



CITY OF SALEM

Meeting Agenda

City Council

555 Liberty St SE
Salem, OR 97301

Monday, February 24, 2025

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

City Council

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

ORS 192.660(2)(e) Real Property Transactions

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

- 1.3a. [25-67](#) Proclamation recognizing Salem Fire Department Engine 15 staff.

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

Recommendation:

Information Only.

Attachments: [Proclamation -SFD Engine 15.pdf](#)

- 1.3b. [25-66](#) Proclamation recognizing Women in Construction Week.

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

Recommendation:

Information Only.

Attachments: [Proclamation - Women in Construction Week.pdf](#)

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. [25-72](#) January 30, 2025, Draft Joint Marion County and City Council Work Session Minutes

Attachments: [01-30-25 Draft Joint Marion County and City Council Work Session Minutes.pdf](#)

- 3.1b. [25-73](#) February 10, 2025, Draft City Council Minutes

Attachments: [02-10-25 Draft Council Minutes.pdf](#)

3.2 RESOLUTIONS

3.3 ACTION ITEMS

- 3.3a. [25-61](#) Request to create a mid-year project for sanitary sewer rehabilitation on Center Street NE between Church Street NE and

Capitol Street NE.

Ward(s): Ward 1

Councilor(s): Tigan

Neighborhood(s): Central Area Neighborhood Development
Organization (CANDO)

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

Recommendation:

Authorize the creation of a mid-year sanitary sewer project - "Center Street Brick Sewer Rehabilitation Project" in the FY 2025 Wastewater Non-Assessed Construction Fund 255, funded with Utility Rates.

Summary:

During a routine inspection staff discovered signs of structural failure in a large brick sanitary sewer main on Center Street NE and have determined that the rehabilitation of the sewer is urgent. Council approval to create a mid-year wastewater project in the FY 2025 construction budget will allow design activities to begin immediately.

Attachments: [Attachment 1 - CENTER ST BRICK SEWER PROJECT LOCATION MAP.pdf](#)

3.3b. [25-62](#)

Request to create a mid-year project for sanitary sewer rehabilitation in the vicinity of Waldo Avenue SE and Wildwind Drive SE

Ward(s): Ward 2

Councilor(s): Nishioka

Neighborhood(s): South Central Association of Neighbors (SCAN)

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

Recommendation:

Authorize the creation of a mid-year sanitary sewer project - "Waldo Avenue SE/Wildwind Drive SE - Pipe Rehabilitation" in the FY 2025 Wastewater Non-Assessed Construction Fund 255, funded with Utility Rates.

Summary:

The Waldo Avenue SE/Wildwind Drive SE - Pipe Rehabilitation is currently programmed for funding in fiscal year 2029 in the 5-year CIP. After a recent emergency repair and inspection of the sewer main, staff have determined that rehabilitation of the sewer is urgent. Council approval to create a mid-year wastewater project in the FY 2025 construction budget will allow design activities to begin immediately.

Attachments: [Attachment 1 - WALDO-WILDWIND PROJECT LOCATION MAP.pdf](#)

4. PUBLIC HEARINGS

- 4.a. [25-53](#) Supplemental Budget 2 for unanticipated City expenses related to the Airport Fund.

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. 2025-5, Fiscal Year 2025 Supplemental Budget (2), increasing Airport Fund resource and expenditure appropriation authority for the Minimum Revenue Guarantee.

Summary:

Since the adoption of the FY 2025 budget, there have been unanticipated expenses for the Airport Fund related to the Minimum Revenue Guarantee with the commercial airline at the Salem-Willamette Valley Airport (Salem Municipal Airport). The City receives grant revenue from the United States Department of Transportation (USDOT) and Travel Salem to fund the Minimum Revenue Guarantee. Adoption of this resolution provides appropriation authority for the pass through revenue and expense.

Attachments: [Resolution No. 2025-5](#)

[Resolution No. 2025-5, Exhibit A](#)

[Resolution No. 2025-5, Exhibit B](#)

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. [25-68](#) Findings and Recommendations of the City Efficiency Committee

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance.

Recommendation:

Information Only.

Summary:

The City Efficiency Committee (CEC) was established by Council action to help identify efficiencies within the City's General Fund for operations and expenditures as well as to provide information about the challenges facing the General Fund. The Committee met five times over the past several weeks to ask questions of staff and learn about Oregon budget law, government accounting, the City of Salem budget and services including Police, Fire, and Information Technology. The culmination of this work is a letter from the CEC (attachment 1) which includes their findings and recommendations.

Attachments: [City Efficiency Committee Letter](#)

- 5.b. [25-78](#) Referring a five-year Community Services and Livability local option levy to Salem voters and approval of the explanatory statement.

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. 2025-6 referring a five-year Community Services and Livability local option levy to Salem voters and approve the explanatory statement.

Summary:

Adoption of Resolution No. 2025-6 (Attachment 1) will refer a five-year Community Services and Livability local option levy to Salem voters at the May 20, 2025 election, and approve the explanatory statement (Attachment 2). The proposed local option levy, if approved by voters, would levy a property tax at a rate of \$0.98 per \$1,000 of assessed value on real property within the city to be used to fund operations and programs for the Salem Public Library (including restoration of library hours), Parks, Recreation, Center 50+ and parks maintenance. Revenue from the levy would be placed in a special account, and an oversight committee would be formed to ensure the revenue from the levy will only be used for purposes set forth in the measure as approved by voters. The levy, if approved, is anticipated to generate \$14 million in the first year. The General Fund would no longer pay for these services, better ensuring stable funding for other General Fund services such as Police, Fire, and Emergency response.

Attachments: [Resolution 2025-6 Local Option Levy.doc](#)
[Explanatory Statement](#)
[Ballot Title](#)
[Public Comments received by 5:00 p.m., February 18, 2025.pdf](#)

- 5.c. [25-55](#) Overview of ODOT's Center Street Bridge project to seismically retrofit the Center Street Bridge over the Willamette River.

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

Recommendation:

Information only.

Summary:

Overview of ODOT's Center Street Bridge Seismic Retrofit Project planned for the Center Street bridge over the Willamette River. A presentation to the City Council will be given by Anna Henson, Mid-Willamette Valley Area Manager for ODOT.

Attachments: [Center Street Bridget Seismic Retrofit project Vicinity Map.png](#)

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

- 6.a. [25-46](#) Planning Administrator Decision - Multi-family development of 60 units as Phase II of the Gussie Belle Commons - Approved.

Partition Tentative Plan / Class 3 Site Plan Review Case No. PAR-SPR24-13 - Greenlight - Home First Development LLC (Mark Desbrow, Ben Pray) - 739 23rd St NE.

Ward(s): 1
Councilor(s): Tigan
Neighborhood(s): NEN

Recommendation:

Information Only.

Attachments: [Land Use Decision PAR-SPR24-13](#)

- 6.b. [25-65](#) Planning Administrator Decision - A Tree Variance and a Driveway Approach Permit for a cottage cluster - Approved.

Tree Regulation Variance / Class 2 Driveway Approach Permit Case No. TRV-DAP25-01 - Terence Blackburn, Sean Blackburn - 1000 Block of Schurman Dr S.

Ward(s): 7
Councilor(s): Nordyke
Neighborhood(s): SWAN

Recommendation:

Information Only.

Attachments: [Land Use Decision TRV-DAP25-01](#)

- 6.c. [25-54](#) Purchases approved administratively from January 1, 2025 through January 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 January. Included in the report are procurement contracts and public contracting activities with a current fiscal year impact and annual contracts.

Attachments: [Purchases approved administratively January 2025.pdf](#)

- 6.d. [25-57](#) 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: [February 10 2025 ED Quarterly Report FINAL REVISED 021325.pdf](#)

- 6.e. [25-59](#) Fiscal Year (FY) 2024 Urban Renewal Agency (URA) Annual

Financial Report as submitted by the Urban Renewal Agency Board.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance.

Recommendation:

Information Only.

Summary:

Under Oregon Revised Statutes (ORS) 457.460, each year an urban renewal agency must prepare a report on its finances and file that report with the governing body of the municipality where the agency is located. The report will be provided to the Urban Renewal Agency Board (Board) at its meeting on February 24, 2025 prior to the City Council meeting. The Board is anticipated to approve the report during this meeting.

Attachments: [Independent Auditors Report - FY 2024 Salem Urban Renewal Agency.pdf](#)

6.f. [25-60](#) Fiscal Year (FY) 2024 Financial Audit of the City of Salem, Oregon.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance.

Recommendation:

Information Only.

Summary:

The certified public accounting firm of REDNW, completed the annual financial audit of the City for the fiscal year ending June 30, 2024. There were no formal findings or recommendations for improvement as a result of the audit.

Attachments: [Independent Auditors Report - FY 2024 City of Salem.pdf](#)

6.g. [25-1](#) Salem Public Works Department Strategic Plan FY2024-25 through FY2028-29

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.

Recommendation:

Information only

Summary:

The Salem Public Works Department is a large and complex organization that provides a wide variety of services to the community. The Strategic Plan is intended to clearly define the short-term and long-term goals and objectives that link our infrastructure master plans to the City's Capital Improvement Plan (CIP) and annual budget process.

Attachments: [Salem Public Works Department Strategic Plan FY2024-25 through FY2028-29.pdf](#)

6.h. [25-45](#) Updated Salem City Council Committee assignments for 2025.

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:

Information only.

Summary:

Transmitting an update to the 2025 City Council assignments.

Attachments: [2025 City Council Committee Assignments 2.4.25.docx](#)

7. ORDINANCES**7.1 FIRST READING:****7.2 SECOND READING:**

7.2a. [25-19](#) Designation of the Criterion Schoolhouse as a Salem Local Historic Resource.

Ward(s): 5

Councilor(s): Brown

Neighborhood(s): None (State Fairgrounds)

Result Area(s): Welcoming and Livable Community

Recommendation:

Pass Ordinance Bill No. 2-25, designating the Salem Criterion Schoolhouse as a local historic resource.

Summary:

The Criterion Schoolhouse is eligible for listing as a local historic resource due to its significance as an excellent local example of the one-room schoolhouse building type. The Criterion Schoolhouse

meets the applicable criteria in SRC 230.010 for age, integrity and significance, especially for its cultural significance as an embodiment of the early history of education in Oregon, as part of the educational section of the Oregon State Fair, and a symbol of the enormous effort that went into planning and celebrating America's bicentennial.

Attachments: [Ordinance Bill No.2-25](#)

[Exhibit A - HLC Recommendation](#)

[Exhibit B - Vicinity Map](#)

7.2b. [25-70](#)

Annexation of a 1.43-acre territory located at 5725 Skyline Road S and Land Adjacent (ANXC-759).

Ward(s): Ward 7

Councilor(s): Nordyke

Neighborhood(s): Sunnyslope

Result Area(s): Welcoming and Livable Community

Recommendation:

Pass Ordinance Bill No. 3-25, approving annexation, applying City Zoning, and approving withdrawal from the Salem Suburban Rural Fire Protection District, for a territory located at 5725 Skyline Road S and Land Adjacent, to second reading for passage.

Summary:

Annexation of a 1.43-acre territory located at 5725 Skyline Road S and Land Adjacent (ANXC-759).

Attachments: [Vicinity Map](#)

[Draft Ordinance ANXC-759](#)

[Territory Legal Description and Map](#)

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 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. [25-69](#) 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.

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.cityofsaalem.net/Pages/council rules.aspx](http://www.cityofsaalem.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.cityofsaalem.net/Pages/council rules.aspx](https://www.cityofsaalem.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

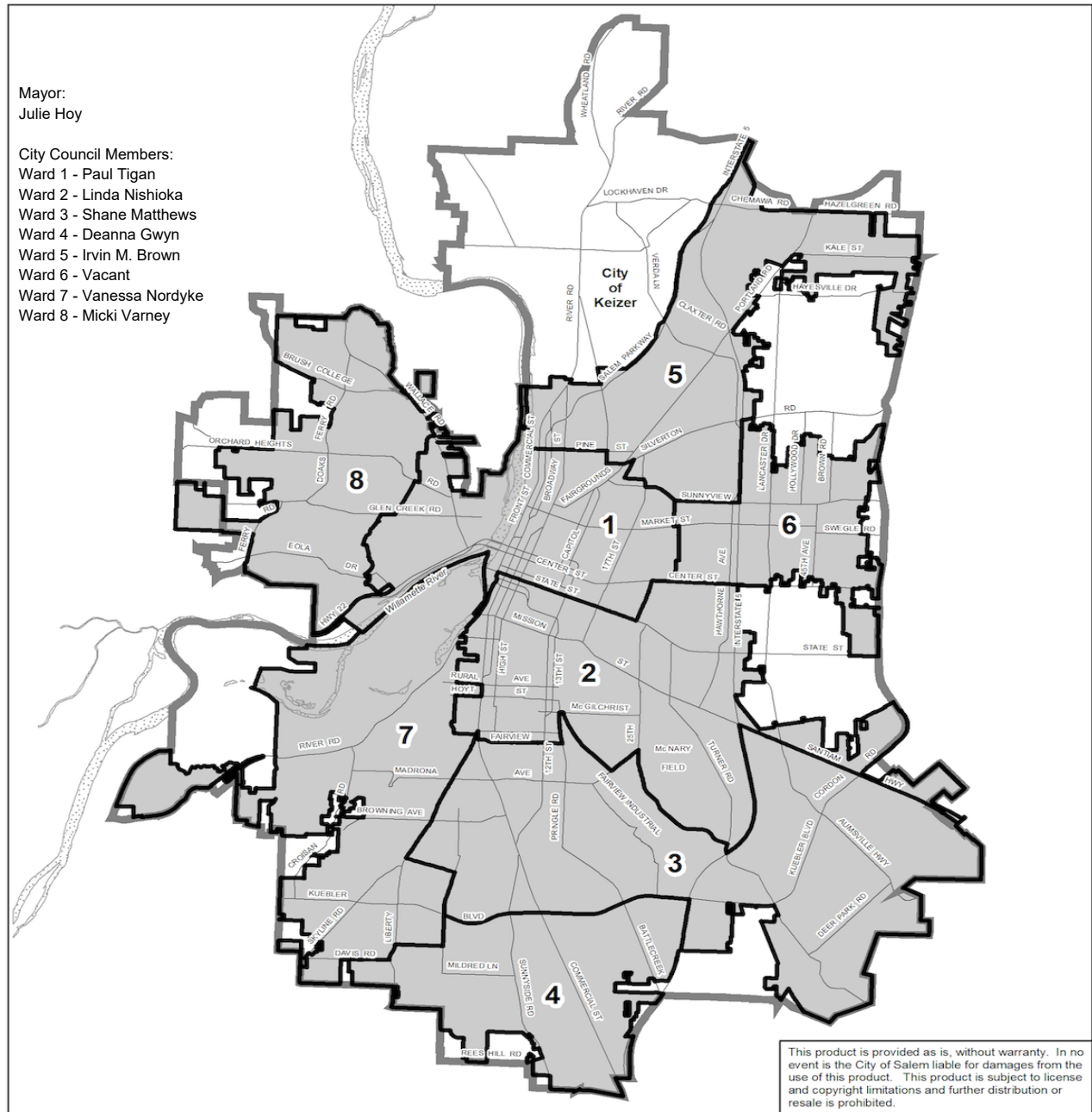
Time limits for quasi judicial land use hearings are governed by Rule 19 of the Council Rules. Parties to land use cases are encouraged to review that rule as time limits vary depending on the nature of the hearing. Further information can be obtained by contacting the Planning Administrator at 503 588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

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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