



# **CITY OF SALEM**

## **Meeting Agenda**

### **City Council**

555 Liberty St SE  
Salem, OR 97301

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**Monday, March 28, 2022**

**6:00 PM**

**Virtual Meeting**

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**\*\*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](mailto: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**

**5:15 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**

**Oath of Office - Micki Varney, Ward 8, City Councilor**

**1.1 APPROVAL OF ADDITIONS AND DELETIONS TO THE  
AGENDA**

## 1.2 COUNCIL AND CITY MANAGER COMMENT

### 1.3 PROCLAMATIONS

- 1.3a. [22-119](#) Proclamation recognizing Arbor Month.

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

**Recommendation:**

Information Only.

**Attachments:** [Proclamation - Arbor Month](#)

- 1.3b. [22-120](#) Proclamation recognizing Mayor's Monarch Pledge.

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

**Recommendation:**

Information Only.

**Attachments:** [Proclamation - Mayor's Monarch Pledge](#)

- 1.3c. [22-122](#) Proclamation recognizing Child Abuse Prevention Month.

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

**Recommendation:**

Information Only.

**Attachments:** [Proclamation - Child Abuse Prevention Month](#)

### 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. [22-97](#) March 14, 2022 Draft City Council Minutes

**Attachments:** [3-14-22 Draft Council Minutes.pdf](#)

- 3.1b. [22-121](#) March 21, 2022 Draft City Council Minutes

**Attachments:** [3-21-22 Draft Council Minutes.pdf](#)

## 3.2 RESOLUTIONS

- 3.2a. [22-77](#) Amending the boundary of the North East Salem Community Association (NESCA).

Ward(s): 2  
Councilor(s): Hoy and Stapleton  
Neighborhood(s): None  
Result Area(s): Welcoming and Livable Community

**Recommendation:**

Adopt Resolution No. 2022-11 to amend the boundary of the Northeast Salem Community Association (NESCA).

**Summary:**

The property bounded by D Street NE, Center Street NE, Park Avenue NE and 23rd Street NE (the former north campus of the Oregon State Hospital) is not currently located within the boundaries of a neighborhood association. Redevelopment of the property necessitates the need to place the property into the boundary of a neighborhood association.

**Attachments:** [Vicinity Map](#)

[Resolution No. 2022-11](#)

[Exhibit A - New NESCA Boundary Map](#)

[NESCA Letter](#)

[NEN Letter](#)

[Public Testimony](#)

[Public Comments received by 5:00 p.m., 2-28-22.pdf](#)

[Public Comments received by 5:00 p.m., 3-28-2022.pdf](#)

*Add - Written Testimony.*

## 3.3 ACTION ITEMS

- 3.3a. [22-139](#) Recommended appointments and reappointments to the Community Police Review Board, Downtown Advisory Board, Salem Cultural and Tourism Promotion Advisory Board, and Salem Public Arts Commission.

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

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance

**Recommendation:**

Appoint and reappoint the applicants listed in the Facts and Findings section to the Community Police Review Board, Downtown Advisory Board, Salem Cultural and Tourism Promotion Advisory Board, and Salem Public Arts Commission.

**Summary:**

The City Council's Board & Commission Appointments Committee convened on March 16, 2022 to review applications and requests for reappointment.

**Attachments:** [Mel Greqq Application\\_Redacted](#)

[Elizabeth Infante Application\\_Redacted](#)

[Tracy M Powell Application\\_Redacted](#)

[Grant Yoder Application\\_Redacted](#)

[Jessa Miller Application\\_Redacted](#)

[Miranda Seble Application\\_Redacted](#)

[Susan Napack Application\\_Redacted](#)

## 4. PUBLIC HEARINGS

**4.a.** [22-116](#)

Petitioner-Initiated Annexation of Territory Located at 2490 Michigan City Lane NW - 97304 (Annexation Case No. C-743)

Ward(s): 8

Councilor(s): Vacant

Neighborhood(s): West Salem

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

**Recommendation:**

Adopt Order No. 2022-2 ANX determining that the proposal meets the applicable criteria, applying City zoning for the territory, and approving withdrawal of the territory from the Spring Valley Rural Fire Protection District.

**Summary:**

This is a petitioner-initiated, voter-exempt annexation of a 9.53-acre territory located at 2490 Michigan City Lane NW (Polk County Assessor Map and Tax Lot Number 073W08AB00200) for the purpose of future development. 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. 2022-2 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. 2022-2 ANX](#)[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. [22-117](#)**

Petitioner-Initiated Annexation of Territory Located at 4255 Cordon Road NE - 97305 (Annexation Case No. C-744)

Ward(s): 5

Councilor(s): Gonzalez

Neighborhood(s): Northgate

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

**Recommendation:**

Adopt Order No. 2022-3 ANX determining that the proposal meets the applicable criteria, applying City zoning for the territory, and approving withdrawal of the territory from Marion County Fire District #1.

**Summary:**

This is a petitioner-initiated, voter-exempt annexation of a 4.00-acre territory located at 4255 Cordon Road NE - 97305 (Marion County Assessor Map and Tax Lot 072W08AB / 01100 and 01200). The annexation would include a concurrent application of City zoning of RA (Residential Agriculture). A vicinity map is included as Attachment 1.

**Attachments:** [Vicinity Map](#)[Order No. 2022-3 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. 2022-3 ANX](#)[Public Works Department Parks Comments](#)[Fire Department Comments](#)[Public Works Department Development Services Section Comments](#)[Finance Department Comments](#)[Salem-Keizer School District Comments](#)[Marion County Public Works Department Comments](#)**4.c. [22-131](#)**

Supplemental Budget 3 to amend and appropriate funds made available to the City in the FY 2022 budget.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance

**Recommendation:**

Adopt Resolution No. 2022-22 appropriating \$7,606,950 and amending the FY 2022 budget.

**Summary:**

Various unanticipated activities have occurred during the fiscal year that have caused necessary changes:

- Community Sanitation Response Team - The council moved to add seven full-time equivalent positions to the FY 2022 budget funded with the State Sheltering Grant through the end of the fiscal year. The State Sheltering grant will continue to be proposed to offset the cost of this team until expended.
- Navigation Center Construction - The City is anticipating two grants: one from Marion County for \$3M and one from the State Legislature for \$1.9M to fund the necessary tenant improvements to the recently purchased City of Salem Navigation Center.
- Ice Storm Tree Planting - The City received insurance proceeds for the damage caused during the ice storm to fund a multi-year replanting program for City owned trees. This action allows this program to begin its work within the current fiscal year.
- Emergency Medical Services (EMS) Fund - The City has activated a medic unit to assist its contractor Falck ambulance. This action has created an additional revenue and expense in the EMS Fund as well as the need to transfers

funds to the General Fund to offset overtime expense.

- Transient Occupancy Tax / Tourism Promotion Area fee - the revenues for both the Transient Occupancy Tax (TOT) as well as the fee revenue for the Tourism Promotion Area have come in higher than budgeted and this action is needed to recognize that revenue and additional expense to make statutory payments that are based directly on the level of tax or fee.
- Traffic Safety Fund - Photo enforcement revenue has increased, and additional transfer authority is needed to transfer funds to the General Fund.

A public hearing is required due Oregon Budget Law and the amount of individual fund appropriations being more than ten percent of the FY 2022 budget.

**Attachments:** [Resolution No. 2022-22.docx](#)  
[Resolution No. 2022-22, Exhibit A.pdf](#)  
[Resolution No. 2022-22, Exhibit B.pdf](#)  
[Public Comments received by 5:00 p.m., 3-28-2022](#)

*Add - Written Testimony.*

**4.d.** [22-135](#)

SUPPLEMENTAL REPORT for Appeal of the Planning Commission's decision approving Comprehensive Plan Map Designation and Zone change to Commercial and (CR) Retail Commercial zoning for property located at the southwest corner of the intersection for Kuebler Boulevard and I-5.

Ward(s): Ward 4

Councilor(s): Leung

Neighborhood(s): South Gateway Neighborhood Association

Result Area(s): Welcoming and Livable Community

**Recommendation:**

City Council open the public hearing, take no testimony, and continue until **May 9, 2022**, to allow Staff and the public adequate time to review the new proposal submitted by the applicant for Case No. CPC-ZC21-04.

**Summary:**

On February 3, 2022, the Planning Commission issued a decision approving a request to change the 24.66-acres subject property from RA (Residential Agriculture) to CR (Retail Commercial), subject to conditions of approval. (**Attachment 1**).

The South Gateway Neighborhood Association filed an appeal on February 7, 2022 (**Attachment 2**).

On March 21, 2022, a staff report was issued and can be found [here](https://www.cityofsalem.net/Pages/proposed-comprehensive-plan-and-zone-change-near-kuebler-blvd-and-27th-ave.aspx) [<https://www.cityofsalem.net/Pages/proposed-comprehensive-plan-and-zone-change-near-kuebler-blvd-and-27th-ave.aspx>](https://www.cityofsalem.net/Pages/proposed-comprehensive-plan-and-zone-change-near-kuebler-blvd-and-27th-ave.aspx) (File 22-76).

On March 21, 2022, the applicant provided a request to change the proposal to reduce the amount of commercially zoned property. The proposal includes 14.55 acres of Commercial designation with Commercial Retail (CR) zoning and 9.8 acres of Mixed-Use designation with Mixed-Use II (MU-II) zoning, as shown in **Attachment 3**.

**Attachments:** [Vicinity Maps](#)

[South Gateway Neighborhood Association Appeal](#)

[Applicant New Proposal](#)

[File 22-76:CPC-ZC21-04 Council Staff Report, dated 3.21.22](#)

[Public Comments received by 3:30 p.m., 3-28-2022.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.** [22-134](#)

Deliberations for City Council review of a modified application following Council's vote to deny Phased Subdivision Tentative Plan Case No. SUB21-09.

Ward(s): 3

Councilor(s): Phillips

Neighborhood(s): Morningside Neighborhood Association

Result Area(s): Welcoming and Livable Community

**Recommendation:**

Affirm the Planning Administrator's decision approving phased subdivision tentative plan case no. SUB21-09 with the applicant's proposed modifications dated March 9, 2022 and the additional conditions of approval in this report.

**Summary:**

On February 28, 2022, the City Council conducted deliberations and voted to deny the application for a phased subdivision tentative plan to divide approximately 29.68 acres into 139 single family lots ranging in size from 4,000 square feet to 3.64 acres in two phases of development for property located at 4540 Pringle Road SE (Attachment 1) (Phased Subdivision Tentative Plan Case No.



SUB21-09).

The applicant has modified the proposal in light of City Council's vote and City Council is required by ORS 197.522 to consider the modified application.

**Attachments:** [Vicinity Map](#)

[SUB21-09 Decision](#)

[Applicant's Revised Plans and Written Statement dated March 9, 2022](#)

[Public Comment - Combined Testimony 3-13-2022 thru 3-21-2022.pdf](#)

[3.28.2022 Applicant's Final Written Argument to Salem City Council with Exhibit 1.PDF](#)

*Addition - Added Applicant's Final Written Argument that was received March 28, 2022.*

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

6.a. [22-51](#)

Summary of Public Works Tree Projects in Salem in 2021

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Natural Environment Stewardship; Welcoming and Livable Community

**Recommendation:**

Information only.

**Summary:**

The 2021 Summary of Public Works Tree Projects (Attachment 1) provides a snapshot of work related to City-owned trees during the 2021 calendar year. In 2021, the City celebrated 45 years as a Tree City USA and achieved its sixteenth Growth Award, maintaining the Tree City USA "Sterling City" status.

**ISSUE:**

Receive the 2021 Summary of Public Works Tree Projects.

**RECOMMENDATION:**

**Attachments:** [2021 Summary of Public Works Tree Projects](#)

6.b. [22-112](#)

Purchases approved administratively from February 1, 2022 through February 28, 2022.

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

**Attachments:** [Purchases approved administratively February 2022.pdf](#)

**6.c. [22-115](#)**

NOTICE OF APPEAL RECEIVED - An appeal of this decision was filed by the applicant on March 15, 2022 (Attachment 2). The City Council may, pursuant to SRC 300.1050, assume jurisdiction for review of the appeal pursuant to SRC 300.1040. If the Council does not assume jurisdiction, the Planning Commission will be the review authority for the appeal. The decision of the review authority on the appeal shall be the final decision of the City.

Hearings Officer Decision - To allow development of a new 26 building apartment complex - Denied.

Conditional Use / Class 3 Site Plan Review / Class 2 Adjustment / Class 2 Driveway Approach Permit / Class 1 Design Review Case No. CU-SPR-ADJ-DAP-DR21-05 - Kiril Ivanov, Patricia Jones - 4900 Block of State St.

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

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision CU-SPR-ADJ-DAP-DR21-05](#)  
[Applicant's Appeal Application](#)

**6.d. [22-123](#)**

Report summarizing the City's legislative activities during the 2022 session of the Oregon State Legislature.

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:**

Information only.

**Summary:**

The purpose of this report is to summarize the City's legislative activities during the 2022 session of the Oregon State Legislature. Included in the report are the policy statements which guided the City's response to bills during the session and the status of each of the priority bills analyzed and tracked during the session.

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

[City of Salem, 2022 Legislative Session overview \(Perseverance Strategies\)](#)

**6.e. [22-124](#)**

Planning Administrator Decision - Two partitions and property line adjustments to match phased boundaries of the Headwaters Subdivision - Approved.

Partition / Property Line Adjustment Case No. PAR-PLA22-01 - John Miller, Jeffrey Perry - 5600 Block of Reed Lane SE and Battle Creek Road SE.

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

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision PAR-PLA22-01](#)

**6.f. [22-128](#)**

Planning Administrator Decision - A Tentative Phased Subdivision Plan to divide approximately 41.62 acres into 178 single family lots, in three phases of development, an Urban Growth Area Preliminary Declaration, and a Class 2 Adjustment. - Approved.

Tentative Phased Subdivision / Urban Growth Area Preliminary Declaration / Class 2 Adjustment Case No. SUB-UGA-ADJ22-01 - Brandie Dalton, Multi-Tech Engineering Services on behalf of Mark Lowen, BC Salem Property LLC (Kelley Hamilton) - 2527 Robins Lane SE.

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

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision SUB-UGA-ADJ22-01](#)**6.g. [22-140](#)**

Planning Administrator Decision - To reconfigure one existing parcel into two parcels - Approved.

Replat Case No. REP22-02 - Sherrie Edwards, Ivan Edwards, and Nolan Fridley - 3763-3769 Croisan Creek Rd S.

Ward(s): 7  
Councilor(s): Nordyke  
Neighborhood(s): SWAN

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision REP22-02](#)**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@cityofsalem.net](mailto:cityrecorder@cityofsalem.net) at least two business days in advance.

Si necesita ayuda para comprender esta información, por favor llame 503-588-6003.

**UPCOMING PUBLIC HEARINGS, AND WORK SESSIONS**

- a. [22-125](#) 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:**

Council Review of the Planning Commission's decision approving a Comprehensive Plan Map Amendment and Zone Change from RA (Residential Agriculture) and NCMU (Neighborhood Center Mixed Use) to RM-II (Multiple Family Residential), for approximately 24.84 acres of the northern portion of a 36.86 acre parcel, located at the 2100 Block of Doaks Ferry Rd NW  
Monday, April 11, 2022 at 6:00 p.m.

Petitioner-Initiated Annexation of Territory located at 4090 Milton Street NE (Annexation Case No. C-747)  
Monday, April 11, 2022 at 6:00 p.m.

Petitioner-Initiated Annexation of Territory located at 4929 Auburn Road NE (Annexation Case No. C-748)  
Monday, April 11, 2022 at 6:00 p.m.

2022 Community Development Block Grant/HOME Investment Partnership Grant Annual Action Plan and 2021 HOME Investment Partnership Grant (American Rescue Plan) Annual Action Plan Amendment  
Monday, April 25, 2022 at 6:00 p.m.

Petitioner-Initiated Annexation of Territory located at 4314 Munkers Street SE and Lands Adjacent (Annexation Case No. C-745)  
Monday, May 23, 2022 at 6:00 p.m.

FY 2023 Recommended City of Salem Budget  
Monday, June 13, 2022 at 6:00 p.m.

State Revenue Sharing Funds  
Monday, June 13, 2022 at 6:00 p.m.

**SALEM HOUSING AUTHORITY PUBLIC HEARINGS:****URBAN RENEWAL AGENCY PUBLIC HEARINGS:**

FY 2023 Recommended Urban Renewal Agency Budget

Monday, June 13, 2022 At 6:00 p.m.

WORK SESSIONS:

BUDGET COMMITTEE MEETINGS

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

Lansing - April 26, 2022 - Gonzalez

**MEETING PROCEDURES**

City Council meets on the second and fourth Mondays of each month at 6:00 p.m. All meetings are in the Council Chambers, Room 240, 555 Liberty St. SE.

The Mayor, who is the presiding officer, is elected at large for a term of two years. Councilors are elected for four year terms for each of the City's eight Wards. These nine officers comprise the Council who make the policy decisions for municipal activity and pass its ordinances and regulations.

Because the Mayor and Councilors' positions are part time, without pay, the Council appoints a City Manager who is responsible for the administration and execution of the City's policies and ordinances.

The City Council generally follows Robert's Rules of Order, but has adopted supplementary rules that may be found on the City's website at:  
[http://www.cityofsalem.net/Pages/council rules.aspx](http://www.cityofsalem.net/Pages/council%20rules.aspx).

**THE CONSENT CALENDAR**

The Consent Calendar allows the Council to save time by acting on everything listed on that part of the agenda with one motion instead of considering each item separately. If a City Councilor believes a matter on the Consent Calendar deserves further discussion, the Councilor can request that item be removed from the Consent Calendar and considered separately under "Special Orders of Business."

**PUBLIC COMMENT**

There are two times at every regular City Council meeting when the public has an opportunity to address the City Council. The first time is immediately prior to the Consent Calendar. This time is reserved for questions or statements regarding items appearing on the agenda, except public hearings and the merits of land use issues. The second time is at the end of the agenda. At this time, you can address the City Council on any matter of public concern, other than an agenda item. The Mayor will announce the time for public comment, and invite persons to address the City Council. Each person has three minutes to address the City Council. The time light on the podium will flash yellow when you have one minute left, and will turn red when your time has expired.

**HOW TO GET YOUR COMMENTS INCLUDED AS PART OF THE AGENDA**

Any written comments that you wish to be given to the City Council that are about an item on an agenda must be submitted to the City Recorder by 3:30 p.m. on the day of the City Council meeting when the item will be considered. For complete information on submitting communications to Council, please refer to Council Rule 6: Communications:  
[https://www.cityofsalem.net/Pages/council rules.aspx](https://www.cityofsalem.net/Pages/council%20rules.aspx).

If you have some matter that you wish to have the City Council consider in the future, you are encouraged to submit your suggestion in writing to the City Manager at 555 Liberty Street SE, Room 220, Salem, OR, or by e mail to: [manager@cityofsalem.net](mailto:manager@cityofsalem.net).

**PUBLIC HEARINGS**

The City Council can hold public hearings to consider legislative, quasi judicial or administrative matters. To testify at a hearing, you may sign up on the Hearing Roster located near the east entrance to the Council Chambers before the Mayor convenes the meeting. At the time for the hearing on the agenda, the Mayor will announce when the public hearing is open. If you have signed up to speak, come forward to the podium when the Mayor calls your name. State your name and either your address or the ward you live in. If you wish to receive notice of any written decision reached at the hearing, you must provide the City Recorder your address. When you have finished speaking, the Mayor will ask the Council if there are any questions for you, so please remain at the podium for a moment.

The time limit is 3 minutes per person for legislative and administrative hearings. The time limits for quasi judicial hearings in non land use cases are as follows:

1. Staff Presentation – 15 minutes
2. Affected Party – 15 minutes
3. Neighborhood Associations – 5 minutes
4. Other Interested Persons – 3 minutes per person
5. Rebuttal by Affected Party – 7 minutes

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

Timer lights are located on the podiums. A flashing yellow light means you have one minute left; a red light means your time has expired.



