice Storm Response 2 12 21](#)

- 6.b. [21-556](#) Purchases approved administratively from November 1, 2021 through November 30, 2021.

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

Attachments: [Purchases approved administratively November 2021.pdf](#)

6.c. [21-559](#)

Appointments and reappointments to the Airport Advisory Commission, Center 50+ Advisory Commission, Historic Landmarks Commission, and Human Rights Commission.

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

Recommendation:

Information only.

Summary:

The Mayor is charged with making appointments and reappointments to the Airport Advisory Commission, Center 50+ Advisory Commission, Historic Landmarks Commission, and Salem Human Rights Commission.

Attachments: [Mike Morrow Application -- Redacted](#)
[Ronald Rubel Application -- Redacted](#)
[David Holton Application -- Redacted](#)
[Juliana Inman Application -- Redacted](#)
[Leah Brooks Application -- Redacted](#)
[Amelia Knight Application -- Redacted](#)
[Susan McNaught Application -- Redacted](#)
[Bonnie Davidson Application -- Redacted](#)

6.d. [21-562](#)

Planning Administrator Decision - A consolidated application to create 238-lots for single family development and open space lots (Headwaters Subdivision). - Approved.

Tentative Phased Subdivision Plan and Class 2 Adjustment Case No. SUB-ADJ21-10 - 5600 Block of Reed Road SE and Battle Creek Road SE - Pahlisch Homes INC on behalf of John Miller, Landau SFV LLC.

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

Recommendation:

Information Only.

Attachments: [Land Use Decision SUB-ADJ21-10](#)

7. ORDINANCES

7.1 FIRST READING:

- 7.1a. [21-545](#) Petitioner-Initiated Annexation of Territory Located at 6565 Sunnyside Road SE - 97302 (Annexation Case No. C-729)

Ward(s): 4
Councilor(s): Leung
Neighborhood(s): SGNA
Result Area(s): Good Governance; Safe Community; Safe, Reliable and Efficient Infrastructure

Recommendation:

Conduct advance Ordinance Bill No. 15-21 approving annexation, applying City zoning, and approving withdrawal from Salem Suburban Rural Fire Protection District for a 1.18-acre territory located at 6565 Sunnyside Road SE to second reading for enactment.

Summary:

This is a petitioner-initiated, voter-exempt annexation of a 1.18-acre territory located at 6565 Sunnyside Road SE - 97306 (Marion County Assessor Map and Tax Lot Number 083W22DA00300). A vicinity map is included as Attachment 1.

Attachments: [Vicinity Map](#)
[Ordinance Bill No. 15-21](#)
[Exhibit A - Territory Legal Description and Map](#)

- 7.1b. [21-546](#) Petitioner-Initiated Annexation of Territory Located at 4120 Fisher Road NE and Adjacent Lands - 97305 (Annexation Case No. C-740)

Ward(s): 5
Councilor(s): Gonzalez
Neighborhood(s): Northgate
Result Area(s): Good Governance; Safe Community; Safe, Reliable and Efficient Infrastructure

Recommendation:

Advance Ordinance Bill No. 16-21 approving annexation, changing

the zoning, and approving withdrawal from the East Salem Sewer and Drainage District and Marion County Fire District #1 for a 4.35-acre territory located at 4120 Fisher Road NE and Adjacent Lands to second reading for enactment.

Summary:

This is a petitioner-initiated, voter-exempt annexation of a 4.35-acre territory located at 4120 Fisher Road NE and Adjacent Lands - 97305 (Marion County Assessor Map and Tax Lot Numbers 072W07BC01100 and 072W07BC01001) for the purpose of future development. The annexation would include a concurrent change in zoning to City RM-I (Multiple Family Residential-I). A vicinity map is included as Attachment 1.

Attachments: [Vicinity Map](#)

[Ordinance Bill No 16-21](#)

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

7.1c. [21-533](#)

Amending the criteria for a major, City-initiated, comprehensive plan map amendment.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Recommendation:

Advance Ordinance Bill no. 17-21 and schedule a public hearing.

Summary:

Ordinance Bill No. 17-21 amends the criteria for a major plan map amendment in *Salem Revised Code* 64.025(e) to clarify what constitutes a significant effect on a City-owned transportation facility as a result of a major plan map amendment.

Attachments: [Ordinance Bill No. 17-21](#)

[Ordinance Bill No. 17-21, Exhibit A](#)

[Excerpt from Oregon Highway Plan, Action 1F.5](#)

7.2 SECOND READING:

7.2a. [21-558](#)

Adoption of new City Council ward boundaries.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance

Recommendation:

Pass Ordinance Bill No 14-21 adopting new City Council ward.

Summary:

Salem is divided into eight wards, each represented by a City Councilor. Every 10 years, after the U.S. Census is complete, Salem City Council ward boundaries are adjusted to equalize the population represented by each ward. This process is known as Ward Reapportionment. On November 22, 2021, the City Council selected new ward boundaries.

Attachments: [Ordinance Bill No. 14-21](#)[Exhibit A](#)[Exhibit B - City of Salem Council Wards Map](#)[Exhibit C - City of Salem Council Wards Upon Annexation Map](#)[Public Comment received by 3:30 p.m., 12-13-21.pdf](#)

Add- Written Testimony.

8. PUBLIC COMMENT: (Other than agenda items)**9. ADJOURNMENT**

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 48 hours prior to the meeting. To request accommodations or services, please call 503-588-6255 or 503-588-6003 (TTD/TTY 503-588-6439), or by e-mail at: cityrecorder@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. [21-552](#) 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:

City Council review of subdivision (SUB21-09) located at 4540 Pringle Road SE
Monday, January 10, 2022 at 6:00 p.m.

PLANNING COMMISSION INTERVIEWS
Monday, January 10, 2022 at 5:15 p.m. (Tentative)

SALEM HOUSING AUTHORITY PUBLIC HEARINGS:

URBAN RENEWAL AGENCY PUBLIC HEARINGS:

WORK SESSIONS:

City Council
2022 Council Policy Agenda
Tuesday, January 18, 2022 at 6:00 p.m.

BUDGET COMMITTEE MEETINGS

Presentation of the FY 2023-2027 Five-Year Forecast
Wednesday, January 5, 2022 at 6:00 p.m.

City Manager Presents Proposed FY 2023 Budget to Budget Committee
Wednesday, April 20, 2022 at 6:00 p.m.

Budget Committee Review
Wednesday, April 27, 2022 at 6:00 p.m.

Budget Committee Review
Wednesday, May 4, 2022 at 6:00 p.m.

Budget Committee Recommends FY 2023 Budget to City Council and Urban Renewal Agency
Wednesday, May 11, 2022 at 6:00 p.m.

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

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.

