



# CITY OF SALEM

## Meeting Agenda

### City Council

555 Liberty St SE  
Salem, OR 97301

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**Monday, July 8, 2019**

**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. [19-335](#)** Proclamation recognizing Salem's Legislative Delegation

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

**Recommendation:** Information Only.

**Attachments:** [Proclamation Recognizing Salem's Legislative Delegation](#)

**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. [19-149](#) June 24, 2019 Draft City Council Minutes

***Attachments:*** [6-24-19 Draft Council Minutes](#)

#### 3.2 RESOLUTIONS

3.2a. [19-260](#) Building and Safety Fund Balance Policy

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

***Recommendation:*** Adopt Resolution 2019-19, approving the City Council Finance Committee's recommendation to revise Council Policy C-10, increasing the service stabilization reserve in the Building and Safety Fund from six months to twelve months.

***Attachments:*** [Resolution 2019-19](#)  
[Council Policy C-10](#)  
[City Council Finance Committee Report dated 4.15.2019, Agenda Item No. 4a](#)

#### 3.3 ACTION ITEMS

3.3a. [19-287](#) Approval to seek a grant for Minto Island Conservation Area Phase 3 Restoration.

Ward(s): Ward 7

Councilor(s): Councilor Cook

Neighborhood(s): South West Association of Neighbors

Result Area(s): Natural Environment Stewardship

***Recommendation:*** Authorize the City Manager to apply for and, if successful, accept a Willamette Mainstem Anchor Habitat Investments Restoration Grant for the purpose of restoring native floodplain forested areas in the Minto Island Conservation Area.

***Attachments:*** [Minto Brown Island Restoration Project Phase 3](#)

3.3b. [19-288](#) Memorandum of Understanding between City of Salem and Willamette Riverkeeper.

Ward(s): Ward 7

Councilor(s): Cook

Neighborhood(s): Southwest Association of Neighbors

Result Area(s): Natural Environment Stewardship

**Recommendation:** Authorize the City Manager to enter into a Memorandum of Understanding with Willamette Riverkeeper for aquatic invasive weed work within and adjacent to the Willamette Slough.

**Attachments:** [Minto Phase 2 - Map](#)  
[Minto-Brown Island Slough Enhancement-Submitted](#)  
[Memorandum of Understanding - unsigned](#)

- 3.3c.** [19-301](#) Purchase and Sale Agreement with Oak Ridge Properties Investments LLC and Filiberto Moreno for potential right-of-way extension of Mildred Lane SE.

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All Neighborhoods  
Result Area(s): Reliable and Efficient Infrastructure;

**Recommendation:** Authorize the City Manager to execute the attached Purchase and Sale Agreement with Oak Ridge Properties Investments LLC and Filiberto Moreno for acquisition of property for a potential extension of Mildred Lane SE.

**Attachments:** [Proposed Agreement](#)

- 3.3d.** [19-310](#) Grant Agreement to accept Urban Renewal Agency funds for Pringle Creek North Block Slab Demolition

Ward(s): Ward 1  
Councilor(s): Kaser  
Neighborhood(s): CANDO  
Result Area(s): Safe, Reliable and Efficient Infrastructure

**Recommendation:** Authorize the City Manager to execute the attached grant agreement to accept \$1,300,000 of committed South Waterfront Urban Renewal Area funding from the Urban Renewal Agency for the Pringle Creek North Block Slab Demolition project.

**Attachments:** [Grant Agreement for Pringle Creek North Block Slab Demolition](#)

- 3.3e.** [19-312](#) Grant Agreement to accept Urban Renewal Agency funds for Salem Police Station

Ward(s): Ward 1  
Councilor(s): Kaser  
Neighborhood(s): CANDO  
Result Area(s): Safe Community; Safe, Reliable and Efficient Infrastructure

**Recommendation:** Authorize the City Manager to execute the attached grant agreement to receive \$4,745,000 from the Urban Renewal Agency for the construction of the Salem Police Station.

**Attachments:** [Grant Agreement for Salem Police Station](#)

- 3.3f.** [19-313](#) Grant Agreement to accept Urban Renewal Agency funds for Division Street improvements

Ward(s): Ward 1

Councilor(s): Kaser

Neighborhood(s): CANDO

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

**Recommendation:** Authorize the City Manager to execute the attached grant agreement to receive \$4,243,000 from the Urban Renewal Agency for the construction of Division Street improvements.

**Attachments:** [Grant Agreement for Division Street Improvements](#)

**3.3g. [19-315](#)** Revenue Options for the General Fund

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance; Natural Environment Stewardship; Safe Community; Safe, Reliable, and Efficient Infrastructure; Strong and Diverse Economy; Welcoming and Livable Community

**Recommendation:** Direct the City Manager to prepare an ordinance for Council's consideration to enact an operating fee to support General Fund services with the following components:

1. Target revenue amount of \$8.2 million
2. Monthly rate at \$10.00 for residential utility accounts, \$8.00 per multi-family unit, and \$30.00 for non-residential accounts
3. Ratio of 1:3 for residential to non-residential rates
4. Low-income discount of \$10.00 per month for qualified residential account holders

Direct the City Manager to prepare an ordinance for Council's consideration to enact an employee-paid payroll tax to support ongoing General Fund services with the following components:

1. Target revenue amount of \$8 million
2. Rate at 0.3 percent of gross wages
3. Tax applies to employees working within Salem city limits

**Attachments:** [Operating Fee with increased ratio](#)  
[Payroll Tax - low-income exemption and progressive rate structure](#)  
[June 17, 2019 Work Session materials.pdf](#)

**3.3h. [19-316](#)** Order for City Council review of the Planning Administrator's decision approving a Tentative Subdivision Review with a Class 2 Adjustment application for Permit Case No. SUB-ADJ19-03 for property located at the 600 Block of Mildred Lane SE.

Ward(s): 4

Councilor(s): Leung

Neighborhood(s): South Gateway Neighborhood Association

Result Area(s): Welcoming and Livable Community

**Recommendation:** Staff recommends that the City Council adopt the order affirming the decision of the Planning Administrator for Subdivision / Class 2 Adjustment Case No. SUB-ADJ19-03.

**Attachments:** [SUB-ADJ19-03 Decision](#)  
[Council Order No. 2019-5 SUB-ADJ19-03](#)  
[Exhibit 1 of Council Order No. 2019-5 SUB-ADJ19-03](#)

- 3.3i.** [19-318](#) First amendment to the Grant Agreement between the Housing Authority of the City of Salem and City of Salem for Operation of the Homeless Rental Assistance Program.

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

**Recommendation:** Authorize the City Manager to execute the attached First Amendment to the Grant Agreement between the Salem Housing Authority and the City of Salem for operation of the Homeless Rental Assistance Program.

**Attachments:** [Grant Agreement](#)  
[First Amendment to the Grant Agreement](#)

- 3.3j.** [19-322](#) Portland General Electric Green Future Impact.

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All Neighborhoods  
Result Area(s): Natural Environment Stewardship.

**Recommendation:** Direct the City Manager to execute the Green Energy Affinity Rider Service Agreement with PGE to subscribe to PGE's Green Future Impact program.

**Attachments:** [Basic Mix information sheet](#)  
[Large Nonresidential Green Energy Affinity Rider Service Agreement](#)

- 3.3k.** [19-326](#) Recommendation for reappointment 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:** Reappoint Callen Sterling to the Salem Public Library Advisory Board.

## 4. PUBLIC HEARINGS

- 4.a.** [19-304](#) City Council review of the Planning Commission May 8, 2019

decision approving a consolidated application to change the Comprehensive Plan Map designation and Zoning of an approximately 15.8-acre property located at 5187 Liberty Road S from "Developing Residential" with RA (Residential Agriculture) zoning to "Multifamily Residential" with RM-2 (Multiple Family Residential) zoning.

Ward(s): Ward 4

Councilor(s): Leung

Neighborhood(s): Sunnyslope Neighborhood Association

Result Area(s): Welcoming and Livable Community

**Recommendation:** Staff recommends that the City Council AFFIRM the May 8, 2019 Planning Commission's Decision.

**Attachments:** [Vicinity-Map](#)  
[CPC-ZC19-03 Decision](#)  
[Street System Map](#)  
[Public Comments received by 3:30 p.m. 7-8-19](#)

*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.** [19-132](#) Annual Planning Commission Report

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Welcoming and Livable Community

**Recommendation:** Information Only.

**Attachments:** [Annual Commission Cases](#)

**6.b.** [19-317](#) Collection Development Report and Salem Public Library Advisory Board Update

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Service Area(s): Welcome and Livable Neighborhood

***Recommendation:*** Information only.

***Attachments:*** [May Detail Collection Tracking Report and Aggregated Data](#)

[Public comment received 7-1-19](#)

[Public comment received 7-3-19](#)

[Public Comments received by 3:30 p.m. 7-8-19](#)

[Public Comment received after 3:30 p.m. 7-8-19](#)

*Add- Written Testimony.*

**6.c.** [19-325](#) Announcing appointment to the Historic Landmarks Commission

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Result Area - Good Governance

***Recommendation:*** Information only.

***Attachments:*** [Jessica Curteman Application Redacted](#)

## 7. ORDINANCES

### 7.1 FIRST READING:

**7.1a.** [19-320](#) Petitioner-Initiated Annexation of Territory Located at 1235 Hoffman Road NE - 97301 (Annexation Case No. C-732)

Ward(s): 6

Councilor(s): Hoy

Neighborhood(s): ELNA

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

***Recommendation:*** Conduct first reading of Ordinance Bill No. 8-19 annexing, applying City of Salem RS (Single Family Residential) zoning from Marion County UD (Urban Development), and withdrawing from the Marion County Fire District #1 and the East Salem Sewer & Drainage District, for a 0.555-acre property located at 1235 Hoffman Road NE.

***Attachments:*** [Vicinity Map](#)

[Ordinance Bill No. 8-19](#)

[Exhibit A - Territory Legal Description and Map](#)

**7.1b.** [19-321](#) Petitioner-Initiated Annexation of Territory Located at 4700 Block of Lancaster Drive NE - 97305 (Annexation Case No. C-727)

Ward(s): 5

Councilor(s): Ausec

Neighborhood(s): Northgate

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

**Recommendation:**

Conduct first reading of Ordinance Bill No. 9-19 annexing, applying City of Salem CG (General Commercial) zoning from Marion County CG (Commercial General), and withdrawing from the Marion County Fire District #1 and the East Salem Sewer & Drainage District, for a 5.8-acre property located at 4700 Block of Lancaster Drive NE.

**Attachments:** [Vicinity Map](#)

[Ordinance Bill No. 9-19](#)

[Exhibit A - Territory Legal Description and Map](#)

## 7.2 SECOND READING:

7.2a. [19-330](#) Amendments to SRC Chapter 97 - Human Rights.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance; Safe Community; Welcoming and Livable Community.

**Recommendation:**

Advance Ordinance Bill No. 7-19, amending SRC chapter 97 - Human Rights, to enactment.

**Attachments:** [ORDINANCE BILL NO. 7-19](#)

[Exhibit A to Ordinance Bill No. 7-19](#)

## 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](mailto: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. [19-323](#)

CITY COUNCIL PUBLIC HEARINGS

Held in the Council Chambers unless otherwise noted

City Council review of the Planning Administrator’s Decision approving a consolidated application for a proposed 34-lot Subdivision (Wren Heights) and a Class 1 Adjustment located in the 500 to 600 blocks of Salem Heights Avenue S. (Case No. SUB-ADJ19-02).  
Monday, July 22, 2019 at 6:00 p.m.

SALEM HOUSING AUTHORITY PUBLIC HEARINGS

URBAN RENEWAL AGENCY PUBLIC HEARINGS

WORK SESSIONS Held in the Anderson Rooms at the Salem Public Library, 585 Liberty Street SE, unless otherwise noted

Our Salem Update  
Monday, August 19, 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  
Faye Wright - July 11 - Nanke, Cook  
Northgate - September 19 - 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](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](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: [lmanderson@cityofsalem.net](mailto:lmanderson@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.

