



# CITY OF SALEM

## Meeting Agenda

### City Council

555 Liberty St SE  
Salem, OR 97301

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**Monday, October 28, 2024**

**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**

*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. [24-408](#) October 14, 2024 Draft City Council Minutes

***Attachments:*** [10-14-24 Draft Council Minutes.pdf](#)

3.1b. [24-443](#) October 21, 2024 Draft City Council Work Session Minutes

***Attachments:*** [10-21-24 Draft Council Work Session Minutes.pdf](#)

### 3.2 RESOLUTIONS

3.2a. [24-400](#) Re-designation of the City of Salem Electronic Commerce Zone.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Strong and Diverse Economy

***Recommendation:***

Adopt Resolution No. 2024-43 to re-designate the E-commerce Zone.

***Summary:***

The Electronic Commerce Zone is an Oregon State incentive in the Enterprise Zone boundary to encourage predominantly based internet business. The Salem Electronic Commerce Zone has expired. The City of Salem will need to submit an adopted resolution to Business Oregon for re-designation.

***Attachments:*** [Attachment 1 - Resolution 2024-43.docx](#)

[Exhibit A - Salem E-Zone Legal Description.pdf](#)

[Exhibit B - Salem E-Zone Map.pdf](#)

### 3.3 ACTION ITEMS

3.3a. [24-411](#) Collective bargaining agreement between the City of Salem and the Salem Police Employees' Union - Sergeants.

Ward(s): All Wards

Councilor(s): All Councilors

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

**Recommendation:**

Approve a new three-year collective bargaining agreement between the City and Salem Police Employees' Union - Sergeants (SPEU-S), for a period from July 1, 2024, through June 30, 2027.

**Summary:**

During the 2024 Oregon Legislation session, a law was passed allowing police sergeants to form a union for collective bargaining purposes. On April 19, 2024, the police sergeants of the Salem Police Department filed a petition for certification without an election to be represented. On May 14, 2024, the Employment Relations Board certified the petition to recognize the bargaining unit of the Salem Police Employees' Union - Sergeants (SPEU-S). The City began negotiations with SPEU-S on June 25, 2024, for an initial collective bargaining agreement. A final tentative agreement for a three-year agreement was reached during negotiations on September 4, 2024. The employees represented by SPEU-S ratified the agreement on October 4, 2024.

**3.3b. [24-429](#)**

Collective bargaining agreement between the City of Salem and the American Federation of State, County and Municipal Employees.

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

**Recommendation:**

Approve a three-year collective bargaining agreement between the City and American Federation of State, County and Municipal Employees (AFSCME), for a period from July 1, 2024, through June 30, 2027.

**Summary:**

The City began negotiations with the American Federation of State, County and Municipal Employees (AFSCME) on February 21, 2024, for a successor collective bargaining agreement. A final tentative agreement for a three-year contract was reached during mediation on October 1, 2024. The employees represented by AFSCME ratified the agreement on October 23, 2024.

**3.3c. [24-435](#)**

Compensation adjustments for represented and non-represented classifications, and creation of new classifications and pay grades.

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

Result Area(s): Good Governance

**Recommendation:**

Approve the compensation adjustments for the select represented and non-represented job classifications retroactive to July 1, 2024.

**Summary:**

Human Resources completed compensation reviews for represented and non-represented job classifications following the guidance of the City's Compensation Philosophy, and compression pay analysis in conclusion of recent collective bargaining. There are represented classifications that are behind the market for competitive wages. The two unions that have recently settled on new contracts with the City has resulted in pay compression issues between some represented and non-represented job classifications. Other compensation and benefit changes are recommended to ensure equitable compensation between employee groups and to retain talent within the City, as well as improve morale and productivity. New classifications and pay grades are recommended now that the City will be providing emergency medical services.

**3.3d. [24-406](#)**

Application for funding under the Environmental and Climate Justice Community Change Grants Program issued by the U.S. Environmental Protection Agency.

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; Welcoming and Livable Community.

**Recommendation:**

Authorize the City Manager to submit a grant application for the Environmental and Climate Justice Community Change Grant Program in partnership with the Mid-Willamette Valley Community Action Agency as statutory partner and, if successful, enter into an agreement with U.S. Environmental Protection Agency to accept the funds.

**Summary:**

The City of Salem, in partnership with the Mid-Willamette Valley Community Action Agency (MWVCAA), intends to apply for \$20 million from the Environmental Protection Agency's Environmental and Climate Justice Community Change Grant Program. The funds will be used to create a resilience hub network (\$12 million) and to improve energy efficiency in low-income housing, including providing portable heat pumps to multifamily residents (\$8 million). The grant has no match requirement. All funds must be spent within three years.

**Attachments:** [Public Comment received October 28, 2024](#)

*Add - Written Testimony.*

**3.3e. [24-416](#)**

Correcting the terms of Planning Commission positions.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance.

**Recommendation:**

Amend the terms of Commissioner Lara Midkiff to expire in 2024 (instead of 2025) and Commissioner Fryback to expire in 2026 (instead of 2027).

**Summary:**

The terms of Planning Commission positions are required to be staggered so no more than three positions expire in any year. Due to an error in 2015 when two new positions were created, there are currently four positions that will expire in 2027. In addition, an error was made in the term of another commissioner appointed at the September 16, 2024 special city council meeting. The terms of two of the positions should be changed to correct the errors.

**3.3f. [24-422](#)**

Request to Remove Circular Brick Structure from Salem-Keizer Together Entranceway

Ward(s): Ward 5

Councilor(s): Jose Gonzalez

Neighborhood(s): Highland Neighborhood Association

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

Welcoming and Livable Community.

**Recommendation:**

Authorize removal of the existing brick structure and replace with conventional entranceway welcome sign(s) that are easier to repair or replace when damaged.

**Summary:**

The Salem-Keizer Together welcome entranceway is located on a triangle-shaped traffic island at the intersection of River Road N, Stark Street N, and Broadway Street NE. The circular brick structure displaying welcome signs was constructed in the early 1990's through a combination of public and private funds, facilitated by the Gateway Sign Committee formed by Salem Mayor R. G. Andersen-Wyckoff. Since its construction the brick structure has been struck multiple times by motor vehicles, necessitating its reconstruction, which has become burdensome to the City.

**Attachments:** [Attachment 1 - 1990's Aerial Image of Salem-Keizer Gateway.pdf](#)  
[Attachment 2 - 2024 Satellite Imagery of Salem-Keizer Gateway.pdf](#)  
[Attachment 3 - Salem Keizer Monument Sign Concept.pdf](#)  
[Public Comment received October 28, 2024.](#)

*Add - Written Testimony.*

**3.3g. [24-427](#)**

Adoption of Final Order No. 2024-3 PUD-SUB-PAR-UGA-ADJ24-01 modifying the Planning Commission's decision approving Planned Unit Development-Subdivision Tentative Plan, Partition Tentative Plan, Urban Growth Preliminary Declaration, and Class 2 Adjustment Case No. PUD-SUB-PAR-UGA-ADJ24-01 for property located in the 700 to 800 Blocks of Creekside Drive SE.

Ward(s): 4

Councilor(s): Gwyn

Neighborhood(s): South Gateway Neighborhood Association

Result Area(s): Welcoming and Livable Community

**Recommendation:**

Adopt the Final Order to modify the Planning Commission's decision approving Planned Unit Development-Subdivision Tentative Plan, Partition Tentative Plan, Urban Growth Preliminary Declaration, and Class 2 Adjustment Case No. PUD-SUB-PAR-UGA-ADJ24-01.

**Summary:**

On October 14, 2024, the City Council held a public hearing to consider the appeal of the Planning Commission's decision approving a proposed two-parcel Partition and Planned Unit Development-Subdivision creating 11 residential lots along with common open space for property located in the 700 to 700 Blocks of Creekside Drive SE (**Attachment 1**). Subsequent to receiving testimony, the Council closed the public hearing, deliberated, and voted to modify the Planning Commission's decision by removing Condition of Approval No. 14, which required construction of a 5-foot-wide sidewalk on the north side of Creekside Drive SE along the frontage of the property.

**Attachments:** [1 - Vicinity Map](#)  
[2 - Final Order](#)  
[3 - Exhibit 1 to Final Order - Facts & Findings](#)

**3.3h. [24-438](#)**

Appointments to the Citizen Budget Committee

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance

**Recommendation:**

Appoint applicants to the Citizen Budget Committee.

**Summary:**

Appointments to the Citizen Budget Committee

**RECOMMENDATION:****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. [24-431](#) Motion from Councilor Virginia Stapleton regarding a regulatory business license ordinance.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

- 6.a. [24-426](#) Purchases approved administratively from September 1, 2024 through September 30, 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 September. Included in the report are procurement contracts and public contracting activities with a current fiscal year impact and annual contracts.

**Attachments:** [Purchases approved administratively September 2024.pdf](#)

- 6.b. [24-409](#) City Council quarterly information report on economic development.

Ward(s): All Wards  
 Councilor(s): All Councilors  
 Neighborhood(s): All Neighborhoods  
 Result Area(s): Safe and Healthy Community; Safe, Reliable and Efficient Infrastructure; Strong and Diverse Economy; Welcoming and Livable Community

**Recommendation:**

Information only.

**Summary:**

Urban Development quarterly information report on economic development activities resulting from urban renewal projects, grants, and related work. The report also includes improvements to Salem-Willamette Valley Airport and quarterly business activity and outcomes reported by Strategic Economic Development Corporation (SEDCOR).

**Attachments:** [October 2024 Economic Development Quarterly Report.pdf](#)

- 6.c. [24-423](#) Planning Administrator Decision- A Tree Variance to remove one significant tree that will be impacted by required sidewalk construction for a four-family development - Approved.

Tree Regulation Variance TRV24-03 - Ron Jackson - 2605 Laurel Ave NE.

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

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision TRV24-03](#)

- 6.d. [24-434](#) Planning Administrator Decision - A Tree Variance to remove two significant trees - Approved.

Tree Regulation Variance Case No. TRV24-04 - Celtic Homes, LLC - 1390 Overlook Ave NW.

Ward(s): 1  
 Councilor(s): Stapleton  
 Neighborhood(s): West Salem Neighborhood Association

**Recommendation:**

Information Only.

**Attachments:** [Land Use Decision TRV24-04](#)



## 7. ORDINANCES

### 7.1 FIRST READING:

### 7.2 SECOND READING:

- 7.2a. [24-432](#) Second Reading of Ordinance Bill No. 13-24 to amend SRC chapter 38 to modify the definition of "transient lodging" to exclude short term rentals and accessory short term rentals from the Tourism Promotion Area fee.

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

**Recommendation:**

Pass Ordinance Bill No. 13-24.

**Summary:**

The proposal would amend the definition of "transient lodging" to exclude short term rentals and accessory short term rentals from the Tourism Promotion Area fee.

**Attachments:** [ORDINANCE 13-24](#)

[Exhibit A to Ord 13-24](#)

[Written Testimony from Travel Salem](#)

## 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@cityofsaalem.net](mailto: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. [24-425](#) 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:

Proposed Fees and Charges for Utility Service Rates (Water, Wastewater, and Stormwater)  
Tuesday, November 12, 2024 at 6:00 p.m.

City Council review of a Conditional Use Permit for motor vehicle services in the MU-III zone for property location at 3393 Silverton Road NE, Case No. CU24-05  
Tuesday, November 12, 2024 at 6:00 p.m.

Tourism Promotion Area  
Monday, December 9, 2024 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.

Community Violence Reduction Initiative Policy Agenda  
Monday, November 18, 2024 at 6:00 p.m.

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

Budget Committee - Preliminary Five-Year Forecast #1  
Wednesday, October 30, 2024 at 6:00 p.m.

Budget Committee - Preliminary Five-Year Forecast #2  
Wednesday, November 13, 2024 at 6:00 p.m.

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  
SWAN-----November 5-----6:30 p.m.-----Nishioka, Nordyke  
NEN-----November 12----- 6:30 p.m.-----Nishioka, Stapleton  
SESNA -----November 26-----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

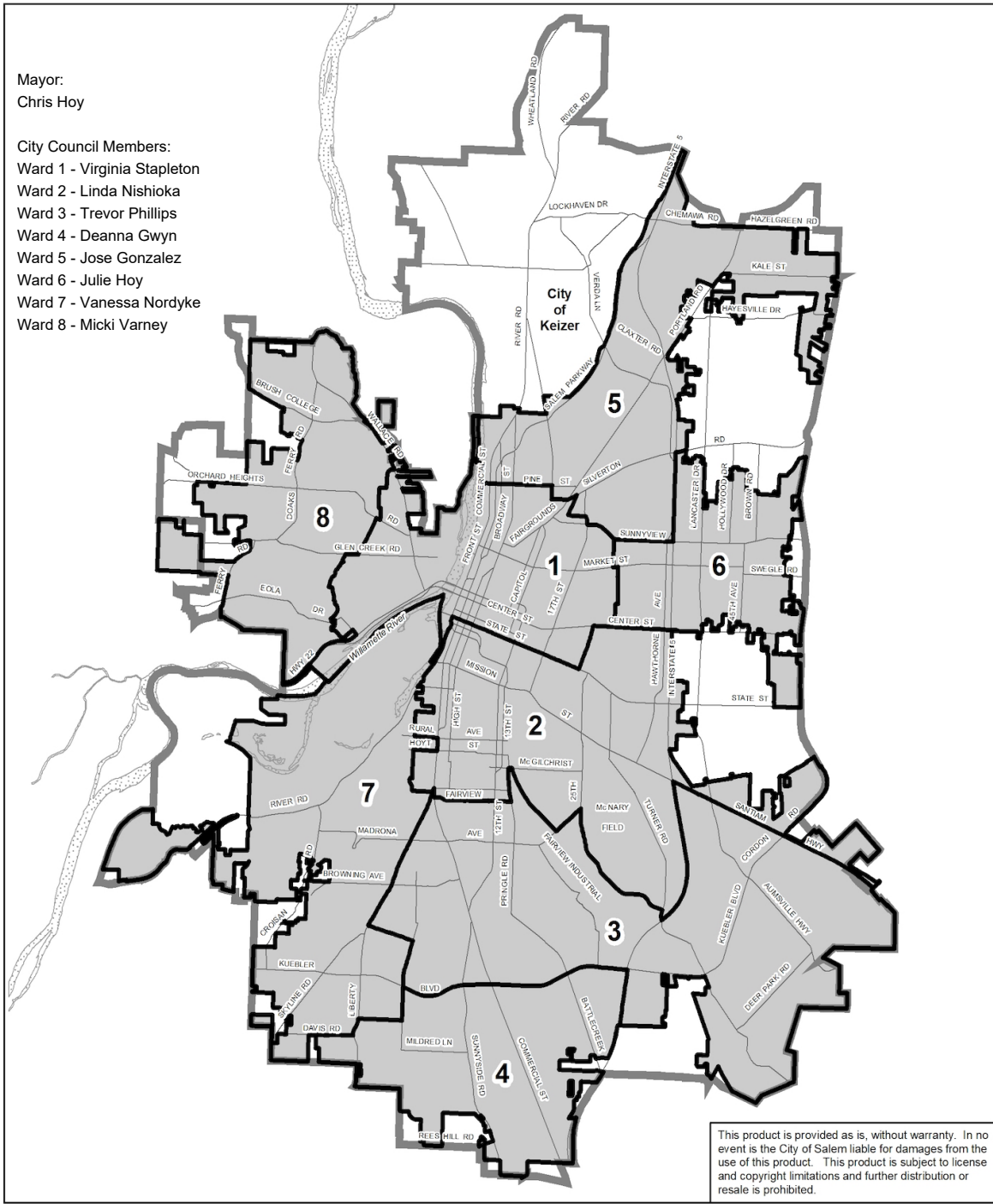
Time limits for quasi judicial land use hearings are governed by Rule 19 of the Council Rules. Parties to land use cases are encouraged to review that rule as time limits vary depending on the nature of the hearing. Further information can be obtained by contacting the Planning Administrator at 503 588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

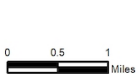
Mayor:  
Chris Hoy

- 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



**LEGEND**

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



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