



CITY OF SALEM

Meeting Agenda

City Council

555 Liberty St SE
Salem, OR 97301

Monday, September 26, 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. [22-449](#) Proclamation recognizing Breast Cancer Awareness Month.

Ward(s): All Wards

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

Recommendation:

Information Only.

Attachments: [Proclamation -- Breast Cancer Awareness Month](#)

- 1.3b.** [22-450](#) Proclamation recognizing National Diaper Need Awareness Week.

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

Recommendation:

Information Only.

Attachments: [Proclamation](#)

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.** [22-426](#) September 12, 2022 Draft City Council Minutes

Attachments: [9-12-22 Draft Council Minutes.pdf](#)

- 3.1b.** [22-451](#) September 19, 2022 Draft Joint City Council and Salem Area Mass Transit District Board Work Session Minutes

Attachments: [9-19-2022 Draft Council Work Session Minutes](#)

3.2 RESOLUTIONS

- 3.2a.** [22-424](#) Oregon Department of Energy Community Renewable Energy Grant

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

Recommendation:

Adopt Resolution 2022-49 authorizing the City Manager to apply for and, if successful, accept an Oregon Department of Energy Community Renewable Grant for the purpose of replacing the biogas boilers at the Willow Lake Water Pollution Control Facility, enhancing renewable methane biogas production and resilience at the facility.

Summary:

The Oregon Department of Energy's Community Renewable Energy Grant provides an opportunity to fund construction costs for the Willow Lake Water Pollution Control Facility Boiler Replacement project. This project meets the grant criteria for resilient renewable energy since the boilers utilize renewable methane biogas as fuel to produce the heat necessary for the facility's digesters to function properly. The digesters then produce the methane biogas that fuels the boilers and provides supplemental energy for use at the facility. A City Council Resolution is required as part of the Oregon Department of Energy Community Renewable Energy Grant process (Attachment 1, Resolution 2022-49).

Attachments: [Resolution No. 2022-49](#)

3.2b. [22-428](#)

Initiate naming an unnamed connection between streets in west Salem as Westside Circle NW.

Ward(s): Ward 8

Councilor(s): Councilor Varney

Neighborhood(s): West Salem Neighborhood Association

Result Area(s): Safe Community

Recommendation:

Adopt Resolution No. 2022-50, which initiates a Class 2 Street Naming proceeding for an unnamed connection between streets in west Salem and refer the matter to the Planning Commission for a recommendation.

Summary:

Capital Manor, a retirement community in west Salem, expanded its facilities to include new multi-family units, which opened in 2020 and are referred to as the Westside Villas. The Westside Villas are currently addressed off Salem-Dallas Highway NW, which has caused confusion for first responders. Naming this connection between streets as Westside Circle NW will facilitate improved emergency response.

Attachments: [Resolution No. 2022-50](#)

[Exhibit 1 to Resolution No. 2022-50](#)

3.3 ACTION ITEMS

3.3a. [22-382](#)

Acceptance of a Small Community Air Service Development Grant Award

Ward(s): 2

Councilor(s): Nishioka

Neighborhood(s): SEMCA

Result Area(s): Strong and Diverse Economy

Recommendation:

Authorize the City Manager to accept the SCASD grant award (Attachment 1).

Summary:

The City of Salem has been awarded \$850,000 from the U.S. Department of Transportation's Small Community Air Service Development (SCASD) grant program. In December 2021, City Council authorized staff to apply for the grant with the requirement to return to City Council to formally accept the grant, providing City Council the assurance that matching funds have been identified, confirm which entity is acting as the fiduciary agent for those matching funds, and to seek budgetary authority for the expenditure and reimbursement of funds.

Attachments: [SCASD Grant Award](#)

3.3b. [22-419](#)

Purchase and Sale Agreement with James Lowder LLC, Southslope Investments, LLC, PShelton LLC, MDEH Holdings, LLC, and Copple LLC for acquisition of real property adjacent to Franzen Reservoir

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance; Natural Environment

Stewardship; Safe, Reliable and Efficient Infrastructure.

Recommendation:

Authorize the City Manager to execute the attached Purchase and Sale Agreement (Attachment 1) for acquisition of real property adjacent to Franzen Reservoir.

Summary:

The City of Salem owns and maintains the Franzen Reservoir in Turner, OR as a major component of its drinking water infrastructure. Staff has determined that in order to protect the integrity of the reservoir, it is prudent to acquire property adjacent to it to prevent development from occurring on the embankments surrounding the reservoir.

Attachments: [Agreement](#)

3.3c. [22-425](#)

Intergovernmental Agreement with Oregon Department of Land

Conservation and Development for a land use study and community engagement plan

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Recommendation:

Authorize the City Manager to execute the attached Intergovernmental Agreement with DLCD for a study to identify and evaluate walkable, mixed-use areas and develop a community engagement plan.

Summary:

The City is required by new State rules to conduct a study to identify and evaluate potential walkable, mixed-use areas in Salem and to develop a community engagement plan. The Intergovernmental Agreement includes two scopes of work that specify responsibilities for the City, Oregon Department of Land Conservation and Development (DLCD), and consultants to carry out that work.

Attachments: [IGA with DLCD](#)

[Scenario Planning Overview](#)

[Transportation Planning Rule Overview](#)

[Implementation Overview](#)

3.3d. [22-427](#)

Purchase and Sale Agreement with Don Lulay Homes, Inc. for acquisition of real property adjacent to Franzen Reservoir

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Recommendation:

Authorize the City Manager to execute the attached Purchase and Sale Agreement (Attachment 1) for acquisition of real property adjacent to Franzen Reservoir.

Summary:

The City of Salem owns and maintains the Franzen Reservoir in Turner, OR as a major component of its drinking water infrastructure. Staff has determined that in order to protect the integrity of the reservoir, it is prudent to acquire property adjacent to it to prevent development from occurring on the embankments

surrounding the reservoir.

Attachments: [Agreement](#)

3.3e. [22-436](#)

Intergovernmental Agreement (IGA) with the Oregon State Fire Marshal (OSFM) Office Engine Program

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Safe Community

Recommendation:

Consider applying for the OSFM Engine Program and allowing the City of Salem to enter the IGA with the OSFM Office so that we can acquire the use of additional Wildland Apparatus.

Summary:

The Oregon State Fire Marshal (“OSFM”) Engine Program was borne of SB762 (2021) and allows OSFM to procure fire apparatus to be strategically placed around the state with host structural fire agencies. These apparatuses are intended to assist local host agencies with keeping fires small and away from communities. The program’s intention is to increase response capacity at the local, regional, and statewide levels by supplementing available apparatus. Host agencies will not be required to respond to statewide mobilizations, provided OSFM apparatus are being used at the local and/or regional levels. All OSFM apparatus will be equipped per the 2022 Oregon Fire Service Mobilization Plan for response in the wildland-urban interface. This equipment will become the property of the host agency. Apparatus must maintain appropriate equipment based on type per the current mobilization plan. The apparatus may be retrofitted or modified to meet agency needs (see Retrofitting below). Apparatus specifications were created by a committee of fire service members representing all regions in the state and are available upon request. The specifications were developed to meet the needs of the Oregon Fire Service.

Attachments: [ENGINE PROGRAM GUIDELINES \(OSFM\) - UPDATED 20220714.pdf](#)

3.3f. [22-438](#)

City Council action following a final order issued by the Land Use Board of Appeals reversing the City Council’s decision denying Conditional Use Permit, Class 3 Site Plan Review, Class 2 Adjustment, Class 2 Driveway Approach Permit, and Class 1 Design Review Case No. CU-SPR-ADJ-DAP-DR21-05.

Ward(s): 6

Councilor(s): Hoy

Neighborhood(s): East Lancaster Neighborhood Association (ELNA)

Result Area(s): Welcoming and Livable Community

Recommendation:

APPROVE Case No. CU-SPR-ADJ-DAP-DR21-05 for development of a new twenty-six building apartment complex with 291 dwelling units.

Summary:

The subject property is located at the 4900 Block of State Street - 97301 and is part of the larger East Park Estates Planned Unit Development between Auburn Road, State Street and Cordon Road (Attachment 1).

In March 2022, after a public hearing, the City Council voted to deny an application for a conditional use permit for a multi-family residential apartment complex containing twenty-six buildings and a total of 291 dwelling units (Attachment 2).

The applicant appealed City Council's decision to the Land Use Board of Appeals (LUBA). LUBA issued a final order reversing the decision of the City Council and ordering the City to approve the application.

Attachments: [Vicinity Map](#)

[Proposed Development Plans](#)

[LUBA Final Order and Opinion No. 2022-050](#)

[Final Order CU-SPR-ADJ-DAP-DR21-05.docx](#)

[Facts and Findings for CU-SPR-ADJ-DAP-DR21-05](#)

3.3g. [22-445](#)

Recommended appointments and reappointments to the Citizen Budget Committee, Community Police Review Board, Municipal Judge Compensation Commission, Salem Cultural and Tourism Promotion Advisory Board, Salem Planning Commission, and Salem Public Art 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 Citizen Budget Committee, Community Police Review Board, Municipal Judge Compensation Commission, Salem Cultural and Tourism Promotion Advisory Board, Salem Planning Commission, and Salem Public Art Commission.

Summary:

The City Council's Board & Commission Appointments Committee

convened on September 14, 2022, to review applications and requests for reappointment.

Attachments: [Michael R Montgomery Application Redacted](#)

[Ryan Shands Application Redacted](#)

[Brent Southan Application Redacted](#)

[Gilbert B Feibleman Application Redacted](#)

[Carlee Wright Application Redacted](#)

[Robert Viewra-Braendle Application Redacted](#)

[Barbara Sellers-Young Application Redacted](#)

[Eduardo Diaz-Salazar Application Redacted](#)

[Janelle Lilly Application Redacted](#)

3.3h. [22-446](#)

Compensation changes for select management job classifications, creation of a new represented classification, addition of a part-time non-represented FTE, and new pay incentive programs.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance

Recommendation:

Approve the compensation changes for the job classifications as listed below retroactive to July 1, 2022, creation of a new Senior Police Community Services Officer classification and pay range, addition of a part-time HR Assistant position, and creation of a lead worker pay incentive and special team lead pay incentive effective September 26, 2022.

Summary:

Human Resources has been reviewing management and represented job classifications over the past year involving pay compression issues, conducting assessment with current market competitiveness, and developing new career progression opportunities following the guidance of the City's Compensation Philosophy. In addition to compensation changes in this report, creation of a new Senior Police Community Services Officer classification and pay range, addition of a part-time (0.5 FTE) position (HR Assistant) is requested, and creation of a lead worker and special team pay incentives to improve operational efficiencies.

3.3i. [22-447](#)

Corrected order for an 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 corrected Order No. 22-14 to correct the fire district approved for withdrawal for a 16.06-acre territory located at 4650 & 4680 Hazelgreen Road NE and land adjacent.

Summary:

A corrected order for 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](#)

[Corrected Order No 2022-14 ANX Adopting the Final Decision and Findings of Compla](#)

[Exhibit A - Petition](#)

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

[Corrected Exhibit C - Findings for Order No. 2022-14 ANX](#)

3.3 j. [22-443](#)

Priorities for 2023 Oregon Legislative Session.

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:

Approve the City of Salem's priorities and policy statements for the anticipated legislation resulting from the 2023 Oregon Legislative Session.

Summary:

The 2023 Oregon Legislative Session is set to begin January 17, 2023. Before session begins, the Legislative Committee of the City Council considers priorities to pursue during the session and policy statements to guide Salem's response to draft legislation. Bills proposed for consideration during the session are expected to be released in January 2023. When the subject of proposed legislation is outside the scope of the policy statements, the City Council's Legislative Committee reviews bills identified as critical by City staff and recommends to City Council the position the City should take

on critical bills.

Attachments: [2023 Session - Legislative Policy Statements.pdf](#)

Add - Report Added

4. PUBLIC HEARINGS

4.a. [22-431](#)

Community Development Block Grant and HOME investment partnership programs Consolidated Annual Performance and Evaluation Report (CAPER)

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Strong and Diverse Economy; Welcoming and Livable Community

Recommendation:

Approve submittal of the 2021-2022 Program Year Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant and HOME Investment Partnership Programs to the US Department of Housing and Urban Development (HUD).

Summary:

The City is required to file by September 30, 2022, a CAPER with HUD for the Community Development Block Grant and HOME Investment Partnership programs (Attachment 1). The report lists projects and programs funded through these sources including homeless prevention, economic development, affordable housing, public service, required planning, and administrative activities. The CAPER assesses the progress made toward the community's housing and community development goals.

Attachments: [CAPER 2021-2022](#)

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. [22-448](#)

Motion from Councilor Vanessa Nordyke concerning a Request for Proposals for a Mobile Crisis Unit.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Add - Report Added

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

6.a. [22-405](#)

Cost estimate and status report on community-based mobile crisis response to calls for service involving persons experiencing homelessness or behavioral health crisis, following response to Salem's Request For Information.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Recommendation:

Information only.

Summary:

A Request For Information (RFI) for community-based mobile crisis response was released in May to better understand available community-based resources and estimate cost for the service. One response was received before the RFI closed in July 2022. Based on information gathered from the RFI and research into experience of other communities the City would need to budget, on an annual basis, approximately \$700,000 for this service.

6.b. [22-429](#)

Planning Administrator Decision - A request for a Willamette Greenway Permit, Driveway Approach Permit, and Adjustments for a previously approved commercial shell building. - Approved.

Class 1 Willamette Greenway Permit / Class 2 Adjustment / Class 2 Driveway Approach Permit Case No. WGP-ADJ-DAP22-01 - Steve Ward, Westech Engineering Inc. - 1690 Edgewater St NW

Ward(s): 1

Councilor(s): Stapleton

Neighborhood(s): WSNA

Recommendation:

Information Only.

Attachments: [Land Use Decision WGP-ADJ-DAP22-01.pdf](#)

6.c. [22-433](#)

Planning Administrator Decision - An application for a replat to relocate the common property line between two properties. - Approved.

Tentative Replat Case No. REP22-05 - Brandie Dalton on behalf of Matthew Fitzmaurice - 4175 Salem Industrial Dr NE.

Ward(s): 5
Councilor(s): Gonzalez
Neighborhood(s): Northgate

Recommendation:

Information Only.

Attachments: [Land Use Decision REP22-05](#)

- 6.d. [22-435](#) Why the Fire Department Responds to Medical Emergencies with Multiple Apparatus.

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

Recommendation:

Information only

Summary:

The fire department, in conjunction with Willamette Valley Communications Center (WVCC), utilizes a priority dispatching system. When a 911 call is received that is prioritized as needing a two (2) or more unit response, the closest fire department resource is dispatched in conjunction with a transporting ambulance, and often the fire department arrives first. Medical emergencies involve a wide range of potential obstacles responding personnel must be prepared to overcome quickly in delivering patient care. Fire engines are the primary response vehicle for the fire department and provide the best platform for dealing with the dynamic circumstances of medical emergencies.

- 6.e. [22-437](#) Purchases approved administratively from August 1, 2022 through August 31, 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 August. Included in the report are procurement contracts and

public contracting activities with a current fiscal year impact and annual contracts.

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

7. ORDINANCES

7.1 FIRST READING:

- 7.1a. [22-440](#) 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:

Advance Ordinance Bill No. 20-22 approving annexation, changing the Salem Area Comprehensive Plan map designation for 1.8 acres of the territory, applying City zoning, and approving withdrawal from Marion County Fire District #1 for a 16.06-acre territory located at 4650 & 4680 Hazelgreen Road NE and land adjacent to second reading for enactment.

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](#)
[Ordinance Bill No. 20-22](#)
[Exhibit A - Territory Legal Description and Map](#)

7.2 SECOND READING:

- 7.2a. [22-444](#) Ordinance bill designating 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:

Pass Ordinance Bill No. 17-22.

Note: First reading was not conducted on September 12, 2022, and to comply with state law requirements, both first and second readings will be conducted at the September 26, 2022 meeting.

Summary:

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](#)

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. [22-441](#) 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:****CITY COUNCIL WORK SESSIONS:****BUDGET COMMITTEE MEETINGS****SCHEDULE OF NEIGHBORHOOD ASSOCIATION ANNUAL MEETINGS**

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: Imanderson@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.

