



CITY OF SALEM

Meeting Agenda

City Council

555 Liberty St SE
Salem, OR 97301

Monday, July 22, 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

City Council

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

ORS 192.660(2)(e) - Real Property Transactions

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. [24-299](#) July 8, 2024 Draft City Council Minutes

Attachments: [7-8-24 Draft Council Minutes.pdf](#)

- 3.1b. [24-302](#) July 15, 2024 Draft City Council Work Session Minutes

Attachments: [7-15-24 Draft Council Work Session Minutes.pdf](#)

3.2 RESOLUTIONS

- 3.2a. [24-294](#) Transfer of appropriations within the City's Fiscal Year (FY) 2025 Budget to fund a contract for a Community Services Department fee study.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Recommendation:

Adopt Resolution No. 2024-38 authorizing a transfer of \$39,990 in appropriations within the City's FY 2025 budget for a Community Services Department fee study.

Summary:

A transfer of \$39,990 in appropriations from General Fund Contingency is needed to fund a comprehensive fee study for the Community Services Department. The study will help inform staff on a variety of aspects related to current fees and provide context for future fee proposals for the department.

Attachments: [Resolution No. 2024-38](#)
[Public Comment received by 2:00 p.m., July 22, 2024](#)

Add - Written Testimony.

3.3 ACTION ITEMS

3.3a. [24-286](#)

Application for project funding under the Oregon Department of Transportation Safe Routes to School Infrastructure Program.

Ward(s): 1, 3

Councilor(s): Stapleton, Phillips

Neighborhood(s): Northeast Neighbors (NEN) Neighborhood Association, Morningside Neighborhood Association

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

Recommendation:

Authorize the City Manager to apply for funding to design and construct the following two projects, listed in priority order, through the SRTS Infrastructure Program and, if successful, incorporate these projects into a future Capital Improvement Plan and authorize the City Manager to enter into an agreement with ODOT to accept the funds?

- Market Street NE at 15th Street NE Pedestrian Crossing (Parrish Middle School), and
- Pringle Road SE, School Zone Safety Improvements (Leslie Middle School).

Summary:

The Oregon Department of Transportation (ODOT) is offering funding through the Safe Routes to School (SRTS) Infrastructure Program, which is designed to support improvements to pedestrian infrastructure to public schools. City Staff have identified two suitable projects for this round of grant funding.

Attachments: [Attachment 1 - Safe Routes to School Construction Program Guidelines 2025-2026](#)

[Attachment 2 - Vicinity Map, Safe Routes to School Project Applications](#)

[Public Comment received by 2:00 p.m., July 22, 2024](#)

[Additional Public Comments received by 5:00 p.m., July 22, 2024](#)

Add- Written Testimony.

4. PUBLIC HEARINGS

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.** [24-281](#) Community belonging survey results are presented by the Human Rights Commission.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Recommendation:

Information only.

Summary:

Students at Western Oregon University collaborated with Salem's Human Rights Commission for the annual Community Belonging Survey. Key data points and the student report are presented to City Council.

Attachments: [WOU Student Presentation.pdf](#)
[WOU Final Report.pdf](#)

- 5.b.** [24-298](#) A Salem Police Department mid-year update regarding several key department programs and reports: Body-worn Camera Program, Community Violence Reduction Initiative, Policy and Procedure Manual Update, and the 2023 Use of Force and Vehicular Pursuits Annual Reports.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Recommendation:

Informational report only.

Summary:

The report outlines the Salem Police Department programs and initiatives which correspond with several department strategic plan objectives to increase community safety, livability, and transparency

and key Council strategic priorities, such as creating community resilience and building great neighborhoods.

Attachments: [2023 Salem Police Use of Force Annual Report.pdf](#)
[2023 Salem Police Vehicular Pursuits Annual Report.pdf](#)
[Salem Police Community Violence Reductions Initiative Webpage.pdf](#)

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

6.a. [24-287](#)

Hearings Officer Decision - An application for an addition to an existing parish hall - Approved.

Conditional Use / Class 3 Site Plan Review / Class 2 Adjustment
Case No. CU-SPR-ADJ24-04 - St. Timothy's Episcopal Church - 3295 Ladd Ave NE.

Ward(s): 6
Councilor(s): Hoy
Neighborhood(s): NESCA

Recommendation:

Information Only.

Attachments: [Land Use Decision CU-SPR-ADJ24-04](#)

6.b. [24-303](#)

Hearings Officer Decision - To allow an adult day care center in a single-family home - Approved.

Conditional Use / Class 3 Site Plan Review Case No. CU-SPR24-03 - Natalie and Dmitriy Rybakov - 870 Alvina St SE.

Ward(s): 4
Councilor(s): Gwyn
Neighborhood(s): SGNA

Recommendation:

Information Only.

Attachments: [Land Use Decision CU-SPR24-03](#)

6.c. [24-282](#)

Planning Administrator Decision - Proposed partition to divide property into two-parcels with associated site improvements - Approved.

Partition Tentative Plan Case No. PAR24-07 - Brandie Dalton - 6450 Lone Oak Rd SE.

Ward(s): 4

Councilor(s): Gwyn
Neighborhood(s): SGNA

Recommendation:

Information Only.

Attachments: [Land Use Decision PAR24-07](#)

6.d. [24-289](#)

Planning Administrator Decision - An application for a six-lot residential subdivision - Approved.

Subdivision Tentative Plan / Class 2 Adjustment Case No.
SUB-ADJ24-04 - Jack Yarbrough - 1800 Park Ave NE.

This case has been appealed (Attachment 2). If City Council does not initiate review, the appeal will be heard by the Planning Commission.

Ward(s): 6
Councilor(s): Hoy
Neighborhood(s): NOLA

Recommendation:

Information Only.

Attachments: [Land Use Decision SUB-ADJ24-04](#)
[Notice of Appeal - SUB-ADJ24-04](#)

Revised - This Planning Administrator Decision was appealed; the appeal was uploaded (Attachment 2) to the report and the staff report was revised.

6.e. [24-290](#)

Planning Administrator Decision - A proposal for a 16-lot subdivision - Approved.

Subdivision Tentative Plan / Urban Growth Preliminary Declaration / Class 2 Adjustment / Class 2 Driveway Approach Permit Case No
SUB-UGA-ADJ-DAP24-03 - Douglas Sproul - 4900 Block of 27th Ave SE.

Ward(s): 4
Councilor(s): Gwyn
Neighborhood(s): SGNA

Recommendation:

Information Only.

Attachments: [Land Use Decision SUB-UGA-ADJ-DAP24-03](#)

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. [24-308](#) 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:

Revised Proposal to Vacate a Portion of Right-of-Way for 1st Street NW
Monday, August 12, 2024 at 6:00 p.m.

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.

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

PLANNING COMMISSION INTERVIEWS

Monday, August 12, 2024 at 5:00 p.m. in Council Chambers

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.

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

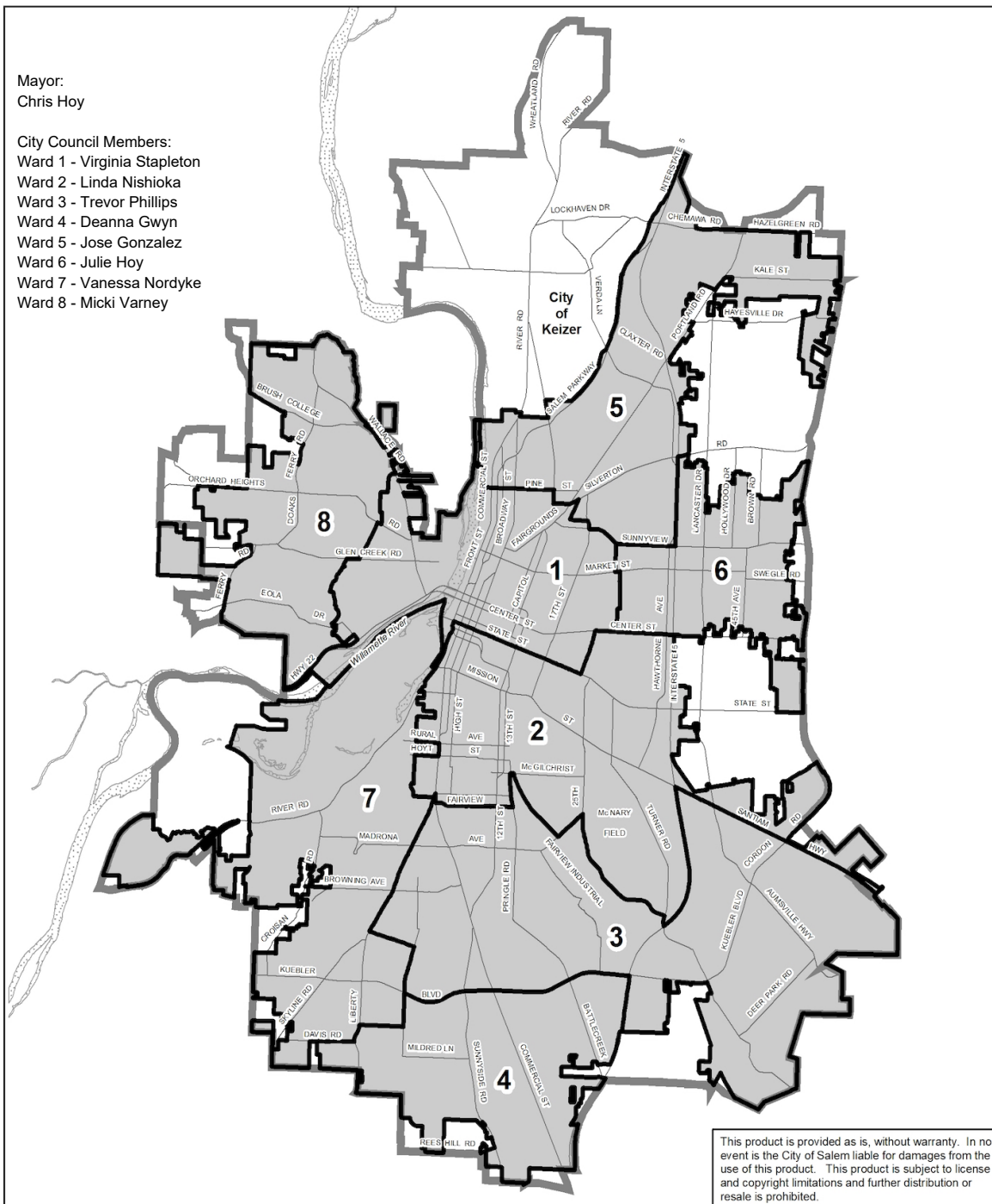
Time limits for quasi judicial land use hearings are governed by Rule 19 of the Council Rules. Parties to land use cases are encouraged to review that rule as time limits vary depending on the nature of the hearing. Further information can be obtained by contacting the Planning Administrator at 503 588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

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

0 0.5 1
Miles



CITY OF *Salem*
AT YOUR SERVICE
Community Planning and Development

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