



CITY OF SALEM

Meeting Agenda

City Council

555 Liberty St SE
Salem, OR 97301

Monday, July 24, 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://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. [23-295](#) July 10, 2023 Draft City Council Minutes

Attachments: [7-10-23 Draft Council Minutes.pdf](#)

3.2 RESOLUTIONS

3.2a. [23-284](#) Modification of certain fees related to parks and recreation, planning, and utility services.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance; Safe and Healthy Community;

Welcoming and Livable Community

Recommendation:

Adopt Resolution No. 2023-24 modifying certain fees and charges for Parks and Recreation, Planning Services, and Utility Services and Accounts.

Summary:

Since the adoption of the City of Salem FY 2024 Fee Schedule in June 2023, some updates to certain fees for parks and recreation, planning, and utility services have been identified. Adoption of this resolution would impact nine fees and include an additional fee previously omitted. All other fees in the FY 2024 Fee Schedule would remain unchanged.

Attachments: [Resolution No. 2023-24](#)
[Resolution No. 2023-24, Exhibit A](#)

3.3 ACTION ITEMS

3.3a. [23-282](#) Intergovernmental Agreement between the Housing Authority of the City of Salem and the City of Salem for administrative services.

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

Summary: The City and Housing Authority last revised and renewed the Intergovernmental Agreement (IGA) in October 2021 for five (5) one-year periods, subject to annual budget authority. Subsequent to that revision, staff found the estimated reimbursements in the Agreement were insufficient to cover actual expenses in some functional areas. The new Agreement revises activities considered "in-scope" and "out-of-scope" as well as establishing higher reimbursement rates to the City. The revised Agreement will allow the Housing Authority more certainty during budget development. The revised Agreement will be operative for five (5) one-year periods.

Attachments: [Redlined comparison to previous agreement 2023.docx](#)
[Intergovernmental Agreement - SHA and City 2023 Final.docx](#)

- 3.3b.** [23-283](#) Increase Navigation Center project funds from \$5.2 million to \$5.3 million using existing State grant funds.

Ward(s): Ward 2
Councilor(s): Councilor Nishioka
Neighborhood(s): Neighborhood SESNA
Result Area(s): Safe, Reliable, and Efficient Infrastructure;
Welcoming and Livable Community

- 3.3c.** [23-298](#) Recommended appointments to the Salem Public Library Advisory Board.

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

Recommendation:

Appoint the recommended applicants to the Salem Public Library Advisory Board.

Summary:

The City Council's Board and Commission Appointments Committee convened on June 28, 2023, to review applications.

Attachments: [Matthew Jobson Redacted](#)
[Gretchen Coppedge Redacted](#)
[Valerie Harris Redacted](#)

4. PUBLIC HEARINGS

4.a. [23-286](#)

Appeal of consolidated application for a Subdivision Tentative Plan, Urban Growth Area Preliminary Declaration, Class 3 Site Plan Review, four Class 2 Adjustments, Tree Regulation Variance, and Class 1 Design Review for a proposed six-lot subdivision and multi-family residential development of 436 units (Case No. SUB-UGA-SPR-ADJ-TRV-DR23-02). The subject property is approximately 37 acres in total size, zoned RM-II (Multiple Family Residential), and located at the 2100 Block of Doaks Ferry Rd NW (Polk County Assessor Map and Tax lot 073W17B / 400).

Ward(s): 8

Councilor(s): Varney

Neighborhood(s): West Salem Neighborhood Association

Result Area(s): Welcoming and Livable Community

Recommendation:

Affirm the Planning Administrator's decision for Subdivision Tentative Plan, Urban Growth Area Preliminary Declaration, Class 3 Site Plan Review, four Class 2 Adjustments, Tree Regulation Variance, and Class 1 Design Review, Case No. SUB-UGA-SPR-ADJ-TRV-DR23-02 and approve the applications, except for the requested adjustment to increase maximum parking, with the recommended conditions of approval.

Summary:

On May 10, 2023 the Planning Administrator issued a decision approving a consolidated application request for a proposed six-lot subdivision for Titan Hill Estates in conjunction with a proposed multi-family development of 436 units for Titan Hill Apartments, subject to conditions of approval (**Attachment 1**).

On May 25, 2023, the West Salem Neighborhood Association (WSNA) appealed the Planning Administrator's decision (**Attachment 2**).

Attachments: [SUB-UGA-SPR-ADJ-TRV-DR23-02 Decision](#)

[West Salem Neighborhood Association Appeal Letter](#)

[Public Comments received by 3:30 p.m., July 21, 2023.pdf](#)

[Additional Public Comments received by 3:00 p.m., July 24, 2023.pdf](#)

[Additional Public Comments received July 24, 2023](#)

Add - Written Testimony.

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. [23-151](#)

Salem Heights Avenue S Street Refinement Plan

Ward(s): 7

Councilor(s): Nordyke

Neighborhood(s): SWAN

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

Recommendation:

Accept the Salem Heights Avenue S Street Refinement Plan and incorporate recommendations into the Salem TSP at the next amendment opportunity.

Summary:

City staff collaborated with interested residents to develop a refinement plan to address safety and operations on Salem Heights Avenue west of Liberty Road. *The Salem Heights Avenue S Street Refinement Plan* (Plan) outlines the issues, planning process, and recommended solutions to improving Salem Heights Avenue.

Attachments: [Salem Heights Ave S Street Refinement Plan](#)

[Public Comments received by 3:30 p.m., July 21, 2023](#)

Add- Written Testimony.

5.b. [23-271](#)

Motion from Councilor Vanessa Nordyke regarding a south Salem townhall.

Ward(s): Ward 2, 3, 4, and 7

Councilor(s): Councilors Gwyn, Nishioka, Nordyke and Phillips

Neighborhood(s): Faye Wright, Morningside, SCAN, SEMCA, SGNA, SSNA, Sunnyslope, and SWAN

Attachments: [South Salem Townhall TENTATIVE AGENDA.docx](#)

[Public Comments received by 3:00 p.m., July 24, 2023.pdf](#)

[Additional comment received by 5:00 p.m., July 24, 2023](#)

Add - New Report Added.

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

- 6.a. [23-281](#) Appointment of a Council Liaison to the Equity Roundtable

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

Summary:

Announcing the Mayor's appointment of a Council liaison to the Equity Roundtable.

- 6.b. [23-288](#) Planning Administrator Decision - A consolidated application for a proposed five-lot subdivision (Clutch Acres). - Approved.

Subdivision Tentative Plan / Urban Growth Preliminary Declaration
Case No. SUB-UGA23-07 - Britany Randall, Brand Land Use and
Chris Blackburn, Clutch Industries - 5465-5485 Turner Road SE

Ward(s): 3
Councilor(s): Phillips
Neighborhood(s): SEMCA

Recommendation:

Information Only.

Attachments: [Land Use Decision SUB-UGA23-07](#)

- 6.c. [23-297](#) Referendum Petition for Ordinance No. 12-23, the Safe Salem Employee Payroll Tax

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

Recommendation:

Information only.

Summary:

On July 14, 2023, petitioner Preston Mann submitted a prospective petition for a referendum of Ordinance No. 12-23, the Safe Salem Employee Payroll Tax. Petitioner was authorized to begin circulating the petition for Salem voter signatures.

Attachments: [Prospective Petition for Referendum received from Preston Mann on 7-14-2023.pdf](#)
[Public Comment received by 3:00 p.m., July 24, 2023](#)

Add - Written Testimony.

- 6.d. [23-299](#) Appointments to the Historic Landmarks Commission.

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

Summary:

Announcing appointments to the Historic Landmarks Commission.

Attachments: [Connie Strong](#)

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@cityofsaalem.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. [23-292](#) 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:

SALEM HOUSING AUTHORITY PUBLIC HEARINGS:

URBAN RENEWAL AGENCY PUBLIC HEARINGS:

CITY COUNCIL WORK SESSIONS:

(Unless otherwise noted, work sessions are held in the Anderson Rooms at Salem Public Library, 585 Liberty St SE)

Urban Renewal Status Update
Monday, September 18, 2023 at 6:00 p.m.

Sign Code Update (begins immediately following the Urban Renewal Status Update)
Monday, September 18, 2023 at 6:00 p.m.

2024 City Council Policy Agenda - Kick Off
Monday, November 20, 2023 at 6:00 p.m.

BUDGET COMMITTEE MEETINGS

SCHEDULE OF NEIGHBORHOOD ASSOCIATION ANNUAL MEETINGS

Neighborhood - Annual Meeting Date - Time - Councilor
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. - Councilor 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.cityofsaalem.net/Pages/council rules.aspx](http://www.cityofsaalem.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.cityofsaalem.net/Pages/council rules.aspx](https://www.cityofsaalem.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.

