



# **CITY OF SALEM**

## **Meeting Agenda**

### **City Council**

555 Liberty St SE  
Salem, OR 97301

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<b>Monday, September 24, 2018</b>	<b>6:00 PM</b>	<b>Council Chambers</b>
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#### **WORK SESSION**

**5:30 p.m. - Council Chambers**  
**Riverfront Park Master Plan**

#### **EXECUTIVE 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. [18-436](#) September 10, 2018 Draft City Council Minutes

**Attachments:** [9-10-18 Draft Council Minutes](#)

## 3.2 RESOLUTIONS

## 3.3 ACTION ITEMS

- 3.3a. [18-396](#) Formation of Sustainable Services Revenue Task Force and recommendation of task force appointments

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

**Recommendation:** Appoint the members listed in the Facts and Findings section to form the Sustainable Services Revenue Task Force.

**Attachments:** [Sustainable Services Revenue Task Force Charter](#)

- 3.3b. [18-429](#) An intergovernmental agreement with the Housing Authority of the City of Salem for administrative Services.

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 Housing Authority of the City of Salem to provide administrative support, finance / payroll, fleet services, human resources, information technology (IT), legal, purchasing, real estate, reprographics, and urban development support for FY 2018-2019.

**Attachments:** [SHA - City IGA](#)

## 4. PUBLIC HEARINGS

- 4.a. [18-435](#) Continuation of the Appeal of the Planning Commission's decision on Comprehensive Plan Change / Zone Change / Urban Growth Preliminary Declaration Case No. CPC-ZC-UGA18-04 for property located at 4195 Aumsville Highway SE.

Ward(s): Ward 3

Councilor(s): Nanke

Neighborhood(s): SEMCA

**Recommendation:** AFFIRM the decision of the Planning Commission.

**Attachments:** [Vicinity Map](#)[July 19 2018 Decision of the Planning Commission](#)[Appeal Letter](#)[June 19 2018 P.C. Staff Report](#)[July 17 2018 Supplemental Staff Report](#)[Letter from Colette Peters - Director of the Oregon Department of Corrections](#)[August 27, 2018 Applicant's Request for Continuance](#)[Applicant's Appeal Response](#)[Written Testimony - Shipman](#)*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)**

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

**6.a.**    [18-406](#)                      Summer Reading Club at Salem Public Library

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

**Recommendation:**              Information Only

**6.b.**    [18-416](#)                      Purchases approved administratively - August 1, 2018 through August 31, 2018.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

**Recommendation:**              Information only.

**Attachments:**    [Purchases approved administratively August 2018](#)

**6.c.**    [18-428](#)                      Notice of proposed administrative rulemaking to establish a procedure for fire protection system contractors to submit records to the City

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

**Recommendation:**

Information Only.

City Council has the authority to review a proposed administrative rule. City Council's review authority is limited to determining whether the proposed rule is within the scope of the code authority, whether the rule is duplicative or, or conflicts with, another rule or law, or if the proposed rule is outside of staff's administrative rulemaking authority.

**Attachments:** [Notice of Proposed Admin Rule Making and Admin Rule 105-002](#)**6.d. [18-432](#)**

Hearings Officer Decision - Conditional Use / Class 3 Site Plan Review / Class 2 Adjustment Case No. CU-SPR-ADJ18-08 - Approved - Eric Freeman for Freeman Motor Company, Inc. - 3700 Portland Road NE - An application to convert part of an existing building to a motor vehicle sales use and reconfigure part of an existing vehicle use area for parking and vehicle display.

Ward(s): 5

Councilor(s): Ausec

Neighborhood(s): Northgate

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision CU-SPR-ADJ18-08](#)**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. [18-431](#)****CITY COUNCIL PUBLIC HEARINGS**

Held in the Council Chambers unless otherwise noted

City Council Review of Planning Administrator decision denying the tentative subdivision and approving the Urban Growth Preliminary Declaration for Subdivision / Urban Growth Preliminary Declaration Case No. SUB-UGA18-01 for property located at 1395 Boone Road SE-97306

Monday, October 8, 2018 at 6:00 p.m.

City Council Review of Hearings Officer's decision approving Conditional Use Permit/Class 2 Adjustment Case No. CU-ADJ18-07 allowing an existing single family dwelling to be used as a short-term rental for property located at 725 High Street SE - 97301

Monday, October 8, 2018 at 6:00 p.m.

Exemption from Competitive Bidding Requirement and the Use of an Alternative Contracting Method for the Salem Public Library Improvements Project

Monday, October 8, 2018 at 6:00 p.m.

2019-2020 Utility Rate Proposal

Monday, October 8, 2018 at 6:00 p.m.

Petitioner-Initiated Annexation of Territory Located at 5826 Battle Creek Road SE - 97306 (Annexation Case No. C-726)

Monday, October 22, 2018 at 6:00 p.m.

Continuation - Restricting Use of Single-Use Plastic Bags

Monday, October 22, 2018 at 6:00 p.m.

Results of the Congestion Relief Task Force

Monday, November 5, 2018 at 6:00 p.m.

Proposed Solid Waste Collection Service Rates

Tuesday, November 13, 2018 at 6:00 p.m.

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

WORK SESSIONS Held in the Council Chambers unless otherwise noted

Council Policy Agenda

Monday, November 19, 2018 at 6:00 p.m.

Council Policy Agenda

Wednesday, January 23, 2019 at 6:00 p.m.

BUDGET COMMITTEE MEETINGS

Held in the Council Chambers unless otherwise noted

SCHEDULE OF NEIGHBORHOOD ASSOCIATION ANNUAL MEETINGS

Neighborhood - Annual Meeting Date - Councilor

**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 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>.

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](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.



