



# CITY OF SALEM

## Meeting Agenda

### City Council

555 Liberty St SE  
Salem, OR 97301

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**Monday, May 11, 2020**

**6:00 PM**

**Virtual Meeting**

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**\*\*Due to the COVID-19 Pandemic, this meeting is being conducted virtually, with remote attendance by the governing body. No in-person attendance is possible. Interested persons may attend the meeting online at City of Salem Facebook, CCTVSalem You Tube Channel, or watch on Comcast Cable CCTV Channel 21. Please submit written comments on agenda items by 5:00 p.m., or earlier, on the day of the meeting at [cityrecorder@cityofsalem.net](mailto:cityrecorder@cityofsalem.net).**

#### **WORK SESSION - AFFORDABLE HOUSING INCENTIVES**

*The work session will begin immediately following the City Council Meeting.*

#### **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**

**Pledge of Allegiance**

**1.1 APPROVAL OF ADDITIONS AND DELETIONS TO THE AGENDA**

**1.2 COUNCIL AND CITY MANAGER COMMENT**

**1.3 PROCLAMATIONS**

**1.3a. [20-169](#)** Proclamation recognizing Memorial Day 2020

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

**Recommendation:** Information Only.

**Attachments:** [Proclamation - Memorial Day 2020](#)

## 1.4 PRESENTATIONS

## 2. CONSENT CALENDAR: (Includes approval of minutes, adoption of routine resolutions, and items of business requiring Council action)

### 2.1 MINUTES

2.1a. [20-139](#) April 27, 2020 Draft City Council Minutes

**Attachments:** [4-27-20 Draft Council Minutes](#)

### 2.2 RESOLUTIONS

### 2.3 ACTION ITEMS

2.3a. [20-161](#) United States Department of Justice Office of Justice Programs  
Bureau of Justice Assistance FY20 Coronavirus Emergency  
Supplemental Funding Program Grant

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All Neighborhoods  
Result Area(s): Safe Community.

**Recommendation:** Ratify the City Manager's execution of all U.S. Department of Justice, FY20  
Coronavirus Emergency Supplement Funding Grant (CESF) documents to accept the  
\$247,044 award.

**Attachments:** [FY20 Coronavirus Emergency Supplemental Funding Program grant award documents](#)

## 3. PUBLIC HEARINGS

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

**5.a.** [20-166](#)

Planning Administrator Decision - A proposed partition to divide property located at 1340 to 1380 Church Street NE into three parcels so that the three existing buildings on the property will each be located on a separate lot. Included with the application are two adjustment requests to allow two of the proposed parcels to exceed maximum lot dept and to reduce the minimum required driveway width for the existing driveway serving the existing home on proposed Parcel 2. - Approved.

Partition / Class 2 Adjustment / Class 1 Adjustment Case No. PAR-ADJ20-05 - Gretchen Stone, CBTwo Architects, on behalf of Salem Alliance Church - 1340-1380 Church St NE.

Ward(s): 1  
Councilor(s): Kaser  
Neighborhood(s): Grant

***Recommendation:*** Information Only.

***Attachments:*** [Land Use Decision PAR-ADJ20-05](#)

**5.b.** [20-168](#)

Planning Administrator Decision - A tentative subdivision plan to divide approximately 2.03 acres (Parcel 1 of proposed PAR20-03) of a 6.97 acre property into 14 lots ranging in size from 4,633 square feet to 9,314 square feet. - Approved.

Subdivision Case No. SUB20-02 - Willamette Engineering, Inc. on behalf of Pacific National Development Inc. - 6994 Sunnyside Rd SE.

Ward(s): 4  
Councilor(s): Leung  
Neighborhood(s): SGNA

***Recommendation:*** Information Only.

***Attachments:*** [Land Use Decision SUB20-02](#)

**5.c.** [20-173](#)

Community and Business Assistance and Homelessness Prevention Program

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All Neighborhoods  
Result Area(s): Good Governance; Strong and Diverse Economy; Welcoming and Livable Community.

***Attachments:*** [Public Comment from Travel Salem](#)

*Add - Written Testimony.*

## 6. ORDINANCES

### 6.1 FIRST READING:

### 6.2 SECOND READING:

- 6.2a. [20-159](#) Adoption of the Jory Apartments Tax Increment Funding (TIF) District

Ward(s): Ward 2

Councilor(s): Councilor Andersen

Neighborhood(s): NEN and NESCA

Result Area(s): Welcoming and Livable Community

**Recommendation:** Conduct second reading of Ordinance Bill No. 7-20 (Attachment 1), creating the Jory Apartments TIF District.

**Attachments:** [Ordinance Bill No. 7-20](#)

[TIF District Boundary](#)

[Exhibit A - TIF District Report](#)

[Exhibit B - TIF District Plan](#)

[Planning Commission Recommendation](#)

[Taxing Jurisdiction Comments](#)

## 7. 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. [20-165](#) CITY COUNCIL PUBLIC HEARINGS

Due to the COVID-19 Pandemic, and until further notice, all meetings, public hearings, and work sessions will be conducted virtually. Real-time remote viewing is available online on the City of Salem Facebook page, CCTVSalem You Tube Channel, and is also available on Comcast Cable CCTV Channel 21.

FY 2021 Recommended City of Salem Budget  
Monday, June 8, 2020 at 6:00 p.m.

State Revenue Sharing Funds  
Monday, June 8, 2020 at 6:00 p.m.

SALEM HOUSING AUTHORITY PUBLIC HEARINGS

URBAN RENEWAL AGENCY PUBLIC HEARINGS

FY 2021 Recommended Urban Renewal Agency Budget  
Monday, June 8, 2020 at 6:00 p.m.

WORK SESSIONS

Joint City Council and Salem Planning Commission Work Session  
Our Salem project update  
Monday, June 15, 2020 at 6:00 p.m.

BUDGET COMMITTEE MEETINGS

Budget Committee Recommends FY 2021 Budget to the City Council and Urban Renewal Agency  
Wednesday, May 13, 2020 at 6:00 p.m.

SCHEDULE OF NEIGHBORHOOD ASSOCIATION ANNUAL MEETINGS

\*The following annual meeting dates may have recently changed, please contact the Neighborhood Associations directly to confirm their meeting dates.

Neighborhood - Annual Meeting Date - Councilor  
\*SEMCA - May 12 - Andersen, Nanke, Leung

\*Morningside - May 13 - Andersen, Nanke..end

**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.



