



CITY OF SALEM

Meeting Agenda

City Council

555 Liberty St SE
Salem, OR 97301

Monday, May 23, 2022

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

1.3a. [22-225](#) Proclamation recognizing Memorial Day.

Ward(s): All Wards

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

Recommendation:

Information Only.

Attachments: [Proclamation - Memorial Day](#)

- 1.3b. [22-226](#) Proclamation recognizing Pride Month.

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

Recommendation:

Information Only.

Attachments: [Proclamation - Pride Month](#)

- 1.3c. [22-227](#) Proclamation recognizing Older Americans Month.

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

Recommendation:

Information Only.

Attachments: [Proclamation - Older Americans Month](#)

1.4 PRESENTATIONS

1.4 a. AARP Age-Friendly Community Champion Award

Presenter: AARP Director Bandana Shrestha

1.4 b. Recognition of Assistant City Attorney Lori Evans, 2021 DUII Prosecutor of the Year

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. [22-218](#) May 9, 2022 Draft City Council Minutes

Attachments: [5-9-22 Draft Council Minutes.pdf](#)

- 3.1b. [22-239](#) May 16, 2022 Draft City Council Work Session Minutes

Attachments: [5-16-22 Draft Council Work Session Minutes.pdf](#)

3.2 RESOLUTIONS

- 3.2a. [22-195](#) Oregon Department of Energy Community Renewable Energy grant.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Recommendation:

Adopt Resolution 2022-28 authorizing the City Manager to apply for and, if successful, accept an Oregon Department of Energy Community Renewable Energy grant for the purpose of enhancing emergency power supply and resilience at the Public Works Operations Building.

Summary:

The Oregon Department of Energy Community Renewable Energy grant will be used to partner with Portland General Electric (PGE) to construct a distribution system microgrid. This microgrid will provide a resilient power system to the new Public Works Operations Building and develop additional incremental storage capacity at the nearby Salem Smart Power Center. The new Operations building is a critical facility that will house the department's Operations Center, which is the hub for Public Works Department response to emergencies. The microgrid technologies and increased capacity at the Salem Smart Power Center will serve the new building during a power outage or emergency, thereby ensuring a continuous power supply during times of need. This grant program from the Oregon Department of Energy will help the City meet multiple Climate Action Plan strategies for increased community and energy resilience. A City Council Resolution is required as part of the Oregon Department of Energy Community Renewable Energy grant process (Attachment 1, Resolution 2022-28).

Attachments: [Council Resolution 2022-28](#)

- 3.2b. [22-210](#) Dedication of a Reserve Strip of City Property as Public Right-of-Way on Sienna Drive NE

Ward(s): 6

Councilor(s): Hoy

Neighborhood(s): ELNA

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

Recommendation:

Adopt Resolution No. 2022-29 to dedicate the reserve strip of land identified as Block "A" of Sienna Estates, as public right-of-way.

Summary:

Sienna Drive NE is being extended as part of an approved Planning Decision at Marion County, Partition Case No. 21-026. It is necessary to dedicate the reserve strip as public right-of-way to allow access across the proposed Sienna Drive NE extension.

Attachments: [Resolution No. 2022-29](#)

[Resolution No. 2022-29 Exhibit 1](#)

3.3 ACTION ITEMS

- 3.3a.** [22-207](#) Federal Aviation Administration Grant Application for the Salem Municipal Airport Master Plan project.

Ward(s): 2

Councilor(s): Andersen

Neighborhood(s): SEMCA

Result Area(s): Safe, Reliable and Efficient Infrastructure; Strong and Diverse Economy

Recommendation:

Authorize the City Manager to apply for and accept Federal Aviation Administration Airport Improvement Program (AIP) grant funds to be used to update the Airport Master Plan.

Summary:

Federal grant application for funds to update of the Salem Municipal Airport's Master Plan.

- 3.3b.** [22-223](#) Order No. 2022-11-CPC-ZC21-04 remanding the application to the Planning Commission for Case No. CPC-ZC21-04, for property located at the 2900 Block of Kuebler BLVD SE.

Ward(s): 4

Councilor(s): Leung

Neighborhood(s): South Gateway

Result Area(s): Welcoming and Livable Community

Recommendation:

Adopt the Order remanding Comprehensive Plan Change and Zone Change CPC-ZC21-04 to Planning Commission for further consideration.

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.

On February 7, 2022, the South Gateway Neighborhood Association filed an appeal. A hearing was scheduled before the City Council on March 28, 2022, which was continued until May 9, 2022.

At the City Council meeting on May 9, 2022, a motion was passed that City Council remand the application to the Planning Commission for further consideration.

Attachments: [Order 2022-11-CPC-ZC21-04](#)

[Exhibit 1 - Vicinity Maps](#)

[Exhibit 2 - Facts and Findings](#)

Revised - The neighborhood association listed in the report has been revised from "West Salem" to "South Gateway."

4. PUBLIC HEARINGS

- 4.a. [22-221](#) Petitioner-Initiated Annexation of Territory Located at 4314 Munkers Street SE and Land Adjacent (Annexation Case No. C-745)

Ward(s): 2

Councilor(s): Andersen

Neighborhood(s): SEMCA

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

Recommendation:

Adopt Order No. 2022-10 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, East Salem Sewer and Drainage District, and Suburban East Salem Water District.

Summary:

This is a petitioner-initiated, voter-exempt annexation of a 0.597-acre territory located at 4314 Munkers Street SE and Lands Adjacent - 97317 (Marion County Assessor Map and Tax Lot 072W31DB / 01200, 01201, and 01202). 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. 2022-10 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. 2022-10 ANX](#)[Partition Plat 2021-038](#)[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 Waiver of Nonremonstrance Rights](#)**4.b.** [22-208](#)

Proposed amendments to Salem Revised Code Chapter 15 (Public Art) and Salem Revised Code Chapter 900 (Sign Code) to create an approval process for "Street Paintings," and to exempt certain temporary banners and City-authorized signs in the public right-of-way.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Welcoming and Livable Community

Recommendation:

Engross Ordinance Bill 8-22, conduct a public hearing to consider the Ordinance Bill amending SRC Chapter 15 and Chapter 900, and, after a public hearing, advance to second reading for enactment.

Summary:

Ordinance Bill No. 8-22 (Attachment 1) amends Chapter 15 and Chapter 900 of *Salem Revised Code* in order to create an approval process for "Street Paintings" in Salem, to provide an exemption for temporary banners regulated by a City-issued permit, and to provide an exemption for City-authorized signs in the public right-of-way.

Attachments: [Chapters 15 and 900 Revision Ordinance Bill 8-22](#)[Exhibit A Proposed Revisions](#)[Public Comments received by 1:30 p.m., 5-23-2022.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. [22-229](#) Additional public opinion research on the proposed Community Improvement Bond package for November 2022 ballot and further consideration of proposed projects for inclusion in the measure.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Recommendation:

Direct staff to solicit additional public opinion research on the proposed Community Improvement Bond package for November 2022 ballot, including opinion on protected bike lanes, and consider modifications to the proposed project list recommended for Community Improvement Bond funding.

Summary:

At their May 16 Work Session, Salem City Council reviewed the Infrastructure Bond Engagement Steering Committee recommendation for the Community Improvement Bond proposal and took public comment. The \$300 million Community Improvement Bond measure is designed to address pressing needs for fire engines and equipment, for improvements to streets and sidewalks, for parks, for affordable housing with a branch library at two sites, earthquake safety improvements for the Civic Center, and cybersecurity to protect residents and our services relying on technology. Without raising tax rates, bond-funded projects would take care of what we have, prepare us for the future, saving money currently spent on repairs and maintenance of outdated facilities and equipment.

- Attachments:** [Funding for each Community Improvement Bond category.pdf](#)
[Steering Committee Recommendation: Community Improvement Bond Project List.pdf](#)
[Public Comments received by 5:00 p.m., 5-18-2022.pdf](#)
[Public Comments received by 1:30 p.m., 5-23-2022.pdf](#)
[Public Comments received by 3:30 p.m., 5-23-2022.pdf](#)
[Additional Public Comments received by 5:00 p.m., 5-23-2022.pdf](#)

Add- Written Testimony.

- 5.b. [22-243](#) Motion from Councilor Trevor Phillips to proclaim the first Friday in June as National Gun Violence Awareness Day

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

Attachments: [RESOLUTION 2022 31 re gun violence.docx](#)

Add - New Report Added.

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

- 6.a. [22-205](#) Hearings Officer Decision - A zone change from RM-I (Multiple Family Residential I) to RM-II (Multi Family Residential II) - Approved.

Quasi-Judicial Zone Change Case No. ZC22-01 - Richard Kansky - 1976 Davis Rd S

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

Recommendation:

Information Only.

Attachments: [Land Use Decision ZC22-01](#)

- 6.b. [22-206](#) Hearings Officer Decision - To allow a short-term rental in a single-family dwelling - Approved.

Conditional Use Permit Case No. CU22-01 - Heather and Lyle Rauh - 325 West Vista Ave S.

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

Recommendation:

Information Only.

Attachments: [Land Use Decision CU22-01](#)

- 6.c. [22-211](#) Purchases approved administratively from April 1, 2022 through April 30, 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 April. Included in the report are procurement contracts and public contracting activities with a current fiscal year impact and annual contracts.

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

- 6.d. [22-220](#) Planning Administrator Decision - A proposed replat to consolidate five lots for Walmart expansion. - Approved.

Replat Case No. REP22-03 - Kristen Dinger, West PMO Realty Support - 1940 Turner Road SE.

Ward(s): 2
Councilor(s): Anderson
Neighborhood(s): SEMCA

Recommendation:

Information Only.

Attachments: [Land Use Decision REP22-03](#)

- 6.e. [22-235](#) Hearings Officer Decision - Phase 2 development of the McKenzie Heights complex, this phase includes twelve multiple family residential buildings and twelve townhome buildings containing a total of 272 dwelling units. - Approved.

Conditional Use / Class 3 Site Plan Review / Class 2 Adjustment / Class 2 Driveway Approach Permit / Tree Variance / Class 1 Design Review Case No. CU-SPR-ADJ-DAP-TRV-DR22-02 - Brandie Dalton, Multi Tech Engineering Inc., on behalf of MWSH Boone Road Property LLC (Kelley D. Hamilton) - 3200 Block of Boone Road SE.

Ward(s): 3
Councilor(s): Phillips
Neighborhood(s): SEMCA

Recommendation:

Information Only.

Attachments: [Land Use Decision CU-SPR-ADJ-DAP-TRV-DR22-02](#)

7. ORDINANCES

7.1 FIRST READING:

- 7.1a.** [22-215](#) Designation of the Eco Earth Globe as a Local Historic Resource

Ward(s): Ward 1

Councilor(s): Councilor Stapleton

Neighborhood(s): CANDO

Result Area(s): Welcoming and Livable Community

Recommendation:

Conduct a first reading to consider Ordinance Bill No. 13-22 designating the Eco Earth Globe as a local historic resource and, after a public hearing, advance it to second reading for enactment.

Summary:

Salem's Public Art Commission requested local historic resource designation of the Eco Earth Globe for its association with the Oregon Pulp and Paper Mill and Boise Cascade as well as for significance as one of Salem's first community projects that adaptively reused an industrial structure, converting it to a piece of art representing the earth and symbolizing world peace and cultural diversity.

- Attachments:** [1 - Historic Landmarks Commission Recommendation](#)
[2 - Vicinity Map with Photographs of the Eco Earth Globe](#)
[3 - HIS22-05 Eco Earth Ball. Staff Report](#)
[4 - Ordinance No. 13-22](#)

- 7.1b.** [22-185](#) Our Salem Project - Updating the Salem Area Comprehensive Plan.

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.

Recommendation:

Conduct a public hearing on Ordinance Bill No. 9-22 for the purpose of updating the Salem Area Comprehensive Plan and advance to second reading

Summary:

The City of Salem has developed proposed updates to the Salem Area Comprehensive Plan (Comprehensive Plan) to guide future growth and development in Salem. The work is the culmination of a multi-year project called Our Salem that has involved extensive community engagement.

Attachments: [1 - Planning Commission Recommendation](#)
[2 - Our Salem Outreach Summary](#)
[3 - Ordinance Bill No. 9-22](#)
[Ordinance 9-22 Exhibit A Draft Salem Area Comprehensive Plan](#)
[Ordinance 9-22 Exhibit B Findings Comprehensive Plan amendment](#)
[4 - Draft Comprehensive Plan May 2022 Spanish](#)
[5 - Transportation and Parks Policy Ideas](#)
[6 - Public Comments after Planning Commission through 5-6-22](#)
[Attachment 7 Exhibit 1 Public Testimony.pdf](#)

7.1c. [22-213](#)

Our Salem Project - Amending the Comprehensive Plan Map and Zoning Map.

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.

Recommendation:

Conduct a public hearing on Ordinance Bill No. 10-22 for the purpose of revising the Comprehensive Plan Map, neighborhood plan maps, and zoning map and advance to second reading

Summary:

The City of Salem has developed proposed revisions to the Comprehensive Plan Map and zoning map to guide future growth and development in Salem. The work is the culmination of a multi-year project called Our Salem that has involved extensive community engagement.

Attachments: [1 - Planning Commission Recommendation](#)
[2 - Our Salem Outreach Summary](#)
[3 - Ordinance Bill No. 10-22](#)
[Ordinance 10-22 Exhibit A Proposed Comprehensive Plan Map Changes](#)
[Ordinance 10-22 Exhibit B Proposed Zoning Map Changes](#)
[Ordinance 10-22 Exhibit C Findings Comprehensive Plan Map changes](#)
[Ordinance 10-22 Exhibit D Findings Zoning Map Changes](#)
[4 - Proposed Map Change Properties](#)
[5 - Existing Comprehensive Plan Map](#)
[6 - Existing Zoning Map](#)
[7 - Additional Recommended Map Revisions](#)
[8 - Public Comments after Planning Commission through 5-6-22](#)
[9 - Public Testimony](#)

7.1d. [22-214](#) Our Salem Project - Amending the Salem Revised Code.

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.

Recommendation:

Conduct a public hearing on Ordinance Bill No. 11-22 for the purpose of revising the Salem Revised Code and advance to second reading

Summary:

The City of Salem has developed proposed revisions to the Salem Revised Code to guide future growth and development in Salem. The work is the culmination of a multi-year project called Our Salem that has involved extensive community engagement.

Attachments: [1 - Planning Commission Recommendation](#)
[2 - Our Salem Outreach Summary](#)
[3 - Ordinance Bill No. 11-22](#)
[Ordinance 11-22 Exhibit A Code Amendment](#)
[Ordinance 11-22 Exhibit B Findings Code Amendment](#)
[4 - Public Comments after Planning Commission through May 6 2022](#)
[5 - Public Testimony](#)

7.1e. [22-216](#) Our Salem Project - Adopting the Salem Housing Needs Analysis.

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.

Recommendation:

Conduct a public hearing on Ordinance Bill No. 12-22 for the purpose of adopting the Salem Housing Needs Analysis and advance to second reading

Summary:

The City of Salem is proposing to adopt the Salem Housing Needs Analysis as part of the Our Salem project. The Our Salem project is a multi-year project to update the Salem Area Comprehensive Plan.

Attachments: [1 - Planning Commission Recommendation](#)

[2 - Our Salem Outreach Summary](#)

[3 - Ordinance Bill No. 12-22](#)

[Ordinance 12-22 Exhibit A Salem Housing Needs Analysis](#)

[Ordinance 12-22 Exhibit B Findings Salem Housing Needs Analysis](#)

[4 - Public Comments after Planning Commission through 5-6-22](#)

[5 - Public Testimony](#)

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 at least two business days in advance.

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

FUTURE AGENDA ITEMS

To appear on the June 13, 2022 agenda:

- a. [22-196](#) Proposed FY 2023 Fee Schedule.

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

Recommendation:

Adopt Resolution No. 2022-27, setting fees and charges for the City of Salem as set forth in Exhibit A to Resolution No. 2022-27.

Summary:

Every year, the City of Salem produces a fee schedule for easy accessibility to the community where various, departmental fees are located in one document. Departments work with the Finance Department to produce this document and it is adopted annually in June prior to the new fiscal year.

Attachments: [Resolution No. 2022-27](#)

[Resolution No. 2022 - 27, Exhibit A](#)

UPCOMING PUBLIC HEARINGS, AND WORK SESSIONS

- b. [22-224](#) 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:

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.

Our Salem Project
 Monday, June 13, 2022 at 6:00 p.m.

Proposed Fees and Charges for Utility Service Rates (Water, Wastewater and Stormwater)
 Monday, July 25, 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:

City Council
Council Policy Agenda Update and Progress Report
Monday, July 18, 2022 at 6:00 p.m.

BUDGET COMMITTEE MEETINGS

SCHEDULE OF NEIGHBORHOOD ASSOCIATION ANNUAL MEETINGS

Neighborhood - Annual Meeting Date - Councilor
SCAN - June 9, 2022 - Andersen, Phillips, Nordyke
Highland - June 9, 2022 - Stapleton, 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.

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.

