

# DOWNTOWN SALEM

RESOURCE GUIDE



Version 0322

# Reference Guide

[www.cityofsalem.net](http://www.cityofsalem.net)

Building Permits	503-588-6256
Center for Business & Industry (CCBI) Support	503-584-7310
Central Neighborhood Development Association (CAN-DO)	503-588-6207
Cherriots - Public Transit	503-588-2877
Crime Prevention	503-588-6175
Downtown Urban Development Grants	503-588-6178
Environmental Services	503-588-6333
Fire Prevention/Codes	503-588-6245
Garbage (Republic Services)	503-363-8890
Graffiti Hotline	503-371-4264
Licenses - Business/Trade	503-588-6256
New Buildings/Alterations, Additions	503-588-6256
NW Natural	503-585-6611
PGE	503-399-7717
Salem Electric	503-362-3601
Social Service Hotline	211
Parking Services - Enforcement/Meter Repairs/Permits	503-588-6133
Parking District Assessment Tax	503-588-6210
Parks Operations & Maintenance	503-588-6336
Parks Permits/Reservations	503-588-6261
Planning/Zoning/Historic	503-588-6213
Police (Non-Emergency)	503-588-6123
Police Downtown Enforcement Unit	503-588-6242
Salem Convention Center	503-589-1700
Salem Housing Authority	503-588-6368
Salem Main Street Association	ptn1363@msn.com
Sign Permits	503-588-6213
Special Parking - Signs/Closures	503-588-6211
Street/Sidewalk Repair/Improvements/Cleaning	503-588-6333
Street Tree Information and Problems	503-588-6211
Towed Vehicles	503-588-6144
Trash/Junk/Private Property	503-588-6421
Travel Salem	503-581-4325
Water Service - Move In, Move Out, Billing	503-588-6099
Water, Sewer, Street Repairs/Issues	503-588-6311

# Sidewalk Signs/Sandwich Boards

## **Are sandwich boards allowed to be placed in front of my business?**

Yes, with the following conditions: *Please note this is not a complete list of development standards applicable to sidewalk signs.*

- Sidewalk signs require a temporary sign permit.
- Sidewalk signs shall not exceed 30 inches in height and 24 inches in width.
- Sidewalk signs shall be placed and maintained such that a pedestrian pathway not less than five feet wide, and a vehicle buffer zone of not less than three feet wide, at all times provides free and unobstructed passage on the sidewalk.
- The sidewalk sign permit holder shall obtain and maintain current liability insurance and submit a certificate of insurance in conformance with SRC chapter 42.02.
- Signs shall be placed outside only during the hours the business is normally open and shall be removed from the sidewalk when the business is closed.
- No more than one portable sign, per business, shall be permitted in the sidewalk area.
- No portable sign shall be located in an alley, or shall be located on or attached to streetscape landscaping or furniture.

## **What is the cost to obtain a permit for a sandwich board sign?**

As of July 1, 2021, permits can be obtained at the Permit Department for a base fee of \$166. For more information please visit the City of Salem Permit Application Center at 555 Liberty St. SE Room 320 or call 503-588-6213.

## **If my sign is not in compliance does the City have the right to remove my sign?**

Yes, if the City finds your sign to not be in compliance with current code requirements the sign can be removed. The owner is responsible for sign pick up and retrieval fee.

# Parking Downtown is EASY



 Parking District Assessment Boundary

 Public Parking

 Electric Vehicle Parking

### **Is there free parking downtown?**

Yes, Downtown Salem proudly offers many options for free public parking downtown. The downtown parking district offers four public parking lots and three public parking structures, which means you'll never be farther than four blocks from the nearest parking option.

### **Do I need a permit to park downtown?**

If you live, work, volunteer, or attend school within the Parking District, a permit is required to park your vehicle. Permits and a list of available parking resources are available at the City of Salem Permit Applications Center, 555 Liberty Street SE, City Hall Room 320, or by calling 503-588-6133.

### **If I am a downtown resident do I need a permit?**

Yes, effective July 1, 2019, if you are a downtown resident who wants to park in a parkade, you are required to purchase a parking permit. Please note, if you are also a downtown employee also who has already purchased a parking permit for a downtown parking structure, you will only need to purchase one permit.

### **Is there public transit in downtown?**

Cherriots provides public transportation services within the urban growth boundary of Salem and Keizer. Cherriots Transit Mall is located in downtown and operates Monday through Friday, 6 a.m. to 9 p.m. Route information and schedules are available at [www.cherriots.org](http://www.cherriots.org).

### **What about deliveries, moving, or maintenance workers?**

Regular deliveries typically happen early in the morning on the street, in a loading zone, or from an adjacent alley. If you are moving a large amount of office furniture, or have a contractor at your office for maintenance, they can obtain a construction parking permit through Permit Application Center.

### **Do all businesses within the parking district pay an assessment? What is this money paying for?**

Each business within the District is assessed a parking tax based on the type of business, gross floor area, and associated customer parking demand. Tax assessment dollars are used to support free on and off-street parking spaces downtown. For more information on parking tax assessments, contact the City of Salem Finance Department at 503-588-6210.

### **Are electric vehicle spaces available?**

Yes, in the parkades and at the Library.

# Financial Incentives

Financial incentives are available to qualified properties within the Riverfront Downtown Urban Renewal Area (RDURA). Learn more about the terms, guidelines, and eligible uses by going to [www.cityofsalem.net/business-resources](http://www.cityofsalem.net/business-resources).

## Capital Improvement Grant Program

- Grants up to \$300,000 based on total eligible project costs.
- Project must meet one of the program objectives, which include: new construction, alley improvements, mixed-use (including housing), beautification, historic preservation, expansion of existing business, recruitment or retention of new business, and upper floor renovations.

## Strategic Project Grant Program

- Grants up to \$30,000 based on total eligible project costs.
- Project must address building and property safety and security.

## Open For Business Grant Program

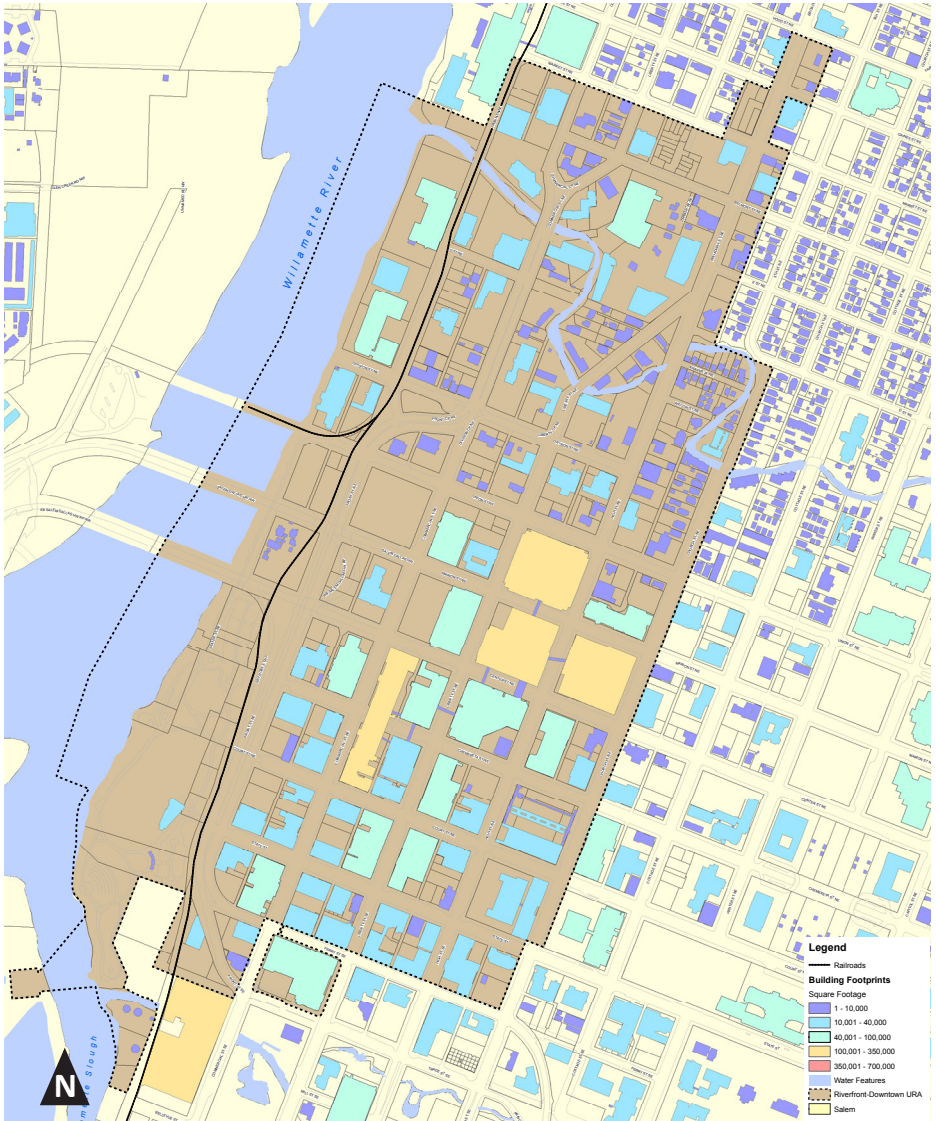
- Grants up to \$20,000 in eligible project costs.
- Grant is intended to provide financial assistance for businesses to make permanent infrastructure improvements for projects as a result of the impacts of COVID-19 and/or;
- Create new permanent spaces for outdoor seating at food and beverage establishments.

## Multiple Unit Housing Tax Incentive Program

- Up to 10 years of tax abatement for new or converted non-transient housing units constructed.
- Project must be located within the 'core area' as defined in Salem Revised Code (SRC) 2.800 (c).
- Project must include at least one public benefit as outlined in SRC 2.815.
- Unless project is specifically extended under SRC 2.835, the work must occur entirely within the program window established by the statute and ordinance, i.e., built after January 1, 2022 and completed on or before December 31, 2031.

Interested in staying up-to-date on funding opportunities?  
Email [salemgrants@cityofsalem.net](mailto:salemgrants@cityofsalem.net) to be added to the City of Salem Business Resources email list.

# Riverfront Downtown Urban Renewal Area





# Salem Downtown Historic District

The Salem Downtown Historic District was officially listed in the National Register of Historic Places on September 28, 2001. Any change to the exterior of a historic building requires historic review. Please contact the City of Salem Historic Preservation Office at 503-540-2397 or go to <https://www.cityofsalem.net/Pages/find-salem-historic-buildings.aspx>.



<p><b>Historic Listing</b></p> <ul style="list-style-type: none"> <li>★ IC - Eligible/Contributing</li> <li>⦿ IS - Eligible/Significant</li> <li>■ NC - Non-Contributing</li> <li>▲ L - Local Landmark</li> <li>⊗ XD - Demolished</li> </ul>	<ul style="list-style-type: none"> <li>▭ Salem Downtown Historic District</li> <li>▭ Tract</li> <li>▭ Building</li> <li>— Curbs</li> </ul>	<p>THE INFORMATION CONTAINED HEREON IS PROVIDED BY THE CITY OF SALEM FOR INFORMATIONAL PURPOSES ONLY AND DOES NOT CONSTITUTE AN OFFICIAL CITY RECORD.</p> <p style="text-align: right;">1 200 300 400</p>  
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# Historic Property Incentives

## Are there any financial incentives for historic properties?

Yes, there are numerous financial incentive opportunities for property owners that own a historic property.

### 20% Federal Rehabilitation Tax Credit

A 20% income tax credit is available for the rehabilitation of historic, income-producing buildings that are determined by the Secretary of the Interior, through the National Park Service, to be “certified historic structures.”

### Special Assessment of Historic Property Program

The program specially assesses a property's assessed value for 10 years. It is most effective when the program is in place prior to any substantial rehabilitation of the property.

### Diamonds in the Rough Grant

This grant aims to restore or reconstruct the facades of buildings that have been heavily altered over the years. The purpose is to return them to their historic appearance and potentially qualify them for historic register designation (local or national).

Please contact the State Historic Preservation Office at 503-986-0690 for more information on any of the programs.



Vernon Jewelers: Before



Vernon Jewelers: After

# Frequently Asked Questions

## **Who is in charge of sidewalk cleaning downtown?**

Maintaining the cleanliness of the sidewalk in front of a downtown property and/or business is the responsibility of the property owner. This area is defined as all walkways and driveways between the curb line and the property line in front of a business as well as keeping the sidewalks clear of construction materials, vehicles, debris, vegetation, snow and ice at all times per Salem Revised Code (SRC) 78.154.

## **Is the downtown area patrolled by Police?**

Yes, the City of Salem Police Department has a Downtown Enforcement Team. This dedicated team of police patrols the downtown core by bicycle, foot, and vehicle. To contact the Downtown Enforcement Team call 503-588-6242.

## **How do I connect with service providers for housing, drug and alcohol counseling, mental health, crisis and domestic violence services?**

A Social Service hotline is available by calling 2-1-1.



# Permits, Sidewalk Sales, Signs, Sidewalk Cafés

## Where do I obtain a building permit?

Building, electrical, plumbing, and mechanical permits are obtained through the Building and Safety Division, Permit Application Center. 555 Liberty St. SE Room 320, or by phone at 503-588-6256.

## Where do I obtain a sign permit?

Sign permits are obtained through the Planning Division at the Permit Application Center. 555 Liberty St. SE Room 320, or by phone at 503-588-6213.

## Can I have a sidewalk sale in front of my business?

Yes. Please maintain a minimum five foot pedestrian pathway in front of your business at all times.

## Can I place tables and chairs on the sidewalk for my customers?

Any restaurant, tavern, coffee shop, or cafe can have tables in front of their business, but a five foot corridor for pedestrians must be maintained at all times.

## I'm planning an event for downtown. Who do I contact?

Permits for events on public sidewalks or streets can be obtained through City of Salem Public Works, 555 Liberty Street SE, Ste. 325, or by phone at 503-588-6211.





350 Commercial St. NE  
Salem, OR 97301  
503-588-6178

[www.cityofsalem.net/downtown](http://www.cityofsalem.net/downtown)