



# CITY OF SALEM

555 Liberty St SE  
Salem, OR 97301

## Meeting Agenda

### City Council

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**Monday, March 10, 2025**

**6:00 PM**

**Council Chambers /  
Hybrid Meeting**

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**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](mailto: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**

**City Council**

**5:30 p.m. - City Manager's Conference Room**

**ORS 192.660(2)(h) - Current/Pending Litigation**

#### **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.** [25-90](#) February 18, 2025 Draft City Council Work Session Minutes

***Attachments:*** [02-18-25 Draft Council Work Session Minutes.pdf](#)

**3.1b.** [25-93](#) February 24, 2025 Draft City Council Minutes

***Attachments:*** [02-24-25 Draft Council Minutes.pdf](#)

**3.2 RESOLUTIONS**

**3.2a.** [25-24](#) Modification, change, and deletion of certain fees related to landing and aircraft parking at the Salem-Willamette Valley Airport (Salem Municipal Airport).

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance; Strong and Diverse Economy.

***Recommendation:***

Adopt Resolution No. 2025-3 modifying certain fees and charges related to landing and aircraft parking fees at the Salem-Willamette Valley Airport (Salem Municipal Airport).

**Summary:**

Since the adoption of the City of Salem FY 2025 Fee Schedule in June 2024, updates to certain fees managed by the Salem-Willamette Valley Airport (Salem Municipal Airport) are needed. Adoption of this resolution would impact landing fees, rename tie-down fees to aircraft parking fees, and further modify / add aircraft parking fees. All other fees in the FY 2025 Fee Schedule would remain unchanged.

**Attachments:** [Resolution No. 2025-3](#)  
[Resolution No. 2025-3, Exhibit A - List of proposed modifications to the FY 2025 Fee S](#)  
[Additional Comment](#)

*Add - Written Testimony*

**3.3 ACTION ITEMS**

- 3.3a.** [25-56](#) Intergovernmental Agreement with the State of Oregon allowing the Legislative Assembly to use a portion of State Street adjacent to Oregon for ten years in exchange for two million dollars in compensation.

Ward(s): Ward 1 and Ward 2  
Councilor(s): Councilors Tigan and Nishioka  
Neighborhood(s): CANDO  
Result Area(s): Reliable and Efficient Infrastructure.

**Recommendation:**

Authorize the City Manager to execute the attached Intergovernmental Agreement between the City of Salem and the Office of Legislative Assembly (OLA) for OLA's use of a portion of State Street adjacent to the south side of the Capitol for ten years in exchange for two million dollars (\$2,000,000) in compensation.

**Summary:**

Approval for City Manager to sign Intergovernmental Agreement with the Office of Legislative Assembly to use a portion of State Street adjacent to the south side of the Capitol for the purposes of security safeguards, parking, and other services for ten years. In compensation, the Oregon Legislative Assembly will give to the City two million dollars.

**Attachments:** [IGA with OLA Signed.pdf](#)  
[Attachment A State Street.pdf](#)

- 3.3b.** [25-80](#) Agreement with the Oregon Department of Administrative Services and the Oregon State Fair Council for the Silverton Road NE Improvement Project.

Ward(s): Wards 5 and 6

Councilor(s): Dr. Irvin Brown and Vacant Councilor Position  
Neighborhood(s): Northgate Neighborhood Association and North Lancaster Neighborhood Association (NOLA)  
Result Area(s): Safe, Reliable and Efficient Infrastructure

**Recommendation:**

Authorize the Acting City Manager to execute the Agreement with the Oregon Department of Administrative Services and the Oregon State Fair Council for transfer of real property.

**Summary:**

The Oregon Department of Administrative Services (State), Oregon State Fair Council (Fairgrounds), and City staff have come to terms on an agreement to transfer property needed along Silverton Road NE for a 2022 Safety and Livability Bond project in exchange for the construction of a pedestrian crossing on 17th Street NE near the Fairground's Jackman-Long building.

**Attachments:** [Attachment 1 - Project Location Map.pdf](#)  
[Attachment 2 - Agreement](#)  
[Attachment 3 - Exhibits to Agreement.pdf](#)

**3.3c.** [25-82](#) Approval of the Fairview Park Development and Management Plan.

Ward(s): Ward 3  
Councilor(s): Matthews  
Neighborhood(s): Morningside  
Result Area(s): Welcome and Livable Community

**Recommendation:**

Approve the Fairview Park Development and Management Plan.

**Summary:**

The Fairview Park Development and Management Plan is a proposed update to the 2016 Fairview Park Master Plan. This update is the result of a year-long planning process. It presents the overall community vision for the park, describes the proposed amenities and uses of the park, and provides specific direction for its future development. The Development and Management Plan has been created with consideration of diverse community input and the unique characteristics of the site.

**Attachments:** [Fairview Park Plan.pdf](#)  
[Fairview Park Plan Appendices.pdf](#)

**3.3d.** [25-84](#) Approval of the Fisher Road Park Development Plan.

Ward(s): Ward 5  
Councilor(s): Councilor Brown  
Neighborhood(s): Northgate  
Result Area(s): Welcoming and Livable Community

**Recommendation:**

Approve the Fisher Road Park Development Plan.

**Summary:**

The Fisher Road Park Development Plan is the culmination of a year-long neighborhood park planning process. It outlines the park's overall design, describes proposed amenities and uses, and establishes a plan for future development. The plan reflects both neighborhood input and the unique site characteristics.

**Attachments:** [Attachment 1 - Fisher Road Park Development Plan.pdf](#)

**3.3e. [25-95](#)**

Recommended policy statements and priorities to guide Salem's Federal and State agenda, and Salem's response to proposed legislation during the 2025 Oregon 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:**

Approve policy statements and priorities to guide Salem's Federal and State agenda, and Salem's response to proposed legislation during the 2025 Oregon Legislative Session.

**Summary:**

The City Council's Legislative Committee meets frequently to consider priorities to guide Salem's Federal and State agendas throughout the year. Before any official representing the City of Salem can attempt to influence legislation on a particular matter, during the interim or during a legislative session, the City Council must adopt an official position related to that matter.

On February 28, 2025, the City Council Legislative Committee met to consider amendments to legislative priorities and policies to form the State and Federal agenda (Attachment 1). The Legislative Committee is comprised of Mayor Julie Hoy and Councilors Brown, Gwyn, and Nordyke, with Councilor Nishioka serving as alternate.

**Attachments:** [Legislative Committee recommended 2025 Federal and State Policy Agenda](#)  
[Legislative Committee recommended bill reviews from February 28, 2025](#)

**3.3f. [25-97](#)**

Appointments to the Hospital Facility Authority Board and status of Ward 5 Budget Committee candidates

Ward(s): All Wards

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

**Recommendation:**

Approve the appointments and reappointments on the Hospital Facility Authority Board and direct staff to schedule interviews for the two applicants for the next Ward 5 member of the City and URA Joint Budget Committee.

**Summary:**

The Council Board and Commission Appointments Committee convened on Monday, March 3, 2025, to consider reappointments and appointments to the Hospital Facility Authority Board as well as review applications for the Ward 5 position on the City and URA Joint Budget Committee.

#### 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. [25-85](#) Motion from Councilor Vanessa Nordyke to appoint Krishna Namburi as interim City Manager, direct staff to prepare an interim city manager employment agreement, and defer any recruitment for a new City Manager until at least September 2025.

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

- 5.b. [25-76](#) Request from the Holman Hotel for a 60-day extension for Transient Occupancy Tax (TOT) and the Salem Tourism Promotion Area (STPA) fee payments and waiver of penalties.

Ward(s): Ward 1  
 Councilor(s): All Councilors  
 Neighborhood(s): All Neighborhoods  
 Result Area(s): Good Governance; Strong and Diverse Economy.

**Recommendation:**

1. Approve a 60-day extension to pay December and January Transient Occupancy Tax (TOT) and the Salem Tourism Promotion Area (STPA) and waive associated penalties?

2. Do not approve a 60-day extension to pay December and January Transient Occupancy Tax (TOT) and the Salem Tourism Promotion Area (STPA) and waive associated penalties?

**Summary:**

The Holman Hotel has submitted a letter requesting a 60-day extension on the payment of the TOT and STPA fee for the months of December and January and waiver of penalties.

**Attachments:** [Holman Hotel Letter](#)

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

- 6.a. [25-83](#) Planning Administrator Decision - A proposal for a building addition, parking lot modification, and change of use to warehousing and distribution and office. - Approved.

Class 3 Site Plan Review / Class 2 Adjustment / Tree Variance Case No. SPR-ADJ-TRV25-01 - Craig W Horn - 2065 Madrona Ave

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

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision SPR-ADJ-TRV25-01](#)

- 6.b. [25-96](#) Planning Administrator Decision - A tentative partition plan to create three parcels - Approved.

Tentative Partition Plan Case No. PAR25-01 - Greg Zartman - 4755 Gath Rd SE.

Ward(s): 3  
Councilor(s): Matthews  
Neighborhood(s): SEMCA

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision PAR25-01](#)

- 6.c. [25-99](#) Letter from Airport Advisory Commission regarding the Salem-Willamette Valley Airport Master Plan

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

Neighborhood(s): SEMCA, SESNA  
Result Area(s): Strong and Diverse Economy

**Recommendation:**

For Information Only

**Summary:**

Transmitting a letter to City Council from the City’s Airport Advisory Commission regarding the study of future runway and taxiway alternatives as part of developing an update to the Salem-Willamette Valley Airport Master Plan.

- Attachments:** [Letter from the Salem Airport Advisory Commission, dated March 20, 2024.doc](#)  
[Minutes from the January 24, 2024, Salem Airport Advisory Committee Meeting.pdf](#)  
[Public Comment Received.pdf](#)  
[Additional Public Comment](#)  
[Written Testimony rcvd at meeting.pdf](#)

*Add - New report added.*  
*Add - Written Testimony*

**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.**



**UPCOMING PUBLIC HEARINGS, AND WORK SESSIONS**

- a. [25-88](#) 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:

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.)

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

City Council - Performance Audit Update  
Monday, April 21, 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 - 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.

2025 NEIGHBORHOOD ASSOCIATION ANNUAL MEETING DATES:

Neighborhood - Annual Meeting Date - Time - Councilor  
SEMCA-----April 8-----6:15 p.m.-----Nishioka, Matthews  
Grant-----May 1-----6:15 p.m.-----Tigan  
Highland-----May 8-----6:30 p.m.-----Brown, Tigan  
ELNA-----June 5-----7:00 p.m.----- (Ward 6 Position  
currently vacant)  
Morningside----June 11-----6:30 p.m.-----Nishioka, Matthews  
SCAN-----June 12-----6:30 p.m.-----Nishioka, Nordyke  
Faye Wright----September 9----6:30 p.m.-----Nordyke, Matthews  
Northgate-----September 18---6:00 p.m.-----Brown  
NOLA-----October 1----- 6:30 p.m.-----Brown  
West Salem----October 2-----6:30 p.m.-----Tigan, Varney  
NESCA-----October 15-----7:00 p.m.-----Nishioka, Tigan  
CANDO-----October 15-----6:00 p.m.-----Nishioka, Tigan  
Sunnyslope----October 16-----7:00 p.m.-----Nordyke, Gwyn  
SWAN-----November 4-----6:30 p.m.-----Nishioka, Nordyke  
NEN-----November 11----6:30 p.m.-----Nishioka, Tigan  
SESNA-----November 18----7:00 p.m.-----Nishioka

**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

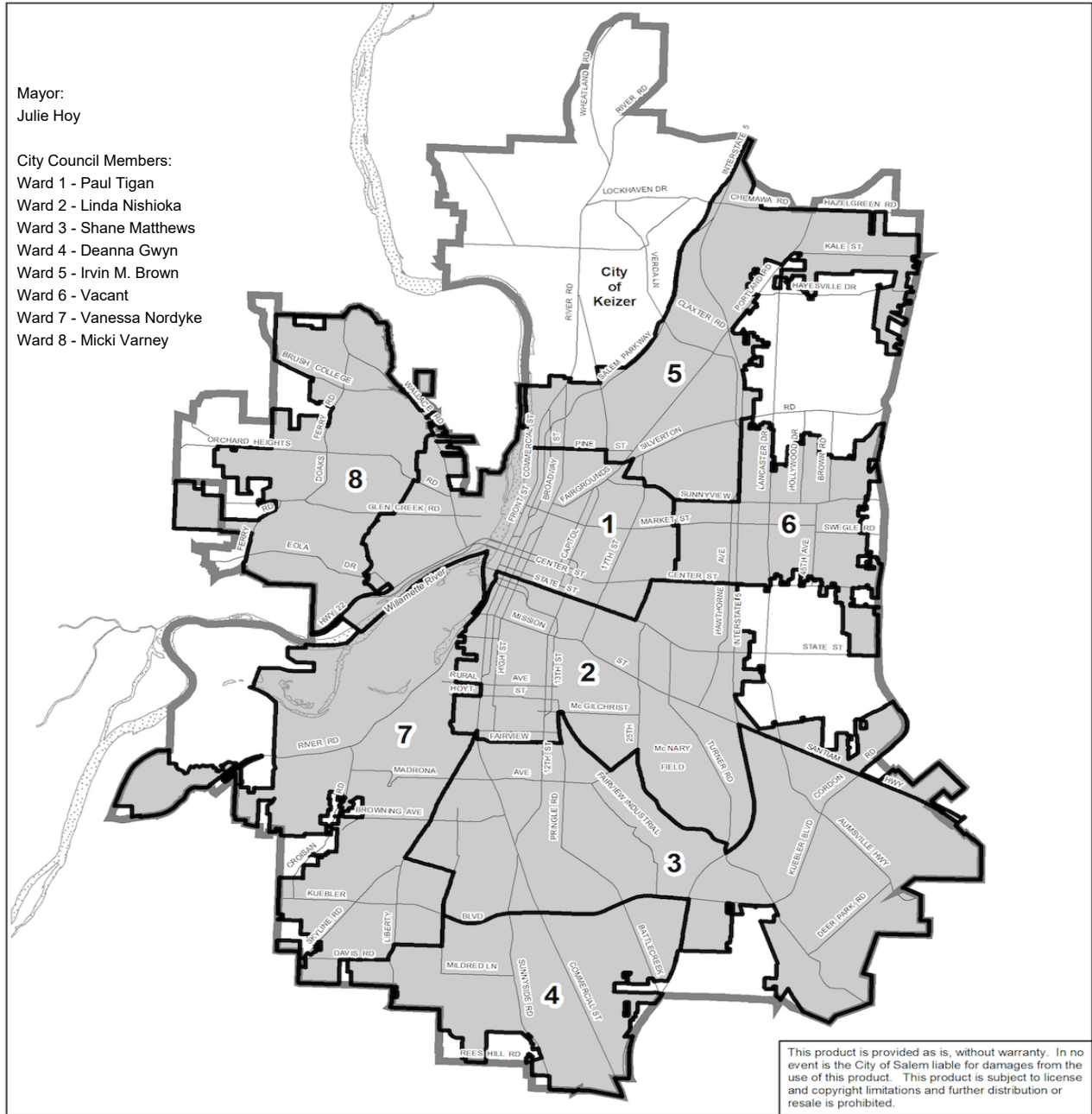
Time limits for quasi judicial land use hearings are governed by Rule 19 of the Council Rules. Parties to land use cases are encouraged to review that rule as time limits vary depending on the nature of the hearing. Further information can be obtained by contacting the Planning Administrator at 503 588 6173 or email at: [lmanderson@cityofsalem.net](mailto: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:  
Julie Hoy

- City Council Members:
- Ward 1 - Paul Tigan
  - Ward 2 - Linda Nishioka
  - Ward 3 - Shane Matthews
  - Ward 4 - Deanna Gwyn
  - Ward 5 - Irvin M. Brown
  - Ward 6 - Vacant
  - Ward 7 - Vanessa Nordyke
  - Ward 8 - Micki Varney



**LEGEND**

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



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