



# **CITY OF SALEM**

## **Meeting Agenda**

### **City Council**

585 Liberty St SE  
Salem, OR 97301

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**Monday, July 28, 2025**

**6:00 PM**

**Loucks Auditorium /  
Salem Public Library**

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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 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](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 3:00 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:**

**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:

#### 3.1 MINUTES

- 3.1a. [25-268](#) July 14, 2025, Draft City Council Minutes

**Attachments:** [7-14-25 DRAFT Council Minutes](#)

- 3.1b. [25-280](#) July 21, 2025, Draft City Council Work Session Minutes

**Attachments:** [7-21-25 DRAFT Council Work Session Minutes](#)

#### 3.2 RESOLUTIONS

- 3.2a. [25-266](#) Emergency Declaration relating to the upcoming deep drawdown of Detroit Reservoir.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

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

**Recommendation:**

Adopt Resolution No. 2025-18 declaring an emergency related to the Detroit Reservoir deep drawdown.

**Summary:**

On December 26, 2024, the National Marine Fisheries Service (NMFS) issued a Biological Opinion (BiOp) requiring the U.S. Army Corps of Engineers (Corps) to conduct deep drawdown operations at Detroit Reservoir to improve downstream fish passage. Elevated turbidity levels expected in the North Santiam River resulting from the deep drawdown present a severe threat to the operation of slow sand filters at the Geren Island Water Treatment Plant (GIWTP), which are the primary method for treating Salem's drinking water supply. Deep drawdown operations are currently planned to begin in the fall of 2026. An emergency declaration is necessary in order to procure necessary materials, equipment and services to develop alternative water sources and build resiliency due to the system limitations imposed by the deep drawdown.

**Attachments:** [Attachment 1 - Resolution No. 2025-18.docx](#)

[Written Testimony received by 11am 7/28/25](#)

[Additional Testimony received by 5pm 7-28-25](#)

*Add - Written Testimony*

#### 3.3 ACTION ITEMS

**3.3a. [25-262](#)**

Proposed revisions to Council Policy X-4, Connection to Water and/or Sewer Service Outside the City Limits

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Safe, Reliable and Efficient Infrastructure;  
Welcoming and Livable Community.

**Recommendation:**

Adopt revisions to Council Policy X-4 regarding connections to water/sewer services for properties that are located outside city limits and outside the Salem-Keizer Urban Growth Boundary.

**Summary:**

City Council Policy X-4, "Connection to Water and/or Sewer Service Outside the City Limits," establishes the process and requirements for a property located outside of Salem's city limits to receive water and/or sewer services. The policy requires that the property meet specific criteria and the owner either: (1) file for annexation if the property is contiguous to city limits; or (2) sign a consent to annex if the property is not contiguous. Over the past several years, the City has received multiple requests to provide water services to properties that are located both outside Salem's city limits *and* outside of the Salem-Keizer Urban Growth Boundary (UGB). Council Policy X-4, however, is silent on the criteria and process to be followed for these properties. The proposed revisions to Council Policy X-4, which were supported by the 2024 Water/Wastewater Task Force and are consistent with Statewide Planning Goals, will clarify the existing policy and add provisions specific to a property beyond the UGB. Generally, the added provisions require that the property be developed for residential purposes only, the property is contiguous to a right-of-way in which an existing City-owned water main is located, and the property owners can demonstrate that groundwater is not available for use on the property.

**Attachments:** [Attachment 1 - Proposed Revisions to Council Policy X-4 showing additions and deletions](#)  
[Attachment 2 - Proposed Council Policy X-4 with additions and deletions accepted1.pdf](#)

**3.3b. [25-270](#)**

New Job Classifications and Compensation for Fire Inspector 1 and Assistant Police Chief.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance.

**Recommendation:**

Approve new job classifications and compensation for Fire Inspector 1 and Assistant Police Chief effective July 28, 2025.

**Summary:**

The Fire and Police departments have identified the need for additional specialized and leadership roles to enhance operational efficiency and public safety in their respective areas. Human Resources has created two new job classifications and compensation pay ranges for Fire Inspector 1 and Assistant Police Chief. The pay ranges are the same compensation amounts used for comparable jobs in other departments, such as the Inspector 1 classification used by Community Planning & Development and Public Works Departments, and the Assistant Fire Chief classification used in the Fire Department. These two new job classifications will be used for existing authorized positions in both Fire and Police and will not increase the total number of FTE positions in either department.

**3.3c.** [25-278](#)

2025-2029 US HUD Consolidated Plan (ConPlan), 2025 Annual Action Plan (AAP) and Analysis of Impediments to Fair Housing (AIFH)

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Welcoming and Livable Community.

**Recommendation:**

Approve the 2025-2029 Consolidated Plan, the 2025 Annual Action Plan and Analysis of Impediments to Fair Housing for submission to US HUD.

**Summary:**

As a condition for receiving Community Development Block Grant (CDBG) and HOME Investment Partnership grants (HOME) from US HUD the City is required to develop a 5 year ConPlan detailing overall needs of the community and goals for meeting them. The ConPlan also contains the Year 1 AAP budget. There are prior years' unspent funds included in the Year 1 AAP. The AIFH is a separate but integral document. City Council held a public hearing on these items on July 14, 2025. During the public comment period, there was one public comment about various typos in the ConPlan, and one comment from Council about specifying addiction to **illicit** drugs as a potential characteristic linked with housing instability in Section NA10. There was also a request to add "Persons with mental health issues or disabilities," to the enumerated list of characteristics. Those edits have been made and the plan is ready for approval and submission to HUD.

There are no changes to the funding allocations presented at the 7/14/2025 public hearing.

**Attachments:** [6.28.25 Salem AI Draft.pdf](#)  
[25.7.22 ConPlanFinal with Cover and TOCpdf.pdf](#)

#### 4. PUBLIC HEARINGS

#### 5. SPECIAL ORDERS OF BUSINESS:

- 5.a. [25-277](#) Oregon Government Ethics Commission (OGE) guidance on Oregon ethics and public meetings law.

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

**Recommendation:**

Information only.

**Summary:**

This report addresses concerns complying with Oregon public meetings law as interpreted by the OGE.

**Attachments:** [OGE staff report supplemental 072825.pdf](#)  
[Prohibited Serial Communications FAQ.pdf](#)  
[Testimony received by 11am 7/28/25](#)  
[Additional Testimony received by 5pm 7-28-25](#)

*Add - Written Testimony*  
*Add - Supplemental Staff Report*

#### 6. INFORMATION REPORTS:

- 6.a. [25-274](#) Planning Commission Decision - A consolidated Minor Comprehensive Plan Map Amendment and Neighborhood Plan Map Amendment from Industrial to Industrial Commercial, and Zone Change from IBC (Industrial Business Campus) to IC (Industrial Commercial) - Approved.

Minor Comprehensive Plan Map Amendment / Neighborhood Plan Map Amendment / Zone Change - Case No. CPC-NPC-ZC25-01 - Angel share LLC - 3767 and 3787 Fairview Industrial Dr SE.

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

**Recommendation:**

Information Only.

**Attachments:** [Revised Land Use Decision CPC-NPC-ZC25-01](#)

**6.b.**    [25-276](#)

Summary of recent progress on the real estate portfolio list for City owned and leased real property.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

**Recommendation:**

Information only.

**Summary:**

On April 14, 2025, City Council directed staff to compile a citywide real estate portfolio encompassing all City-owned and leased real property. This report provides an update on progress, outlines initial findings, and describes next steps.

**Attachments:**    [Attachment 1 - City of Salem Real Estate Portfolio Table – Marion County](#)  
[Attachment 2 - City of Salem Real Estate Portfolio Table – Polk County](#)  
[Testimony received by 11am 7/28/25](#)  
[Attachment 3 - City of Salem Real Estate Portfolio Chart – Marion County](#)  
[Attachment 4 - City of Salem Real Estate Portfolio Chart - Polk County.pdf](#)

*Add - Written Testimony*

**6.c.**    [25-279](#)

Cessation of Avelo Airline Flights at Salem-Willamette Valley Airport.

Ward: Ward 2

Councilor: Nishioka

Neighborhood(s): Southeast Mill Creek Neighborhood Association (SEMCA); Southeast Salem Neighborhood Association (SESNA)

Result Areas : Strong and Diverse Economy

**Recommendation:**

Information only.

**Summary:** Avelo Airlines announced on July 14, 2025, that it will cease operating commercial passenger flights out of Salem-Willamette Valley Airport on August 10, 2025. The cessation of flights out of Salem is part of a larger corporate realignment that shifts Avelo's western-based aircraft and resources to its east coast operations and discontinues air service at 10 western airports by the end of December 2025. Avelo Airlines is currently the only airline operating out of Salem-Willamette Valley Airport. Staff is determining the adjustments needed to airport operations to account for the lost revenue and still maintain the airport ready for potential resumption of commercial air service by another airline or airlines.

**Attachments:** [Public Comment received 07-22-2025](#)

[Testimony received by 11am 7/28/25](#)

*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. [25-269](#) 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.

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/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](mailto: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](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 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:

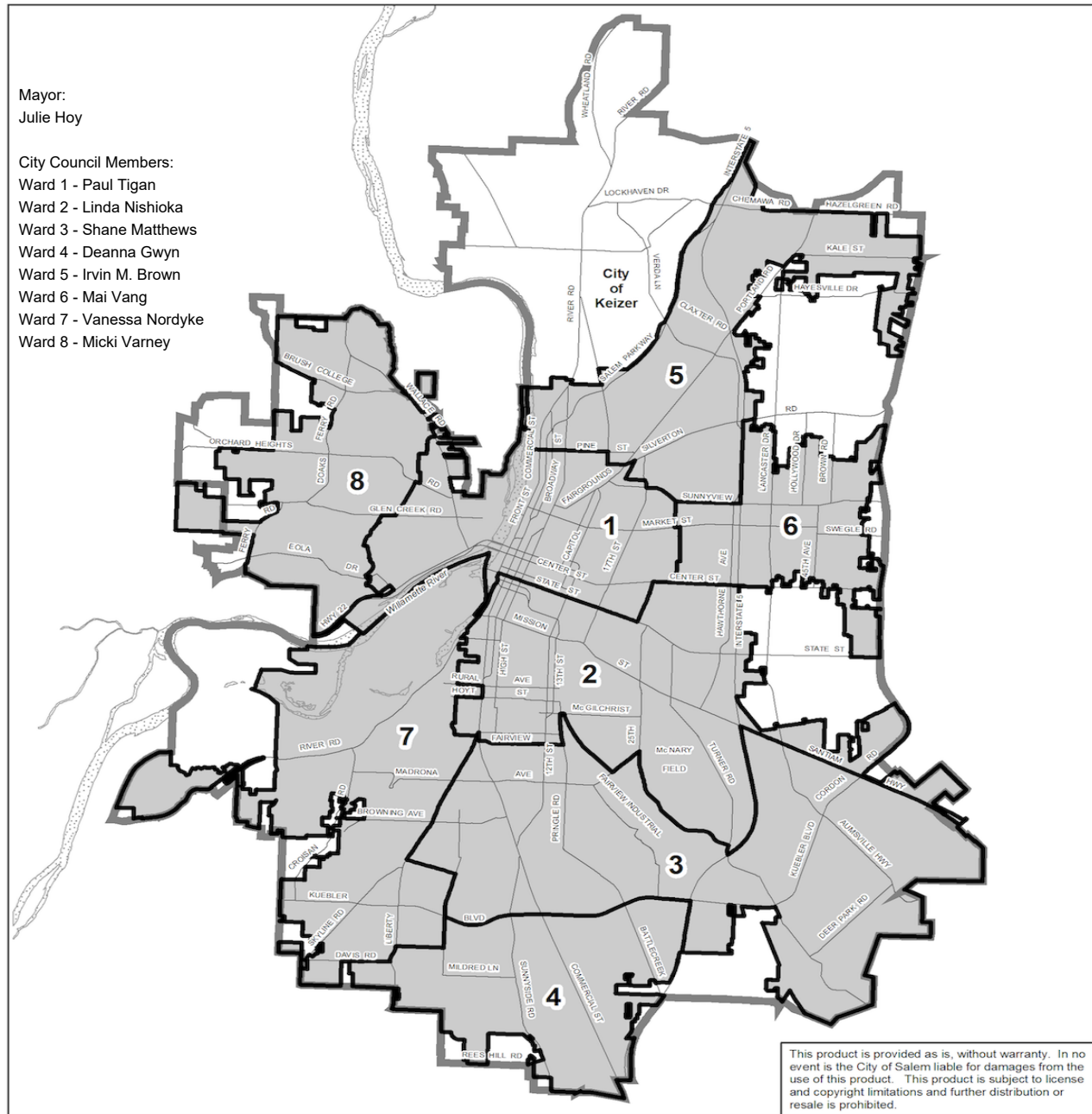
- 1. Staff Presentation – 15 minutes**
- 2. Affected Party – 15 minutes**
- 3. Neighborhood Associations – 5 minutes**
- 4. Other Interested Persons – 3 minutes per person**
- 5. Rebuttal by Affected Party – 7 minutes**

**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: [Imanderson@cityofsalem.net](mailto:Imanderson@cityofsalem.net).**

## 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 - Mai Vang  
Ward 7 - Vanessa Nordyke  
Ward 8 - Micki Varney



### LEGEND

Ward Boundary

Urban Growth Boundary

Salem City Limits

Major Streets

0 0.5 1  
Miles



**CITY OF Salem**  
AT YOUR SERVICE  
Community Planning and Development

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