



CITY OF SALEM

585 Liberty St SE
Salem, OR 97301

Meeting Agenda

City Council

Monday, August 11, 2025

6:00 PM

**Loucks Auditorium /
Salem Public Library**

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 Loucks Auditorium at Salem Public Library 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 3:00 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. - 6:00 p.m.

Salem Public Library, Plaza 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. [25-292](#) July 28, 2025, Draft City Council Minutes

Attachments: [7-28-25 DRAFT Council Minutes](#)

3.2 RESOLUTIONS

3.2a. [25-271](#) Transfer of appropriations within the City's Fiscal Year (FY) 2026 Budget in the General Fund for tree planting.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance; Natural Environment

Stewardship; Safe, Reliable and Efficient Infrastructure.

Recommendation:

Adopt Resolution No. 2025-9 authorizing a transfer of \$70,000 in appropriations within the City's FY 2026 budget for tree planting.

Summary:

A transfer of \$70,000 in appropriation from General Fund contingency is needed for expenditure in the General Fund related to grant-funded tree planting. As these expenses were not included in the FY 2026 budget, a transfer of appropriation is required.

Attachments: [Resolution 2025-9](#)

3.2b. [25-290](#) Supplemental Budget 1 for unanticipated expenses in the Local Option Levy Fund.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Recommendation:

Adopt Resolution No. 2025-19, Fiscal Year Supplemental Budget 1, increasing expenditure appropriation authority and revenues in the Local Option Levy Fund for Center 50+.

Summary:

Recently the City learned that Friends of Center 50+ will be receiving a multi-year grant and a portion will be passed through to Center 50+ as a donation. The funds will be used by Center 50+ for additional limited duration employees who will focus on outreach, expansion of the use of volunteers, and more. In order to spend the donation, additional expenditure authority is needed in the 2026 budget for Center 50+.

Attachments: [Resolution No. 2025-19](#)
[Resolution No. 2025-19, Exhibit A](#)
[Resolution No. 2025-19, Exhibit B](#)

3.3 ACTION ITEMS

3.3a. [25-285](#)

Application for funding under Community Renewable Energy Grant Program issued by the Oregon Department of Energy.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Natural Environment Stewardship; Safe, Reliable and Efficient Infrastructure.

Recommendation:

Authorize the Interim City Manager to submit an application to the Community Renewable Energy Grant Program and, if successful, enter into an agreement with the Oregon Department of Energy to accept the funds.

Summary:

Oregon House Bill 2021 created the Community Renewable Energy Grant Program to support community renewable energy and energy resilience projects. The City of Salem is eligible for this program and is requesting to apply for \$1,000,000 for constructing a community renewable energy project rooftop solar on the Marion Street Parkade as part of the larger renovations to the facility.

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.** [25-298](#) Improving safety and livability in high response areas: downtown and northeast Salem

Ward(s): 1, 2, and 5

Councilor(s): All Councilors

Neighborhood(s): CANDO, ELNA, NESCA, NOLA, Northgate, SCAN, WSNA

Result Area(s): Safe and Healthy Community, Strong and Diverse Economy, and Welcoming and Livable Community.

Recommendation:

Information only.

Summary:

This report outlines feedback from City Council Work Session on July 21, 2025, and two business engagement meetings held in downtown and in northeast Salem regarding an actionable strategy for safety and livability in downtown and northeast Salem. These two areas of Salem experience higher volumes of requests for police support and emergency medical response.

Attachments: [Feedback from the July 23, 2025, State of Downtown event sponsored and organized](#)
[Feedback from the July 30, 2025 Northeast Salem Business Forum](#)

- 5.b.** [25-296](#) Motion from Councilor Linda Nishioka concerning a performance evaluation for the interim City Manager

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Attachments: [2025 Interim City Manager Evaluation Form and Council Policy A-6.pdf](#)

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

- 6.a.** [25-229](#) Appointment of City Councilors to the Riparian Advisory Committee

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

Summary:

Mayor Julie Hoy appoints City Councilors Micki Varney and Deanna Gwyn to the Riparian Advisory Committee, which will provide guidance and advise staff during the City's project to better protect waterways and adjacent riparian corridors in Salem.

6.b. [25-281](#)

Planning Administrator Decision - A replat to consolidate four lots into one property - Approved.

Replat Tentative Plan Case No. REP25-06 - RMH Properties LLC (Miriam and Richard Hoach) - 2390 Commercial St SE.

Ward(s): 2

Councilor(s): Nishioka

Neighborhood(s): SCAN

Recommendation:

Information Only.

Attachments: [Land Use Decision REP25-06](#)

6.c. [25-282](#)

Planning Administrator - A validation of unit of land, then a tentative partition to divide the land area to create two parcels - Approved.

Partition Tentative Plan / Validation of Units of Land / Class 2 Adjustment Case No. PAR-VUL-ADJ25-11 - 4720 Ridge Dr NE - M3 Capital LLC (Brian Spencer, Steven Schimmel, Irwin Schimmel).

Ward(s): 5

Councilor(s): Brown

Neighborhood(s): Northgate

Recommendation:

Information Only.

Attachments: [Land Use Decision PAR-VUL-ADJ25-11](#)

6.d. [25-286](#)

Hearings Officer Decision - A Conditional Use Permit for a short-term rental within an existing single-family dwelling - Approved.

Conditional Use Permit Case No. CU25-05 - Brittany Finley - 925 Terrace Dr NW.

Ward(s): 1

Councilor(s): Tigan

Neighborhood(s): WSNA

Recommendation:

Information Only.

Attachments: [Land Use Decision CU25-05](#)**6.e.** [25-291](#)

Hearings Officer Decision - An application for site alterations and tree and vegetation removal associated with the establishment of temporary construction and staging areas required for proposed seismic improvements to the Center Street Bridge; and the future repaving of a portion of the north parking lot of Riverfront Park following its use as a temporary construction staging area - Approved

Class 2 Willamette Greenway Development Permit / Class 2 Site Plan Review / Tree and Vegetation Removal Permit - ODOT - 314 Water St NE, 116 Marion St NE, and 200 to 300 Blocks of Musgrave Ln NW.

Ward(s): 1
Councilor(s): Tigan
Neighborhood(s): CANDO; WSNA

Recommendation:

Information Only.

Attachments: [Revised Land Use Decision WGP-SPR-TRP25-01](#)**6.f.** [25-297](#)

Hearings Officer Decision - To remove Condition 1, related to street requirements, from CPC-NPC-ZC12-03 - Approved.

Variance Case No. VAR25-01 - Lane Shetterly, Peter Bragdon, Vanessa Wilkins, Bill Berg, Lisa Mensah, Erica D. Daley, Ray Klinke - 1656 Davis Rd S.

Ward(s): 4
Councilor(s): Gwyn
Neighborhood(s): Sunnyslope

Recommendation:

Information Only.

Attachments: [Land Use Decision VAR25-01](#)**6.g.** [25-287](#)

City of Salem Fiscal Year 2025 Quarter 4 Financial Report - Preliminary

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

Recommendation:

Information only.

Summary:

The Fiscal Year (FY) 2025 Quarter 4 (Q4) Preliminary Financial Report for the City of Salem reflects activity posted year to date through June 30, 2025.

Attachments: [City FY 2025 Quarter 4 Financial Report - Preliminary](#)

6.h. [25-264](#)

Purchases approved administratively from May 1, 2025 through May 31, 2025.

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

Attachments: [Purchases approved administratively May 2025](#)

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 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. [25-295](#) Until further notice, all Salem City Council meetings will be conducted in Loucks Auditorium, located at Salem Public Library, 585 Liberty Street SE, 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 Loucks Auditorium.)

Air Service Update
Monday, August 18, 2025, at 6:00 p.m.

Service Updates, Priorities, and Options for Future Financial
Sustainability
Monday, September 15, 2025, at 6:00 p.m.

Salem Fire Department: Standards of Cover, Operations and Emergency
Medical Services (EMS)
Monday, October 20, 2025, at 6:00 p.m.

BUDGET COMMITTEE MEETINGS:

2025 NEIGHBORHOOD ASSOCIATION ANNUAL MEETING DATES:

Neighborhood	- Annual Meeting Date	- Time	- Councilor
Faye Wright	-----September 9-----	6:00 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 21-----	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 Loucks Auditorium Salem Public Library, 585 Liberty Street 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:
<https://www.cityofsalem.net/government/city-council-mayor/about-city-council/council-rules>.

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. Please sign up on the Speakers Roster prior to the start of the meeting. 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. Please stop speaking when your time has expired.

Individuals that would like to provide comments during the meeting but are not able to attend the meeting in person may provide testimony virtually. To do so, please sign up online on the day of the meeting between the hours of 8:00 a.m. and 3:00 p.m. at

<https://www.cityofsalem.net/government/city-council-mayor/about-city-council/council-rules>

ncil/comment-and-participate-in-a-city-council-meeting.

HOW TO GET YOUR WRITTEN 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 at cityrecorder@cityofsalem.net 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/government/city-council-mayor/about-city-council/council-rules>.

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 P.O. BOX 14300, Salem, OR, 97309-3986 or by email 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 in the lobby of at Loucks Auditorium 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 for QUASI JUDICIAL LAND USE CASES are as follows:

1. Staff Presentation – 10 minutes
2. Affected Party – 10 minutes
3. Neighborhood Associations – 5 minutes
4. Other Interested Persons – 3 minutes per person
5. Rebuttal by Affected Party – 5 minutes

The time limit is 3 minutes per person for LEGISLATIVE AND ADMINISTRATIVE hearings. Please stop speaking when your time has expired.

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.

