



CITY OF SALEM

Meeting Agenda

City Council

555 Liberty St SE
Salem, OR 97301

Monday, August 8, 2022

6:00 PM

Virtual Meeting

This meeting is being conducted virtually, with remote attendance by the governing body. In-person attendance is not possible at this time. Interested persons may view the meeting in real-time on the City of Salem YouTube Channel, thanks to a partnership with CC:Media. Comcast Cable subscribers can watch on 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 using this link <https://bit.ly/COScomment>.

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

1.4 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. [22-364](#) July 25, 2022 Draft City Council Minutes

Attachments: [7-25-22 Draft Council Minutes.pdf](#)

3.1b. [22-372](#) July 28, 2022 Draft City Council Work Session Minutes

Attachments: [7-28-22 Draft Council Work Session Minutes.pdf](#)

3.2 RESOLUTIONS

3.3 ACTION ITEMS

3.3a. [22-357](#) Appointment of Eleanor Beatty as Municipal Judge Pro Tempore

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Safe Community

Recommendation:

Appoint Eleanor Beatty as a municipal judge pro tempore for the Salem Municipal Court for a term ending on, and including, January 2, 2023.

Summary:

Judge Aiken, Municipal Judge is recommending the appointment of Eleanor Beatty as a municipal judge pro tempore for a term ending on, and including, January 2, 2023. Eleanor Beatty is experienced and meets the qualifications for municipal judge pro tempore in the Salem Revised Code. Council approval will appoint Eleanor Beatty as municipal judge pro tempore for a term ending on, and including, January 2, 2023.

Attachments: [Eleanor Beatty Resume 07-2022.doc](#)

3.3b. [22-359](#) Final Order No. 2022-13-SUB-UGA-03 following City Council's vote

to affirm the decision of the Planning Commission to approve subdivision tentative plan and urban growth area preliminary declaration, case no. SUB-UGA22-03, for property located at the 1374 Crowley Avenue SE.

Ward(s): 3

Councilor(s): Phillips

Neighborhood(s): Morningside Neighborhood Association

Result Area(s): Welcoming and Livable Community

Recommendation:

Adopt the Final Order to affirm the Planning Administrator's decision to approve subdivision tentative plan and urban growth area preliminary declaration, case no. 2022-13-SUB-UGA22-03.

Summary:

On June 2, 2022, the Planning Administrator issued a decision approving the 46-lot Subdivision Tentative Plan and Urban Growth Area Preliminary Declaration subject to conditions of approval.

At the City Council meeting on June 13, 2022, a motion was passed that City Council call up Case No.2022-13-SUB-UGA22-03 and conduct a public hearing.

Attachments: [Order No. 2022-13 SUB-UGA-03](#)

[Exhibit 2 - Facts and Findings](#)

[Exhibit 1 - Vicinity Maps](#)

3.3c. [22-363](#)

Executive Management Compensation.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance.

Recommendation: Approve a five percent (5%) pay grade adjustment for the Executive Management pay plan, with creation of a thirteen step pay grade with four percent (4%) between steps, and establish annual cost-of-living adjustments minimally equivalent to the non-represented group to be determined by the City Manager beginning July 1, 2022 to address pay inequity, inequality, and compression issues.

Summary:

Human Resources completed a compensation review for Executive Management (department directors) and found that pay inequality, pay inequity, and compression exists between the executive positions and their subordinate classifications. A pay grade adjustment is recommended to the Executive Management pay plan

along with creating pay grades with steps like the non-represented pay plan structure, and establishing an annual cost-of-living adjustment (COLA) minimally equivalent to the same COLA for non-represented staff as determined by the City Manager. These compensation changes for Executive Management are to ensure fairness and consistency with pay and merit increases and follow the guidance of the City's Compensation Philosophy to maintain a fifteen percent compression level between department directors and their direct reports.

4. PUBLIC HEARINGS

- 4.a. [22-343](#) Public hearing regarding vacation of three easements adjacent to Reed Road SE at its intersections with Strong Road SE and Lindburg Road SE.

Ward(s): 3

Councilor(s): Phillips

Neighborhood(s): Morningside

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

Recommendation:

Approve the vacation of three easements adjacent to Reed Road SE at its intersections with Strong Road SE and Lindburg Road SE.

Summary:

Street improvements are being constructed on Reed Road SE in the vicinity of Strong Road SE and Lindburg Road SE associated with a residential development project. Three existing easements are located within the area needed for the roadway improvement. The easements must be vacated for the property owner to dedicate the improved street to the City as public right-of-way.

Attachments: [Resolution No. 2022-25](#)

[Vicinity Map](#)

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. [22-339](#) Purchases approved administratively from June 1, 2022 through

June 30, 2022.

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 June. Included in the report are procurement contracts and public contracting activities with a current fiscal year impact and annual contracts.

Attachments: [Purchases approved administratively June 2022.pdf](#)

- 6.b. [22-354](#) Economic development quarterly report

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Strong and Diverse Economy

Recommendation:

Information only.

Summary:

City Council requested economic development reports from the Urban Development Department associated with the goal of creating a vibrant economy. This report includes activity from quarter two of calendar year 2022.

- 6.c. [22-355](#) Planning Administrator Decision - A modification to the East Park Estates Planned Unit Development Subdivision resulting in an adjustment to the phasing schedule - Approved.

Modification of Subdivision Case No

CPC-ZC-PUD-SUB-ADJ19-08MOD3 - Kiril Ivanov, Randy Myers -
255 Cordon Rd NE.

Ward(s): 6

Councilor(s): Hoy

Neighborhood(s): ELNA

Recommendation:

Information Only.

Attachments: [Land Use Decision CPC-ZC-PUD-SUB-ADJ19-08MOD3](#)

6.d. [22-360](#)

Planning Administrator Decision - A partition to create three parcels
- Approved.

Tentative Partition / Class 2 Adjustment Case No. PAR-ADJ22-02 -
Nat Borchers - 2195 Hyacinth St NE.

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

Recommendation:

Information Only.

Attachments: [Land Use Decision PAR-ADJ22-02](#)

6.e. [22-361](#)

Purchases approved administratively from July 1, 2022 through July
31, 2022.

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 July. Included in the report are procurement contracts and public
contracting activities with a current fiscal year impact and annual
contracts.

Attachments: [Purchases approved administratively July 2022.pdf](#)

6.f. [22-365](#)

Presenting the 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 new City flag is being presented to City Council.

Attachments: [New City Flag](#)

6.g. [22-366](#)

Planning Administrator Decision - To consolidate seven properties
into two lots. - Approved.

Tentative Replat Case No. REP22-06 - City of Salem Urban
Development Department - 300 Block of Commercial St NE and 263
to 291 Chemeketa St NE

Ward(s): 1
Councilor(s): Stapleton
Neighborhood(s): CANDO

Recommendation:

Information Only.

Attachments: [Land Use Decision REP22-06](#)

- 6.h. [22-367](#) Planning Administrator Decision - To consolidate four properties
into one lot - Approved.

Tentative Replat Case No. REP22-07 - City of Salem Urban
Development Department - 350 to 360 Front St NE and 240 to 270
Center St NE.

Ward(s): 1
Councilor(s): Stapleton
Neighborhood(s): CANDO

Recommendation:

Information Only.

Attachments: [Land Use Decision REP22-07](#)

- 6.i. [22-371](#) Planning Administrator Decision - Proposed development of a
Vietnam War Memorial. - Approved.

Class 3 Site Plan Review / Class 2 Adjustment / Tree Regulation
Variance Case No. SPR-ADJ-TRV22-36 - State of Oregon Parks and
Rec Dept. - 900 Court St NE.

Ward(s): 1
Councilor(s): Stapleton
Neighborhood(s): CANDO

Recommendation:

Information Only.

Attachments: [Land Use Decision SPR-ADJ-TRV22-36](#)

7. ORDINANCES

7.1 FIRST READING:

- 7.1a. [22-345](#) Petitioner-Initiated Annexation of Territory Located at 3518-3598
Cherry Glen Place NE (Annexation Case No. C-746)

Ward(s): 5

Councilor(s): Gonzalez

Neighborhood(s): Northgate

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

Recommendation:

Advance Ordinance Bill No. 15-22 approving annexation, applying City zoning, and approving withdrawal from Marion County Fire District #1, East Salem Sewer and Drainage District for a 6.87-acre territory located at 3518-3598 Cherry Glen Place NE to second reading for enactment.

Summary:

This is a petitioner-initiated, voter-exempt annexation of a 6.87-acre territory located at 3518-3598 Cherry Glen Place NE - 97317 (Marion County Assessor Map and Tax Lots 073W12AA 02502, 02600, and 02700, and 073W12AD 00100 and 00201). The annexation would include a concurrent application of City zoning of RM-II (Multiple Family Residential-II). A vicinity map is included as Attachment 1.

Attachments: [Vicinity Map](#)

[Ordinance Bill No. 15-22](#)

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

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. [22-358](#) 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:

Proposed Solid Waste Collection Service Rates
Monday, August 22, 2022 at 6:00 p.m.

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

Proposed Community Infrastructure Bond Projects and Timing
Monday, August 15, 2022 at 6:00 p.m.

BUDGET COMMITTEE MEETINGS**SCHEDULE OF NEIGHBORHOOD ASSOCIATION ANNUAL MEETINGS**

Neighborhood - Annual Meeting Date - Councilor
North Lancaster (NOLA), September 7, 2022, Councilor Hoy
Northgate, September 15, 2022, Councilor Gonzalez

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.

