



Staff Report

File #: 16-286

Version: 1

Date: 10/12/2016

Item #: 1.a.

TO: Governing Bodies of the City of Salem, City of Keizer, Marion County, and Polk County

THROUGH: Steve Powers, City Manager

FROM: Dan Atchison, Salem City Attorney

SUBJECT:

Designation of Salem City Mayor as Presiding Officer and Adoption of 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:

Shall 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?

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.

SUMMARY AND BACKGROUND:

This Joint Meeting conducted on October 12, 2016, is 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. The Joint Meeting involves four different jurisdictions and six different decision making bodies. Each decision making body has adopted its own procedures for consideration of legislative land use matters. In order to provide clarity and assist in the efficient conduct of the Joint Meeting, staff from the four jurisdictions recommend 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 as attached hereto (Attachment 1).

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 this staff recommendation.
- 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.

Dan Atchison
Salem City Attorney

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Attachment:

1. Order and Procedures for the Joint Meeting

09/26/2016