



CITY OF SALEM

Meeting Agenda

City Council

555 Liberty St SE
Salem, OR 97301

Monday, December 9, 2024

6:00 PM

**Council Chambers /
Hybrid Meeting**

This meeting is being conducted both in-person and remotely and allows remote attendance by the governing body, when requested. Interested persons may attend the meeting in Council Chambers or 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. If attending the meeting remotely, public comment and testimony may be provided during the meeting via Zoom. Remote attendees must pre-register between 8:00 a.m. and 4:00 p.m. on the day of the meeting using this link: <https://www.cityofsalem.net/comment-at-council>

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

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. [24-508](#) December 2, 2024 Draft City Council Minutes

Attachments: [12-02-24 Draft Council Minutes](#)

3.2 RESOLUTIONS

3.2a. [24-479](#) Initiation of Eminent Domain / Condemnation Proceedings Related to the 2022 Safety and Livability Bond Bridges Rehabilitation Project

Ward(s): Ward 1

Councilor(s): Councilor Stapleton

Neighborhood(s): NEN

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

Recommendation:

Adopt Resolution 2024-48 authorizing eminent domain proceedings to acquire right-of-way and easements from 1690 Winona Court NE for construction of improvements related to the 2022 Safety and Livability Bond Bridges Rehabilitation project.

Summary:

The 2022 Safety and Livability Bond Bridges Rehabilitation project will reinforce four bridges in various locations to remove load restrictions (Attachment 1, Project Location Map). The project is nearing completion of the design phase and construction is currently scheduled for the summer of 2025.

Attachments: [Attachment 1 - Project Location Map](#)

[Attachment 2 - Resolution Number 2024-48](#)

[Attachment 3 - SRE Legal Description \(Exhibit A & B\)](#)

[Attachment 4 - TSCE Legal Description \(Exhibit A & B\)](#)

[Attachment 5 - Resolution 2024-03](#)

[Attachment 6 - Unresolved Property Acquisitions Map](#)

3.2b. [24-506](#) Resolution adopting updates to City Council Policy C-14 - Utility Fund Financial Policy

Ward(s): All Wards

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

Recommendation:

Adopt Resolution No. 2024-49 updating Council Policy C-14 - Utility
Fund Financial Policy.

Summary:

At the November 18, 2024, Finance Committee meeting, the
committee reviewed and forwarded updates to the Utility Fund
Financial Policy to City Council for approval. The recommended
change to the policy addresses maintaining sufficient unrestricted
cash balance in financial models to support a financially resilient
operation. This need was identified during the 2024 Utility rate
setting process.

Attachments: [Resolution 2024-49](#)
[Resolution No. 2024-49, Exhibit A - Revised Council Policy C-14 - Utility Fund Financial](#)
[Resolution No. 2024-49, Exhibit B - Redline Council Policy C-14 - Utility Fund Financial](#)

3.3 ACTION ITEMS

3.3a. [24-491](#) Reappointment of Sara Williams as Municipal Judge Pro Tempore

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

Recommendation:

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

Summary:

Judge Beatty, Municipal Judge is recommending reappointment of
Sara Williams as a municipal judge pro tempore for a term of two
years. Sara Williams is experienced and meets the qualifications for
municipal judge pro tempore in the Salem Revised Code. Council
approval will appoint Sara Williams as Municipal Judge Pro Tempore
for a two-year term.

Attachments: [Sara Williams Resume 11-2024.docx](#)

3.3b. [24-499](#) 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 Beatty, Municipal Judge is recommending reappointment of Lynda Olson as a municipal judge pro tempore for a term of two years. Lynda Olson is experienced and meets the qualifications for municipal judge pro tempore in the Salem Revised Code. Council approval will appoint Lynda Olson as Municipal Judge Pro Tempore for a two-year term.

Attachments: [Lynda Olson Resume 2024.docx](#)

3.3c. [24-500](#) Appointment of Russell Barnett III as Municipal Judge Pro Tempore

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

Recommendation:

Appoint Russell Barnett III as a Municipal Judge Pro Tempore for the Salem Municipal Court for a two-year term.

Summary:

Judge Beatty, Municipal Judge is recommending appointment of Russell Barnett III as a municipal judge pro tempore for a term of two years. Russell Barnett III is experienced and meets the qualifications for municipal judge pro tempore in the Salem Revised Code. Council approval will appoint Russell Barnett III as Municipal Judge Pro Tempore for a two-year term.

Attachments: [Russell Sterling Barnett, II Resume 11-2024.docx](#)

3.3d. [24-501](#) Appointments to the Downtown Advisory Board, Salem Public Library Advisory Board, Salem Parks and Recreation Advisory Board, Salem Planning Commission, and Citizens Advisory Traffic Commission.

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

Recommendation:

Appoint applicants to the Downtown Advisory Board, Salem Public Library Advisory Board, Salem Parks and Recreation Advisory Board, Salem Planning Commission, and Citizens Advisory Traffic

Commission to the Citizen Budget Committee and Citizens Advisory Traffic Commission.

Summary:

Appointments to the Downtown Advisory Board, Salem Public Library Advisory Board, Salem Parks and Recreation Advisory Board, Salem Planning Commission, and Citizens Advisory Traffic Commission.

RECOMMENDATION:

Attachments: [Jacqueline Roche Application Redacted.pdf](#)
[Ramona Murtha Application Redacted.pdf](#)
[Sigrid Olsen Application Redacted.pdf](#)
[Rick Hartwig Application Redacted.pdf](#)
[Debbie Lockhart Application Redacted.pdf](#)
[Erik Taylor Application Redacted.pdf](#)
[Angie Oven Application Redacted.pdf](#)

4. PUBLIC HEARINGS

- 4.a. [24-457](#) Public Hearing to renew the Tourism Promotion Area in Salem for an additional five years.

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

Recommendation:

Approve the renewal of the Tourism Promotion Area for an additional five years.

Summary:

In 2019, the City Council approved an Economic Improvement District (EID) for a Tourism Promotion Area (TPA) in Salem. The TPA is a 2% fee on overnight stays in Salem of which up to 95% is remitted to the City's Destination Marketing Organization (DMO) who is currently Travel Salem. As outlined in Oregon Statute, an EID is required to be reviewed and renewed every five years in order to continue.

Attachments: [Public Comments](#)
[Public Comments received by 2:00 p.m., December 9, 2024](#)
[Public Comment received by 5:00 p.m., December 9, 2024](#)

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. [24-470](#) Modification of Council’s decision approving a Comprehensive Plan Map Designation and Zone change to Industrial and IG (General Industrial) for property located at 650 15th Street SE, subject to conditions of approval.

The comment period for this item is closed. No written or oral public comment is permitted on this item pursuant to Oregon law.

Ward(s): Ward 2

Councilor(s): Nishioka

Neighborhood(s): Southeast Salem Neighborhood Association

Result Area(s): Welcoming and Livable Community

Recommendation:

Adopt Final Order 2024-5 which amends the decision for Comprehensive Plan Map Designation and Zone change, Case No. CPC-ZC24-01 by modifying the conditions of approval.

Summary:

On May 28, 2024, City Council affirmed the Planning Commission’s approval of a Comprehensive Plan Map Designation and Zone change from RM-II (Multiple-Family Residential II) to IG (General Industrial) for the subject property (**Attachment 1**), subject to the conditions of approval (**Attachment 2**). An appeal was filed by the applicant to the Land Use Board of Appeals (LUBA). Legal and Planning staff have discussed potential modifications to the approval with the applicant as set forth in this report. City Council will consider whether to amend its decision and modify the conditions of approval of the original decision to remove a requirement that vehicle storage areas be paved, and to allow heavy vehicle trailer service and storage.

Attachments: [Vicinity Map](#)

[City Council's June 10, 2024 Final Order 2024-2](#)

[Final Order 2024-5](#)

[Exhibit 1 to Final Order No 2024-5](#)

[Applicant's Statement](#)

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

- 6.a. [24-466](#) Purchases approved administratively from October 1, 2024 through October 31, 2024.

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

Attachments: [Purchases Approved Administratively October 2024.pdf](#)

- 6.b. [24-478](#) 2024 Salem Climate Action Plan Annual Report to Council.

Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods
Result Area(s): Natural Environment Stewardship; Safe and Healthy Community; Safe, Reliable and Efficient Infrastructure.

Recommendation:

Information only.

Summary:

Present 2024 Climate Action Plan Annual Report to Council.

Attachments: [Attachment 1- Salem Climate Action Plan 2024 Annual Report.pdf](#)
[Public Comment received by 2:00 p.m., December 9, 2024](#)

Add - Written Testimony.

- 6.c. [24-485](#) Annual evaluation of the City of Salem Floodplain Management Plan.

Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods
Result Area(s): Safe, Reliable, and Efficient Infrastructure.

Recommendation:

Information only.

Summary:

A committee of City staff and community stakeholders completed an annual evaluation of the Floodplain Management Plan (Plan) in

compliance with Federal Emergency Management Agency (FEMA) requirements for the Community Rating System (CRS). The annual review included an overall evaluation of the Plan, and a detailed review of the Program for Public Information (Appendix F) and the Flood Insurance Coverage Improvement Plan (Appendix G) components of the Floodplain Management Plan. The committee completed its evaluation on November 7, 2024.

Attachments: [Floodplain Management Plan Annual Report.pdf](#)

- 6.d.** [24-503](#) Planning Administrator Decision - An application for improvements including an increase in the maximum height for five light poles for a Willamette University Baseball Field - Approved.

Class 3 Site Plan Review / Class 2 Adjustment Case No.
SPR-ADJ24-30 - Willamette University - 730 Mission St SE.

This case has been appealed (Attachment 2). If City Council does not initiate review, the appeal will be heard by the Hearings Officer.

Ward(s): 2
Councilor(s): Nishioka
Neighborhood(s): SCAN

Recommendation:

Information Only.

Attachments: [Land Use Decision SPR-ADJ24-30](#)
[Appeal Letter](#)

- 6.e.** [24-498](#) Proclamation of the Mayor and Canvass of Votes from the November 5, 2024 General Election

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

Recommendation:

Information Only.

Summary:

A general election was held on November 5, 2024, at which time the City of Salem had candidates for Mayor and Councilors for Wards 1, 3, 5 and 7.

Attachments: [Proclamation of the Mayor](#)
[Canvass of Votes November 2024](#)

- 6.f.** [24-509](#) Appointments to the Salem Human Rights Commission.

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

Summary:

Announcing appointments to the Salem Human Rights Commission.

Attachments: [Christina Ballard Application Redacted.pdf](#)
[Judy McCord Application Redacted.pdf](#)

7. ORDINANCES

7.1 FIRST READING:

7.2 SECOND READING:

8. PUBLIC COMMENT: (Other than agenda items)

**** 2024 YEAR IN REVIEW ****

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@cityofsaalem.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. [24-505](#) Unless otherwise noted, all meetings and public hearings will be conducted in Council Chambers, located at City Hall, 555 Liberty Street SE, Room 240, with the option for remote attendance. Please see the meeting agenda header for more details on remote attendance. The meetings are also available to watch in real-time online at CC:Media YouTube Channel, as well as Comcast Cable CC:Media Channel 21.

CITY COUNCIL PUBLIC HEARINGS:

Designation of the Criterion Schoolhouse, located at 2330 17th Street NE, as a Salem Local Historic Resource, Case No. HIS24-22
Monday, February 10, 2025 at 6:00 p.m.

SALEM HOUSING AUTHORITY PUBLIC HEARINGS:

URBAN RENEWAL AGENCY PUBLIC HEARINGS:

CITY COUNCIL WORK SESSIONS: (Unless otherwise noted, work sessions are held in the Council Chambers, 555 Liberty Street SE.

City Council - Consideration of a five-year operating levy to fund the Library, Parks, and Center 50+
Tuesday, January 21, 2025 at 6:00 p.m.

Airport Master Plan
Tuesday, February 18, 2025 at 6:00 p.m.

Joint City Council and Planning Commission - Housing Production Strategy
Monday, March 17, 2025 at 6:00 p.m.

BUDGET COMMITTEE MEETINGS: (Budget Committee meetings are held in Council Chambers, 555 Liberty Street SE, Room 240)

Budget Committee - Five Year Forecast
Wednesday, January 15, 2025 at 6:00 p.m.

Budget Committee - City Manager Presents Proposed FY 2026 Budget to the Budget Committee - Result Areas Reviewed: Welcoming and Livable Community, Natural Environment Stewardship
Wednesday, April 16, 2025 at 6:00 p.m.

Budget Committee Review Meeting - Result Areas Reviewed: Strong and Diverse Economy, Urban Renewal Agency, Safe Reliable and Efficient Infrastructure, and CIP Public Hearing
Wednesday, April 23, 2025 at 6:00 p.m.

Budget Committee Review Meeting - Results Areas Reviewed: Safe Community, Good Governance
Wednesday, April 30, 2025 at 6:00 p.m.

Budget Committee Recommends FY 2026 Budget to the City Council / Urban Renewal Agency
Wednesday, May 7, 2025 at 6:00 p.m.

2024 NEIGHBORHOOD ASSOCIATION ANNUAL MEETING DATES:

Neighborhood - Annual Meeting Date - Time - 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

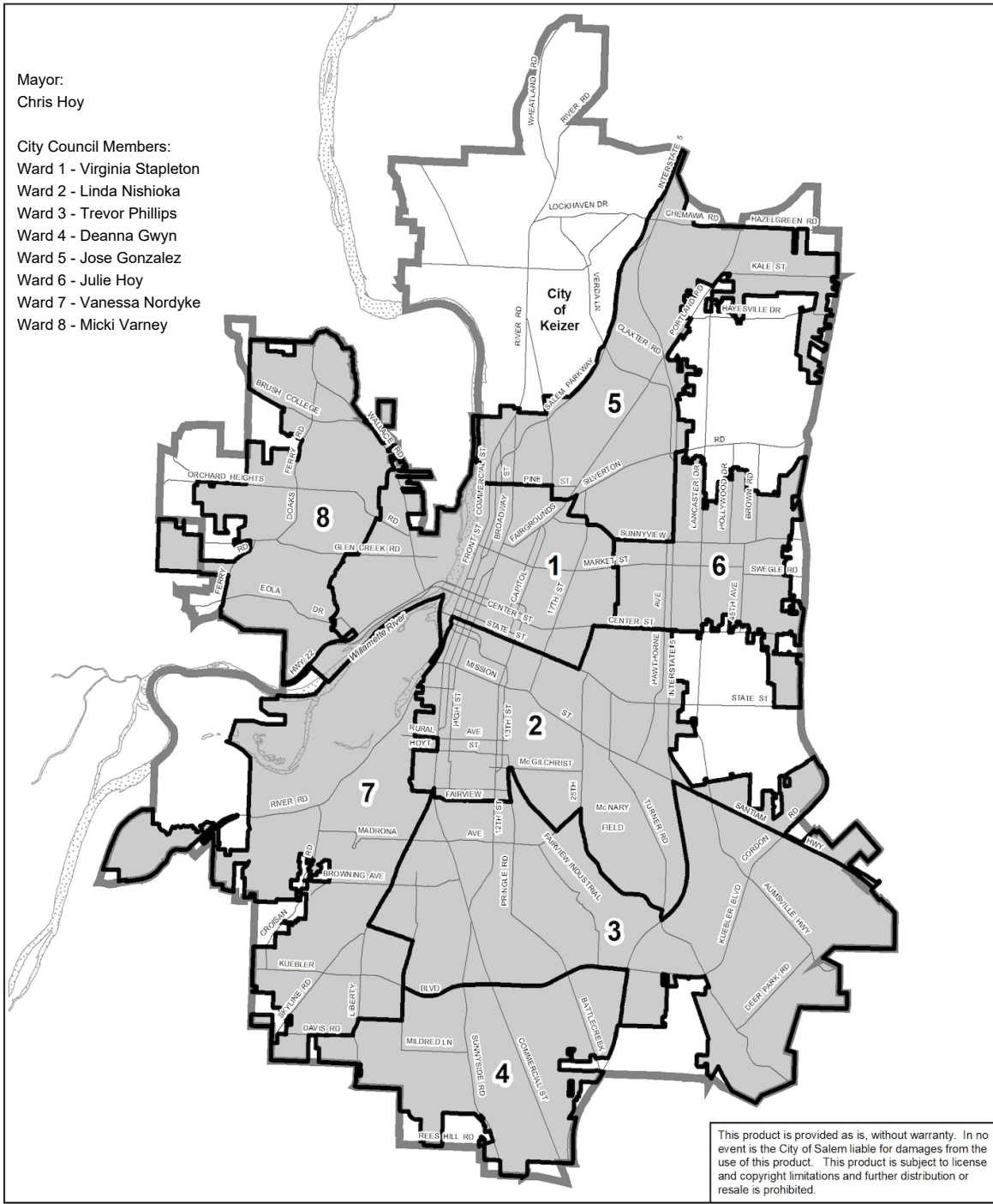
Time limits for quasi judicial land use hearings are governed by Rule 19 of the Council Rules. Parties to land use cases are encouraged to review that rule as time limits vary depending on the nature of the hearing. Further information can be obtained by contacting the Planning Administrator at 503 588 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.

City of Salem Wards

Mayor:
Chris Hoy

- City Council Members:
- Ward 1 - Virginia Stapleton
 - Ward 2 - Linda Nishioka
 - Ward 3 - Trevor Phillips
 - Ward 4 - Deanna Gwyn
 - Ward 5 - Jose Gonzalez
 - Ward 6 - Julie Hoy
 - Ward 7 - Vanessa Nordyke
 - Ward 8 - Micki Varney



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LEGEND

- Ward Boundary
- Urban Growth Boundary
- Salem City Limits
- Major Streets



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