



CITY OF SALEM

Meeting Agenda

City Council

555 Liberty St SE
Salem, OR 97301

Monday, September 12, 2022 6:00 PM

Virtual Meeting

This meeting is being conducted virtually, with remote attendance by the governing body. In-person attendance is not possible at this time. Interested persons may view the meeting in real-time on the City of Salem YouTube Channel, thanks to a partnership with CC:Media. Comcast Cable subscribers can watch on 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 using this link <https://bit.ly/COScomment>.

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. [22-396](#) Proclamation recognizing Hispanic Heritage Month.

Ward(s): All Wards

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

Recommendation:

Information Only.

Attachments: [Proclamation - Hispanic Heritage Month 2022](#)
[Proclamation - Hispanic Heritage Month 2022 \(Spanish\)](#)

- 1.3b. [22-418](#) Proclamation recognizing Latino Business Day.

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

Recommendation:

Information Only.

Attachments: [Proclamation - Latino Business Day](#)

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. [22-408](#) August 22, 2022 Draft City Council Minutes

Attachments: [8-22-22 Draft Council Minutes.pdf](#)

3.2 RESOLUTIONS

- 3.2a. [22-400](#) Initiate Legislative Zone Change on Commercial Street SE.

Ward(s): Ward 2
Councilor(s): Councilor Nishioka
Neighborhood(s): SCAN
Result Area(s): Natural Environment Stewardship; Safe Community;
Safe, Reliable and Efficient Infrastructure; Strong and Diverse
Economy; Welcoming and Livable Community.

Recommendation:

Adopt Resolution No. 2022-48 to initiate the adoption process to
rezone specific properties on Commercial Street SE to Mixed Use-II

Summary:

The City of Salem is proposing to rezone properties on Commercial Street SE roughly between Superior Street S and McGilchrist Street SE to Mixed-Use II (MU-II) to encourage pedestrian-friendly, mixed-use development. The proposal responds to a motion from City Council during the Our Salem project public hearing process to rezone these properties to MU-II rather than Mixed Use-III (MU-III).

Attachments: [Resolution 2022-48](#)[Map of Properties Subject to Proposed Zone Change](#)[List of Properties Subject to Proposed Zone Change](#)**3.3 ACTION ITEMS****3.3a. [22-387](#)**

Amendments to the Intergovernmental Agreement and the Purchase and Sale Agreement with the City of Turner for the Turner Permanent Booster Water Pump Station.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Recommendation:

Authorize the City Manager to execute attached Amendment No. 1 to the Intergovernmental Agreement and attached Amendment No. 1 to the Purchase and Sale Agreement with the City of Turner relating to the construction of the new Turner Water Booster Pump Station.

Summary:

In November 2021, an Intergovernmental Agreement (Attachment 1) and Purchase and Sale Agreement (Attachment 2) were executed with the City of Turner for a new water pump station to supply Turner's water system from Franzen Reservoir, and to transfer ownership of the pump station and real property to Turner upon completion of the project. Design and construction costs have escalated from an estimated cost of \$1 million to approximately \$1.5 million due to supply chain issues and inflationary impacts. Salem and Turner have agreed to generally split the unanticipated additional costs and to extend the completion dates with the attached amendments to the Intergovernmental Agreement and the Purchase and Sale Agreement.

Attachments: [Original IGA](#)[Original PSA](#)[Amendment No. 1 to IGA](#)[Amendment No. 1 to PSA](#)**3.3b. [22-403](#)**

Intergovernmental Agreement with Marion County for an Emergency Access Gate within Lone Oak Road SE adjacent to Rees Hill Road SE.

Ward(s): 4

Councilor(s): Leung

Neighborhood(s): South Gateway

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

Recommendation:

Authorize the City Manager to execute an IGA with Marion County to establish terms and conditions under which the City will ensure the maintenance of a developer-built emergency access gate along Lone Oak Road SE adjacent to Rees Hill Road SE.

Summary:

The Intergovernmental Agreement establishes that the City is responsible for ensuring the maintenance of a developer-built emergency access gate in Lone Oak Road SE adjacent to Rees Hill Road SE.

Attachments: [Intergovernmental Agreement PW-4978-22](#)[Project Location Map](#)**3.3c. [22-404](#)**

Intergovernmental Agreement with Marion County for Street and Utility Improvements within Lone Oak Road SE south of Sahalee Drive SE.

Ward(s): Ward 4

Councilor(s): Councilor Leung

Neighborhood(s): South Gateway

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

Recommendation:

Authorize the City Manager to execute an IGA with Marion County to establish terms and conditions under which the City will maintain developer-built street and utility improvements in Lone Oak Road SE outside City limits.

Summary:

The Intergovernmental Agreement establishes that the City is responsible for maintaining the developer-built street and utility improvements in Lone Oak Road SE outside City limits.

Attachments: [Intergovernmental Agreement PW-4978-22](#)[Project Location Map](#)**3.3d. [22-414](#)**

Department of Land Conservation and Development (DLCD)
Agreement for the Salem Natural Hazards Mitigation Plan.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Safe Community

Recommendation:

Authorize the City Manager to accept and execute all documents related to the DLCD IGA #21066-2 which supports the required five-year rewrite of the Salem Natural Hazards Mitigation Plan last adopted in January 2018.

Summary:

The City of Salem has a Natural Hazards Mitigation Plan (NHMP) that describes its risk to natural disasters, such as floods and earthquakes, as well as mitigation strategies and tasks to reduce risk. NHMPs are required by the Federal Emergency Management Agency (FEMA) to be eligible for pre-disaster mitigation grant funding-such as a past funding award for pre-disaster seismic upgrades to fire stations and 2012 post-disaster mitigation grant funds for enhancements to the Mill Creek Flood Early Warning System.

NHMP's are required to meet the stipulations of 44 CFR 201 and are submitted to Oregon Department of Emergency Management and FEMA for approval of plans that are awarded for a five-year period, after which the plan must be updated and re-approved by FEMA to remain eligible for the above mentioned pre and post disaster funding.

Hazard mitigation planning and actions provide for a more resilient city. Staff planners from across the city departments meet on a regular basis to review action items and determine any interim plan changes needed.

The Oregon Department of Land Conversation and Development has received a primary award of funding from FEMA; however, this requires a 25% cost share from the City that can be provided through cash, in-kind, or a combination of both.

The term for the services agreement ends on March 14, 2025.

Attachments: [STAFF REPORT - IGA NHMP SERVICES \(IGA\) - UPDATED 20220818.pdf](#)[STAFF REPORT - IGA NHMP SERVICES \(EXHIBIT A - SOW\) - UPDATED 20220818.pdf](#)

3.3e. [22-421](#)

City service and investment in response to the homelessness emergency

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Recommendation:

Adopt the spending plan for sheltering efforts and prioritize current activities and services with existing revenue, and abstain from funding new or enhanced services until additional revenue is identified and secured.

Summary:

Council allocated \$23,322,752 during Fiscal Years (FY) 22 and 23 for response to the homelessness emergency. A summary of investment and impact to date is provided. Programs without ongoing operational revenue are noted along with a proposed spending plan for sheltering efforts that funds activities and services through Fiscal Year (FY) 2024. Council direction on limited remaining one-time funds is sought.

Attachments: [Sheltering Spending Plan](#)

[Gaps Analysis](#)

[Public Comments received by 3:45 p.m., 9-12-2022](#)

Add - Written Testimony.

4. PUBLIC HEARINGS**4.a.** [22-415](#)

Annexation of Territory Located at 4650 & 4680 Hazelgreen Road NE and land adjacent (Annexation Case No. C-749)

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. 2022-14 determining that the proposal meets the applicable criteria, applying City zoning for the territory, and approving withdrawal of the territory from the Salem Suburban Rural Fire Protection District.

Summary:

An annexation of territory approximately 16.06 acres in size located at 4650 & 4680 Hazelgreen Road NE including a change in the Comprehensive Plan map designation to "Mixed Use" and concurrent change in zoning MU-I (Mixed Use-I) for 1.8 acres of the territory and the application of City of Salem RM-II (Multiple Family Residential II) zoning for the remaining 13.7 acres.

Attachments: [Vicinity Map](#)

[Order No 2022-14 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. 2022-14 ANX](#)

[Public Works Department Parks Comments](#)

[Public Works Development Services Section Comments](#)

[Finance Department Comments](#)

[Salem-Keizer School District Comments](#)

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)

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

6.a. [22-395](#)

Status of Salem Climate Action Plan (CAP) and Recommended Early Implementation Priorities

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Safe Community

Recommendation: Information Only.

Summary:

The Salem Climate Action Plan (CAP) was accepted by City Council on February 14, 2022. This is a long-term plan (30+ years) designed to reduce Greenhouse Gas (GHG) emissions and increase Salem's resiliency to climate change. This information report provides a summary of the details that have been provided to the CAP Committee to date, and an overall summary of the CAP efforts that are now underway.

Attachments: [Early Implementation Strategy Review Schedule](#)
[CAP Strategy Summary Sheets](#)
[Public Comments received by 3:45 p.m., 9-12-2022](#)

Add - Written Testimony.

6.b. [22-399](#) Neighborhood Traffic Management Plan update.

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

Recommendation:

Information only.

Summary:

The *Neighborhood Traffic Management Plan* is being updated to change requirements for speed hump installations, include a Twenty-is-Plenty program, and incorporate neighborhood stop plans. Staff has engaged DKS Associates, a traffic engineering firm, to assist with the update. The updated plan will identify the measures that are appropriate for a given situation and establish factors for prioritizing options given the City's limited resources.

Attachments: [Councilor motion on twenty-is-plenty program \(February 14, 2022\)](#)
[Councilor motion on speed hump criteria \(March 14, 2022\)](#)

6.c. [22-406](#) Update on City diversity, equity, and inclusion actions

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

Recommendation:

Information.

Summary:

In January 2021, Salem's City Council took two decisive actions to further the City's commitment to diversity, equity, and inclusion. The Council adopted two resolutions: one condemning racism and white supremacy, and the other recognizing racism as a public health crisis. Further investments in the FY 22 Budget included a new Diversity Equity and Inclusion Coordinator position, with the express intent to increase diversity of hiring as one outcome of the work.

On February 14, 2022, the Salem City Council received an update on the work the organization has put into action through access improvements to our programs and services, in business supports and livable wage job creation, and in how we plan for the future through Our Salem and action need to mitigate effects of climate change.

Attachments: [Tri-Fold Brochure: What to expect if reporting hate or bias.pdf](#)
[Discrimination complaint process.pdf](#)

6.d. [22-407](#)

Annual evaluation of the City of Salem Floodplain Management Plan.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Recommendation:

Information only.

Summary:

A committee of City staff and community stakeholders completed an annual evaluation of the Floodplain Management Plan (Plan) in compliance with Federal Emergency Management Agency (FEMA) requirements for the Community Rating System. The annual review included an overall evaluation of the Plan, and a detailed review of the Flood Information and Outreach Plan (Appendix H) and the Flood Insurance Plan (Appendix I) of the Floodplain Management Plan. The committee completed its evaluation on August 17, 2022.

Attachments: [Floodplain Management Plan and Flood Insurance Plan Action Items](#)
[Flood Information and Outreach Plan Action Items Annual Evaluation Report 2022](#)

6.e. [22-410](#)

Final evaluation of the design build alternative contracting method used for the Salem Public Library.

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:

Oregon Revised Statute 279C.355 (ORS) requires contracting agencies to submit evaluations for public contracts that have been exempted from the competitive bidding process to the local contract review board, which is the City Council, after the projects are

complete. The project is now complete and the Post Project Evaluation Report is attached (Attachment 1).

Attachments: [Post Project Evaluation Report](#)

- 6.f. [22-411](#) Final evaluation of the competitive bidding exemption used for the P25 Compliant 800 MHz Trunked Radio System project.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Recommendation:

Information only.

Summary:

Oregon Revised Statute 279C.355 (ORS) requires contracting agencies to submit evaluations for public contracts that have been exempted from the competitive bidding process to the local contract review board, which is the City Council, after the project is complete. The project is now complete and the Post Project Evaluation Report is attached (Attachment 1).

Attachments: [Post Project Evaluation Report](#)

- 6.g. [22-412](#) Planning Administrator Decision - Development of a new industrial use building with associated site work. - Approved.

Urban Growth Preliminary Declaration / Class 3 Site Plan Review / Class 2 Adjustment / Class 2 Driveway Approach Permit / Tree Regulation Variance Case No. UGA-SPR-ADJ-DAP-TRV22-01 - AAI Engineering - 4400 Block of Turner Rd SE

Ward(s): 3

Councilor(s): Phillips

Neighborhood(s): SEMCA

Recommendation:

Information Only.

Attachments: [Land Use Decision UGA-SPR-ADJ-DAP-TRV22-01](#)

- 6.h. [22-417](#) Planning Administrator Decision - To develop a new 96-unit affordable housing development - Approved.

Urban Growth Area Preliminary Declaration / Tentative Partition / Class 3 Site Plan Review / Class 2 Adjustment / Class 1 Design Review Case No. UGA-PAR-SPR-ADJ-DR22-02 - Mike Bliven , Jeff Miller - 4500 Block of 27th Ave SE.

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

Recommendation:

Information Only.

Attachments: [Land Use Decision UGA-PAR-SPR-ADJ-DR22-02](#)

- 6.i. [22-420](#) Planning Administrator Decision - To modify a Planned Unit Development, remove an existing lot line, and partition the property into two parcels - Approved.

Planned Unit Development Modification / Tentative Partition /
Property Line Adjustment Case No. PUD71-5MOD1-PAR-PLA22-03
- City of Salem Housing Authority - 1320 Orchard Heights Rd NW.

Ward(s): 8
Councilor(s): Varney
Neighborhood(s): WSNA

Recommendation:

Information Only.

Attachments: [Land Use Decision PUD71-5MOD1-PAR-PLA22-03](#)

7. ORDINANCES

7.1 FIRST READING:

- 7.1a. [22-330](#) Revision to the Salem Revised Code Section 2.825 related to the Multiple Unit Housing Tax Incentive Program

Ward(s): Wards 1 and 2
Councilor(s): Stapleton and Nishioka
Neighborhood(s): CANDO, SESNA, NEN, SCAN, Highland
Result Area(s): Good Governance; Strong and Diverse Economy;
Welcoming and Livable Community

Recommendation:

Conduct first reading and advance to second reading Ordinance Bill No. 19-22 to amend SRC 2.825 related to Multiple-Unit Housing Tax Incentive Program amending the requirements of the Program.

Summary:

As an incentive to create multiple-unit housing in the downtown core, the City of Salem offers an abatement of ad valorem taxes through its Multiple Unit Housing Tax Incentive Program (Program). In recent coordination with other taxing districts with which the City partners, there is a desire that future projects utilizing the Program

include an affordable housing component. The proposed revisions will set requirements to which applicants must adhere to be considered for participation in the Program.

Attachments: [Ordinance Bill No. 19-22](#)

[Exhibit A to Ordinance Bill No. 19-22](#)

[Core Area Map](#)

Deleted - This item was removed from tonight's agenda and is being referred back to staff for further review.

7.1b. [22-379](#)

Proposed ordinance bill to designate individuals to administer City oaths of office.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance.

Recommendation:

Advance Ordinance Bill No. 17-22 to second reading for enactment.

Summary:

The proposed ordinance bill amends the Salem Revised Code to designate certain classes of individuals to administer City oaths of office. Ordinance Bill No. 17-22.

Attachments: [Administering Oaths Ordinance no 17-22.docx](#)

7.1c. [22-380](#)

Legislative Zone Change on Commercial Street SE.

Ward(s): Ward 2

Councilor(s): Councilor Nishioka

Neighborhood(s): SCAN

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. 18-22 for the purpose of rezoning specific properties on Commercial Street SE to MU-II and advance to second reading

Summary:

The City of Salem is proposing to rezone properties on Commercial Street SE roughly between Superior Street S and McGilchrist Street SE to Mixed-Use II (MU-II) to encourage pedestrian-friendly, mixed-use development. The work responds to a motion from City Council during the Our Salem project public hearing process to rezone these properties to MU-II rather than Mixed Use III (MU-III).

Attachments: [1 - Ordinance Bill No. 18-22](#)[Exhibit A to Ordinance Bill 18-22 - Map of Impacted Properties](#)[Exhibit B to Ordinance Bill 18-22 - Findings](#)[2 - List of Properties Subject to Proposed Zone Change](#)**7.2 SECOND READING:****7.2a. [22-402](#)**

Vacating three easements adjacent to Reed Road SE at its intersections with Strong Road SE and Lindburg Road SE.

Ward(s): 3

Councilor(s): Phillips

Neighborhood(s): Morningside

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

Recommendation:

Enact Ordinance Bill No. 16-22, which vacates three easements adjacent to Reed Road SE at its intersections with Strong Road SE and Lindburg Road SE.

Summary:

Street improvements are being constructed on Reed Road SE in the vicinity of Strong Road SE and Lindburg Road SE associated with a residential development project. Three existing easements are located within the area needed for the roadway improvement. The easements must be vacated in order for the property owner to dedicate the improved street to the City as public right-of-way.

Attachments: [Ordinance Bill No. 16-22](#)[Resolution No. 2022-25](#)[Vicinity 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.

UPCOMING PUBLIC HEARINGS, AND WORK SESSIONS

- a. [22-401](#) 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:

Commercial Street SE Legislative Zone Change (Ordinance Bill No. 18-22)
Monday, October 10, 2022 at 6:00 p.m.

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

2021-2022 Consolidated Annual Performance & Evaluation Report (CAPER)
Monday, September 26, 2022 at 6:00 p.m.

CITY COUNCIL WORK SESSIONS:

Joint City Council and Salem-Keizer Transit District Board Work Session
- Coordination of City and Transit District planning projects
Monday, September 19, 2022 at 6:00 p.m.

BUDGET COMMITTEE MEETINGS**SCHEDULE OF NEIGHBORHOOD ASSOCIATION ANNUAL MEETINGS**

Neighborhood - Annual Meeting Date - Councilor
Northgate, September 15, 2022, Councilor 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.

