



Staff Report

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Version: 1

Date: 10/10/2016

Item #: 6.f.

TO: Mayor and City Council

THROUGH: Steve Powers, City Manager

FROM: Peter Fernandez, PE, Public Works Director

SUBJECT:

Action to be taken at Joint Hearing on October 12, 2016, Designating Salem City Mayor as Presiding Officer and Adopting Order and Procedures for Joint Meeting of the Salem City Council, Keizer Planning Commission, Keizer City Council, Marion County Board of Commissioners, Polk County Board of Commissioners, and Polk County Planning Commission

ISSUE:

Information only

RECOMMENDATION:

Information only

SUMMARY AND BACKGROUND:

A Joint Meeting is scheduled for October 12, 2016, for a legislative land use proceeding to consider the City of Salem's proposal to expand the Salem-Keizer Urban Growth Boundary and associated land use actions. This Joint Meeting involves four different jurisdictions and six different decision making bodies. The decision making bodies are: Salem City Council, Keizer Planning Commission, Keizer City Council, Marion County Board of Commissioners, Polk County Board of Commissioners, and Polk County Planning Commission. In order to provide clarity and assist in the efficient conduct of the Joint Meeting, staff from the four jurisdictions will be recommending on October 12 that each jurisdiction's governing body designate the Salem City Mayor as Presiding Officer and adopt Orders and Procedures for the conduct of the Joint Meeting (see Attachment 1).

This staff report is provided in advance of the October 12 Joint Meeting and is for information only. At the start of the Joint Meeting on October 12, each jurisdiction's governing body will be asked to take action on the recommendation to designate Salem City Mayor as Presiding Officer and to adopt orders and procedures for the Joint Meeting.

FACTS AND FINDINGS:

The Joint Meeting Order and Procedures comply with the public hearing requirements of applicable state land use law and reflect the particular procedural aspects created by conducting a joint meeting for six different decision making bodies.

Designation of Presiding Officer

Salem Mayor Anna Peterson has offered to serve as Presiding Officer for the Joint Meeting, and, in that role, will facilitate the procedural actions for the meeting and the hearing.

Summary of the Hearing Order and Procedures

Below is a summary of the Hearing Order and Procedures provided in Attachment 1:

- 1) The City of Salem Mayor will begin the Joint Meeting with welcoming remarks.
- 2) Each governing body will: Call their respective meeting to order, conduct a roll call, and take action on the following staff recommendation:

Staff from City of Salem, City of Keizer, Marion County, and Polk County recommend that the governing bodies of the City of Salem, City of Keizer, Marion County, and Polk County designate the Salem City Mayor as Presiding Officer and adopt Order and Procedures for the Joint Meeting to consider the City of Salem's proposal to expand the Salem-Keizer Urban Growth Boundary and associated land use actions.

- 3) The Presiding Officer will open the public hearing, the Recording Secretary will announce the hearing and read the land use statement, and the Presiding Officer will announce the hearing procedures.
- 4) Staff from each jurisdiction will be given an opportunity to make a presentation, beginning with City of Salem staff. Members of the governing bodies may ask questions of staff during the staff presentations.
- 5) Members of the public will be afforded three minutes to provide testimony. During testimony, members of governing bodies may ask questions of the person testifying. Following the last public testimony, members of the governing bodies may ask questions of staff.
- 6) The Presiding Officer will call for a short recess to the Joint Meeting.
- 7) The Presiding Officer will reconvene the Joint Meeting and each governing body. will then do one of the following:
 - (1) Close their portion of hearing, then adjourn their respective meeting;
 - (2) Close their portion of the hearing, but keep the record open, then adjourn their respective meeting; or
 - (3) Continue their portion of the hearing to a date certain, then adjourn their respective meeting.

Post-Joint Meeting Deliberations

Each governing body will conduct deliberations and issue a final decision at a later date in their home

jurisdiction.

Robert D. Chandler, PhD, PE
Assistant Public Works Director

Attachment:

1. Order and Procedures for the Joint Meeting

10/04/2016