



CITY OF SALEM

555 Liberty St SE
Salem, OR 97301

Meeting Agenda

City Council

Monday, January 28, 2019

6:30 PM

Council Chambers

****Meeting Start Time is 6:30 pm****

EXECUTIVE SESSIONS:

City Council

5:15 p.m. - City Manager's Conference Room

Real Property Transactions- ORS 192.660(2)(e)

City Council

5:30 p.m. - City Manager's Conference Room

Relating to the City Manager's performance evaluation process

ORS 192.660(2)(i)

PLANNING COMMISSION INTERVIEWS:

6:00 p.m. - Council Chambers

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. [19-51](#) 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](#)

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. [19-44](#) January 14, 2019 Draft City Council Minutes

Attachments: [1-14-19 Draft Council Minutes](#)

3.2 RESOLUTIONS

3.2a. [19-49](#) Transfer of appropriation to facilitate replacement of the 9-1-1 telephone system.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Safe Community

Recommendation:

Adopt Resolution 2019-13 transferring \$1,016,470 of appropriation from General Fund, Non Departmental, contingency to General Fund, Non Departmental, capital outlay for the purpose of facilitating replacement of the 9-1-1 telephone system.

Attachments: [Resolution No. 2019-13](#)

3.3 ACTION ITEMS

3.3a. [19-15](#) Federal Emergency Management Agency's Performance Grant

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Service Area(s): Safe Community

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 Fiscal Year 18/19.

Attachments: [18-543 Salem City of EMPG](#)**3.3b.** [19-38](#)

Water Treatment Plant Staffing

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Recommendation:

Approve the addition of two Water Treatment Plant Operator positions (2 FTE) to the Utility Fund, increasing authorized staffing from 319.30 full-time equivalent positions to 321.30, effective immediately.

3.3c. [19-40](#)

Purchase and Sale Agreement for the acquisition of real property with Janet B. Swarthout and the Dan B. Swarthout Revocable Trust and residential lease with Zac Swarthout for property located at 681 Rees Hill Road, SE.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): South Gateway

Result Area(s): Welcoming and Livable Community

Recommendation:

Authorize the City Manager to execute the attached Purchase and Sale Agreement and residential lease for real property.

Attachments: [Proposed Agreement](#)[Proposed Lease](#)**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.** [19-60](#)

Planning Commission Appointment

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance

Recommendation:

Vote by ballot to appoint one applicant to a full-term position expiring on December 31, 2022.

Attachments: [Casey Kopcho Application Redacted](#)
[Casey Kopcho - Questionnaire](#)
[Alton Hoover Application Redacted](#)
[Alton Hoover - Questionnaire](#)
[Kelly Thomas Application Redacted](#)
[Kelly Thomas - Questionnaire](#)

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

6.a. [19-27](#) Removal of Street Trees on Division Street NE

Ward(s): 1
Councilor(s): Kaser
Neighborhood(s): CANDO
Service Area(s): Safe Community; Welcome and Livable
Neighborhood; Safe and Reliable Infrastructure; Natural
Environment Stewardship

Recommendation: Information Only

Attachments: [Existing Street Tree Map](#)
[SPRAB Presentation December 13, 2018](#)
[SPRAB Presentation January 10, 2019](#)
[Written Testimony received from CANDO](#)

6.b. [19-39](#) Planning Commission Decision - Comprehensive Plan Map
Amendment / Zone Change / Urban Growth Preliminary Declaration
/ Partition Case No. CPC-ZC-UGA-PAR18-06 - Approved -
4003-4005 Aumsville Hwy SE - Pacific Realty Associates (Matt
Oyen) - A Minor Comprehensive Plan Map Amendment to
Employment Center and zone change to EC (Employment Center),
an Urban Growth Area Preliminary Declaration to determine the
public facilities required to serve the property, and a Tentative
Partition to divide the property into two parcels.

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

Recommendation: Information Only.

Attachments: [Land Use Decision CPC-ZC-UGA-PAR18-06](#)

6.c. [19-45](#) Urban Renewal Agency Financial Report

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

- Neighborhood(s): All Neighborhoods
Recommendation: Information Only
- 6.d. [19-47](#)** FY 2017-18 Financial Audit of the City of Salem, Oregon
- Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods
Recommendation: Information Only
- 6.e. [19-54](#)** Historic Landmarks Decision - Major Historic Design Review - New Construction Case No. HIS18-28 - Approved - Joshua Scott for KOZ Development, LLC (Cathy Reines, Dean Derrah) on behalf of State Street Square, LLC (Linda Nishioka) - 260 State Street - A proposal to construct a new mixed use apartment building on a vacant lot.
- Ward(s): Ward 1
Councilor(s): Kaser
Neighborhood(s): CANDO
Recommendation: Information Only.
Attachments: [Land Use Decision HIS18-28](#)
- 6.f. [19-55](#)** Food Distributions in Parks.
- Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods
Result Area(s): Safe Community; Welcoming and Livable Community
Recommendation: For information only at this time.
Attachments: [Park Feeding Task Force Work Plan Outline](#)

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 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. [19-50](#)****CITY COUNCIL PUBLIC HEARINGS**

Held in the Council Chambers unless otherwise noted

Petitioner-Initiated Annexation of Territory Located at 4945 Delton Lane NE (Annexation Case No. C-728)
Monday, February 11, 2019 at 6:00 p.m.

City Council review of the Planning Commission's decision approving Class 3 Design Review / Class 3 Site Plan Review / Class 2 Driveway Approach Permit / Tree Regulation Variance Case No. DR-SPR-DAP-TRV18-07 for proposed development of a 111-unit apartment complex
Monday, February 11, 2019 at 6:00 p.m.

Proposed Revisions to Systems Development Charges (SDC)
Monday, February 25, 2019 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

Salem River Crossing
Wednesday, January 30, 2019 at 6:00 p.m.

Urban Renewal Agency
Downtown Salem Streetscape Design
Tuesday, February 19, 2019 at 6:00 p.m.

BUDGET COMMITTEE MEETINGS

Held in the Council Chambers unless otherwise noted

Review Proposed FY 2019-20 Budget
Wednesday, April 24, 2019 at 6:00 p.m.

Public Hearings - Capital Improvement Plan and State Revenue Sharing
Wednesday, April 24, 2019 at 6:00 p.m.

Review Proposed FY 2019-20 Budget
Wednesday, May 1, 2019 at 6:00 p.m.

Recommend FY 2019-20 Budget to City Council
Wednesday, May 8, 2019 at 6:00 p.m.

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](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.

