



CITY OF SALEM

Meeting Agenda

City Council

555 Liberty St SE
Salem, OR 97301

Monday, August 10, 2020

6:00 PM

Virtual Meeting

****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 comments on agenda items by 5:00 p.m., or earlier, on the day of the meeting at cityrecorder@cityofsalem.net. Public comment and testimony may also be provided during the meeting via Zoom at this link: <https://www.cityofsalem.net/Pages/Public-Comment-at-Salem-City-Council-Meeting.aspx>**

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

Pledge of Allegiance

1.1 APPROVAL OF ADDITIONS AND DELETIONS TO THE AGENDA

1.2 COUNCIL AND CITY MANAGER COMMENT

1.3 PROCLAMATIONS

1.3 a. [20-310](#) Proclamation recognizing Women's Equality Day

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

Recommendation: Information Only.

Attachments: [Proclamation - Women's Equality Day](#)

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

3.1 a. [20-307](#) July 27, 2020 Draft City Council Minutes

Attachments: [7-27-10 Draft Council Minutes](#)

3.2 RESOLUTIONS

3.2 a. [20-301](#) Adoption of Resolution No. 2020-38 declaring a public need to acquire easements for storm drainage improvements between Madrona Avenue S and Camellia Drive S.

Ward(s): 7
Councilor(s): Nordyke
Neighborhood(s): SWAN
Result Area(s): Safe, Reliable, and Efficient Infrastructure

Recommendation: Adopt Resolution No. 2020-38 (Attachment 1), declaring a public need to acquire easements and negotiate the terms of acquisition for the construction of storm drainage improvements between Madrona Avenue S and Camellia Drive S.

Attachments: [Resolution 2020-38](#)
[Exhibit A - Identified Properties](#)

3.2 b. [20-302](#) Dedication of Public Right-of-Way on Springwood Avenue SE.

Ward(s): 4
Councilor(s): Leung
Neighborhood(s): SGNA
Result Area(s): Safe, Reliable, and Efficient Infrastructure

Recommendation: Adopt Resolution No. 2020-39 to dedicate land acquired from Will C. Hawes and Sharon L. Hawes as public right-of-way for Springwood Avenue SE.

Attachments: [Resolution No 2020-39](#)
[Exhibit A](#)

3.2 c. [20-247](#) Management of Delinquent Utility Accounts.

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

Recommendation: Staff recommends Council:
1. Adopt Resolution 2020-40 to extend the Emergency Utility Assistance Program changes through June 30, 2021;
2. Authorize staff to notify delinquent customers that standard account management and enforcement practices will resume October 1, 2020; and,
3. Authorize staff to transfer any outstanding balances from City of Salem Utility Billing to City of Salem Finance to be set up on a 12-month no interest, no penalty payment plan or other program identified in the interim.

Attachments: [Resolution 2020-40](#)
[Exhibit A - Changes to Emergency Utility Assistance Program](#)
[Resolution 2020-22 with Exhibit](#)
[Proposed Letter to Delinquent Utility Customers](#)

3.3 ACTION ITEMS

3.3 a. [20-283](#) Intergovernmental Agreement with the State of Oregon - Department of Administrative Services for vehicle rental, fuel purchases and Motor Pool Shop services.

Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods
Result Area(s): Good Governance

Recommendation: Authorize the City Manager to execute a ten (10) year intergovernmental agreement with the State of Oregon- Department of Administrative Services to provide vehicle rental, fuel, and motor pool shop services to the City through June 30, 2030.

Attachments: [IGA-DAS - City of Salem 10yr](#)

3.3 b. [20-303](#) Broadway Street NE at Pine Street NE Signal, Street, and Intersection Improvements—Intergovernmental Agreement No. 32964 for Right-of-Way Services.

Ward(s): 1, 5
Councilor(s): Kaser, Ausec
Neighborhood(s): Highland
Result Area(s): Safe, Reliable, and Efficient Infrastructure

Recommendation: Authorize the City Manager to execute the Intergovernmental Agreement with the Oregon Department of Transportation for Right-of-Way Services for the Broadway Street NE at Pine Street NE Improvements Project (Attachment 1).

Attachments: [IGA for ROW Services No 32964](#)

[Vicinity Map](#)

[Public Comment received 8-10-20.](#)

Add- Written Testimony.

4. PUBLIC HEARINGS

4. a. [20-260](#) City Council review of the Planning Administrator's decision for Class 3 Site Plan Review Case No. SPR20-19 for property located at 725 Market Street NE.

Ward(s): Ward 1

Councilor(s): Kaser

Neighborhood(s): Grant Neighborhood Association

Result Area(s): Welcoming and Livable Community

Recommendation: Staff recommends that the City Council affirm the Planning Administrator's decision for Class 3 Site Plan Review Case No. SPR20-19.

Attachments: [Vicinity Map and Site Plan](#)

[Grant Neighborhood Association Appeal](#)

[Planning Administrator Decision for Case No SPR20-19](#)

[Public Comments received by 8-10-20](#)

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. [20-295](#) Extension of the declaration of state of emergency related to the COVID-19 Pandemic

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance; Safe Community;

Recommendation: Adopt resolution no. 2020-36, extending the declaration of a state of emergency within the city of Salem related to the COVID-19 Pandemic through January 12, 2021.

Attachments: [Resolution No. 2020-36](#)[Public Comment received 8-10-20](#)[Additional Public Comment received](#)*Add - Written Testimony.*

5. b. [20-297](#) Extension of the Emergency Declaration related to unsheltered residents

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Recommendation: Adopt Resolution No. 2020-37 extending the declaration of emergency until January 12, 2021 to continue the vehicle camping pilot program.

Attachments: [RESOLUTION extending unsheltered emergency declaration](#)[Public Comments received 8-10-20](#)[Additional Public Comment received](#)*Add - Written Testimony.*

5. c. [20-315](#) Motion from Councilor Nordyke requesting additional information on two potential trail connections between Candalaria and Fairmount neighborhoods.

Ward(s): 7

Councilor(s): Nordyke

Neighborhood(s): SCAN, SWAN, and Sunnyslope

Result Area(s): Welcoming and Livable Community.

Attachments: [20-223 June 22 2020 Staff Report](#)[Public Comments received](#)*Add- Written Testimony.*

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

6. a. [20-284](#) Purchases approved administratively from May 1, 2020 through May 31, 2020

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance

Recommendation: Information only.

Attachments: [Purchases approved administratively May 2020](#)

- 6. b. [20-299](#) Planning Commission Decision - To allow a new 18-unit residential development -Approved.

Class 3 Design Review / Conditional Use / Class 3 Site Plan Review / Class 2 Adjustment / Class 2 Driveway Approach Permit Case No. DR-CU-SPR-ADJ-DAP20-02 - Mountain West Investment Corp. - 5611 Woodside Drive SE

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

Recommendation: Information Only.

Attachments: [Land Use Decision DR-CU-SPR-ADJ-DAP20-02](#)

- 6. c. [20-311](#) Planning Administrator Decision - Installation of electronic wall sign - Approved.

Class 1 Willamette Greenway Permit Case No. WGP20-01 - Gerstner Property Group LLC (Phillip Gerstner) - 110 Wallace Road NW

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

Recommendation: Information Only.

Attachments: [Land Use Decision WGP20-01](#)

- 6. d. [20-312](#) Planning Administrator Decision - Plan to divide approximately 9.85 acres into two parcels - Approved.

Tentative Partition Plan Case No. PAR20-09 - Salem Hospital - Salem Health - 2561 Center Street NE

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

Recommendation: Information Only.

Attachments: [Land Use Decision PAR20-09](#)

- 6. e. [20-313](#) Planning Administrator Decision - Plan to divide approximately 0.45 acres into three

parcels - Approved.

Tentative Partition Plan / Class 2 Adjustment Case No.
PAR-ADJ20-10 - GP Equity
Holdings, LLC (Michael Paluska, David Gollersrud, Eric Peterson) -
1331 6th St NW

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

Recommendation: Information Only.

Attachments: [Land Use Decision PAR-ADJ20-10](#)

Delete - Report deleted. This is a duplicate report that was previously listed as item 6.d, File 20-304, an Addition to the agenda, on the July 27, 2020 City Council Agenda.

6. f. [20-314](#) Planning Administrator Decision - Subdivision of 14.17 acres into 31 lots - Approved.

Subdivision / Urban Growth Preliminary Declaration / Class 2
Adjustment Case No.
SUB-UGA-ADJ20-04 - Comfort Homes LLC (Andre Makarenko and
Sergei Makarenko) -
3200 Eagle Ridge Ave NW

Ward(s): 8
Councilor(s): Lewis
Neighborhood(s): WSNA

Recommendation: Information Only.

Attachments: [Land Use Decision SUB-UGA-ADJ20-04](#)

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. [20-306](#) 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.

Ordinance Bill No. 8-20, Amending Chapter 70 (Utilities), Chapter 71 (Stormwater), and Chapter 601 (Floodplain Overlay Zone) of the Salem Revised Code
Monday, August 24, 2020 at 6:00 p.m.

Stormwater Master Plan Update
Monday, September 14, 2020 at 6:00 p.m.

Proposed Fees and Charges for Utility Service Rates (Wastewater, Water, and Stormwater)
Monday, October 12, 2020 at 6:00 p.m.

SALEM HOUSING AUTHORITY PUBLIC HEARINGS

URBAN RENEWAL AGENCY PUBLIC HEARINGS

WORK SESSIONS

Joint City Council and Salem Planning Commission Work Session
Our Salem project update
Wednesday, September 23, 2020 at 6:00 p.m.

City Council
Salem’s Trees and Programs
Monday, October 19, 2020 at 6:00 p.m.

BUDGET COMMITTEE MEETINGS

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: 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.

