



# CITY OF SALEM

555 Liberty St SE  
Salem, OR 97301

## Meeting Agenda

### City Council

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**Monday, August 22, 2016**

**6:30 PM**

**Council Chambers**

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#### **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. [16-203](#) August 8, 2016

**Attachments:** [8-8-16 Council Minutes](#)

### 3.2 RESOLUTIONS

3.2a. [16-195](#) Resolution No. 2016-38 Establishing a Joint Advisory Salem City Council and Urban Renewal Agency Finance Committee and Rescinding Resolution No. 2008-8

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

**Recommendation:** Adopt Resolution No. 2016-38 establishing a joint advisory Salem City Council and Urban Renewal Agency Finance Committee, and rescinding Resolution No. 2008-8.

**Attachments:** [Resolution No. 2016-38 Forming Joint Finance Committee and](#)

3.2b. [16-205](#) Resolution to join the Healthy Eating Active Living (HEAL) Cities Campaign

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

**Recommendation:** Adopt Resolution No. 2016-40 to join the Healthy Eating Active Living (HEAL) Cities Campaign.

**Attachments:** [Resolution No. 2016-40](#)  
[HEAL Cities Policy Menu](#)  
[Heal Matrix \(8-10-16\)](#)

### 3.3 ACTION ITEMS

3.3a. [16-172](#) Increased work hours for the new Park Ranger position.

Ward(s): All Wards  
Councilor(s): All

All Neighborhoods

**Recommendation:** Approve increase of the Park Ranger position from .50 FTE to .75 FTE.

**Attachments:** [Park Ranger Position Description and Job Duties.doc 1.docx](#)

3.3b. [16-180](#)

Police Mobile Command Vehicle

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

**Recommendation:** Approve FEMA Controlled Equipment grant application for funding a police mobile command vehicle.

**Attachments:** [Command Vehicle Photo 7 21 16](#)  
[FEMA Controlled Equipment Request](#)

3.3c. [16-187](#)

Fourth Amendment to the Purchase and Sale Agreement with Sustainable Fairview Associates, LLC

Ward(s): 3

Councilor(s): Nanke

Neighborhood(s): Morningside

**Recommendation:** Approve the attached amendment to the Purchase and Sale Agreement with Sustainable Fairview Associates, LLC to extend the closing date for the acquisition of 29 acres for use as a community park, and require the City to work cooperatively with Seller to provide easements at no cost to Seller for existing and future private utilities located within the property.

**Attachments:** [Site Map](#)  
[Purchase and Sale Agreement](#)  
[First Amendment](#)  
[Second Amendment](#)  
[Third Amendment](#)  
[Proposed Fourth Amendment](#)

- 3.3d.**     [16-199](#)                   Amendments to the Intergovernmental Agreement for the creation of the Downtown Advisory Board

Ward(s): Ward 1  
Councilor(s): Bennett  
Neighborhood(s): CANDO, Grant

**Recommendation:** Authorize the amendments to the Intergovernmental Agreement for The Creation of the Downtown Advisory Board (IGA) to reflect; 1) administrative changes to the board composition representation and definitions; 2) remove 1.6 that requires consultation of the Downtown Advisory Board before making final decisions on any parking petitions filed; 3) reorder Recital (i) to a new Recital (k); 4) replace Recital (i) with a reference to Resolution No. 2013-68 adoption of Initiative Petition No. 001-2013-IP and 5) other administrative updates.

**Attachments:** [Proposed Amendments to IGA](#)

- 3.3e.**     [16-200](#)                   Library Ready to Read Grant Application

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

**Recommendation:** Authorize the City Manager to apply for and, if awarded, accept the annual Ready to Read grant from the Oregon State Library.

**Attachments:** [2017 Ready to Read Grant Application](#)

- 3.3f.**     [16-201](#)                   Fourth Amendment to the Intergovernmental Agreement between the City of Salem and Chemeketa Community College for Cooperative Regional Library Service

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

**Recommendation:** Authorize the City Manager to execute the attached fourth amendment to the intergovernmental agreement between the City of Salem and Chemeketa Community College for cooperative regional library services.

**Attachments:** [CCRLS 4th amendment](#)  
[CCRLS Agreement](#)

#### 4. PUBLIC HEARINGS

**5. SPECIAL ORDERS OF BUSINESS: (Includes consideration of items deferred from the Consent Calendar and any action item which requires a selection among options, consideration of matters of special importance to the Council, and management reports; formal presentations by city boards, city commissions, city committees and by outside agencies providing services or engaged in other activities with the City)**

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

6.a. [16-191](#) Update on City of Salem Bond Rating

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

**Recommendation:** Information Only.

**Attachments:** [Standard & Poor's General Obligation Rating Analysis of July 1](#)

6.b. [16-216](#) Development of 3350 Portland Road, NE for affordable housing located within the North Gateway Urban Renewal Area and development of additional affordable housing on Caplinger Road SE.

Ward(s): Ward 3, 5

Councilor(s): Nanke, Dickey

Neighborhood(s): SEMCA, Northgate, Highland

**Recommendation:** Information only.

**Attachments:** [Site Map - Portland Road NE](#)  
[Table B-17 HNA](#)  
[Site Map - Caplinger Road SE](#)

**6.c.**      [16-220](#)

Planning Administrator Decision - Subdivision No. SUB16-01 - Approved - Jack Yarbrough - 4560 Center Street NE - A 25-lot subdivision on the south side of Center Street NE, just west of Salem Community of Christ church.

Ward(s): 6

Councilor(s): Benjamin

Neighborhood(s): ELNA

**Recommendation:** Information Only.

**Attachments:** [SUB16-01 Decision](#)

**6.d.**      [16-215](#)

Planning Administrator Decision - Partition / Class 2 Adjustment Case No. PAR-ADJ16-03 - Approved - Dale and Eleanor Boese, Thousand Oaks LLC - 1095 25th Street SE - A proposed partition to divide an existing unit of land, approximately 0.65 acres in size, into two parcels approximately 11, 826 square feet and 16,677 square feet in size with an Adjustment request to reduce the required vehicle use area setback from 5 feet to 3 feet on each parcel.

Ward(s): 2

Councilor(s): Andersen

Neighborhood(s): SESNA

**Recommendation:** Information Only.

**Attachments:** [PAR-ADJ16-03 Decision.pdf](#)

*Revised - Reordered agenda to move item 3.2c. from Resolutions to Information Reports item 6d.*

**7. ORDINANCES**

**7.1 FIRST READING:**

**7.2 SECOND READING:**

**8. PUBLIC COMMENT: (Other than agenda items)**

**9. NEW BUSINESS**

**9.1 MAYOR'S ITEMS:**

**9.1a.**     [16-214](#)           Announcing appointments to the Council Committee on the City Manager's Performance Evaluation.

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

**Recommendation:** Information only.

**9.2 COUNCILOR'S ITEMS:**

**10. 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, WORK SESSIONS, AND  
FUTURE AGENDA ITEMS**

a. [16-206](#)

PUBLIC HEARINGS

2017-2018 Utility Rate Proposal ~ Monday, October 10  
at 6:30 p.m.

WORK SESSIONS - Held in the Council Chambers unless  
otherwise noted

Urban Renewal Agency Work Session - Downtown  
Focus Group Update ~ October 17 at 6:30 p.m.

Joint City Council/Urban Renewal Agency/SEDCOR -  
Economic Development Update ~ November 21 at 6:30  
p.m.

BUDGET COMMITTEE MEETINGS - Held in the Council  
Chambers unless otherwise noted

None.

SCHEDULE OF NEIGHBORHOOD ASSOCIATION  
ANNUAL MEETINGS

Neighborhood - Annual Meeting Date - Councilor

NEN - September 20 - Bennett, Andersen

NOLA - October 12 - Benjamin

WSNA - October 17 - Lewis, Bennett

NESCA - October 18 - Bennett, Andersen, Benjamin

SESNA - October 25 - Andersen

South Gateway - November 10 - McCoid

**MEETING PROCEDURES**

City Council meets on the second and fourth Mondays of each month at 6:30 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: [www.cityofsaalem.net/Departments/Legal/Pages/CouncilRules.aspx](http://www.cityofsaalem.net/Departments/Legal/Pages/CouncilRules.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**

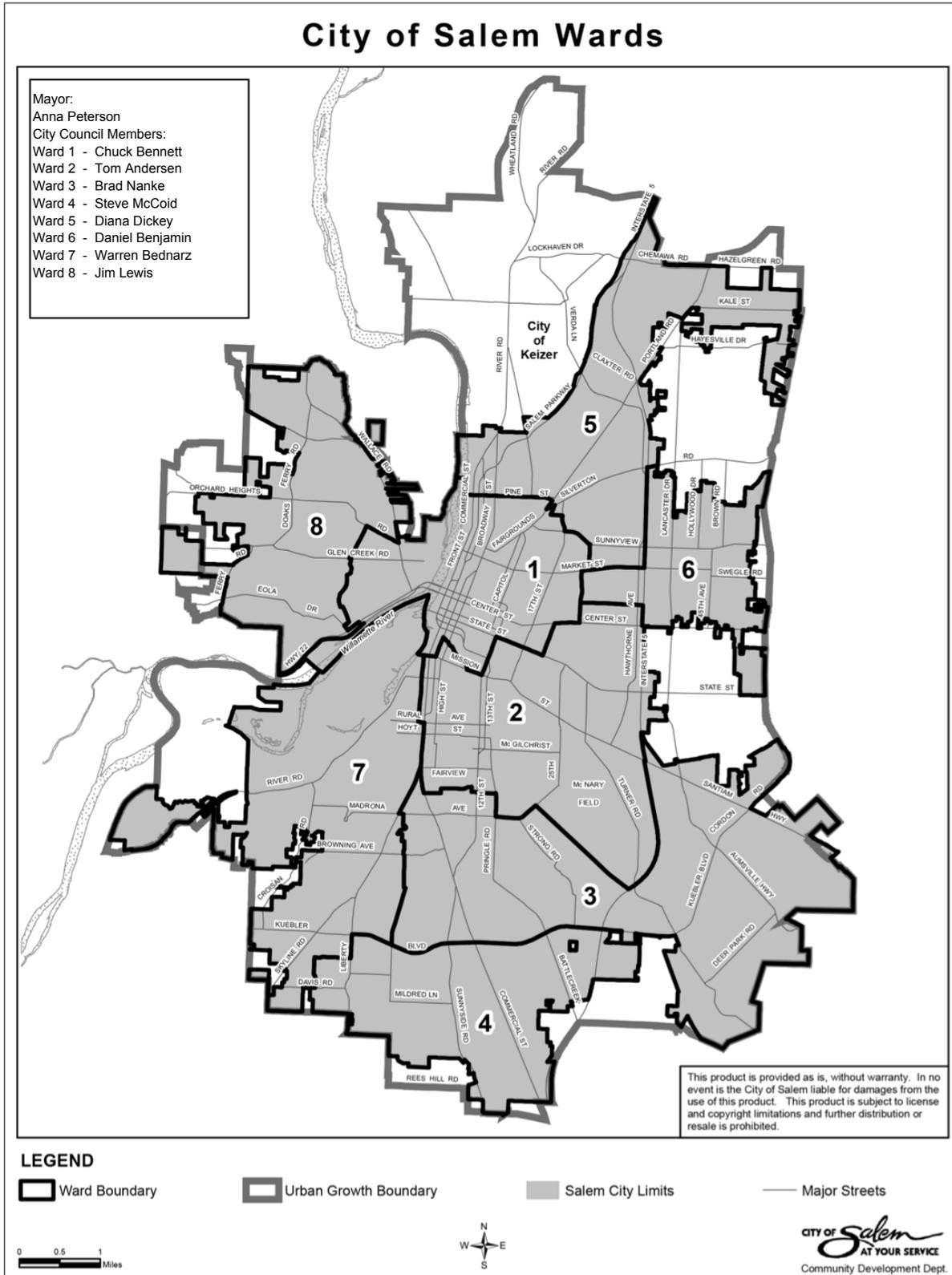
The City Council can hold public hearings to consider legislative, quasi-judicial or administrative matters. To testify at a hearing, you may sign up on the Hearing Roster located near the east entrance to the Council Chambers before the Mayor convenes the meeting. At the time for the hearing on the 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.



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