



# CITY OF SALEM

## Meeting Agenda

### City Council

555 Liberty St SE  
Salem, OR 97301

**Monday, July 24, 2017**

**6:00 PM**

**Council Chambers**

#### **EXECUTIVE SESSION**

##### **City Council**

**5:00 p.m. - City Manager's Conference Room**

**To consider information or records that are exempt by law from public inspection.**

**ORS 192.660(2)(f).**

**5:30 p.m. - City Manager's Conference Room**

**To conduct deliberations with persons designated by the governing body to negotiate real property transactions. ORS 192.660(2)(e).**

*Add - Add Executive Session*

#### **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**

**1.4 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. [17-376](#) July 10, 2017 Draft Council Minutes

**Attachments:** [7-10-17 Draft Council Minutes](#)

**3.2 RESOLUTIONS****3.3 ACTION ITEMS**

3.3a. [17-367](#) Short term retail lease with Salem Creative Network for space located at 365 Ferry Street SE, Suite A.

Ward(s): 1

Councilor(s): Kaser

Neighborhood(s): CANDO

**Recommendation:** Authorize the City Manager to execute the attached lease with Salem Creative Network for short term use of the vacant retail space located at 365 Ferry Street SE, Suite A.

**Attachments:** [Proposed Lease](#)

3.3b. [17-370](#) Peter Courtney Minto Island Bridge

Ward(s): Ward 1

Councilor(s): Kaser

Neighborhood(s): CANDO

**Recommendation:** Approve the attached grant amendment to receive \$150,000 of Riverfront-Downtown Urban Renewal Area funding for the Peter Courtney Minto Island Bridge.

**Attachments:** [Grant Amendment](#)

**4. PUBLIC HEARINGS**

4.a. [17-368](#) Public hearing regarding vacation of the southeasterly portion of Old MacLeay Road SE

Ward(s): 3

Councilor(s): Nanke

Neighborhood(s): Southeast Mill Creek Association

**Recommendation:** Approve the vacation of the southeasterly portion of Old MacLeay Road SE as described in Attachments 1 and 2, subject to the condition that an easement is provided for construction, maintenance, repair, and replacement of municipal and utility facilities.

**Attachments:** [Legal Description](#)

[Map of Proposed Vacation](#)

[2017-033 Council Resolution 06-12-2017](#)

[Aerial Map](#)

[Site Plan](#)

## **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. [17-372](#) November 2017 Library Improvements General Obligation Bond Measure

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

**Recommendation:** Adopt Resolution No. 2017-41, increasing the proposed Library bond measure by \$3,300,000, to a total of \$18,600,000, by including required ADA improvements and replacement of building systems.

**Attachments:** [Attachment 1 - Resolution No. 2017-41](#)

[Attachment 2 - Library Bond Ballot Title and Explan Statement](#)

[Attachment 3 - Resolution No. 2017-19](#)

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

6.a. [17-354](#) Transient Occupancy Tax supported activities

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

**Recommendation:** Information only.

**Attachments:** [Promotional Event Recommended Application and Policy Revisions](#)

[Policy Percentage Allocations for Grants, Example Funding Allocation](#)

[7-24-17 Written Testimony - Blevins](#)

*Add - Added Written Testimony*

**6.b.** [17-359](#) New Parking Meter Technology Update (Phase III)

Ward(s): 1

Councilor(s): Kaser

Neighborhood(s): CANDO

**Recommendation:** Information only.

**Attachments:** [Phase I and II Completion Map](#)

[Phase III Map](#)

**6.c.** [17-369](#) 2017 Eclipse City Planning and Preparedness

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

**Recommendation:** Information only.

*Revise - Revised Staff Report ( Page 2, section 1.b., Replace "Citizen" with "Community." )*

**6.d.** [17-374](#) Planning Administrator Decision - Partition - Approved - South Salem Church of Nazarene (Chris D. May) - 1661 Boone Road SE - A proposed partition to divide a 5.96-acre property, into two parcels approximately 1.90 acres and 4.02 acres in size.

Ward(s): 3

Councilor(s): Nanke

Neighborhood(s): Morningside

**Recommendation:** Information Only.

**Attachments:** [Land Use Decision PAR17-03.pdf](#)

**6.e.** [17-362](#) On July 17, 2017, an appeal of this decision was filed with the Planning Division by Garten Services, Inc (Attachment 2). The appeal will be heard by the City Council. The date for the appeal hearing is tentatively set for August 28, 2017. This is a quasi-judicial land use matter, and the rule against ex parte contacts apply. Please refrain from communicating with members of the public regarding the appeal, and forward any communications you receive about the appeal to the City Recorder for inclusion in the case record.

Hearings Officer Decision - Quasi-Judicial Zone Change / Class 3 Site Plan Review / Class 1 & 2 Adjustments Case No.

ZC-SPR-ADJ17-02 - Approved - Salem Hotel Investors LLC (Barton G. Colson, Bradley A. Colson, Colson & Colson Construction Co.,

Norman L. Brenden, Patrick F. Kennedy, Mark J. Burnham and  
Thorn Family Trust U/A 4/14/10) - 390 Hawthorne Avenue SE - An  
Application for a zone change, site plan review, and zoning  
adjustments to allow construction of an 82-room hotel on a property  
of approximately 2.7 acres.

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

Recommendation: Information Only.

**Attachments:** [Land Use Decision ZC-SPR-ADJ17-02.pdf](#)  
[17-106180-ZO Appeal](#)

## 7. ORDINANCES

### 7.1 FIRST READING:

**7.1a. [17-356](#)** Amendments to Salem Revised Code (SRC) Chapter 37 relating to collection of Transient Occupancy Tax

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

Recommendation: Conduct first reading of Ordinance Bill No. 19-17 amending SRC Chapter 37 relating to Transient Occupancy Tax and advance it to second reading for enactment.

**Attachments:** [Ordinance Bill No. 19-17 Amendments to SRC Chapter 37](#)

### 7.2 SECOND READING:

## 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](mailto: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.** [17-375](#) PUBLIC HEARINGS - Held in the Council Chambers unless otherwise noted

Relating to Proposed Sign Code Amendments; Amending SRC Chapter 900  
Monday, August 14, 2017 at 6:00 p.m.

Appeal of Hearings Officer Decision - Quasi-Judicial Zone Change / Class 3 Site Plan Review / Class 1 & 2 Adjustments Case No. ZC-SPR-ADJ17-02  
Monday, August 28, 2017 at 6:00 p.m.

WORK SESSIONS - Held in the Council Chambers unless otherwise noted

Strategic Planning Initiative  
Saturday, September 9, 2017 from 8:30 a.m. to 12:00 p.m.

**SCHEDULE OF NEIGHBORHOOD ASSOCIATION ANNUAL MEETINGS**

Neighborhood - Annual Meeting Date - Councilor  
NOLA - September 6 - Hoy  
West Salem - October 16 - Kaser, Lewis  
SESNA - October 24 - Andersen  
South Gateway - November 9 - McCoid

**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>.**

**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 5:00 pm on the day of the City Council meeting when the item will be considered. 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 205, Salem, OR, or by e-mail to:**

[manager@cityofsalem.net](mailto: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](mailto: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.

