

*555 Liberty St SE
Salem, OR 97301*



Final Action Agenda - Minutes - Final

Monday, July 11, 2022

6:00 PM

Virtual Meeting

City Council

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

WORK SESSION

1. OPENING EXERCISES: (Includes call to order, roll call, pledge of allegiance, announcements, proclamations, ceremonial presentations, and Council comment)

Call to Order

6:17 p.m.

Roll Call

Councilor Gonzalez joined the meeting at 6:35 p.m.

Present: 7 - Councilor Andersen, Councilor Hoy, Mayor Bennett, Councilor Leung, Councilor Phillips, Councilor Gonzalez, and Councilor Varney

Absent: 2 - Councilor Nordyke, and Councilor Stapleton

1.1 APPROVAL OF ADDITIONS AND DELETIONS TO THE AGENDA

A motion was made by Councilor Hoy, seconded by Councilor Phillips to approve the additions and deletions to the agenda.

Comments by: Councilor Hoy and Mayor Bennett.

The additions were a revised explanatory statement for item 5.d. (file 22-328), and a new report was added, item 5.e. (file 22-331), Approval of the appointment of Keith Stahley as Salem City Manager.

No roll call vote took place for this item, the Council **APPROVED** the motion by unanimous consent.

1.2 COUNCIL AND CITY MANAGER COMMENT

Comments by: Councilors Hoy, Phillips, Andersen, Leung, Mayor Bennett and Councilor Varney.

1.3 PROCLAMATIONS

None.

1.4 PRESENTATIONS

None.

2. PUBLIC COMMENT: (Comment on agenda items other than public hearings and deliberations)

The following individuals provided comments via remote video:

Craig Urbani, Ward 8, Item 5.b., file 22-276
Cecilia Urbani, Board Member, West Salem Lyons Club, Ward 8, Item 5.b., file 22-276

Questions or Comments by: Mayor Bennett.

DJ Vincent, Pastor, Church of the Park, 1336 Heather Lane SE, Item 3.3c., file 22-309.

Questions or Comments by: Mayor Bennett, DJ Vincent, Councilors Leung and Phillips, Homelessness Liaison Gretchen Bennett, Chief Financial Officer Josh Eggleston, and Councilors Andersen and Hoy.

Josh Erickson, 3749 Portland Road NE, Item 3.3f., file 22-323

Questions or Comments by: Mayor Bennett.

3. CONSENT CALENDAR: (Includes approval of minutes, adoption of routine resolutions, and items of business requiring Council action)

A motion was made by Councilor Hoy, seconded by Councilor Phillips to approve the consent calendar with the pulls of items 3.2.a by Mayor Bennett, 3.3.a by Councilor Hoy, and 3.3.c by Councilor Andersen.

Comments by: Councilor Hoy and Mayor Bennett.

The motion **CARRIED** by the following vote:

Aye: 6 - Andersen, Hoy, Bennett, Leung, Phillips, and Varney

Nay: 0

Absent: 3 - Nordyke, Stapleton, and Gonzalez

Abstain: 0

3.1 MINUTES

3.1a. [22-273](#) June 27, 2022 Draft City Council Minutes

Action: Approved.

3.2 RESOLUTIONS

3.2a. [22-317](#) Transfer of appropriations within the City's Fiscal Year 2023 Budget for unanticipated changes.

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

Pulled by Mayor Bennett - See item 5.f.

3.3 ACTION ITEMS

3.3a. [22-304](#) Renaming Salem Parkway to Dr. Martin Luther King, Jr. Parkway.

Ward(s): 5
Councilor(s): Gonzalez
Neighborhood(s): Highland and Northgate
Result Area(s): Welcoming and Livable Community

Pulled by Councilor Hoy - See item 5.g.

3.3b. [22-307](#) Intergovernmental Agreement with the U.S. Geological Survey agreement to maintain a water-quality monitoring program in the North Santiam River Basin.

Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods
Result Area(s): Natural Environment Stewardship; Welcoming and Livable Community

Authorized the City Manager to enter into the water-quality monitoring program agreement.

3.3c. [22-309](#)

Grant agreements with the State of Oregon for sheltering and sanitation services.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Pulled by Councilor Andersen - See item 5.h.

3.3d. [22-320](#)

Acceptance of grant from Marion County to fund capital costs at the Navigation Center.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Approved the acceptance of the Marion County ARPA grant in the amount of \$3,000,000 to fund Navigation Center renovation.

3.3e. [22-322](#)

Acceptance of grant from State of Oregon to fund capital costs at the Navigation Center.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Approved the acceptance of the State of Oregon grant in the amount of \$1,900,000 to fund Navigation Center renovation.

3.3f. [22-323](#)

Laundry services for people who are unsheltered.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Welcoming and Livable Community.

Approved \$13,400 for a grant to Church at the Park toward the acquisition of a laundry truck.

4. PUBLIC HEARINGS

4.a. [22-233](#)

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

Staff presentation by Kimberli Fitzgerald, Historic Preservation Officer.

Persons testifying:

**Chris D'Arcy, (Applicant) Chair, Salem Public Art Commission, 1628
Fairmount Avenue South**

**Former Mayor Roger Gertenrich, 3570 South River Parkway #501, Portland,
OR**

Questions or Comments by Mayor Bennett and Roger Gertenrich.

**A motion was made by Councilor Hoy, seconded by Councilor Andersen to
conduct a public hearing to consider Ordinance Bill No. 13-22, designating
the Eco Earth Globe as a local historic resource and advance it to second
reading for enactment.**

Questions or Comments by: Councilors Hoy and Phillips and Mayor Bennett.

The motion CARRIED by the following vote:

Aye: 7 - Andersen, Hoy, Bennett, Leung, Phillips, Gonzalez, and Varney

Nay: 0

Absent: 2 - Nordyke, and Stapleton

Abstain: 0

**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. [22-294](#)

Deliberations - Our Salem Project. The public hearing is closed, only written testimony will be accepted.

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.

Comments by Mayor Bennett and Councilor Hoy.

A motion was made by Councilor Hoy, seconded by Councilor Phillips to advance to second reading Ordinance Bills No. 10-22 and 12-22 for the purpose of adopting the Housing Needs Analysis and amending the Comprehensive Plan Map, Neighborhood Plan maps, and zoning map, and engross Ordinance Bills No. 9-22 and 11-22 for the purpose of updating the Salem Area Comprehensive Plan and amending the Salem Revised Code and advance to second reading.

Comments by Councilor Hoy.

Motion to amend by Councilor Hoy, seconded by Mayor Bennett to amend the original motion to remove from Ordinance Bill No. 10-22 the property at 2390 Brown Road NE that is proposed to be redesignated to Mixed Use on Map 26 and rezoned to Neighborhood Hub on Map 33.

Questions or Comments by: Councilor Hoy, Mayor Bennett, and Councilors Andersen and Phillips.

The motion CARRIED by the following vote:

Aye: 7 - Andersen, Hoy, Bennett, Phillips, Leung, Gonzalez, and Varney

Nay: 0

Absent: 2 - Nordyke, Stapleton

Abstain: 0

Motion to amend by Councilor Varney, seconded by Mayor Bennett to amend the original motion to remove from Ordinance Bill No. 10-22 the properties north of Orchard Heights Road NW that are proposed to be redesignated to Multiple Family Residential on Map 159.

Questions or Comments by: Councilors Varney and Phillips.

The motion CARRIED by the following vote:

Aye: 7 - Andersen, Hoy, Bennett, Phillips, Leung, Gonzalez, and Varney

Nay: 0

Absent: 2 - Nordyke, Stapleton

Abstain: 0

Motion to amend by Councilor Varney, seconded Councilor Hoy to amend the original motion to rezone and redesignate the properties south of Orchard Heights Road NW that are proposed to be rezoned to Mixed Use-II on Map 190 and redesignated to Mixed Use on Map 160 to reflect staff's original proposal to rezone and redesignate only the northern portions of the impacted properties.

Comments by Councilor Varney.

The motion CARRIED by the following vote:

**Aye: 7 - Andersen, Hoy, Bennett, Phillips, Leung, Gonzalez, and Varney
Nay: 0
Absent: 2 - Nordyke, Stapleton
Abstain: 0**

Motion to amend by Councilor Varney, seconded by Mayor Bennett to amend the original motion to rezone and redesignate the property at 255 College Drive NW that is proposed to be rezoned to Multiple Family-I on Map 170 and redesignated to Multi-Family Residential on Map 142 to the Single Family Residential zone and designation.

Questions or Comments by: Councilor Varney and Mayor Bennett.

The motion CARRIED by the following vote:

**Aye: 7 - Andersen, Hoy, Bennett, Phillips, Leung, Gonzalez, and Varney
Nay: 0
Absent: 2 - Nordyke, Stapleton
Abstain: 0**

Motion to amend by Councilor Andersen, seconded by Councilor Hoy to amend the original motion to remove the properties on both sides of Commercial Street SE from Superior Street S to Jerris Avenue and properties on only the east side of Commercial Street SE between Jerris Avenue and McGilchrist Street that are proposed to be rezoned to MU-III on Proposed Zone Change Map 124 from Ordinance Bill No. 10-22 and to direct staff create a new ordinance and schedule a separate public hearing to consider rezoning those properties to MU-II.

Questions or Comments by: Councilors Andersen and Phillips, Mayor Bennett and Eunice Kim, Planner, Community Development.

The motion CARRIED by the following vote:

**Aye: 7 - Andersen, Hoy, Bennett, Phillips, Leung, Gonzalez, and Varney
Nay: 0
Absent: 2 - Nordyke, Stapleton
Abstain: 0**

Motion to amend by Councilor Varney, seconded by Councilor Hoy to direct staff to address traffic issues on Wallace Road NW—including the Congestion Relief Task Force recommendations—in the upcoming update to

the Salem Transportation System Plan.

Questions or Comments by Councilor Varney and Mayor Bennett.

The motion CARRIED by the following vote:

Aye: 7 - Andersen, Hoy, Bennett, Phillips, Leung, Gonzalez, and Varney

Nay: 0

Absent: 2 - Nordyke, Stapleton

Abstain: 0

Comments by: Councilor Hoy, Mayor Bennett, Councilor Andersen, City Attorney Dan Atchison and Councilor Phillips.

The main motion, as amended, CARRIED by the following vote:

Aye: 7 - Andersen, Hoy, Bennett, Leung, Phillips, Gonzalez, and Varney

Nay: 0

Absent: 2 - Nordyke, and Stapleton

Abstain: 0

5.b. [22-276](#)

Recommended revisions to the City Council Policy concerning fee waiver requests, Resolution No. 2022-39.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

A motion was made by Councilor Hoy, seconded by Mayor Bennett to adopt Resolution No. 2022-39, modifying the Council Policy on consideration of fee waiver requests, and to waive the fees for use of City facilities for official neighborhood association events.

Questions or Comments by: Councilor Hoy, Mayor Bennett, City Attorney Dan Atchison and Councilor Leung.

Councilor Leung declared a potential conflict of interest and that she will abstain from voting on this issue.

Additional Questions or Comments by: Councilors Andersen and Hoy.

Motion to amend by Councilor Hoy, seconded by Councilor Phillips to include City-recognized neighborhood associations to the definition of "qualified non-profit."

Questions or Comments by: Councilor Hoy, Mayor Bennett and Councilor Varney.

The motion to amend CARRIED by the following vote:

Aye: 6 - Andersen, Hoy, Bennett, Phillips, Gonzalez, and Varney

Nay: 0

Absent: 2 - Nordyke, Stapleton

Abstain: 1 - Leung

Comments by: Mayor Bennett and Councilor Hoy.

A motion was made by Councilor Hoy, seconded by Mayor Bennett to direct staff to work with the West Salem Lions Club to draft a use agreement for the West Salem Park, located on Rosemont Ave, to allow the Club use of the stage and park similar to the City's agreement with the Salem Cricket Club for the cricket field at Stephens-Yoshikai Park.

Questions or Comments by: City Attorney Dan Atchison and Councilor Hoy and Mayor Bennett.

The motion CARRIED by the following vote:

Aye: 6 - Andersen, Hoy, Bennett, Phillips, Gonzalez, and Varney

Nay: 0

Absent: 2 - Nordyke, Stapleton

Abstain: 1 - Leung

Comments by: Councilors Hoy and Gonzalez.

Motion to amend by Councilor Gonzalez, seconded by Councilor Hoy to amend the current motion to completely waive the fees for Hallman Neighborhood Family Council's Fun Friday events that were already proposed.

Questions or Comments by: Mayor Bennett, Assistant Public Works Director Robert Chandler, Councilors Gonzalez, Hoy and Andersen.

The main motion, as amended, CARRIED by the following vote:

Aye: 6 - Andersen, Hoy, Bennett, Phillips, Gonzalez, and Varney

Nay: 0

Absent: 2 - Nordyke, and Stapleton

Abstain: 1 - Leung

Additional Questions or Comments by: Mayor Bennett, Councilor Hoy, City Attorney Dan Atchison and Councilor Phillips.

5.c. [22-156](#)

Selecting a new City flag.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Welcoming and Livable Community

Questions or Comments by: Deputy Community Development Director Lisa Anderson-Ogilvie, Mayor Bennett, Planning Commission Vice President Brian McKinley, Councilors Hoy, Andersen and Leung, City Attorney Dan Atchison and Councilors Phillips and Varney.

A motion was made by Councilor Andersen, seconded by Councilor Phillips to vote between Flags A and D for the City flag.

Comments by: Councilors Andersen, Phillips, Hoy and City Attorney Dan Atchison.

Flag A was selected for the City flag by the following vote:

Aye: 6 - Hoy, Bennett, Phillips, Leung, Gonzalez, and Varney

Nay: 1 - Andersen

Absent: 2 - Nordyke, Stapleton

Abstain: 0

Comments by Councilor Hoy, City Attorney Dan Atchison.

A motion was made by Councilor Hoy, seconded by Councilor Phillips to adopt Flag A and refer back to staff for minor revisions, including adjustment of color from red to pink.

Comments by Councilor Hoy.

The motion CARRIED by the following vote:

Aye: 7 - Andersen, Hoy, Bennett, Leung, Phillips, Gonzalez, and Varney

Nay: 0

Absent: 2 - Nordyke, and Stapleton

Abstain: 0

Additional comments by: Councilor Hoy, Brian McKinley and Mayor Bennett.

- 5.d.** [22-328](#) Referring the Community Improvement Bond to Salem voters.

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.

A motion was made by Councilor Hoy, seconded by Councilor Phillips to adopt Resolution No. 2022-42, calling for a measure election to be held on November 8, 2022 to consider a \$300 million general obligation bond to finance capital improvements and other capital costs.

Questions or Comments by: Councilor Hoy, City Attorney Dan Atchison, Councilor Andersen, Mayor Bennett and Councilor Phillips.

The motion CARRIED by the following vote:

Aye: 7 - Andersen, Hoy, Bennett, Leung, Phillips, Gonzalez, and Varney

Nay: 0

Absent: 2 - Nordyke, and Stapleton

Abstain: 0

- 5.e.** [22-331](#) Approval of the appointment of Keith Stahley as Salem City Manager.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance.

Item 5.e was heard after item 5.f.

A motion was made by Councilor Hoy, seconded by Councilor Phillips to appoint Keith Stahley as City Manager of the City of Salem and approve Mr. Stahley's contract terms.

Questions or Comments by: Councilor Hoy and Mayor Bennett.

The motion CARRIED by the following vote:

Aye: 7 - Andersen, Hoy, Bennett, Leung, Phillips, Gonzalez, and Varney

Nay: 0

Absent: 2 - Nordyke, and Stapleton

Abstain: 0

Additional Comments by: Mayor Bennett and Interim City Manager Kristin Retherford.

**5.f. [22-317](#)
(3.2a)**

Transfer of appropriations within the City's Fiscal Year 2023 Budget for unanticipated changes.

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

Item 5.f (3.3a) was heard after item 5.d.

A motion was made by Mayor Bennett, seconded by Councilor Hoy to adopt Resolution No. 2022-41, authorizing a transfer of appropriations within the City's fiscal year 2023 budget for unanticipated changes.

Questions or Comments by: Mayor Bennett, Councilor Phillips, Interim City Manager Kristin Retherford and Enterprise Services Director Krishna Namburi.

The motion CARRIED by the following vote:

Aye: 7 - Andersen, Hoy, Bennett, Leung, Phillips, Gonzalez, and Varney

Nay: 0

Absent: 2 - Nordyke, and Stapleton

Abstain: 0

**5.g. [22-304](#)
(3.3.a)**

Renaming Salem Parkway to Dr. Martin Luther King, Jr. Parkway.

Ward(s): 5
Councilor(s): Gonzalez
Neighborhood(s): Highland and Northgate
Result Area(s): Welcoming and Livable Community

A motion was made by Councilor Hoy, seconded by Councilor Andersen to direct staff to proceed with changing the street name signs from Salem Parkway to Dr. Martin Luther King, Jr. Parkway.

Questions or Comments by: Councilors Hoy and Andersen.

The motion CARRIED by the following vote:

Aye: 7 - Andersen, Hoy, Bennett, Leung, Phillips, Gonzalez, and Varney

Nay: 0

Absent: 2 - Nordyke, and Stapleton

Abstain: 0

5.h. [22-309](#)
(3.3.c)

Grant agreements with the State of Oregon for sheltering and sanitation services.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

A motion was made by Councilor Andersen, seconded by Councilor Phillips to authorize the City Manager to:

- 1) Execute a grant agreement with the State of Oregon to accept a \$2,500,000 grant to support sheltering services in Salem including outreach services, hygiene services and supplies, sanctioned camping, temporary emergency shelters, low barrier navigation centers and safe parking sites, and**
- 2) Execute a grant agreement with the State of Oregon to accept a \$750,000 grant to support sanitation services including trash and debris pick-up, abandoned vehicle removal, and provision of trash receptacles.**

Questions or Comments by: Councilors Andersen and Hoy, Mayor Bennett and Councilor Phillips.

The motion CARRIED by the following vote:

Aye: 7 - Andersen, Hoy, Bennett, Leung, Phillips, Gonzalez, and Varney

Nay: 0

Absent: 2 - Nordyke, and Stapleton

Abstain: 0

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

6.a. [22-308](#)

Planning Administrator Decision - To replace an existing utility pole and install a small cell wireless communications facility on the replacement pole - Approved.

Class 2 Wireless Siting Permit Case No. WS222-01 - Meredith Hewett on behalf of New Cingular Wireless PCS LLC (AT&T) - Southern right of way of 100-199 block of Bush St S.

Ward(s): 2
Councilor(s): Andersen
Neighborhood(s): SCAN

Questions or Comments by: Councilor Andersen, Deputy Community Development Director Lisa Andersen-Ogilvie and Mayor Bennett.

This Informational Report was received and filed.

6.b. [22-319](#)

Appointment to the Airport Advisory Commission.

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

Mayor Bennett appointed Arnaud Verstuyf to serve as the Ward 2 representative on the Airport Advisory Commission, to a term #1 expiring on December 31, 2024.

This Informational Report was received and filed.

6.c. [22-312](#)

Planning Administrator Decision - A Site Plan Review application for a food cart pod. - Approved.

The application has been appealed and will be heard by the Hearings Officer unless called-up by City Council. The appellant expressed concern over parking on the site.

Modification to Class 3 Site Plan Review Case No.
DR-SPR-DAP18-04MOD1 - Sam Thomas, Lenity Architecture Inc., on behalf of Scott Martin - 1233 River Bend Rd NW.

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

This Informational Report was received and filed.

7. ORDINANCES

7.1 FIRST READING:

None.

7.2 SECOND READING:

None.

8. PUBLIC COMMENT: (Other than agenda items)

None.

9. ADJOURNMENT

8:37 p.m.

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.