



CITY OF SALEM

Meeting Agenda

City Council

555 Liberty St SE
Salem, OR 97301

Monday, February 27, 2023 6:00 PM Hybrid Meeting / Council Chambers

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 2:00 p.m. on the day of the meeting using this link <https://bit.ly/COScomment>.

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

1.3a. [23-89](#) Proclamation recognizing March as Women's History Month

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Recommendation:

Information Only.

Attachments: [Women's History Month Proclamation](#)

1.4 PRESENTATIONS

Item 1.4a. (File 23-57), Presentation from Polk Co. Sheriff Mark Garton was removed from the agenda.

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. [23-60](#) February 13, 2023 Draft City Council Minutes

Attachments: [2-13-23 Draft Council Minutes.pdf](#)

3.1b. [23-99](#) February 21, 2023 Draft City Council Work Session Minutes

Attachments: [2-21-23 Draft Council Work Session Minutes.pdf](#)

3.2 RESOLUTIONS

3.2a. [23-68](#) Initiating a Class 2 vacation of 1st Street NW.

Ward(s): 1

Councilor(s): Stapleton

Neighborhood(s): West Salem NA

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

Recommendation:

Adopt Resolution 2023-04, initiating vacation of 1st Street NW.

Summary: Adoption of this resolution will initiate the process to vacate the remaining section of 1st Street NW, east of Murlark Street NW. This section of roadway (approximately 300 feet) is underimproved and provides limited transportation function. Vacating 1st Street NW will help spur development in the surrounding area.

Attachments: [Resolution 2023-04](#)
[Vicinity Map](#)

3.2b. [23-77](#)

Dedication of a Reserve Strip of Land Identified as Tract "C" of Woodscape Green Phase 1 as Public Right-of-Way.

Ward(s): 4

Councilor(s): Gwyn

Neighborhood(s): South Gateway

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

Recommendation:

Adopt Resolution No. 2023-5, to dedicate the reserve strip identified as Tract "C" of Woodscape Green Phase 1 as public right-of-way.

Summary:

Salal Street SE is being extended northerly as part of the Mahonia Crossing subdivision development, approved by Planning Case No. SUB-TRV22-05. It is necessary to dedicate the reserve strip as public right-of-way to allow access across the proposed Salal Street SE extension.

Attachments: [Resolution 2023-5](#)

[Salal Street SE Reserve Strip Map, Exhibit A](#)

3.2c. [23-78](#)

Dedication of a Reserve Strip of Land Identified as Block "A" of Woodscape Meadows Phase 3 as Public Right-of-Way.

Ward(s): 4

Councilor(s): Gwyn

Neighborhood(s): South Gateway

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

Recommendation:

Adopt Resolution No. 2023-6, to dedicate the reserve strip identified as Block "A" of Woodscape Meadows Phase 3 as public right-of-way.

Summary:

Teal Drive SE is being extended easterly as part of the Mahonia Crossing subdivision development, approved by Planning Case No. SUB-TRV22-05. It is necessary to dedicate the reserve strip as public right-of-way to allow access across the proposed Teal Drive SE extension.

Attachments: [Resolution No. 2023-6](#)

[Location Map \(Exhibit A\)](#)

3.2d. [23-79](#)

A Resolution Dedicating City Owned Property as Public Right-of-Way to be known as Truax Drive SE.

Ward(s): 3

Councilor(s): Phillips

Neighborhood(s): Southeast Mill Creek

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

Recommendation:

Adopt Resolution No. 2023-7, dedicating city owned property as public right-of-way for the dedication of Truax Drive SE?

Summary:

Planning Case No. SUB08-05MOD2 issued for the Mill Creek Corporate Center development requires the construction and dedication of Truax Drive SE between Aumsville Highway SE and Mill Creek Drive SE. A portion of Truax Drive SE is over land owned by the City of Salem. It is necessary to dedicate all of the City property as public right-of-way.

Attachments: [Resolution No. 2023-7](#)
[Location Map \(Exhibit A\)](#)

3.3 ACTION ITEMS

3.3a. [23-75](#)

Grant Agreement between the Housing Authority of the City of Salem and City of Salem for the Homeless Rental Assistance Program.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Safe Community; Welcome and Livable Neighborhood

Recommendation:

Approve the attached grant agreement between the Housing Authority of the City of Salem and the City of Salem for the City to provide \$630,000 for HRAP.

Summary:

Salem is challenged with homelessness. An estimated 1,000-2,000 individuals are currently homeless in the Salem area, with approximately 500 of those falling into the most vulnerable and hardest to house category. Salem Housing Authority and the Salem City Council are committed to programs to help prevent and reduce homelessness by budgeting funds for Homeless Rental Assistance Program (HRAP).

Attachments: [Housing Authority of the City of Salem HRAP Grant Agreement 22-23](#)

3.3b. [23-84](#)

Claim Settlement Authorization

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance

Recommendation:

Authorize the City Manager to resolve the matter of Brandon Howe's workers' compensation claim with a payment of \$120,000.00 and other terms and conditions. Payment will be made from the City's self-insurance claim fund.

Summary:

A Workers' Compensation claim is pending. Through settlement negotiations, the City has agreed to enter into a CDA, DCS, and employment release (discussed below).

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.** [23-53](#) Annual Historic Landmarks Commission Report

Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods
Result Area(s): Welcoming and Livable Community

Recommendation:

Information Only.

Summary:

The attached report contains the Salem Historic Landmarks Commission 2022 Accomplishments and 2023 Workplan.

Attachments: [HLC 2022 Accomplishments & 2023 Workplan](#)**5.b.** [23-94](#) Motion from Mayor Chris Hoy regarding the Downtown Parking District

Ward(s): Wards 1 and 2
Councilor(s): Councilors Virginia Stapleton and Linda Nishioka
Neighborhood(s): CANDO Neighborhood Association

Attachments: [Public Comments received by 3:30 p.m., 2-27-2023](#)

Add - Written Testimony.

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

- 6.a. [23-62](#) Purchases approved administratively from January 1, 2023 through January 31, 2023.

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

Attachments: [Purchases approved administratively January 2023.pdf](#)

- 6.b. [23-86](#) Economic development quarterly report.

Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods
Result Area(s): Strong and Diverse Economy

Recommendation:

Information only.

Summary:

City Council requested economic development reports from the Urban Development Department. This report includes activity from quarter four of calendar year 2022.

7. ORDINANCES

7.1 FIRST READING:

- 7.1a. [23-61](#) Designation of the Civic Center as a Salem Local Historic Resource

Ward(s): 2
Councilor(s): Nishioka
Neighborhood(s): Central Area Neighborhood Development Organization (CANDO)
Result Area(s): Welcoming and Livable Community

Recommendation:

Conduct a first reading to consider Ordinance Bill No. 3-23 designating the Salem Civic Center as a local historic resource and, after a public hearing, advance it to second reading for enactment.

Summary:

The Salem Civic Center is eligible for listing as a local historic resource due to its significance as an excellent local example of Brutalist architecture. The Civic Center meets the applicable criteria in SRC 230.010 for age, integrity and significance, especially for its association with Salem's community planning efforts in the late 1960s and early 1970s.

Attachments: [Ordinance Bill No. 3-23](#)[Exhibit A -January 19, 2023 Staff Report](#)[Exhibit B - HLC Recommendation](#)[Exhibit C- Vicinity Map](#)**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. [23-81](#) Unless otherwise noted, all meetings, public hearings, and work sessions 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:

Designating the Salem Civic Center, located at 555 Liberty Street SE, Salem, Oregon, as a Local Historic Resource (Ordinance Bill No. 3-23)
Monday, March 13, 2023 at 6:00 p.m.

2023 Annual Action Plan and Notice of Funding Available (NOFA) 2023 Subrecipients
Monday, April 10, 2023 at 6:00 p.m.

Eliminating Minimum Off-Street Parking Requirements Citywide (Ordinance Bill No. 4-23)
Monday, April 10, 2023 at 6:00 p.m.

Repealing Overlay Zones on Commercial Street SE (Ordinance Bill No. 5-23)
Monday, April 24, 2023 at 6:00 p.m.

FY 2024 Recommended Budget
Monday, June 12, 2023 at 6:00 p.m.

State Revenue Sharing
Monday, June 12, 2023 at 6:00 p.m.

SALEM HOUSING AUTHORITY PUBLIC HEARINGS:**URBAN RENEWAL AGENCY PUBLIC HEARINGS:**

FY 2024 Recommended Budget
Monday, June 12, 2023 at 6:00 p.m.

CITY COUNCIL WORK SESSIONS:**BUDGET COMMITTEE MEETINGS**

City Manager Presents Proposed FY 2024 Budget to Budget Committee
Result Areas Reviewed: Welcoming and Livable Community, Natural
Environment Stewardship
Wednesday, April 19, 2023 at 6:00 p.m.

Budget Committee Review - Result Areas Reviewed: Strong and Diverse
Economy, Urban Renewal Agency, Safe Reliable and Efficient
Infrastructure, and CIP Public Hearing
Wednesday, April 26, 2023 at 6:00 p.m.

Budget Committee Review - Result Areas Reviewed: Safe Community,
Good Governance
Wednesday, May 3, 2023 at 6:00 p.m.

Budget Committee Recommends FY 2024 Budget to City Council /
Urban Renewal Agency
Wednesday, May 10, 2023 at 6:00 p.m.

SCHEDULE OF NEIGHBORHOOD ASSOCIATION ANNUAL MEETINGS

Neighborhood - Annual Meeting Date - Time - Councilor
SEMCA March 11, 2020 10:00 a.m. - Councilors Nishioka, Phillips
Morningside May 10, 2023 6:30 p.m. - Councilors Nishioka, Phillips
ELNA Jun 1, 2023 7:00 p.m. - Councilor Hoy
SCAN June 14, 2023 6:30 p.m. - Councilors Nishioka, Nordyke
Grant July 6, 2023 6:15 p.m. - Councilor Stapleton
Highland August 10, 2023 7:00 p.m. - Councilors Gonzalez,
Stapleton
Faye Wright August 10, 2023 7:00 p.m. - Councilors Nordyke,
Phillips
Northgate September 21, 2023 6:00 p.m. - Councilor Gonzalez
West Salem October 4, 2023 7:00 p.m. - Councilors Stapleton,
Varney
NOLA October 4, 2023 6:30 p.m. - Councilors Hoy, Gonzalez
NESCA October 17, 2023 7:00 p.m. - Councilors Hoy, Nishioka,
Stapleton
CANDO October 17, 2023 6:00 p.m. - Councilors Nishioka,
Stapleton
Sunnyslope October 19, 2023 7:00 p.m. - Councilors Nordyke,
Gwyn
SWAN November 7, 2023 6:30 p.m. - Councilors Nishioka, Nordyke
NEN November 14, 2023 6:30 p.m. - Councilors Nishioka,
Stapleton
SESNA November 28, 2023 7:00 p.m. - Councilors 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.

