



# CITY OF SALEM

## Meeting Agenda

### City Council

555 Liberty St SE  
Salem, OR 97301

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**Monday, January 22, 2018**

**6:00 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**

**1.3a. [18-37](#)** Proclamation recognizing Black History Month

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

**Recommendation:** Information Only.

**Attachments:** [Proclamation - Black History Month.pdf](#)

**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.** [18-35](#) January 8, 2018 Draft City Council Minutes

**Attachments:** [1-8-18 Draft Council Minutes](#)

#### **3.2 RESOLUTIONS**

- 3.2a.** [18-15](#) Authorizing a transfer of appropriation authority within the General Fund.

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

**Attachments:** [2018-4 Resolution for Asset Maintenance Funding](#)

- 3.2b.** [18-16](#) Enterprise Zone Boundary for the Mill Creek Corporate Center

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

**Recommendation:** Adopt Resolution No. 2018-5 (Attachment 1) authorizing the City Manager to apply to the Oregon Business Development Department to change the existing City of Salem Enterprise Zone (Enterprise Zone) boundary to include the remaining 285 acres of development land on phases 1A, 2A, and 2B of the Mill Creek Corporate Center (Corporate Center).

**Attachments:** [Resolution No. 2018-5](#)  
[MCCC Master Plan Phases Map](#)

- 3.2c.** [18-27](#) Authorizing the Sale of General Obligation Bonds.

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

**Recommendation:** Adopt Resolution No. 2018-7 authorizing the City to issue up to \$18,600,000 of general obligation bonds to finance seismic and building systems improvements to the Salem Public Library, and other capital costs.

**Attachments:** [Resolution No. 2018-7 Authorizing the Sale of GO Bonds](#)

- 3.2d.** [18-29](#) Amendments to the fee schedule for copies of the Salem Revised Code

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

**Recommendation:** Adopt Resolution 2018-6 amending the fee schedule for copies of the Salem Revised Code.

**Attachments:** [Resolution 2018-6](#)  
[Exhibit 1 Fee Schedule](#)

### 3.3 ACTION ITEMS

- 3.3a. [17-570](#)** Intergovernmental Agreement with the State of Oregon, Office of the Fire Marshal for Regional Hazardous Materials Emergency Response.

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

**Recommendation:** Authorize the City Manager to execute an Intergovernmental Agreement (IGA) with the State of Oregon, Office of the Fire Marshal to provide regional hazardous materials emergency response for the State of Oregon 2017-2019 biennium.

**Attachments:** [IGA HM13 2017-19](#)

- 3.3b. [17-623](#)** Federal Emergency Management Agency's Performance Grant

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

**Recommendation:** Authorize the City Manager to accept and execute all documents for the Federal Emergency Management Agency's Performance Grant to support the City's emergency management program for FY 17/18.

**Attachments:** [EMPG 17-542](#)

- 3.3c. [18-17](#)** Disadvantaged Business Enterprise Unified Certification Program for Salem Municipal Airport

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

**Recommendation:** Authorize the City Manager to execute an IGA regarding the administration of a DBE program between the Oregon Department of Transportation, Oregon Business Development Department, and the City of Salem.

**Attachments:** [Intergovernmental Agreement No. 32421](#)

- 3.3d. [18-19](#)** Municipal Judge Compensation

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

**Recommendation:**

Adopt the recommendation from the Municipal Judge Compensation Commission to:

1. Maintain the current compensation level for the Municipal Judge and the Judges Pro Tempore.
2. Eliminate the criteria for setting the Municipal Judge's compensation level as that of the top step of the compensation level for the Deputy City Attorney classification.
3. Effective July 1, 2018, the Municipal Judge shall receive the same cost-of-living adjustment as the unrepresented classifications.

**3.3e. [18-31](#)**

Assignment and Release of Brush College Reimbursement District Fees

Ward(s): 8

Councilor(s): Lewis

Neighborhood(s): West Salem

**Recommendation:**

Authorize the use of \$460,983.88 of Sewer Systems Development Charges for reimbursement of developer-built sewer infrastructure, and authorize the City Manager to execute an agreement to accept the assignment of reimbursement district fees and release the City from having to distribute those fees to the developer.

**Attachments:**

[Attachment1 2008-078 Council Resolution 08-04-2008](#)

[Attachment2 BrushCollegeCreditsAssignment](#)

[Attachment3 BrushCollegeRD-Map](#)

[Assignment and Release of Reimbursement District Fees 4823-8793-6601 final](#)

**3.3f. [18-42](#)**

Confirm Direction from the January 16, 2018 City Council Policy Agenda Work Session and Next Steps

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

**Recommendation:**

Confirm direction from the January 16, 2018 City Council Policy Agenda Work Session and next steps.

**Attachments:**

[2017 Strategic Plan In Brief.pdf](#)

[City Council Policy Agenda Budget Development and Operations.pdf](#)

[Draft 2018 Work Session Schedule.pdf](#)

[Capital Improvement Grant Program Riverfront Downtown Urban Renewal Area.pdf](#)

*Add - Added Report.*

## 4. PUBLIC HEARINGS

**4.a. [18-32](#)**

Formation of Lone Oak Road Reimbursement District.

Ward(s): Ward 4

Councilor(s): McCoid

Neighborhood(s): South Gateway

**Recommendation:**

Adopt Resolution No. 2018-08, approving the formation of Lone Oak Road Reimbursement District to collect funds for reimbursement of the developer's costs associated with constructing Lone Oak Road SE between Muirfield Avenue SE and Rees Hill Road SE.

**Attachments:**

[Attachment1 Vicinity Map Oak Ridge Estates](#)

[Attachment2 City Engineer-Approved Cost Estimate](#)

[Attachment3 UGA Development Permit No. 07-5](#)

[Attachment4 Subdivision Review Committee decision No. 08-4](#)

[Attachment5 Planning Commission Decision for Subdivision No. 15-04](#)

[Attachment6 Lone Oak Reimburse District Resolution 2018-08](#)

[Exhibit 1 Reimbursement District Application](#)

[Exhibit 2 DistrictMap](#)

[Exhibit 3 List of Tax Lots](#)

[Written Testimony - Tenney](#)

[Written Testimony - Grice](#)

[Written Testimony - Quady](#)

[Written Testimony - Strawn / Reyes](#)

[Written Testimony - Hines](#)

[Written Testimony - Elkins](#)

*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. [18-34](#)**

Travel Salem 2016-17 Annual Report

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

**Recommendation:**

Information only.

**Attachments:**

[Travel Salem's 2016-17 Annual Report](#)

**5.b. [18-41](#)**

City Comments regarding Detroit Dam Downstream Passage Project

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

**Recommendation:** Information Only.

**Attachments:** [Willamette Valley Project Overview.pdf](#)  
[Technical Comments for EIS.pdf](#)

*Add - Added Report.*

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

- 6.a. [17-625](#) Annual Historic Landmarks Commission Report to the City Council

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

**Recommendation:** Information Only.

**Attachments:** [HLC 2017 Accomplishments & 2018 Work Plan](#)  
[2018 HLC Roster](#)

- 6.b. [18-10](#) Planning Commission Decision - Comprehensive Plan Change / Zone Change Case No. CPC-ZC17-07 - OVF Properties, LLC (Louis Fowler) - 1200 Block of Riverbend Road NW - A consolidated application to change the Comprehensive Plan Map designation and zoning from "Single-Family Residential" to "Commercial" with approximately 2.6 acres zoned CO (Commercial Office) and approximately 1.3 acres zoned CR (Retail Commercial) for a future mixed-use multi-family and neighborhood commercial development.

Ward(s): 8  
Councilor(s): Lewis  
Neighborhood(s): West Salem

**Recommendation:** Information Only.

**Attachments:** [Land Use Decision CPC-ZC17-07](#)  
[Written Testimony - Anderson](#)

*Add- Written Comment*

- 6.c. [18-12](#) Salem Police Department Mobile Command Vehicle Purchase Progress Report

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

**Recommendation:** Information Only.

- 6.d. [18-21](#) Fiscal year 2017-2018 economic development update.

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

**Recommendation:**

Information only.

**6.e. [18-22](#)**

Notice of proposed Administrative Rulemaking for Minto Island Conservation Area Restrictions and Guidelines for events.

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

**Recommendation:**

Information only.

**Attachments:** [Map of MICA](#)

[MICA Restrictions and Guidelines for Events](#)

[Notice of Proposed Rule - MICA Events draft](#)

**6.f. [18-38](#)**

Hearings Officer Decision - Zone Change / Partition / Planned Unit Development Modification / Adjustment Case No. ZC-PAR-PUDMOD1-ADJ17-03 - David Lewis for Capital Manor Inc - 1955 Salem Dallas Highway NW - A consolidated application for a zone change from RD to RM2 for 0.88 acres at the northern end of Paradise Court; a partition of 37 acres to result in three parcels; a modification of the Capital Manor Planned Unit Development final plan to create a boundary that coincides with proposed Parcel 1; an adjustment to reduce density for future redevelopment of proposed Parcel 3; and an adjustment to reduce parking requirements for a future memory care facility on proposed Parcel 2.

Ward(s): Ward 8  
Councilor(s): Lewis  
Neighborhood(s): West Salem

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision ZC-PAR-PUDMOD1-ADJ17-03](#)

## **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](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, AND WORK SESSIONS**

**a. [18-33](#)**

PUBLIC HEARINGS - Held in the Council Chambers unless otherwise noted

Petitioner-Initiated Annexation of Territory Located at 5500 Block of Skyline Road S (Annexation Case No. C-723)  
Monday, February 12, 2018 at 6:00 p.m.

2018 Community Development Block Grant and HOME Investment Partnership Program Action Plan  
Monday, April 9, 2018 at 6:00 p.m.

WORK SESSIONS - Held in the Council Chambers unless otherwise noted

Downtown Salem Streetscape Design Plan  
Monday, May 21, 2018 at 6:00 p.m.

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

**SCHEDULE OF NEIGHBORHOOD ASSOCIATION ANNUAL MEETINGS**

Neighborhood - Annual Meeting Date - Councilor  
Northgate - March 13 - Ausec

**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>.

**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.

