



CITY OF SALEM

555 Liberty St SE
Salem, OR 97301

Meeting Agenda

City Council

Monday, February 14, 2022

6:00 PM

Virtual Meeting

Planning Commission Interviews will be held at 5:00 p.m., followed by the City Council Meeting at 6:00 p.m.

****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. 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>.**

PLANNING COMMISSION INTERVIEWS

5:00 p.m. - Interviews will be conducted virtually, prior to 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 PLANNING COMMISSION APPOINTMENTS

1.1a. [22-58](#) Appointments to the Salem Planning Commission.

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

Recommendation:

Appoint two applicants to the Planning Commission for full-term positions expiring on December 31, 2025, following interviews on February 14, 2022.

Summary:

The Council Board and Commission Appointments Committee convened on Monday, January 31, 2022. Committee members reviewed and considered Planning Commission applications and made recommendations for interviews. Two other applicants, Jordan Truitt and Logan Lor, were interviewed on January 10, 2022. Their applications and responses to supplemental questions are included in this report, as they remain eligible candidates.

Attachments: [Jordan Truitt Application -- Redacted](#)
[Responses to Supplemental Questionnaire \(Truitt\)](#)
[Logan Lor Application -- Redacted](#)
[Responses to Supplemental Questionnaire \(Lor\)](#)
[Kaley Fought Application - Redacted](#)
[Responses to Supplemental Questionnaire \(Fought\)](#)
[Jennifer Timbrook Application - Redacted](#)
[Responses to Supplemental Questionnaire \(Timbrook\)](#)
[Ron Eachus Application - Redacted](#)
[Responses to Supplemental Questionnaire \(Eachus\)](#)

1.2 APPROVAL OF ADDITIONS AND DELETIONS TO THE AGENDA

1.3 COUNCIL AND CITY MANAGER COMMENT

1.4 PROCLAMATIONS

1.5 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.** [22-35](#) January 18, 2022 Draft City Council Work Session Minutes

Attachments: [1-18-22 Draft Council Work Session Minutes.pdf](#)

- 3.1b.** [22-45](#) January 24, 2022 Draft City Council Minutes

Attachments: [1-24-22 Draft Council Minutes](#)

3.2 RESOLUTIONS

- 3.2a.** [22-40](#) Transfers of appropriation within the General and Utility Fund FY 2022 budgets.

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:

Adopt Resolution No. 2022-4 authorizing transfers within the General and Utility Fund FY 2022 budget for unanticipated expenses.

Summary:

Two actions are requested to transfer appropriations within the FY 2022 budget. An additional \$35,000 General Fund contingency transfer is required to complete the audio-visual upgrade to the City Council Chambers. The Public Works Department has identified two applications for Utility Billing and Asset Management that are recommended to be transferred from contingency in the Utility Fund to the Construction Fund for purchase.

Attachments: [Resolution No. 2021-4](#)

- 3.2b.** [22-42](#) Consideration of fee waiver policy.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance.

Recommendation:

Adopt resolution no. 2022-3 to establish a City Council fee waiver policy.

Summary:

The proposed policy establishes what types of fees apply to the policy, guidelines for Council's consideration of fee waiver requests, and what must be included in a request.

Attachments: [RESOLUTION NO 2022-3](#)

[Fee Waiver Council Policy DRAFT](#)

3.3 ACTION ITEMS**3.3a.** [22-54](#)

Applications for federal transportation funding allocated by the Salem-Keizer Area Transportation Study.

Ward(s): 2, 3, and 6.

Councilor(s): Andersen, Phillips, and Hoy

Neighborhood(s): SESNA, Morningside, Faye-Wright, and ELNA

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

Recommendation:

Authorize the City Manager to submit applications for federal transportation funding, allocated by the Salem-Keizer Area Transportation Study (SKATS), for five projects, listed in priority order?

1. Commercial Street SE, Vista Avenue SE to Ratcliff Drive
SE Pedestrian Safety (additional funds)
2. McGilchrist Street SE - Phase 2 (east end)
3. McGilchrist Street SE - Phase 3.1 (16th to 19th)
4. State Street - Joint with Marion County (46th to Cordon Road, south side)
5. Center Street NE - Joint with Marion County (45th to Cordon Road, north side)

Summary:

The Salem-Keizer Area Transportation Study (SKATS) is soliciting grant applications for transportation projects to be considered for funding in fiscal years 2024 through 2029. Eligible projects recommend for submittal are three projects on Commercial Street SE and McGilchrist Street SE and two joint projects with Marion County on State Street and Center Street NE.

Attachments: [Vicinity Map - SKATS Transportation Applications](#)**3.3b.** [22-62](#)

Fire Management Compensation

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance

Recommendation:

Approve the recommended Fire Management compensation changes including an increase of 7% to the Fire Management pay grades retroactive to January 1, 2022; an increase of 5% to the pay grades effective July 1, 2022 (in addition to cost-of-living adjustment if adopted through budget); an increase of 3% effective November 1, 2022, or at time of annual performance; and an increase in employer contribution to retirement accounts effective March 1, 2022.

Summary:

There is significant compensation compression between Fire Management classifications of Deputy Fire Chief and Assistant Fire Chief and represented Fire (IAFF) ranks. Compensation compression decreases internal interest in promotional opportunities and makes the management positions less attractive to external candidates. To maintain equity between all Fire classifications and encourage career progression, adjustments are needed to the Fire Management compensation.

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.** [21-571](#) Motion from Councilor Virginia Stapleton regarding the adoption of a 20 is Plenty program.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Attachments: [Public Comments received by 5:00 p.m., 2-14-22.pdf](#)

Add - Written Testimony.

- 5.b.** [22-44](#) Motion from Councilor Tom Andersen regarding holding a public hearing on the City's Climate Action Plan.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Attachments: [Public Comments received by 5:00 p.m., 2-14-22.pdf](#)

Add- Written Testimony.

5.c. [22-23](#)

2022 City Council Policy Agenda priorities.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Recommendation:

Information and discussion.

Summary:

Through its annual City Council Policy Agenda, City Council makes its initial priorities for action clear to staff and the community and provides direction on aligning resources towards the Strategic Plan Policy areas through the City's budgeting process. Each fall, City Council develops a framework for its policy priorities.

In its November 15, 2021 Work Session, Council considered progress achieved on 2021 Policy Agenda priorities, community feedback from the 2021 Community Satisfaction Survey, and updates on major initiatives in the 2021 Community Report.

Discussion of initial priorities was concentrated in four areas: (1) responding to our sheltering crisis; (2) planning for our future; (3) engaging our community; and (4) sustaining infrastructure and services. In a Work Session each January, staff return with proposals for how to achieve City Council priorities. In April, the City's budgeting process begins, with final City Council action taken in June.

Attachments: [Proposed sequencing of Planning Our Future activities.pdf](#)

[Public Comments received from L. Dougherty.pdf](#)

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

6.a. [22-9](#)

Planning Commission recommendation to consider adopting a new City flag.

Ward(s): All Wards

Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods
Result Area(s): Welcoming and Livable Community

Recommendation:

Information Only.

Summary:

The Planning Commission is recommending that the City Council consider adopting a new City flag.

Attachments: [City of Salem Flag](#)

[City of Salem Flag Handbook 2017 Executive Training Program](#)

[NAVA Good Flag, Bad Flag Pamphlet](#)

[2021 Salem Flag Project Finalists](#)

[Statesman Journal Flag Poll Results](#)

6.b. [22-34](#)

Hearings Officer Decision - To allow an addition to a single family home in the Willamette Greenway Boundary - Approved.

Class 2 Willamette Greenway Permit Case No. WGP21-01 - Sharon Roberts - 2743 Front St NE.

Ward(s): 5
Councilor(s): Gonzalez
Neighborhood(s): Highland

Recommendation:

Information Only.

Attachments: [Land Use Decision WGP21-01](#)**6.c. [22-41](#)**

Planning Administrator Decision - to validate a unit of land divided from parent tract by deed in 1974 - Approved.

Validation of Unit of Land Case No. VUL21-04 - Kelley Hamilton - 2100 Block of Doaks Ferry Rd NW

Ward(s): 8
Councilor(s): Lewis
Neighborhood(s): West Salem

Recommendation:

Information Only.

Attachments: [Land Use Decision VUL21-04](#)**6.d. [22-43](#)**

Planning Administrator Decision - To replace an existing utility pole and install a communications facility on the replacement pole - Approved.

Class 2 Wireless Permit Case No. WS221-05 - Meredith Hewett on behalf of New Cingular Wireless PCS LCC (AT&T) - 4500-4699 Liberty Rd S.

Ward(s): 7
Councilor(s): Nordyke
Neighborhood(s): Sunnyslope

Recommendation:

Information Only.

Attachments: [Revised Land Use Decision WS221-05](#)

- 6.e. [22-49](#) Next Steps for Climate Action Plan

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

Recommendation:

Information Only.

Summary:

City Council has received the Climate Action Plan (CAP) from the Salem Climate Action Task Force.

Attachments: [Strategies Recommended for Implementation table final 111621.pdf](#)
[Public Comments \(Public Works\) December 6, 2021 to January 27, 2022.pdf](#)
[Public Comments received by 5:00 p.m., 2-9-2022.pdf](#)
[Public Comments received by 5:00 p.m., 2-14-22.pdf](#)

Add - Written Testimony.

- 6.f. [22-60](#) Planning Commission Decision - To change the Comprehensive Plan Map designation and zoning from "Single Family Residential" with RA (Residential Agriculture) zoning to "Commercial" with CR (Retail Commercial) zoning. - Approved.

Minor Comprehensive Plan Map Amendment / Zone Change Case No. CPC-ZC21-04 - Mark Shipman, Saalfeld Griggs Lawyers on behalf of Doug Sproul - 2900 Block of Kuebler Blvd SE.

An appeal of this decision was filed by SGNA on Tuesday, February 8, 2022 (Attachment 2). In summary, the appeal requests denial of the application. Appeals of Minor Comprehensive Plan Map Amendments are heard by the City Council. A public hearing on this matter will be scheduled on a date to be determined.

Ward(s): 4

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

Recommendation:

Information Only.

Attachments: [Land Use Decision CPC-ZC21-04](#)
[SGNA Appeal Application](#)

- 6.g. [22-61](#) Update on City diversity, equity and inclusion actions

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

Recommendation:

Information.

Summary:

In January 2021, Salem's City Council took two decisive actions to further the City's commitment to diversity, equity, and inclusion. The Council adopted two resolutions: one condemning racism and white supremacy, and the other recognizing racism as a public health crisis. Further investments in the FY 22 Budget included a new Diversity Equity and Inclusion Coordinator position, with the express intent to increase diversity of hiring as one outcome of the work. As an organization, the City is putting equity in action through access improvements to our programs and services, in business supports and livable wage job creation, and in how we plan for the future of Our Salem and action need to mitigate effects of climate change.

7. ORDINANCES

7.1 FIRST READING:

- 7.1a. [22-53](#) 2021 Unified Development Code Update - Fairview Mixed-Use Zone Amendments

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:

Advance Ordinance Bill No. 3-22 to second reading.

Summary:

Proposed amendments to Salem Revised Code Title X (Unified Development Code) updating the Fairview Mixed-Use (FMU) Zone (SRC Chapter 530).

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

[2 - ORDINANCE BILL NO. 3-22](#)

[Ordinance Exhibit A](#)

[Ordinance Exhibit B](#)

[3 - Public Testimony](#)

7.2 SECOND READING:

7.2a. [22-56](#)

Petitioner-Initiated Annexation of Territory Located at 3476/3480 Blossom Drive NE and Adjacent Lands - 97305 (Annexation Case No. C-742)

Ward(s): 5

Councilor(s): Gonzalez

Neighborhood(s): Northgate

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

Recommendation:

Pass Ordinance Bill No. 2-22 approving annexation, changing the zoning, and approving withdrawal from the Keizer Fire District for a 3.54-acre territory located at 3476/3480 Blossom Drive NE and Adjacent Lands.

Summary:

This is a petitioner-initiated, voter-exempt annexation of a 3.54-acre territory located at 3476/3480 Blossom Drive NE and Adjacent Lands - 97305 (Marion County Assessor Map 073W01A03300) for the purpose of future development. The annexation would include a concurrent change in zoning to City RM-II (Multiple Family Residential-II). A vicinity map is included as Attachment 1.

Attachments: [Vicinity Map](#)

[Ordinance Bill No. 2-22](#)

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

7.2b. [22-48](#)

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:

Pass Engrossed Ordinance Bill No. 13-21.

Summary:

Engrossed Ordinance Bill No. 13-21 updates the Unified Development Code (UDC) and other identified chapters of the Salem Revised Code to address issues that have arisen since the last major update to the UDC in 2019. Engrossed Ordinance Bill No. 13-21 amends Salem Revised Code Title X (Unified Development Code) and other identified code chapters to comply with recent changes in State law. The ordinance also changes the zoning of 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 - Engrossed Ordinance Bill No. 13-21](#)

[Engrossed Ordinance Exhibit A](#)

[Engrossed Ordinance Exhibit B](#)

[Engrossed Ordinance Exhibit C](#)

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. [22-65](#) 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:

2022 Community Development Block Grant/HOME Investment Partnership Grant Annual Action Plan and 2021 HOME Investment Partnership Grant (American Rescue Plan) Annual Action Plan Amendment
Monday, April 25, 2022 at 6:00 p.m.

FY 2023 Recommended City of Salem Budget
Monday, June 13, 2022 at 6:00 p.m.

State Revenue Sharing Funds
Monday, June 13, 2022 at 6:00 p.m.

SALEM HOUSING AUTHORITY PUBLIC HEARINGS:**URBAN RENEWAL AGENCY PUBLIC HEARINGS:**

FY 2023 Recommended Urban Renewal Agency Budget
Monday, June 13, 2022 At 6:00 p.m.

WORK SESSIONS:

City Council Work Session
Community Feedback for Infrastructure Bond Priorities
Monday, March 21, 2022 at 6:00 p.m.

BUDGET COMMITTEE MEETINGS

City Manager Presents Proposed FY 2023 Budget to Budget Committee
Wednesday, April 20, 2022 at 6:00 p.m.
Budget Committee Review
Wednesday, April 27, 2022 at 6:00 p.m.

Budget Committee Review
Wednesday, May 4, 2022 at 6:00 p.m.

Budget Committee Recommends FY 2023 Budget to City Council and

Urban Renewal Agency

Wednesday, May 11, 2022 at 6:00 p.m.

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

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.

