



# **CITY OF SALEM**

## **Meeting Agenda**

### **City Council**

555 Liberty St SE  
Salem, OR 97301

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**Monday, November 8, 2021**

**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 view the meeting online at CC:Media YouTube Channel or watch on Comcast Cable CC:Media 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](mailto:cityrecorder@cityofsalem.net). Public comment and testimony may also be provided during the meeting via Zoom. Please pre-register between 8:00 a.m. and 2:00 p.m. on the day of the meeting at the following 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**

**1.3a. [21-473](#)** Proclamation recognizing Veterans' Day

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

**Recommendation:**

Information Only.

**Attachments:** [Proclamation - Veterans' Day](#)

## 1.4 PRESENTATIONS

- 1.4a. [21-491](#) Presentation of 2021 Volunteer Recognition Awards - At Your Service, Outstanding Neighbor, Distinguished Project, Special Mayor's Award.

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

**Recommendation:**

Information Only.

## 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. [21-466](#) October 25, 2021 Draft City Council Work Session Minutes

**Attachments:** [10-25-21 Draft Council Work Session Minutes.pdf](#)

- 3.1b. [21-488](#) October 25, 2021 Draft City Council Minutes

**Attachments:** [10-25-21 Draft Council Minutes.pdf](#)

### 3.2 RESOLUTIONS

- 3.2a. [21-475](#) Revision to the Multiple Unit Housing Tax Incentive Program Standards and Guidelines.

Ward(s): Ward 1, 2  
Councilor(s): Stapleton, Andersen  
Neighborhood(s): CANDO, SESNA, NEN, SCAN, Highland  
Service Area(s): Good Governance; Strong and Diverse Economy;

Welcoming and Livable Community

**Recommendation:**

Adopt Resolution No. 2021-44 updating the Standards and Guidelines for the Program.

**Summary:**

The proposed changes to the Multiple Unit Housing Tax Incentive Program (Program) implement changes to SRC chapter 2 recently enacted by City Council to incent providing affordable housing as part of a project under the Program. (Attachment 1)

**Attachments:** [Revised - 2021-2032 Standards and Guidelines .docx](#)

[Resolution No. 2021-44](#)

[Core Area Map](#)

*Revised - Revised Section 1.c. of Attachment 1: 2022-2031 Standards and Guidelines.*

### 3.3 ACTION ITEMS

**3.3a. [21-481](#)**

Increase in scope and funding for U.S. Geological Survey to maintain a water-quality monitoring program in the North Santiam River Basin

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Natural Environment Stewardship; Welcoming and Livable Community

**Recommendation:**

Authorize the City Manager to execute the amendment to the IGA with the USGS to increase source water monitoring in the North Santiam Basin to five continuous water-quality monitors.

**Summary:**

Amending an Intergovernmental Agreement with the U.S. Geological Survey to increase scope and funding of the water-quality monitoring program in the North Santiam River Basin. Three new water-quality monitoring stations will be added for a total of five continuous water-quality monitors.

**Attachments:** [Amendment To IGA With USGS](#)

[USGS Proposal 9-23-2021](#)

**3.3b. [21-483](#)**

Intergovernmental Agreement and Purchase and Sale Agreement with the City of Turner for the Turner Water Pump Station.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

**Recommendation:**

Authorize the City Manager to execute an IGA and PSA with the City of Turner to construct a new water pump station and then transfer ownership of the pump station and property to the City of Turner.

**Summary:**

The City of Turner is a wholesale water customer of the City of Salem. Resiliency and operational flexibility of Salem's water transmission system will be improved by supplying Turner's water system from Salem's Franzen Reservoir rather than from a transmission main that carries water through Turner. A new water pump station is needed to provide the water pressure required so that Turner can be served from the Franzen Reservoir.

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

[Exhibit 1 to Intergovernmental Agreement - Purchase and Sale Agreement](#)

[Project Location Map](#)

**3.3c. [21-485](#)**

Accepting four grants from the State of Oregon 2021 legislative session

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:**

Authorize the City Manager to execute the attached grant agreements, revisions to allow the pass through of funds, with the State of Oregon to accept a total of \$13,116,000.

**Summary:**

The proposed agreements allow the City to accept a total of \$13,116,000 appropriated by the 2021 Oregon Legislature for the following purposes:

\$ 816,000 - Salem Police Body camera program

\$10,500,000 - Salem Sheltering

\$ 800,000 - MWVCAA Project Turnkey tenant improvements

\$ 1,000,000 - Salem Housing Authority Homeless Rental

Assistance Program (HRAP) and voucher program outreach

**Attachments:** [Salem Police body camera program grant agreement](#)  
[Salem sheltering grant agreement](#)  
[Project Turnkey tenant improvements grant agreement](#)  
[Homeless Rental Assistance Program \(HRAP\) extension and voucher program outreach](#)  
[Public Comment received.pdf](#)

*Add - Written Testimony.*

**3.3d. [21-489](#)**

Police Management Compensation Benefits.

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

**Recommendation:**

Approve the Police Management compensation benefit changes including an increase of 5% to the Lieutenant pay grade effective immediately, an increase in education incentive pay by rank and degree earned, an increase in employer contribution to a retirement account, and change the holiday differential pay for Patrol Lieutenants assigned to work City-Paid holidays effective January 1, 2022.

**Summary:** There is significant salary compression between the Police Management classifications of Sergeant, Lieutenant and Deputy Police Chief caused by inconsistencies in compensation and benefits. The compression has direct impacts to recruitment by decreasing internal interest in promotional opportunities. In order to maintain equity between all the classifications and encourage career progression, adjustments are needed to the Police Management compensation benefits.

**Attachments:** [Police Management Compensation Benefits.docx](#)

**3.3e. [21-497](#)**

Reappointment of Lynda Olson as Municipal Judge Pro Tempore

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

**Recommendation:**

Reappoint Lynda Olson as a Municipal Judge Pro Tempore for the Salem Municipal Court for a two-year term.

**Summary:**

Judge Aiken, Municipal Judge is recommending the reappointment of Lynda Olson as a municipal judge pro tempore for a term of two

years. The Honorable Lynda Olson is experienced and meets the qualifications for municipal judge pro tempore in the Salem Revised Code. Council approval will reappoint Lynda Olson as Municipal Judge Pro Tempore for an additional two-year term.

**Attachments:** [Resume for Lynda Olson.docx](#)

## 4. PUBLIC HEARINGS

- 4.a. [21-472](#) Amendments to the 2019 and the 2020 Annual Action Plan for Community Development Block Grant Funds

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Service Area(s): Safe Community; Welcome and Livable Neighborhood; Good Governance

**Recommendation:**

Adopt Amendment #6 to the 2019 Annual Action Plan Amendment and Amendment #4 to the 2020 Annual Action Plan Amendment and direct staff to submit required forms to the U.S. Department of Housing and Urban Development (HUD).

**Summary:**

The proposed amendment to the 2019 Annual Action Plan (AAP) includes allocation of \$510,890 from previously unallocated 2019 CDBG entitlement funding. The proposed amendment to the 2020 Annual action Plan (AAP) includes allocation of \$93,306 from previously unallocated 2020 CDBG entitlement funding.

**Attachments:** [2019 AAP-Amendment #6 and 2020 AAP- Amendment #4](#)

- 4.b. [21-486](#) Supplemental Budget to appropriate funds made available by the State of Oregon

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance

**Recommendation:**

Adopt Resolution No. 2021-45, Fiscal Year 2022 Supplemental Budget two (2), increasing Trust and Agency expenditure appropriation authority in the amount of \$12,300,000 to appropriate unanticipated funds made available by the State of Oregon.

**Summary:**

The State of Oregon Legislature authorized multiple grants for the City of Salem. The approval of the grant agreements is included on

the City Council agenda for November 8, 2021. This action will recognize and appropriate the funds in the fiscal year 2022 budget. A public hearing is required due to the fund appropriation increasing by more than 10 percent.

**Attachments:** [Resolution 2021-45](#)  
[Resolution 2021-45, Exhibit A](#)  
[Resolution 2021-45, Exhibit B](#)

## **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. [21-490](#) Review of three alternative ward boundary scenarios for Ward Reapportionment.

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

**Recommendation:**

Conduct a public hearing on the three alternative ward boundary scenarios.

**Summary:**

Salem is divided into eight wards, each represented by a City Councilor. Every 10 years, after the U.S. Census is complete, Salem City Council ward boundaries are adjusted to equalize the population represented by each ward. This process is known as Ward Reapportionment. Three alternative ward boundary scenarios have been prepared for City Council consideration.

**Attachments:** [Alternative 1 Ward Boundary Map](#)  
[Alternative 2 Ward Boundary Map](#)  
[Alternative 3 Ward Boundary Map](#)  
[Demographic Tables for Alternative Ward Boundary Maps](#)  
[Public Comments received by 3:00 p.m. 11-8-21.pdf](#)

*Add - Written Testimony.*

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

- 6.a. [21-467](#) Purchases approved administratively from September 1, 2021

through September 30, 2021.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance.

**Recommendation:**

Information only.

**Summary:**

Specific awards and the sources of funds for all contracts administratively awarded, renewed, or modified during the month of September. Included in the report are procurement contracts and public contracting activities with a current fiscal year impact and annual contracts.

**Attachments:** [Purchases approved administratively September 2021](#)

**6.b. [21-474](#)**

Planning Commission request for City Council to consider funding a phased Goal 5: Natural Resources, Scenic and Historic Areas, and Open Spaces update in the next City budget.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Natural Environment Stewardship and Welcoming and Livable Community.

**Recommendation:**

Information Only.

**Summary:**

The Planning Commission voted unanimously to forward the attached letter requesting that City Council consider funding a phased Goal 5 update in the next City budget.

**Attachments:** [Planning Commission Letter](#)

**6.c. [21-477](#)**

Planning Administrator Decision - To divide an existing property into two parcels - Approved.

Tentative Partition Plan Case No. PAR21-13 - Ian Meyer, Annabelle Ahouiyek, Jane Meyer, Quinn Meyer, and Miranda Spackman - 3970 Village Center Dr SE.

Ward(s): 3

Councilor(s): Phillips

Neighborhood(s): Morningside

**Recommendation:**

Information Only.



**Attachments:** [Land Use Decision PAR21-13](#)

- 6.d. [21-482](#) Hearings Officer Decision - To allow car sales in an existing parking lot - Approved.

Conditional Use Case No. CU21-04 - Jeff Koehnke - 3323 Market St NE.

Ward(s): 5  
Councilor(s): Gonzales  
Neighborhood(s): Lansing

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision CU21-04](#)

- 6.e. [21-493](#) Planning Administrator Decision - To develop 29.68 acres into 139 single family lots. - Approved.

Subdivision Case No. SUB21-09 - Kehoe Northwest Properties LLC (Arbaugh Law PC, Allison Kehoe Trust (Martin Kehoe))- 4540 Pringle Rd SE.

Ward(s): 3  
Councilor(s): Phillips  
Neighborhood(s): Morningside

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision SUB21-09.pdf](#)  
[Comments from Morningside Neighborhood Association](#)

*Add - Written Testimony.*

- 6.f. [21-494](#) Planning Administrator Decision - To develop a 29-lot residential subdivision with amendments to the Fairview refinement plan - Approved.

Fairview Refinement Plan Minor Amendment / Subdivision / Class 2 Driveway Approach Permit Case No. FRPA-SUB-DAP21-03 - Steve Ward, Marcus Ward, Kyle Ward, Travis Ward, Ryan Ward - 3990 Old Strong Road SE.

Ward(s): 3  
Councilor(s): Phillips  
Neighborhood(s): Morningside

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision FRPA-SUB-DAP21-03](#)**6.g. [21-500](#)**

City Council Steering Committee for Infrastructure Bond Engagement

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

**Recommendation:**

Information only.

**Summary:**

The City Council is considering an infrastructure bond measure for the November 2022 ballot that would provide up to \$300 million without increasing the City's tax levy rate for bonds. The Steering Committee will provide guidance on developing the ballot measure that will be before City Council in August 2022 for action.

**6.h. [21-505](#)**

Homelessness Update

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

**Recommendation:**

Information Only.

**Summary:**

Cleaning, crisis response and expanding shelter options characterize the focus of City collaborations.

**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.**

**FUTURE REPORT****This item will appear on the November 22, 2021 City Council Agenda:**

- a. [21-484](#) 2021 Unified Development Code Update

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance; Natural Environment

Stewardship; Welcoming and Livable Community

**Recommendation:**

Future Report - Information only.

**Summary:**

Proposed amendments to Salem Revised Code Title X (Unified Development Code) and various other identified chapters to comply with recent changes in State law, including House Bill 2001, and addressing issues that have arisen in the application of the Unified Development Code (UDC) since 2019; together with a proposed legislative zone change to change the zoning of those properties within the downtown in the General Retail/Office overlay zone that are currently zoned RH (Multiple Family High-Residential), CO (Commercial Office), and CR (Retail Commercial) to CB (Central Business District).

**Attachments:** [1 - Planning Commission Recommendation \(October 5, 2021\)](#)

[2 - Summary of Proposed Amendments](#)

[3 - Ordinance Bill No. 13-21](#)

[Ordinance Exhibit A](#)

[Ordinance Exhibit B](#)

[Ordinance Exhibit C](#)

[4 - Comments from Church at the Park](#)

[5 - Legislative Zone Change Map](#)

[6 - Public Testimony](#)

**UPCOMING PUBLIC HEARINGS, AND WORK SESSIONS**

- b. [21-487](#) Due to COVID-19, and until further notice, all meetings, public hearings, and work sessions will be conducted virtually. Real-time remote viewing is available online at CC:Media YouTube Channel and can also be viewed on Comcast Cable CC:Media Channel 21.

CITY COUNCIL PUBLIC HEARINGS:

Petitioner-Initiated Annexation of Territory at 6565 Sunnyside Road SE  
(Annexation Case No. C-729)

Monday, November 22, 2021 at 6:00 p.m.

Petition-Initiated Annexation of Territory at 4120 Fisher Road NE and  
Adjacent Lands (Annexation Case No. C-740)

Monday, November 22, 2021 at 6:00 p.m.

Ward Reapportionment

Monday, November 22, 2021 at 6:00 p.m.

Climate Action Plan

Monday, December 6, 2021 at 6:00 p.m.

SALEM HOUSING AUTHORITY PUBLIC HEARINGS:

URBAN RENEWAL AGENCY PUBLIC HEARINGS:

WORK SESSIONS:

City Council

2022 Council Policy Agenda

Monday, November 15, 2021 at 6:00 p.m.

BUDGET COMMITTEE MEETINGS

SCHEDULE OF NEIGHBORHOOD ASSOCIATION ANNUAL MEETINGS

\*Please check with the association to determine if the meeting will be  
held virtually or in-person.

Neighborhood - Annual Meeting Date - Councilor

NEN - November 9, 2021 - Stapleton, Andersen

SESNA - November 23, 2021 - Andersen, Phillips

**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: [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.

