



CITY OF SALEM

Meeting Agenda

City Council

555 Liberty St SE
Salem, OR 97301

Monday, August 12, 2024

6:00 PM

**Council Chambers /
Hybrid Meeting**

This meeting is being conducted both in-person and remotely and allows remote attendance by the governing body, when requested. Interested persons may attend the meeting in Council Chambers or 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. If attending the meeting remotely, public comment and testimony may be provided during the meeting via Zoom. Remote attendees must pre-register between 8:00 a.m. and 4:00 p.m. on the day of the meeting using this link: <https://www.cityofsalem.net/comment-at-council>

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

1.4 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. [24-318](#) July 22, 2024 Draft City Council Minutes

Attachments: [7-22-24 Draft Council Minutes.pdf](#)

3.2 RESOLUTIONS

3.3 ACTION ITEMS

3.3a. [24-309](#) Second amendment to the ground lease with WattEV Salem Inc. for real property located at the Salem - Willamette Valley Airport.

Ward(s): 3

Councilor(s): Phillips

Neighborhood(s): SEMCA

Result Area(s): Strong and Diverse Economy

Recommendation:

Authorize the City Manager to execute the attached second lease amendment.

Summary:

On October 23, 2023, City Council authorized the City Manager to execute a ground lease (Attachment 1, Lease) with WattEV Salem Inc. for property at the Salem - Willamette Valley Airport. On May 28, 2024, Council authorized the City Manager to execute an amendment to the Lease (Attachment 2, First Amendment) extending the due diligence period to July 1, 2024. With the formal survey of the property boundary lines now complete, this second amendment adjusts the leased acreage to its correct size.

Attachments: [Attachment 1 - Lease 3111 Airway Drive SE Lease FULLY EXECUTED.pdf](#)

[Attachment 2 - FULLY-EXECUTED-City of Salem 1st Amendment-Signed.pdf](#)

[Attachment 3 - City of Salem 2nd Amendment-Signed by WattEV.pdf](#)

3.3b. [24-310](#) Ground lease amendment and sublease addendum with Aviation Properties Northwest, LLC (dba Metal Innovations, Inc.) for real property at the Salem-Willamette Valley Airport.

Ward(s): 2
 Councilor(s): Nishioka
 Neighborhood(s): SEMCA, SESNA
 Result Area(s): Strong and Diverse Economy

Recommendation:

Authorize the City manager to execute the First Addendum and the Fifth Amendment with the Lessee.

Summary:

In 2022 Aviation Properties Northwest, LLC (Lessee) (dba Metal Innovations, Inc., Sub-Lessee) acquired a leasehold interest in property at the Salem-Willamette Valley Airport via assignment of an existing lease from Carpenter Commercial Properties. (Attachment 1, Lease). Since that time, Lessee has purchased an adjacent hangar property totaling 19,500 sf. Lessee, Sub-Lessee and City desire to amend the Lease with Aviation Properties Northwest, LLC (Attachment 3, Fifth Amendment) and the associated sublease with Metal Innovations, Inc. (Attachment 2, First Sublease Addendum) to reflect the addition of the newly acquired property.

Attachments: [Attachment 1 - Memo of Lease SIGNED.pdf](#)
[Attachment 2 - First Addendum to the Lease.pdf](#)
[Attachment 3 - Fifth Amendment to the Lease.pdf](#)

3.3c. [24-311](#)

Ground lease with Hangar II LLC for property located at the Salem-Willamette Valley Airport.

Ward(s): 2
 Councilor(s): Nishioka
 Neighborhood(s): SEMCA, SESNA
 Result Area(s): Strong and Diverse Economy

Recommendation:

Authorize the City Manager to execute a ground lease with Hangar II LLC for property located at the Salem-Willamette Valley Airport.

Summary:

Hangar II LLC (Tenant) desires to enter into a ground lease with the City of Salem to construct an aircraft hangar and associated improvements at the south end of the airport.

Attachments: [Attachment 1 - Hangar Lease.pdf](#)

3.3d. [24-313](#)

Appointments to the Community Police Review Board and Salem Public Library Advisory Board

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

Recommendation:

Appoint applicants to the Community Police Review Board and the Salem Public Library Advisory Board.

Summary:

Appointments to the Community Police Review Board and Salem Public Library Advisory Board

Attachments: [Clyde Saiki Paper Application Redacted.pdf](#)

[Celine Coleman Application Redacted.pdf](#)

[Cara Filsinger Application Redacted.pdf](#)

4. PUBLIC HEARINGS

- 4.a. [24-305](#) Public hearing regarding a revised proposal to vacate a portion of right-of-way for 1st Street NW.

Ward(s): 1

Councilor(s): Stapleton

Neighborhood(s): West Salem NA

Result Area(s): Safe, Reliable, and Efficient Infrastructure

Recommendation:

Approve the vacation of the northern 13 feet of the right-of-way for 1st Street NW.

Summary:

Public hearing to consider vacating the northern 13 feet of the right-of-way for 1st Street NW, east of Murlark Street NW. The remaining right-of-way would be improved to an alley standard through development of adjoining properties. The area proposed for vacation is revised from what was previously considered in February 2023. Vacating this portion of right-of-way and improving the remaining right-of-way to an alley standard will help support development in the surrounding area.

Attachments: [Attachment 1 - Resolution No. 2023-04](#)

[Attachment 2 - Written Testimony](#)

[Attachment 3 - Proposed Vacation Area - Revised](#)

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. [24-317](#) Transfer of appropriations within the City's Fiscal Year (FY) 2025 General Fund Budget and the addition of four full-time equivalent

(FTE) positions for the Enterprise Resource Planning software implementation.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance; Natural Environment

Stewardship; Safe and Healthy Community; Safe, Reliable and Efficient Infrastructure; Strong and Diverse Economy; Welcoming and Livable Community.

Recommendation:

Adopt Resolution No. 2024-39 authorizing a transfer of \$410,380 in appropriations within the City's FY 2025 budget as well as adding four FTE for the Enterprise Resource Planning software implementation.

Summary:

The Safety and Livability Bond, approved in 2022, included \$17.6 million for replacement of outdated financial and accounting systems among other things. The request for proposal for a new enterprise software system has been issued. Before implementation of the citywide Enterprise Resource Planning (ERP) software begins in winter of 2025, four additional positions have been identified as necessary for the project. Existing staff do not have the capacity to assume this project without additional support. If these positions are approved and once hired, three of the positions would assume the work duties of tenured staff, creating capacity of those who have institutional knowledge to work on the project and make it a success. The other new position would support management and coordination of the project. Without these positions it is likely that the implementation timeline will increase and the project costs will expand.

A transfer from General Fund contingency of \$410,380 will increase the budget of impacted departments and provide nine months of budget authority to hire for these new positions in FY 2025. Costs of these position directly related to the ERP implementation project will be reimbursed by the 2022 Safety and Livability Bond.

Attachments: [Resolution No. 2024-39](#)

- 5.b.** [24-324](#) Preliminary City Quarter 4 Financial Report Fiscal Year (FY) 2024

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance.

Recommendation:

Information Only

Summary:

During the adoption of the FY 2025 budget, City Council motioned for staff to return within 45 days of the end of each quarter with a financial report showing budget to actuals in the General Fund. Staff discussed formatting options with the Finance Committee on July 15th. The FY 2024 reporting period is not closed, and revenue and expenses continue to be posted appropriately, this report is preliminary and will change.

Attachments: [City Quarter 4 FY 2024 - Preliminary Figures](#)

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

- 6.a. [24-321](#) Appointment to the Salem Human Rights Commission.

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

Summary:

Announcing appointment to the Salem Human Rights Commission.

Attachments: [Celine Coleman Application Redacted.pdf](#)

- 6.b. [24-322](#) Hearings Officer Decision - A Conditional Use and Property Line adjustment for an existing church - Approved.

Conditional Use / Property Line Adjustment Case No. CU-PLA24-06 - James and Andrew Fields - 4625 Cordon Rd SE.

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

Recommendation:

Information Only.

Attachments: [CU-PLA24-06 Decision](#)

- 6.c. [24-315](#) Planning Administrator Decision - A Replat Modification to REP24-01 - Approved.

Replat Tentative Plan Modification Case No. REP24-01MOD1 - Karina Rodriguez - 3560 Portland Rd NE.

Ward(s): 5

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

Recommendation:

Information Only.

Attachments: [Land Use Decision REP24-01MOD1](#)

6.d. [24-328](#)

Planning Administrator Decision - A replat to consolidate two existing properties and vacated portion of Brink Avenue SE into one lot - Approved.

Replat Tentative Plan Case No. REP24-04 - Brandie Dalton - 4375 Rickey St SE.

Ward(s): 2
Councilor(s): Nishioka
Neighborhood(s): SEMCA

Recommendation:

Information Only.

Attachments: [Land Use Decision REP24-04](#)

6.e. [24-330](#)

Planning Administrator Decision - A new 120-unit multi-family residential development with nine buildings and a clubhouse - Approved.

Partition Tentative Plan / Class 3 Site Plan Review / Class 2 Adjustment / Class 2 Driveway Approach Permit / Tree Regulation Variance / Property Lien Adjustment Case No. PAR-SPR-ADJ-DAP-TRV-PLA24-08 - Tim Lawler, Mark Desbrow, William Fig, Benjamin Pray - 2561 Center St NE.

Ward(s): 1
Councilor(s): Stapleton
Neighborhood(s): NEN

Recommendation:

Information Only.

Attachments: [Land Use Decision PAR-SPR-ADJ-DAP-TRV-PLA24-08](#)

6.f. [24-306](#)

Purchases approved administratively from June 1, 2024 through June 30, 2024.

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 June. Included in the report are procurement contracts and public contracting activities with a current fiscal year impact and annual contracts.

Attachments: [Purchases approved administratively June 2024.pdf](#)

7. ORDINANCES

7.1 FIRST READING:

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 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. [24-316](#) Unless otherwise noted, all meetings and public hearings will be conducted in Council Chambers, located at City Hall, 555 Liberty Street SE, Room 240, with the option for remote attendance. Please see the meeting agenda header for more details on remote attendance. The meetings are also available to watch in real-time online at CC:Media YouTube Channel, as well as Comcast Cable CC:Media Channel 21.

CITY COUNCIL PUBLIC HEARINGS:

Proposed Amendments to SRC Chapter 70 (Utilities) and SRC Chapter 71 (Stormwater)
Monday, August 26, 2024 at 6:00 p.m.

Proposed Code Amendments related to Housing and Land Use - Case No. CA 24-01
Monday, September 9, 2024 at 6:00 p.m.

Petitioner-Initiated Annexation of a 4.1-acre territory for two properties located at 2355 Davis Road S and Land Adjacent (ANXC-758)
Monday, September 9, 2024 at 6:00 p.m.

Proposed Fees and Charges for Utility Service Rates (Water, Wastewater, and Stormwater)
Tuesday, November 12, 2024 at 6:00 p.m.

Tourism Promotion Area
Monday, November 25, 2024 at 6:00 p.m.

SALEM HOUSING AUTHORITY PUBLIC HEARINGS:

URBAN RENEWAL AGENCY PUBLIC HEARINGS:

CITY COUNCIL WORK SESSIONS: (Unless otherwise noted, work sessions are held in the Council Chambers, 555 Liberty Street SE.

Continuation of Discussion of the 2024 Revenue Task Force Recommendations
Monday, August 19, 2024 at 6:00 p.m.

Community Violence Reduction Initiative Policy Agenda
Monday, November 18, 2024 at 6:00 p.m.

BUDGET COMMITTEE MEETINGS: (Budget Committee meetings are held in Council Chambers, 555 Liberty Street SE, Room 240)

Budget Committee - Fall Meeting 1 (Preliminary General Fund Forecast Presentation)

Wednesday, October 30, 2024 at 6:00 p.m.

Budget Committee - Fall Meeting 2 (Preliminary General Fund Forecast Presentation)

Wednesday, November 20, 2024 at 6:00 p.m.

2024 NEIGHBORHOOD ASSOCIATION ANNUAL MEETING DATES:

Neighborhood - Annual Meeting Date - Time - Councilor

Faye Wright-----September 10---6:30 p.m.-----Nordyke, Phillips

Northgate-----September 19---6:00 p.m.-----Gonzalez

NOLA-----October 2-----6:30 p.m.-----Hoy, Gonzalez

West Salem-----October 3-----6:30 p.m.-----Stapleton, Varney

NESCA -----October 15-----7:00 p.m.-----Hoy, Nishioka, Stapleton

CANDO-----October 15-----6:00 p.m.-----Nishioka, Stapleton

Sunnyslope-----October 17-----7:00 p.m.-----Nordyke, Gwyn

SWAN-----November 5-----6:30 p.m.-----Nishioka, Nordyke

NEN-----November 12----- 6:30 p.m.-----Nishioka, Stapleton

SESNA -----November 26-----7:00 p.m.-----Nishioka

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

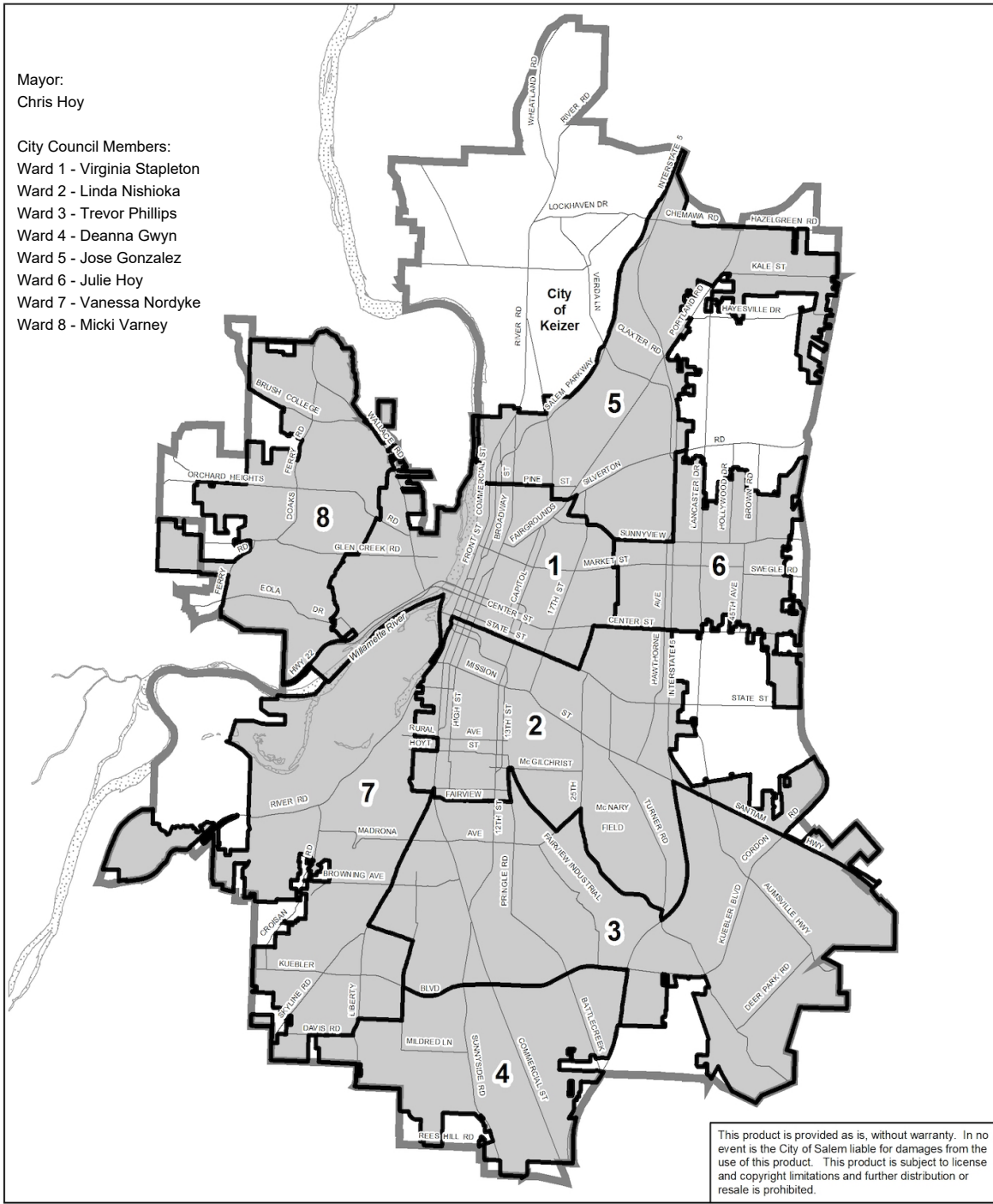
Time limits for quasi judicial land use hearings are governed by Rule 19 of the Council Rules. Parties to land use cases are encouraged to review that rule as time limits vary depending on the nature of the hearing. Further information can be obtained by contacting the Planning Administrator at 503 588 6173 or email at: lmanderson@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.

City of Salem Wards

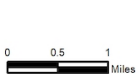
Mayor:
Chris Hoy

- City Council Members:
 Ward 1 - Virginia Stapleton
 Ward 2 - Linda Nishioka
 Ward 3 - Trevor Phillips
 Ward 4 - Deanna Gwyn
 Ward 5 - Jose Gonzalez
 Ward 6 - Julie Hoy
 Ward 7 - Vanessa Nordyke
 Ward 8 - Micki Varney



LEGEND

- Ward Boundary
- Urban Growth Boundary
- Salem City Limits
- Major Streets



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