



CITY OF SALEM

555 Liberty St SE
Salem, OR 97301

Meeting Agenda

City Council

Monday, January 13, 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>

1. OPENING EXERCISES:

Call to Order

Pledge of Allegiance

SWEARING-IN / OATHS OF OFFICE:

Ward 1, City Councilor, Paul Tigan

Ward 3, City Councilor, Shane Matthews

Ward 5, City Councilor, Irvin M. Brown

Ward 7, City Councilor, Vanessa Nordyke

Mayor, Julie Hoy

RECESS: Refreshments and Photographs

Roll Call

Election of Council President

1.1 APPROVAL OF ADDITIONS AND DELETIONS TO THE AGENDA

1.2 COUNCIL AND CITY MANAGER COMMENT

1.3 PROCLAMATIONS

1.3a. [25-2](#) Proclamation recognizing Center for Hope and Safety Executive Director Jayne Downing

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

Recommendation:

Information Only.

Attachments: [Proclamation - Jayne Downing.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. [24-512](#) December 9, 2024 Draft City Council Minutes

Attachments: [12-09-24 Draft Council Minutes](#)

3.2 RESOLUTIONS

3.3 ACTION ITEMS

3.3a. [24-514](#) Appointments to the Community Police Review Board and Salem Planning Commission.

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

Recommendation:

Appoint applicants to Community Police Review Board and Salem Planning Commission.

Summary:

Appointments to the Community Police Review Board and Salem Planning Commission.

RECOMMENDATION:

3.3b. [24-517](#)

Appointments to the Salem Public Art Commission.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance

Recommendation:

Mayor Chris Hoy recommends approval of the nominee to the Salem Public Art Commission.

Summary:

Following a review of vacancies on December 10, 2024, Mayor Chris Hoy has nominated an applicant for the Salem Public Art Commission.

Attachments: [Karl Roth Application Redacted.pdf](#)

3.3c. [24-525](#)

Real property lease for temporary location of Salem City Hall services

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:

Authorize the City Manager to execute a lease agreement with SAIF at 440 Church Street SE for the temporary relocation of Civic Center services.

Summary:

The Salem Civic Center Improvement project requires vacating the building to allow for more efficient construction and less disruption to City services. Two separate sites are necessary to meet the specific needs of City services currently located at the Civic Center. One of the two selected sites is the 4th and 5th floors of the Parkway building owned by SAIF and located at 440 Church Street SE. The majority of Civic Center staff will be located at this location including the City Manager's Office, Community Planning and Development Department, Community Services Department, Finance Department, and Customer Service Center.

Attachments: [Attachment 1 - Proposed Lease for 440 Church St SE](#)

3.3d. [24-526](#) Claim Settlement Authorization

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

Recommendation:

Authorize the City Manager to resolve a lawsuit brought by Personal Representative Douglas Schumann on behalf of the estate of Sara Schumann in an amount not to exceed \$163,600.00. Payment of \$133,600.00 will be made from the City’s self-insurance claim fund. Payment of \$30,000.00 will be made from other defendants named in this lawsuit, who are not affiliated with the City.

Summary:

A lawsuit is currently pending regarding a car accident at Mildred Lane SE and Liberty Rd S. Through settlement negotiations, the City has agreed to resolve all claims associated with the lawsuit in consideration of a payment of \$163,600.00.

Revised - This report was revised to correct the identity of the parties and the date of the incident.

3.3e. [24-527](#) Designation of May 20, 2025, as the date for a special election to fill the vacant council position for Ward 6.

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

Recommendation:

Designate May 20, 2025, as the date for a special election to fill the vacant council position for Ward 6 for the remainder of the term through 2026.

Summary:

Julie Hoy was elected mayor at the November 5, 2024, General Election. Her Ward 6 councilor position became vacant upon her assuming the office of Mayor on January 13, 2025. City Council must designate an election date to fill the Ward 6 vacancy because there is more than one year to the next primary election (May 2026). The Ward 6 position will be on the May 2026 ballot for election.

3.3f. [24-507](#) Request to create a mid-year project for the Phase 3 West Forest Restoration Project within the Minto Island Conservation Area.

Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods
Result Area(s): Natural Environment Stewardship.

Recommendation:

Authorize the creation of a mid-year project titled "Phase 3 West Forest Restoration Project."

Summary:

A request to create a mid-year project for the Phase 3 West Forest Restoration Project, which includes mitigating invasive species and planting of native species in a 48-acre area located within the Minto Island Conservation Area of Minto-Brown Island Park. The project is funded through a \$546,530 restoration grant from the Oregon Watershed Enhancement Board with matching funds provided through in-kind services of City staff and the Confederated Tribes of the Grand Ronde.

Attachments: [Minto Island Conservation Area: Phase 3 Restoration Map.pdf](#)

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. [25-3](#) Motion from Councilor Micki Varney concerning the formation of a City Budget Efficiencies Committee.

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

Attachments: [Salem Budget Efficiency Committee Request to Mayor Council 12-11-24.pdf](#)
[Public Comments received by 3:30 p.m., January 13, 2025](#)

Add - Written Testimony.

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

- 6.a. [24-513](#) Appointments to the Center 50 Advisory Commission.

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

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

Summary:

Announcing appointments to the Center 50 Advisory Commission.

Attachments: [Katie Dobler Application Redacted.pdf](#)
[Carolyn Scarbrough Application Redacted.pdf](#)
[Lynette Tribbett Application Redacted.pdf](#)
[Mark Kiernan Application Redacted.pdf](#)

- 6.b. [24-523](#) Appointment to the Historic Landmarks Commission.

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

Summary:

Announcing appointment to the Historic Landmarks Commission.

Attachments: [Robert Olquin Application Redacted.pdf](#)

- 6.c. [24-518](#) Planning Administrator Decision - Development of a new multi-family apartment complex - Approved.

Replat Tentative Plan / Class 3 Site Plan Review / Class 2 Adjustment / Tree and Vegetation Removal Permit Case No. REP-SPR-ADJ-TRP24-07 - Micronesian Islander Community - 2230 Commercial St NE.

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

Recommendation:

Information Only.

Attachments: [Land Use Decision REP-SPR-ADJ-TRP24-07](#)

- 6.d. [24-519](#) Planning Administrator Decision - An application for a 16-lot subdivision - Approved.

Subdivision Tentative Plan / Class 2 Adjustment Case No. SUB-ADJ24-05 - Mark Vukanovich - 2490 Michigan City Lane NW.

Ward(s): 8
Councilor(s): Varney
Neighborhood(s): West Salem Neighborhood Association

Recommendation:

Information Only.

Attachments: [Land Use Decision SUB-ADJ24-05](#)

- 6.e. [24-520](#) Planning Administrator Decision - A validation of unit of land for one property, then a subdivision to divide the area to create seven townhouse lots and open space - Approved.

Subdivision Tentative Plan / Validation of Unit of Land Case No. SUB-VUL24-06 - Tu Casa Real Estate (Jose Gonzalez, Principal) - 2441 Evergreen Ave NE.

Ward(s): 5
Councilor(s): Brown
Neighborhood(s): NOLA

Recommendation:

Information Only.

Attachments: [Land Use Decision SUB-VUL24-06](#)

- 6.f. [24-524](#) Planning Administrator Decision - To partition a property into two lots - Approved.

Tentative Partition Plan / Class 2 Adjustment Case No. PAR-ADJ24-12 - Jaryn Montgomery - 3200 Pheasant Ave NE.

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

Recommendation:

Information Only.

Attachments: [Land Use Decision PAR-ADJ24-12](#)

7. ORDINANCES

7.1 FIRST READING:

Item 7.1a, (File 24-453) First Reading of Ordinance Bill No. 1-25, Relating to Airport Landing Fees, has been removed from the agenda by the City Manager.

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. [24-511](#) 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:

Petitioner-Initiated Annexation of a 1.43-acre territory located at 5725 Skyline Road S and Land Adjacent (Case No. ANXC-759)
Monday, January 27, 2025 at 6:00 p.m.

Proposed Amendments to the 2025 Commercial Medical Waste Collection Rates
Monday, January 27, 2025 at 6:00 p.m.

Designation of the Criterion Schoolhouse, located at 2330 17th Street NE, as a Salem Local Historic Resource, Case No. HIS24-22
Monday, February 10, 2025 at 6:00 p.m.

Airport Fund Supplemental Budget
Monday, February 10, 2025 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.

City Council - Consideration of a five-year operating levy to fund the Library, Parks, and Center 50+
Tuesday, January 21, 2025 at 6:00 p.m.

Airport Master Plan
Tuesday, February 18, 2025 at 6:00 p.m.

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 - 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.

2025 NEIGHBORHOOD ASSOCIATION ANNUAL MEETING DATES:

Neighborhood - Annual Meeting Date - Time - Councilor

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.

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

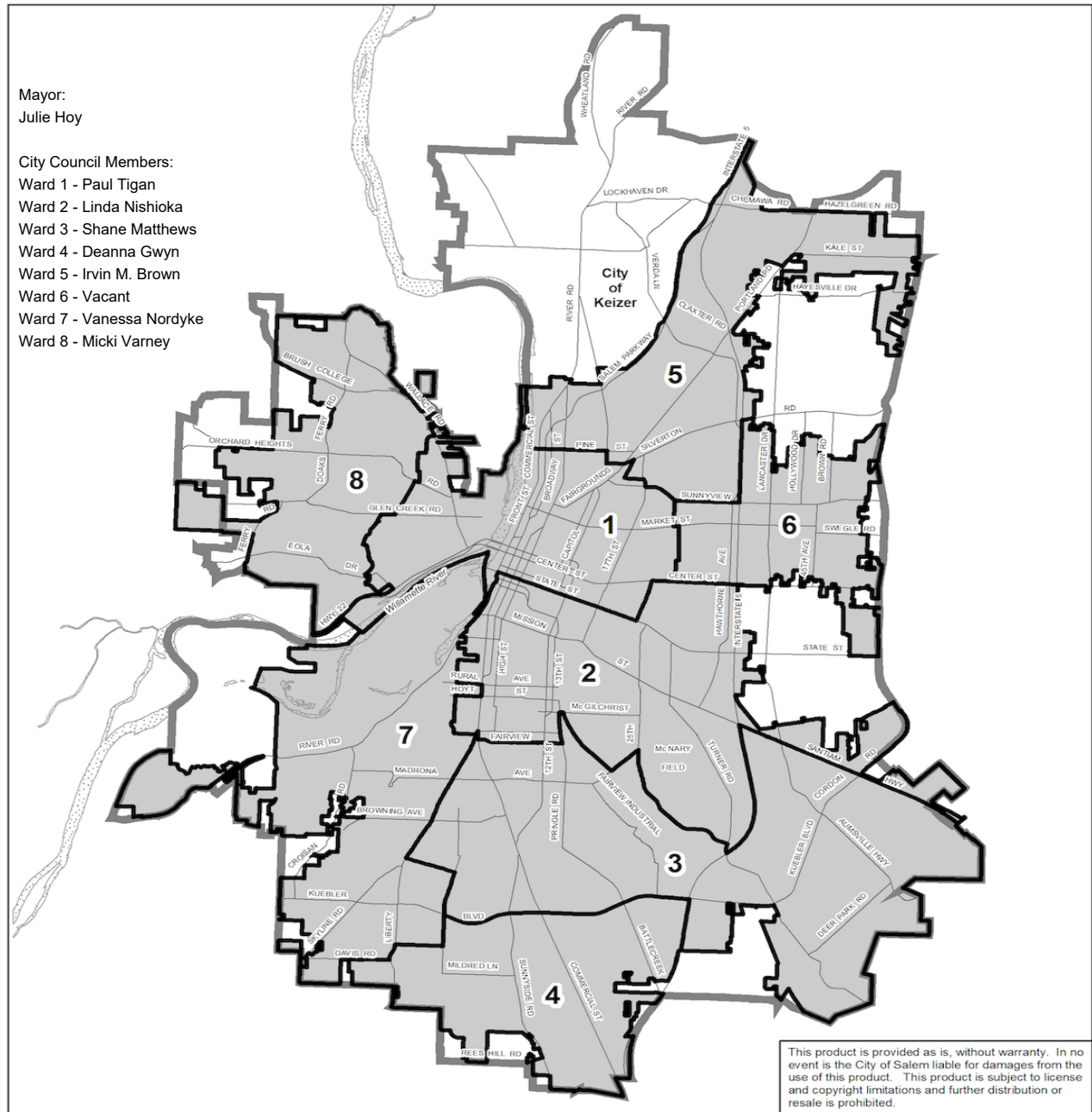
Time limits for quasi judicial land use hearings are governed by Rule 19 of the Council Rules. Parties to land use cases are encouraged to review that rule as time limits vary depending on the nature of the hearing. Further information can be obtained by contacting the Planning Administrator at 503 588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

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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