



City of Salem

Salem Parks and Recreation Advisory Board

April 11, 2024
1:00- 2:30 p.m.

Hybrid Meeting

In Person: City Operations Building, 1457 23rd St. SE, Room 146

Via Zoom: <https://us02web.zoom.us/j/85295180414>

Via YouTube: <https://www.youtube.com/@cityofsalempublicmeetings8184>

Si necesita ayuda para comprender esta información, por favor llame 503-588-6336.

Para asistencia en español, llame al 503-540-2489.

PARTICIPANTS

Board Members

Keith Norris, Chair; Dylan McDowell, Vice-Chair; Alan Alexander; Woody Dukes; Rick Hartwig; Alan Holland; Joan Lloyd; Debbie Miller

Staff

Jennifer Kellar, Parks and Recreation Division Manager; Rob Romanek, Parks Planning Manager; Becky George, Recreation Supervisor; Milan Davis, City Urban Forester/Parks Supervisor; Leann Moore, Parks and Recreation Staff Assistant; Jeff Johnson, Natural Resources Planner

AGENDA

1. Welcome and Call to Order
2. Approval of March 2024 Minutes
3. Public Comment - Appearance of persons wishing to address the Board on any matter other than those which appear on this agenda.
4. City Council Liaison Updates (10 minutes)
5. Board Items/Presentations
 - a. Minto Island Conservation Area Restoration Grant Application to the Oregon Watershed Enhancement Board – *Jeff Johnson* (10 minutes)

Recommendation: Adopt a motion authorizing the Chair to write a letter in support of the City's grant application on behalf of the Salem Parks and Recreation Advisory Board.

- b. Proposal Regarding Renovations and Improvements to the Willamette University Baseball Stadium and Tokyo International University of America Softball Stadium – *Rob Passage, Willamette University; Luke Emanuel, Salem Baseball Club; Lara Tiffin, Salem Keizer Public Schools* (20 minutes)

Recommendation: Information and discussion.

- c. 2024 Neighborhood Association Outreach Assignments – *Chair Norris* (10 minutes)

Recommendation: Information and discussion.

- 6. Board Member Updates
- 7. Information Reports – written
 - a. Parks and Recreation Division Monthly Report
 - b. Mission Street Parks Conservancy Quarterly Report
 - c. Parks Damage Report
- 8. New Business
- 9. Adjourn

Next Meeting: May 9, 2024

Interested persons may view the meeting online on [YouTube](#). Please submit written comments on agenda items, or pre-register to provide Public Comment on items not on the agenda, by 5 p.m. or earlier one day prior to the day of the meeting at salemparks@cityofsalem.net.

Special accommodations are available, upon request, for persons with disabilities or those needing sign language interpretation, or languages other than English. To request accommodations or services, please call 503-588-6336 (TTD/TTY 503-588-6439) at least two business days in advance.

It is the City of Salem's policy to assure that no person shall be discriminated against on the grounds of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, source of income and housing status, as provided by Salem Revised Code 97. The City of Salem also fully complies with Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act of 1990, and related statutes and regulations, in all programs and activities.

FOR BOARD MEETING OF: April 11, 2024
AGENDA ITEM NO.: 5a

TO: SALEM PARKS AND RECREATION ADVISORY BOARD

**FROM: JENNIFER MONGOLO, SENIOR NATURAL RESOURCES PLANNER
PUBLIC WORKS DEPARTMENT**

SUBJECT:

Oregon Watershed Enhancement Board Restoration Grant Application for Continuing Restoration Efforts in Minto Island Conservation Area.

SUMMARY:

2024 is the fifth and final year of grant funding from the Willamette Mainstem Anchor Habitat Investments Program for implementation of the Minto Island Conservation Area (MICA) Phase 3 restoration project. Despite nearly five years of repeated treatment of invasive plants and installation of over 75,000 native plants in this 48-acre area, it has become clear that the work to restore native floodplain forest and shrub habitat is far from over. Aggressive invasive plants continue to threaten successful establishment of native vegetation and floodplain functions. An Oregon Watershed Enhancement Board (OWEB) Open Solicitation Restoration grant is being sought to address this issue by continuing restoration efforts for an additional five years, slightly expanding the treatment area, and adapting methods to better address site conditions.

ISSUE:

Shall the Salem Parks and Recreation Advisory Board authorize the Chair to write a letter in support of the City's grant application for continuing restoration in the MICA Phase 3 Restoration Area?

RECOMMENDATION:

Salem Parks and Recreation Advisory Board authorize the Chair to write a letter in support of the City's grant application for continuing restoration efforts in the MICA Phase 3 Restoration Area.

FACTS AND FINDINGS:

- OWEB's Open Solicitation grant program provides financial support to assist in safeguarding and restoring healthy watersheds and native habitats through a range of grant types, including Restoration, Technical Assistance, Land and Water Acquisition, Monitoring, Stakeholder Engagement, and Small Grants. For OWEB's current spring Open Solicitation (Attachment 1), staff are preparing two grant applications seeking funding for different purposes: a Restoration Grant for ongoing restoration work in MICA and a

Technical Assistance Grant for a fish passage study. These grants operate from separate funding pools and are assessed based on different criteria; thus, the two grant applications will not be in competition for funding. This report focuses on the OWEB Restoration Grant application for continued restoration of the MICA Phase 3 (West Forest) Restoration Area (Attachment 2).

- The OWEB Open Solicitation Restoration program provides grants for watershed projects that protect or restore watershed functions. Minto Island Conservation Area is an eligible location for this grant source.
- The MICA Phase 3 (West Forest) Restoration Area continues to be challenged by aggressive non-native invasive species such as Himalayan blackberry and reed canarygrass that can quickly out-compete newly installed native plants. Additional work is needed at this site to control these invasive plants and increase native plant abundance.
- If funding is awarded, the City will work with a qualified restoration contractor who has conducted this type of work on other public lands in the Willamette Valley.
- The estimated project cost is \$687,500, of which \$550,000 will be requested from OWEB and \$137,500 will be provided by the City in the form of in-kind project support. The grant application requires a minimum match of 25%, which can be provided as any combination of cash or in-kind contribution. The City's 25% match would be an in-kind contribution of staff time and resources, including project management, grant administration, restoration planning and technical guidance, agency coordination, environmental compliance and monitoring, site access and logistics, and public outreach.
- Grant applications are due to OWEB on April 29, 2024, and the funding decision will be made by Fall 2024. The project would begin immediately upon receiving funding.

BACKGROUND:

The 307-acre Minto Island Conservation Area was acquired by the City in 2013 with Willamette Wildlife Mitigation Program funds. A *Minto Island Conservation Area Management and Conservation Plan* was developed and adopted by the City 2015. This plan provides a blueprint for managing and restoring the conservation area's natural resources and describes desired future conditions. Phase 1 restoration was implemented between 2016 to 2020 and focused on the east side forested floodplain between the paved trail and Willamette Slough. Phase 2 restoration was implemented between 2020 to 2023 and focused on controlling the aquatic invasive plant *Ludwigia* in Willamette Slough. Phase 3 began in 2019 and is the subject of the current funding request. This area includes approximately 48-acres along the western and southern sides of MICA.

The Phase 3 restoration project focuses on enhancing, restoring, and expanding the riparian floodplain forest and seasonally inundated wetland habitats on the west side of the conservation area adjacent to the Willamette River. The successful project will ensure that the project site is a dependable source of large woody debris for the Willamette River into the future while continuing to provide high flow refugia to native fish. The first five years of this project were funded by grants from Bonneville Power Administration and Meyer Memorial Trust and focused on gaining control of the vast monocultures of invasive blackberry and reed canarygrass within approximately 27.5 acres of the site.

Over 75,000 native plants have been installed in the Phase 3 area between 2020 to 2024; however, survival rates of these plants have been low due to challenging site conditions and continued pressure from invasive plants. With the 2019 grant funding ending, additional funding is needed to continue to open up space native plants to establish and grow. The successful restoration of this area requires additional weed control and planting of native vegetation to improve habitat conditions and riparian functioning as well as allow for access to future restoration work areas.

Attachments:

1. OWEB Notice of Funding Opportunity
2. MICA Restoration Phases Map

OWEB Notice of Funding Opportunity

Having trouble viewing this email? [View it as a Web page.](#)



OWEB is now accepting online applications for the **Spring 2024 Open Solicitation Grant Offering**. These grants support voluntary efforts by Oregonians to protect and restore healthy watersheds—including actions supporting the Oregon Plan for Salmon and Watersheds and the Oregon Comprehensive Wildlife Conservation Strategy. OWEB anticipates making a combined total of over \$12 million available through this solicitation for the following grant types:

- [Restoration](#) * (25% match is required)
- [Technical Assistance](#) (NEW: \$1 match is required; no cap on requests)
- [Engagement](#) (NEW: \$1 match is required)
- [Monitoring](#) (25% match is required)

New Online Application Form

OWEB developed new applications to reduce repetition, improve clarity, and update “i” button guidance to include the evaluation criteria. Additionally, metrics information will no longer be collected through the application and instead will be collected prior to OWEB issuing Grant Agreements for projects awarded by the Board.

To aid potential grantees and answer questions about the new application process, OWEB staff will offer a webinar for each application type. Each 90-minute webinar will be recorded and posted on OWEB’s YouTube page. In addition, OWEB staff will host office hours for the public to ask questions and seek clarification.

Trainings and office hours will be provided over Zoom for applicants as follows:

GRANT TYPE	WEBINAR	OFFICE HOURS
Technical Assistance	February 22, 2024 9:30-11 am	February 27, 2024 10-11 am
Restoration	February 29, 2024 9:30-11 am	March 5, 2024 1-2 pm
Monitoring	March 7, 2024 9:30-11 am	March 13, 2024 1-2 pm
Engagement	March 14, 2024 9:30-11 am	March 19, 2024 1-2 pm

Technical Assistance Grant Cap Removed

In response to rising costs, increasing project complexity, and more comprehensive permitting requirements, the \$75,000 cap on technical assistance application requests has been removed.

Match Requirements

Recognizing that matching funds are more difficult to obtain for Technical Assistance and Engagement projects, and that match is sometimes a barrier to participation in OWEB grants, the match requirement for these grant types has been reduced to \$1. The 25% match requirement for Restoration and Monitoring remains in place.

How to Apply

Grant applications are due by 5 pm on April 29, 2024, and must be submitted via [OWEB's online grant application](#). The OWEB Board plans to make grant awards at the October 2024 meeting.

Please click on the grant type of interest for application requirements and login information. If you already have an Online Application login, you may [access the application directly](#).

Funding

* Restoration grant applicants interested in pursuing funding from the [US Fish and Wildlife Service's National Coastal Wetland Conservation Grant Program](#) should contact [Jillian McCarthy](#) (971-345-7016) to schedule a required pre-application consultation.

Funding is from Oregon Lottery revenue, federal Pacific Coastal Salmon Recovery Funds through the National Oceanic and Atmospheric Administration, and revenue from the sale of [Salmon License Plates](#).

Questions

If you have questions about applying for an OWEB grant, please [contact the Regional Program Representative](#) for your region. If you are new to OWEB and our grant program, please visit [OWEB's website](#).

Thank you for your interest in watershed restoration and protection!

Eric Williams Grant Program Manager

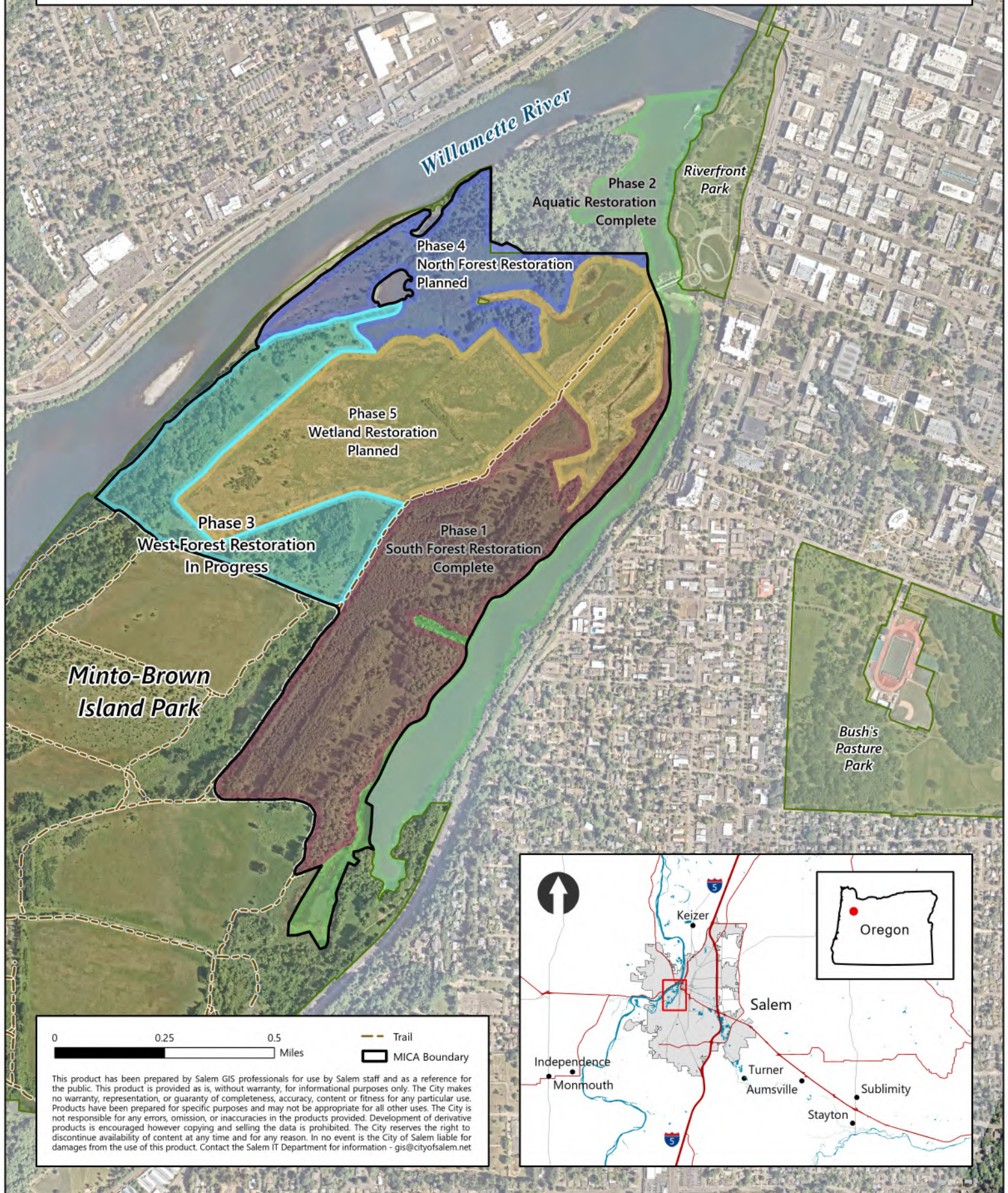


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MICA Restoration Phases



Attachments for Item 5b

1. MOU City University SB LLC
2. MOU Attachment 1 - Pre Application Summary
3. Original Agreement for BB Stadium 09.24.82

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding, is entered into this ____ day of December, 2023, between the City of Salem, an Oregon municipal corporation (“City”), Willamette University, an Oregon nonprofit corporation (“Willamette”), and the Salem Baseball Club LLC, and Oregon limited liability company (“LLC”), defined collectively and referred to herein as “the Parties”.

RECITALS

- A. Willamette owns the baseball stadium (“baseball stadium”) located at 730 Mission St. SE, Salem, OR 97302 and has a long term lease of its softball stadium (“softball stadium”) located at 501 14th St. SE, Salem, OR 97301, which is owned by Tokyo International University of America, and uses both for its athletic programs, in particular, the sport of baseball and softball.
- B. The baseball stadium sits adjacent to a City park known as Bush’s Pasture Park (the “Park”).
- C. Willamette and the City have an existing Agreement dated 09/24/1982 to allow, in part, for the baseball stadium located adjacent to Bush’s Pasture Park to encroach on the Park.
- D. The LLC has an interest in leasing the baseball stadium.
- E. The City has an interest in seeing the LLC use the baseball stadium.
- F. The Parties, collectively, have an interest in supporting improvements identified in this MOU to both the baseball stadium and the softball stadium.
- G. The City and Willamette have an interest in continuing their existing agreement and amending it to permit the expanded encroachment into the Park created through the improvements.

AGREEMENT

I. Non-Binding Nature/Final Documentation

It is in the best interest of the public and the Parties, and conducive to the success of the project, that reasonable and necessary business points identified to date be reduced to writing in the form of a Memorandum of Understanding.

The Parties further acknowledge and agree that although this Memorandum of Understanding is fully intended to name the key items to be undertaken over the next 10 months by the Parties, the Memorandum shall not be of binding force and effect on the Parties, but rather, shall be of a non-binding nature and effect.

Nothing herein shall be construed or interpreted as regulatory approval, such as land use approval or building permit issuance of any improvements for the project.

At a time prior to the expiration of the 10-month period, the Parties will determine whether to proceed with negotiation and execution of a final form of a Development Agreement, which shall include any terms and conditions determined by the Parties to be necessary and appropriate for this project.

II. The Project

The general project envisioned by the Parties is to renovate the baseball stadium for the purpose of allowing Salem's new organized summer collegiate baseball team (LLC) and Salem-Keizer Public Schools access to the property. The main renovations desired include the installation of sports lighting, a synthetic turf playing surface and increased accessibility. The project also includes the renovation of the softball stadium for the purpose of allowing Salem-Keizer Public Schools access to the property. The main renovations desired include the installation of sports lighting, a synthetic turf playing surface and increased accessibility to both the baseball and softball stadiums.

The project will require careful design and consideration to comply with the Pre-Application Report from the project's Conference with the City on 4/10/2023, attached hereto as Attachment 1.

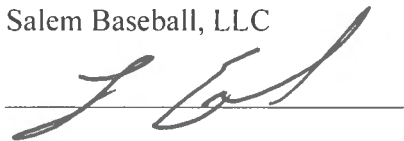
III. Timeline/Action Step Schedule

This MOU memorializes the Parties' intention to participate in good faith negotiations for the next 10 months on the renovation of the baseball stadium and softball stadium and make them available to LLC as noted in the recitals.

IV. General Terms

- a. This MOU shall be effective on the date last signed by all parties, and shall expire on October 31, 2024, unless extended.
- b. No Legally Binding Force or Effect: It is expressly understood and agreed by the Parties that this MOU does not create any legally binding or enforceable obligation on the part of any Party, either with respect to the MOU. If the Parties wish to create a legally enforceable agreement, the Parties agree to negotiate such agreement which shall be executed by the authorized individuals for each Party.
- c. Applicable law. This MOU shall be construed and enforced in accordance with the laws of the State of Oregon.
- d. No partnership or joint-venture. Nothing in this MOU shall be construed so as to make the Parties partners or joint-venturers.
- e. No attorney fees. The Parties shall be responsible for their own attorney fees, legal costs and disbursements incurred in enforcing or administering this MOU.
- f. Public Record. This MOU is a public record as defined by Oregon law and may be provided to the public upon request.

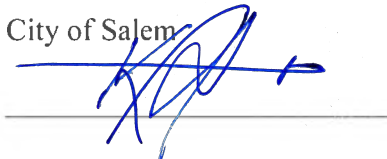
Salem Baseball, LLC



By: Luke Emanuel, Manager

Date: 12/5/23

City of Salem



By: Keith Stahley, City Manager

Date: 1/31/2024

Willamette University



By: Dan Valles, Senior VP and COO

Date: 12/5/23



Pre-Application Report

Community Development Department
Planning Division

555 Liberty Street SE/Room 305
Phone: 503-588-6173
www.cityofsalem.net/planning

Case Number / AMANDA No. PRE-AP23-34 / 23-106633-PA
Conference Date April 10, 2023
Applicant Chase Gonty
133 SW 2nd Avenue, Suite 133
Portland, OR 97204
Case Manager Aaron Panko

Mandatory Pre-Application Conference: ☒ Yes ☐ No

Project Description & Property Information	
Project Description	To discuss turf, fencing, lighting and hardscape improvements to Willamette University's softball and baseball fields.
Property Address	605 14 th Street SE and 730 Mission Street SE
Assessor's Map and Tax Lot Number	073W26CB / 02300 and 073W27D / 000200
Existing Use	Softball and Baseball fields
Neighborhood Association	Southeast Salem Neighborhood Association (SESNA) and South Central Association of Neighbors (SCAN)
Adjacent Neighborhood Association	NA
Comprehensive Plan Map Designation	Community Services Education, and Parks and Open Space
Zoning	PE (Public and Private Education Services) and PA (Public Amusement)
Overlay Zone	Gaiety Hill/Bush's Pasture Park Historic District
Urban Service Area	The subject properties are located within of the Urban Service Area
Urban Renewal Area	NA
Past Land Use Actions	HIS17-07: Major Historic Design Review for two new storage buildings at the McCulloch Stadium Complex. CI-CPC-NPC-ZC11-04: Legislative comprehensive plan map and zoning map designation changes for 146 properties through the City.

Planning Division Comments

Proposal

A pre-application conference to discuss the requirement for improving turf, fencing, lighting, and hardscape at Willamette University's softball and baseball fields; the Softball field is zoned PE (Public Education) and located at 605 14th Street SE (Marion County Assessor Map and Tax lot numbers: 073W26CB / 2403 and 2300). The Baseball field is zoned PA (Public Amusement); the field is also in the Gaiety Hill Bushes Pasture Park Historic District and located at 730 Mission Street SE (Marion County Assessor Map and Tax lot number: 073W27D / 000200).

Prior Land Use Actions for Property

HIS17-07: Major Historic Design Review for two new storage buildings at the McCulloch Stadium Complex.

CI-CPC-NPC-ZC11-04: Legislative comprehensive plan map and zoning map designation changes for 146 properties through the City.

Required Land Use Applications

The land use applications checked in the table below have been preliminarily identified as being required for development of the subject property based upon the information provided by the applicant at the time of the pre-application conference. Additional land use applications may be required depending on the specific proposal at the time of future development.

Required Land Use Applications					
Zoning		Site Plan Review			
<input type="checkbox"/>	Conditional Use (SRC 240.005)	<input type="checkbox"/>	Class 1 Site Plan Review (SRC 220.005)		
<input type="checkbox"/>	Comprehensive Plan Change (SRC 64.020)	<input type="checkbox"/>	Class 2 Site Plan Review (SRC 220.005)		
<input type="checkbox"/>	Zone Change (SRC 265.000)	<input checked="" type="checkbox"/>	Class 3 Site Plan Review (SRC 220.005)		
<input type="checkbox"/>	Temporary use Permit – Class 1 (SRC 701.010)	Design Review			
<input type="checkbox"/>	Temporary Use Permit – Class 2 (SRC 701.010)	<input type="checkbox"/>	Class 1 Design Review (SRC 225.005)		
<input type="checkbox"/>	Non-Conforming Use Extension, Alteration, Expansion, or Substitution (SRC 270.000)	<input type="checkbox"/>	Class 2 Design Review (SRC 225.005)		
<input type="checkbox"/>	Manufactured Dwelling Park Permit (SRC 235.010)	<input type="checkbox"/>	Class 3 Design Review (SRC 225.005)		
Land Divisions		Historic Design Review (SRC 230.020)			
<input checked="" type="checkbox"/>	Property Line Adjustment (SRC 205.055)	<input type="checkbox"/>	Major Commercial	<input type="checkbox"/>	Minor Commercial
		<input checked="" type="checkbox"/>	Major Public	<input checked="" type="checkbox"/>	Minor Public
<input checked="" type="checkbox"/>	Replat (SRC 205.025)	<input type="checkbox"/>	Major Residential	<input type="checkbox"/>	Minor Residential
<input type="checkbox"/>	Partition (SRC 205.005)	Wireless Communication Facilities			
<input type="checkbox"/>	Subdivision (SRC 205.010)	<input type="checkbox"/>	Class 1 Permit (SRC 703.020)		
<input type="checkbox"/>	Phased Subdivision (SRC 205.015)	<input type="checkbox"/>	Class 2 Permit (SRC 703.020)		

<input type="checkbox"/>	Planned Unit Development Tentative Plan (SRC 210.025)	<input type="checkbox"/>	Class 3 Permit (SRC 703.020)
<input type="checkbox"/>	Manufactured Dwelling Park Subdivision (SRC 205.020)	<input type="checkbox"/>	Temporary (SRC 703.100)
<input type="checkbox"/>	Validation of Unit of Land (SRC 205.060)		
Relief		<input type="checkbox"/>	Adjustment (SRC 703.090)
<input type="checkbox"/>	Adjustment – Class 1 (SRC 250.005) <i>(Applicable when a proposed deviation from standards is within 20 percent of the standard)</i>	Other	
<input checked="" type="checkbox"/>	Adjustment – Class 2 (SRC 250.005) <i>(Applicable when a proposed deviation from standards exceeds 20 percent of the standard, or when the standard is not numerical in nature)</i>	<input type="checkbox"/>	Annexation – Voter Approval (SRC 260.035)
<input type="checkbox"/>	Variance (SRC 245.005)	<input type="checkbox"/>	Annexation – Voter Exempt (SRC 260.035)
Natural Resources		<input type="checkbox"/>	Sign Adjustment (SRC 900.035)
<input type="checkbox"/>	Tree Conservation Plan (SRC 808.035)	<input type="checkbox"/>	Sign Conditional Use (SRC 900.045)
<input type="checkbox"/>	Tree Conservation Plan Adjustment (SRC 808.040)	<input type="checkbox"/>	Sign Variance (SRC 900.040)
<input type="checkbox"/>	Tree Removal Permit (SRC 808.030)	<input type="checkbox"/>	SWMU Zone Development Phasing Plan (SRC 531.015)
<input type="checkbox"/>	Tree Variance (SRC 808.045)	<input type="checkbox"/>	Urban Growth Preliminary Declaration (SRC 200.020)
<input type="checkbox"/>	Willamette Greenway Permit – Class 1 (SRC 600.015)		
<input type="checkbox"/>	Willamette Greenway Permit – Class 2 (SRC 600.015)	<input checked="" type="checkbox"/>	Historic Clearance Review- High Probability Archaeological Zone (SRC 230.100)
		<input type="checkbox"/>	Class 2 Driveway Approach Permit (SRC 804.025)
Staff Comments			

- **Site Plan Review.** Provide a unified, consistent, and efficient means to conduct site plan review for development activity that requires a building permit, to ensure that such development meets all applicable standards of the UDC, including, but not limited to, standards related to access, pedestrian connectivity, setbacks, parking areas, external refuse storage areas, open areas, landscaping, and transportation and utility infrastructure. Class 3 Site Plan Review required due to the need for Adjustments.
- **Adjustments.** Provides a process to allow deviations from the development standards of the UDC for developments that, while not meeting the standards of the UDC, will continue to meet the intended purpose of those standards. Adjustments provide for an alternative way to meet the purpose of the Code and provide for flexibility to allow reasonable development of property where special conditions or unusual circumstances exist. Adjustments may be needed to reduce required setbacks for the field netting adjacent to 14th Street at the softball field, and to applicable lighting standards in SRC 800.060 for both sites.
- **Historic Review.** The proposed alterations require the following Historic/Archaeological Review/Processes:
 1. Bush's Pasture Park CLMP Review
 2. Archaeological Clearance Review for all ground disturbing activity/Tribal Roundtable
 3. Historic Design Review- Class 3 -Compliance with SRC 230.0250(g) Alterations and Additions -- Residential Historic District; Signs in Residential Districts: 230.025; please note - compliance with SRC 800.060 Exterior lighting is also required.
- **Property Line Adjustment/Replat.** It may be necessary to remove or relocate an existing property line at the softball field site. A property line adjustment is required to relocate or eliminate all or a portion of a common property line between two abutting units of land that were lawfully established. A replat is required to reconfigure lots or parcels and public easements in a recorded partition or subdivision plat, to increase or decrease the number of lots in a subdivision, or where multiple property line adjustments require a replat. No replat shall occur without receiving tentative replat approval as set forth in this section. Additional information is needed from the applicant to determine the legality of the existing units of land.
- **Archeological Review.** In addition to the land use applications identified above, the subject property appears to be within the Historic and Cultural Resources Protection Zone, archeological review for the project may be required.

In order to determine what archeological requirements, if any, may be applicable to development of the property it is strongly recommended you contact **Kimberli Fitzgerald**, the City's Historic Preservation Officer. Kimberli can be reached at 503-540-2397 or KFitzgerald@cityofsalem.net.

Online Application Submittal Packets

The City has electronic application submittal guides for the applications identified above. The webpages include a summary of the review procedure, submittal requirements, and approval criteria. The submittal guides can be found on the City's website at the following location:

- **Site Plan Review:**
<https://www.cityofsalem.net/business/land-use-zoning/development-application-help/build-on-your-property>
- **Historic Design Review:**
<https://www.cityofsalem.net/business/land-use-zoning/historic-review-rules>
- **Adjustments:**
<https://www.cityofsalem.net/business/land-use-zoning/development-application-help/seek-an-adjustment-to-land-use-standards>

Land Use Application Fees

The applicable land use application fees for these applications can be found on the City's website at the location below. Land use application fees and descriptions start on **page 20** of the document.

[Master Fee Schedule](#)

Consolidated Land Use Application Procedures

When multiple land use applications are required or proposed for a development, the City's land use procedures ordinance (SRC Chapter 300) provides alternatives methods for how such applications may be processed.

The applications may be processed individually in sequence, concurrently, or consolidated into a single application. Where multiple applications proposed to be consolidated include an application subject to review by the Historic Landmarks Commission, the application subject to Historic Landmarks Commission review may be processed individually in sequence or concurrently.

Multiple land use applications consolidated into a single application shall be accompanied by the information and supporting documentation required for each individual land use action. Review of the application shall be according to the highest numbered procedure type and the highest Review Authority required for any of the land use applications proposed to be consolidated.

Multiple applications processed concurrently require the filing of separate applications for each land use action. Each application shall be reviewed separately according to the applicable procedure type and Review Authority and processed simultaneously.

Zoning

The zoning of the subject property has been identified in the table below. For specific requirements of the applicable zone(s), click on the zone(s) in the table.

Base Zones			
<input type="checkbox"/>	EFU – Exclusive Farm Use (SRC 500.000)	<input type="checkbox"/>	MU-II – Mixed Use II (SRC 534.000)
<input type="checkbox"/>	RA – Residential Agriculture (SRC 510.000)	<input type="checkbox"/>	MU-III – Mixed Use III (SRC 535.000)
<input type="checkbox"/>	RS – Single Family Residential (SRC 511.000)	<input type="checkbox"/>	MU-R – Mixed Use Riverfront (RSC 536.000)
<input type="checkbox"/>	RD – Duplex Residential (SRC 512.000)	<input type="checkbox"/>	ESMU – Edgewater/Second Street Mixed-Use Corridor (SRC 537.000)
<input type="checkbox"/>	RM-1 – Multiple Family Residential (SRC 513.000)	<input checked="" type="checkbox"/>	PA – Public Amusement (SRC 540.000)
<input type="checkbox"/>	RM-2 – Multiple Family Residential (SRC 514.000)	<input type="checkbox"/>	PC – Public and Private Cemeteries (SRC 541.000)
<input type="checkbox"/>	RM-3 – Multiple Family Residential (SRC 515.000)	<input checked="" type="checkbox"/>	PE – Public and Private Education (SRC 542.000)
<input type="checkbox"/>	CO – Commercial Office (SRC 521.000)	<input type="checkbox"/>	PH – Public and Private Health Services (SRC 543.000)
<input type="checkbox"/>	CR – Retail Commercial (SRC 522.000)	<input type="checkbox"/>	PS – Public Service (SRC 544.000)
<input type="checkbox"/>	CG – General Commercial (SRC 523.000)	<input type="checkbox"/>	PM – Capitol Mall (SRC 545.000)
<input type="checkbox"/>	CB – Central Business District (SRC 524.000)	<input type="checkbox"/>	EC – Employment Center (SRC 550.000)

<input type="checkbox"/>	WSCB – West Salem Central Business District (SRC 525.000)	<input type="checkbox"/>	IC – Industrial Commercial (SRC 551.000)
<input type="checkbox"/>	FMU – Fairview Mixed-Use (SRC 530.000)	<input type="checkbox"/>	IBC – Industrial Business Campus (SRC 552.000)
<input type="checkbox"/>	SWMU – South Waterfront Mixed-Use (SRC 531.000)	<input type="checkbox"/>	IP – Industrial Park (SRC 553.000)
<input type="checkbox"/>	MU-I – Mixed Use I (SRC 533.000)	<input type="checkbox"/>	IG – General Industrial (SRC 554.000)
Overlay Zones			
<input type="checkbox"/>	Willamette Greenway (SRC 600.000)	<input type="checkbox"/>	Mixed-Use (SRC 619.000)
<input type="checkbox"/>	Floodplain (SRC 601.000)	<input type="checkbox"/>	Salem Hospital (SRC 620.000)
<input type="checkbox"/>	Airport (SRC 602.000)	<input type="checkbox"/>	Oxford-Hoyt (SRC 623.000)
<input type="checkbox"/>	Portland Fairgrounds Road (SRC 603.000)	<input type="checkbox"/>	Hoyt-McGilchrist (SRC 624.000)
<input type="checkbox"/>	Chemawa-I-5 Northeast Quadrant Gateway (SRC 618.000)	<input type="checkbox"/>	Saginaw Street (SRC 625.000)
<input type="checkbox"/>	Superior-Rural (SRC 621.000)	<input type="checkbox"/>	McNary Field (SRC 629.000)
<input type="checkbox"/>	Oxford-West Nob Hill (SRC 622.000)	<input type="checkbox"/>	
Staff Comments			
<p>PE (Public and Private Education Services) – Softball Field updates at 605 14th Street SE</p> <ul style="list-style-type: none"> The proposed use is classified as a Recreation and Cultural Community Services use if it is designed to accommodate less than 300 spectators. If greater, it would be classified as a Major Event Entertainment use. Recreation and Cultural Community Services uses are permitted in the PE zone, Major Event Entertainment uses are not permitted. The use may also be classified as an accessory use to the primary use, which is Post-Secondary and Adult Education. There is no zone-to-zone setback required to an interior line adjacent to commercial or public zoned property. Accessory structures have a minimum 20 foot required setback adjacent to a street. The proposed protective screening does not comply with the setback requirement along 14th Street SE, and will require an Adjustment. The maximum height allowance in the PE zone is 70 feet. Site Plan Review will be required for the project. <p>PA (Public Amusement), Gaiety Hill/Bush's Pasture Park Historic District – Baseball Field updates at 730 Mission Street SE</p> <ul style="list-style-type: none"> The proposed use is classified as a Recreation and Cultural Community Services use if it is designed to accommodate less than 300 spectators. If greater, it would be classified as a Major Event Entertainment use. Recreation and Cultural Community Services uses, and Major Event Entertainment uses are permitted in the PA zone. There is no zone-to-zone setback required to an interior line adjacent to public zoned property. The maximum height allowance in the PA zone is 70 feet. 			

Development Standards

The proposed development will be primarily subject to the provisions of the chapters identified in the table below. For specific requirements, click on chapters in the table.

Development Standards			
<input type="checkbox"/>	Special Use Provisions (SRC 700.000)	<input checked="" type="checkbox"/>	Off-Street Parking, Loading and Driveways (SRC 806.000)
<input checked="" type="checkbox"/>	General Development Standards (SRC 800.000)	<input checked="" type="checkbox"/>	Landscaping and Screening (SRC 807.000)

<input checked="" type="checkbox"/>	Public Improvements (SRC 802.000)	<input checked="" type="checkbox"/>	Preservation of Trees and Vegetation (SRC 808.000)
<input checked="" type="checkbox"/>	Streets and Right-Of-Way Improvements (SRC 803.000)	<input checked="" type="checkbox"/>	Wetlands (SRC 809.000)
<input checked="" type="checkbox"/>	Driveway Approaches (SRC 804.000)	<input checked="" type="checkbox"/>	Landslide Hazards (SRC 810.000)
<input checked="" type="checkbox"/>	Vision Clearance (SRC 805.000)	<input checked="" type="checkbox"/>	Sign Code (SRC Chapter 900)
Staff Comments			
<ul style="list-style-type: none"> SRC 800.045 doesn't seem to provide an exemption for the light stanchions, the maximum height allowance is 70 feet, an adjustment is needed to increase the maximum height allowance to 90 feet. The proposed light fixtures may not comply with exterior lighting requirements in SRC 800.060, an Adjustment may be needed. Paving cannot occur within the critical root zone of any protected trees located at Bush Park. <i>Electronic display signs.</i> Electronic display signs no larger than 800 square feet shall be permitted in the PA and PE zones within stadiums, athletic fields, and other outdoor assembly facilities, where they are intended primarily for viewing by persons within the facility, are oriented toward the interior of the facility and viewing stands, and are used only during events where the public attends as spectators. Notwithstanding any other provision of this chapter, signs allowed by this subsection may employ dissolve, fade, scrolling, static display, travel, and video display. Signs allowed by this subsection shall not be subject to the electronic sign display surface standards set forth in SRC 900.090(c). Pedestrian access development standards are not applicable for development/construction of buildings or accessory structures that are less than 200 square feet in floor area. 			

Natural Resources

Trees: There are trees present on the subject property. The City's tree preservation ordinance (SRC Chapter 808) protects Heritage Trees, Significant Trees (*including Oregon White Oaks with diameter-at-breast-height of 20 inches or greater and any other tree greater than 30 inches in dbh except Tree of heaven (Ailanthus altissima), Empress tree (Paulownia tomentosa), Black cottonwood (Populus trichocarpa), and Black locust (Robinia psuedoacacia)*), trees and native vegetation in riparian corridors, and trees on lots and parcels greater than 20,000 square feet. The tree preservation ordinance defines "tree" as, "any living woody plant that grows to 15 feet or more in height, typically with one main stem called a trunk, which is 10 inches or more dbh, and possesses an upright arrangement of branches and leaves."

Based on the information provided for the pre-application conference it's unclear whether the removal of any protected significant trees will be proposed or required as part of the development. If the proposal will require the removal of any protected tree(s), a Tree Removal Permit and/or Tree Variance will be required. A Tree Variance is required in those situations when a proposed tree removal cannot otherwise meet the approval criteria for a Tree Removal Permit.

Wetlands: According to the Salem-Keizer Local Wetland Inventory (LWI) there are no areas of mapped wetlands present on the subject properties.

Landslide Hazard Susceptibility: According to the City's adopted landslide hazard susceptibility maps the subject properties do not contain any areas of mapped landslide hazards. Commercial and industrial development is assigned 3 activity points, for a total of 3 points, indicating a low landslide hazard risk. A geological assessment is not required in conjunction with the proposed development.

Neighborhood Association Contact and Open House

Applicants are required to contact the applicable neighborhood association for certain types of land use applications prior to application submittal. For a limited number of application types, an open house or presentation at a neighborhood association meeting is required. This allows the neighborhood association to be involved early in the process and helps to identify any potential issues that might arise.

The table below indicates if the proposed development must meet either the neighborhood association contact requirement or open house/neighborhood association meeting requirement prior to application submittal. For specific requirements, see [SRC 300](#) (as amended by Ordinance No. 6-19).

Pre-Submittal Requirement	
<input checked="" type="checkbox"/>	Neighborhood Association Contact (SRC 300.310)
<input type="checkbox"/>	Open House (SRC 300.320)
Staff Comments	
Neighborhood association contact is required for submittal of a Class 3 Site Plan Review. Neighborhood contact meeting the requirements of Chapter 300 will be required prior to submittal.	

Neighborhood Association Contact

When a land use application requires neighborhood association contact, the applicant must contact the City-recognized neighborhood association(s) whose boundaries include, and are adjacent to, the subject property via e-mail or letter.

The e-mail or letter must be sent to **both** the Neighborhood Association Chair(s) and Land Use Chair(s) of the applicable neighborhood association and contain the following information:

- 1) The name, telephone number, and e-mail address of the applicant;
- 2) The address of the subject property;
- 3) A summary of the proposal;
- 4) A conceptual site plan, if applicable, that includes the proposed development; and
- 5) The date on which the e-mail or letter is being sent.

Note: Land use applications requiring neighborhood association contact will not be accepted unless they are accompanied by a copy of the e-mail or letter that was sent to the neighborhood association and a list of the e-mail or postal addresses to which the e-mail or letter was sent.

Open House

When a land use application requires an open house, the applicant must arrange and attend one open house to share the development proposal with the neighborhood and surrounding property owners and residents prior to application submittal.

The open house must be within the boundaries of the City-recognized neighborhood association in which the subject property is located or within two miles of the subject property. The applicant must provide written notice of the open house to the applicable neighborhood association(s) and the Planning Administrator and must post notice of the open house on the subject property. **Note: Applicants can choose to present their proposals at a neighborhood association meeting in-lieu of arranging and attending an open house.**

Neighborhood Association Information

For your convenience, neighborhood association(s) contact information is included below. Please note that the identified neighborhood association chair(s), and their corresponding contact information, is current as of the date of the pre-application conference, but this information is subject to change if the

chair(s) or their contact information has changed subsequent to the date of the pre-application conference.

Up-to-date contact information for neighborhood representatives may also be obtained by contacting the City's Neighborhood Enhancement Division at 503-588-6207 or by visiting the City's website at the following location: <https://www.cityofsalem.net/my-neighborhood>

Applicable Neighborhood Association(s):	Meeting Date, Time, & Location	Neighborhood Association Chair(s)
Southeast Salem Neighborhood Association (SESNA)	4 th Tuesday each month @ 7:00 PM <i>See calendar for specific dates and meeting locations</i>	Shannon Priem (<i>Chair</i>) spriem@hotmail.com (<i>Land Use Chair</i>) landuse@sesna.community
South Central Association of Neighbors (SCAN)	2 nd Wednesday each month @ 6:30 PM <i>See calendar for specific dates and meeting locations</i>	Victor Dodier (<i>Chair</i>) vjdodier@teleport.com Roz Shirack (<i>Land Use Chair</i>) rozshirack7@gmail.com

Salem Revised Code Available Online

The entire [Salem Revised Code](#) can be accessed online through the link.

From: [Laurel Christian](#)
Sent: Wednesday, January 3, 2024 3:09 PM
To: [Robert Romanek](#)
Subject: FW: Zoom Meeting / Pre-Application Conference Memorandum / Case No. Pre-Ap23-34 / 730 Mission St SE – 97302 and 605 14th St SE - 97301 / AMANDA #23-106633-PA

Laurel Christian | Work: 503-588-6211 ext. 7445

City of Salem | Community Planning and Development | Development Services

From: Matthew Olney <MOlney@cityofsalem.net>
Sent: Wednesday, January 3, 2024 3:07 PM
To: Laurel Christian <LChristian@cityofsalem.net>
Subject: FW: Zoom Meeting / Pre-Application Conference Memorandum / Case No. Pre-Ap23-34 / 730 Mission St SE – 97302 and 605 14th St SE - 97301 / AMANDA #23-106633-PA

From: Matthew Olney
Sent: Monday, June 26, 2023 5:09 PM
To: Robert Chandler <RCHANDLER@cityofsalem.net>
Cc: Robin Dalke <RDalke@cityofsalem.net>; Laurel Christian <LChristian@cityofsalem.net>; Curtis Pellatz <Cpellatz@cityofsalem.net>
Subject: FW: Zoom Meeting / Pre-Application Conference Memorandum / Case No. Pre-Ap23-34 / 730 Mission St SE – 97302 and 605 14th St SE - 97301 / AMANDA #23-106633-PA

FYI – at the pre-app, they wanted to discuss two separate projects. One at Bush Park and one at the softball field at 605 14th Street SE. As a result, some sentences are not applicable to the Bush Park project. I have not received any correspondence since this email.

-Matt Olney | 503-588-6211 ext. 7226

From: Matthew Olney
Sent: Friday, April 14, 2023 1:53 PM
To: Chase Gonty <cgonty@cameronmccarthy.com>; Aaron Panko <APanko@cityofsalem.net>
Cc: Rob Passage <rpassage@willamette.edu>; Mark Mazurier <Mmazurie@willamette.edu>; Luke Emanuel <lukeemanuel@yahoo.com>; Matt Koehler <mkoehler@cameronmccarthy.com>; Colin McArthur <cmcarthur@cameronmccarthy.com>; Kimberli Fitzgerald <KFitzgerald@cityofsalem.net>
Subject: RE: Zoom Meeting / Pre-Application Conference Memorandum / Case No. Pre-Ap23-34 / 730 Mission St SE – 97302 and 605 14th St SE - 97301 / AMANDA #23-106633-PA

Hi Chase,

Following up on our phone conversation; Public Works has the following comments;

1. Stormwater: At the time of development, the applicant shall design and construct a storm drainage system for areas of new and replaced impervious surfaces for each development site. If the development proposals meet the definition of a large project, as defined in SRC 70.005, the applicant shall provide a storm drainage system that provides treatment and flow control using GSI to the maximum extent feasible as required by SRC 71 and PWDS by one of three means:
 - a. Runoff from the new and replaced impervious surfaces flows into one or more locations that have been set aside for installation of Green Stormwater Infrastructure (GSI) and the locations have a total area of at least ten percent of the total new plus replaced impervious surface area; or
 - b. GSI is used to mitigate the impacts of stormwater runoff from at least 80 percent, but less than 100 percent, of the total new plus replaced impervious surfaces; or
 - c. Under a design exception from the City Engineer, GSI is used to mitigate the impacts of stormwater runoff from less than 80 percent of the total new plus replaced impervious surfaces and the factor(s) limiting implementation (SRC 71.095).

In the past, artificial turf has been determined to hydrologically function like pervious pavement and shall be designed as such if this area will not be managed by traditional GSI. PWDS has design criteria for pervious pavement, below is a link to PWDS.

<https://www.cityofsalem.net/home/showpublisheddocument/6244/637805323919370000>

2. Willamette University needs to submit a formal application to demonstrate the project's compliance with the City's [Cultural Landscape Management Plan \(CLMP\) for Bush's Pasture Park](#) for improvements within Bush Park. Luke Emanuel and Rob Romanek (rromanek@cityofsalem.net) have had previous discussions regarding improvements within Bush Park and I recommend contacting Rob directly to continue the conversation and coordinate the application.
3. No landslide, floodplain or wetlands within the Bush Park development area. No landslide or wetlands within the softball field development area. However, there are small amounts of flood hazard areas (floodplain and "areas of special consideration") on the softball field parcel, and development within this area will require compliance with SRC 601. Below is a link to the FEMA website where you can see the flood hazard areas. For questions related to floodplain development, please contact Robin Dalke (rdalke@cityofsalem.net).

<https://msc.fema.gov/portal/home>

4. For projects greater than one acre, a National Pollutant Discharge Elimination System (NPDES) permit from the Oregon Department of Environmental Quality is required for all construction activities that disturb one acre or more. Proof of a valid permit must be submitted at the time of plans submission. City construction permits will not be issued without a valid NPDES permit. City permits will not be issued without a valid NPDES erosion control plan approval letter or written certification by the applicant that a permit is not required for this project.

Please let me know if you have any questions.

Matt Olney

Program Manager

City of Salem | Public Works Department

555 Liberty St SE, Suite 325, Salem OR 97301-3515

molney@cityofsalem.net

Office: 503-588-6211 ext. 7226

[Facebook](#) | [Twitter](#) | [YouTube](#) | CityofSalem.net



From: Chase Gonty <cgonty@cameronmccarthy.com>

Sent: Wednesday, April 12, 2023 5:08 PM

To: Aaron Panko <APanko@cityofsalem.net>

Cc: Rob Passage <rpassage@willamette.edu>; Mark Mazurier <Mmazurie@willamette.edu>; Luke Emanuel <lukeemanuel@yahoo.com>; Matt Koehler <mkoehler@cameronmccarthy.com>; Colin McArthur <cmcarthur@cameronmccarthy.com>; Kimberli Fitzgerald <KFitzgerald@cityofsalem.net>; Matthew Olney <MOlney@cityofsalem.net>

Subject: RE: Zoom Meeting / Pre-Application Conference Memorandum / Case No. Pre-Ap23-34 / 730 Mission St SE – 97302 and 605 14th St SE - 97301 / AMANDA #23-106633-PA

Thank you Aaron!

Matt, I have not received your comments yet. I'll be out of the office for most of the day tomorrow, but I'll be available most of the day Friday if you want to go over anything as it relates to your comments before/as you send them over.

Thanks all!

Chase Gonty (He/Him)

UPCOMING OOO: 04/20-04/21*

Cameron McCarthy Landscape Architecture & Planning

Direct 503-273-9047

www.cameronmccarthy.com

From: Aaron Panko <APanko@cityofsalem.net>
Sent: Tuesday, April 11, 2023 2:17 PM
To: Chase Gonty <cgonty@cameronmccarthy.com>
Cc: Rob Passage <rpassage@willamette.edu>; Mark Mazurier <Mmazurie@willamette.edu>; Luke Emanuel <lukeemanuel@yahoo.com>; Matt Koehler <mkoehler@cameronmccarthy.com>; Colin McArthur <cmcarthur@cameronmccarthy.com>; Kimberli Fitzgerald <KFitzgerald@cityofsalem.net>; Matthew Olney <MOlney@cityofsalem.net>
Subject: RE: Zoom Meeting / Pre-Application Conference Memorandum / Case No. Pre-Ap23-34 / 730 Mission St SE – 97302 and 605 14th St SE - 97301 / AMANDA #23-106633-PA

Hi Chase,

Attached is the Planning Summary letter from the meeting yesterday. Matt Olney is the Public Works Department representative assigned to this project, I believe he will be providing comments to you shortly.

Please let me know if you have any questions.

Aaron Panko

Planner III

City of Salem | Community Development Department

555 Liberty St SE, RM 305, Salem, OR 97301

apanko@cityofsalem.net | 503-540-2356

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Now Available! Online submittal of Land Use Applications through the City of Salem Permit Application Center. Register for an account [here](#).

Due to limited staffing, the Planner's Desk has temporary hours: 10-4 Monday-Friday

Questions on Zoning and Sign Permits can be submitted by email to Planning@cityofsalem.net

From: Chase Gonty <cgonty@cameronmccarthy.com>
Sent: Tuesday, April 11, 2023 9:29 AM
To: Aaron Panko <APanko@cityofsalem.net>
Cc: Zachery Cardoso <ZCardoso@cityofsalem.net>; Rob Passage <rpassage@willamette.edu>; Mark Mazurier <Mmazurie@willamette.edu>; Luke Emanuel <lukeemanuel@yahoo.com>; Shelby Guizar <SGuizar@cityofsalem.net>; Matt Koehler <mkoehler@cameronmccarthy.com>; Lydia Keller <LKeller@cityofsalem.net>; Colin McArthur <cmcarthur@cameronmccarthy.com>; Kimberli Fitzgerald <KFitzgerald@cityofsalem.net>
Subject: RE: Zoom Meeting / Pre-Application Conference Memorandum / Case No. Pre-Ap23-34 / 730 Mission St SE – 97302 and 605 14th St SE - 97301 / AMANDA #23-106633-PA

Good morning Aaron –

I wanted to shoot you a note and thank you and the rest of the staff for meeting with us yesterday regarding the Willamette University Baseball and Softball fields. The feedback we got is tremendously helpful and we appreciate the time from Staff to review the project.

I also want to confirm that we will receive comments, questions and any other feedback from Public Works/Parks as part of the meeting notes from yesterday along with the rest of the comments and requirements/recommendations from City staff. Also, let me know if there are other departments/reviewers we should expect comments from who weren't in attendance yesterday.

Thanks again to you and everyone else, and we look forward to speaking again soon.

Cheers!

Chase Gonty (He/Him)

UPCOMING OOO: 04/20-04/21*

Cameron McCarthy Landscape Architecture & Planning

Direct 503-273-9047

www.cameronmccarthy.com

-----Original Appointment-----

From: Chase Gonty **On Behalf Of** Zachery Cardoso

Sent: Tuesday, April 4, 2023 8:52 AM

To: Rob Passage; Mark Mazurier; Luke Emanuel; Matt Koehler; Colin McArthur

Subject: FW: Zoom Meeting / Pre-Application Conference Memorandum / Case No. Pre-App23-34 / 730 Mission St SE – 97302 and 605 14th St SE - 97301 / AMANDA #23-106633-PA

When: Monday, April 10, 2023 1:15 PM-3:00 PM (UTC-08:00) Pacific Time (US & Canada).

Where: Salem CD Large Conf Room

Morning All –

Below is the official email from the City regarding our Pre-App meeting next Monday. As requested below, please let me know if anyone, including those that aren't on this thread, are planning to attend virtually so I can let Aaron know. CM will be attending in-person, as I believe all three of you are planning to as well. Let me know if you have any questions or further comments.

Looking forward to seeing you all on Monday!

Cheers –

C

-----Original Appointment-----

From: Zachery Cardoso <ZCardoso@cityofsalem.net>

Sent: Tuesday, April 4, 2023 7:36 AM

To: Zachery Cardoso; Aaron Panko; Shelby Guizar; Lydia Keller; mmazurie@willamette.edu; Chase Gonty; Kimberli Fitzgerald

Cc: Adam Deshon; Albert Rossi; Andrew Schurter; Anthony Eaquinto; Austin McGuigan, Polk Co. Planning; Brandon Pike; Brent Stevenson; Cherriots Planning; Chris French; Claude Kennedy; Curtis Pellatz; Dan Fricke; Edward Gates; Eric Berry; Greg Hadley; Jason Carroll; Joey Langenhorst; John Rasmussen, Marion Co. Public Works; Kelly Kelly; Ken Spencer; Laurel Christian; Lisa Anderson-Ogilvie; Luke Gmazel; Marion County; Marion County Planning; Matthew Olney; Max Hepburn; Olivia Dias; Randy Thomas; Raymond Lambert; Rebai Tamerhoulet; Sheri Wahrgren; Robin Dalke; Ryan McGraw; Santiam Water Control District; Sara Duncan; Sara Long; Sean Mansfield; Seth Lenaerts; Shelly Ehenger; Steve Dickey; Timothy Gorton; Tory Banford; Twila Pichardo; Wendy Veliz

Subject: Zoom Meeting / Pre-Application Conference Memorandum / Case No. Pre-Ap23-34 / 730 Mission St SE – 97302 and 605 14th St SE - 97301 / AMANDA #23-106633-PA

When: Monday, April 10, 2023 1:15 PM-3:00 PM (UTC-08:00) Pacific Time (US & Canada).

Where: Salem CD Large Conf Room

Hello,

A hybrid Pre-Application conference has been scheduled, please see the attached Conference Memorandum for more details. The Case Manager requests that the applicant provide a list of who will be attending virtually to ensure they are allowed into the virtual meeting.

Address: 730 Mission St SE – 97302 and 605 14th St SE - 97301

Case No./AMANDA No.: Pre-Ap23-34 / 23-106633-PA

Scheduled for: April 10, 2023 at 1:15 p.m.

Application Summary/Description: A pre-application conference to discuss the requirement for improving turf, fencing, lighting, and hardscape at Willamette University's softball and baseball fields; the Softball field is zoned PE (Public Education) and located at 605 14th Street SE (Marion County Assessor Map and Tax lot numbers: 073W26CB / 2403 and 2300). The Baseball field is zoned PA (Public Amusement); the field is also in the Gaiety Hill Bush's Pasture Park Historic District and located at 730 Mission Street SE (Marion County Assessor Map and Tax lot number: 073W27D / 000200)

Any City Staff that are located at City Hall on the day of this conference will be meeting with the Applicant in-person at the address below. Any agencies or persons not located at City Hall on the day of this conference can join virtually via the Zoom link provided. Feel free to share the link with others that need to be present to be at the meeting.

In-Person Attendee Access:

City of Salem Community Development Department
CD Large Conference Room (#305)
555 Liberty St SE
Salem OR 97301

Virtual Attendee Access:

Zoom Link: <https://us02web.zoom.us/j/83867708703>

Meeting ID: 838 6770 8703

Dial-in: 253-215-8782

Please direct questions or comments to the **CASE MANAGER:**

Aaron Panko

apanko@cityofsalem.net

503-540-2356

Thank you,

AGREEMENT

WILLAMETTE UNIVERSITY AND CITY OF SALEM

THIS AGREEMENT is made and entered into this 24th day of September, 1982, by and between the CITY OF SALEM, OREGON, a municipal corporation, herein called "City" and WILLAMETTE UNIVERSITY, herein called the "University."

WHEREAS, the City and the University entered into a five-year agreement on December 30, 1975, for joint use of the University ball fields; and

WHEREAS, that agreement has been modified by addenda in 1980; and

WHEREAS, the parties agree that it is in the best interest of both the University and City to integrate all agreements into one writing; and

WHEREAS, City of Salem desires use of John Lewis Field for general public use and access to use a quality baseball field, general public access to the area, and suffers no harm by said encroachment; and

WHEREAS, both jurisdictions have worked together to make certain improvements; and

WHEREAS, the City permitted the University to encroach into park property by relocating John Lewis Field fences; and WHEREAS the City provided \$5,000 to purchase fencing; and

WHEREAS, the University desires to use portions of City's Bush's Pasture Park for cross country, soccer, La Crosse, auto parking, and other activities;

NOW, THEREFORE,

IN CONSIDERATION of the mutual promises and stipulations set out herein, University and City do hereby agree as follows:

The purpose of this agreement is to clarify and coordinate use of the City's Bush's Pasture Park and University's facilities for University activities and community programs. Through scheduling by the University the recreational needs of the citizens' interest groups, such as Babe Ruth, Little League, and American Legion, as well as other recreational uses will be met. Through scheduling by the City the needs of the University for activities such as soccer, La Crosse, cross country, as well as other activities will be met.

A. PROPERTY DESCRIPTION AND PRESERVATION OF PROPERTY RIGHTS THEREIN

A description of the property covered by the terms of this agreement is herejo attached, marked Attachment A, and by this reference made a part hereof.

The City of Salem does not by the terms of this agreement acquire any right, title, interest, or estate in or to the fee simple title of said described premises, and the use thereof by the City is by and with the consent of Willamette University in accordance with the terms and provisions thereof.

Willamette University does not by the terms of this agreement acquire any right, title, interest, or estate in or to the fee simple title of said park property encroached by John Lewis Field fences or bleachers or used for other University activities, and the use thereof by the University is by and with the consent of the City in accordance with the terms and provisions hereof.

B. SCHEDULING AND USE

All scheduling will be done by both parties working together. Willamette University activities shall have first priority for use of University

facilities. City programs shall have priority of use of City facilities. A specific schedule shall be developed by the City and by the University outlining all uses. The schedule shall be shared, resolved, and finalized in January of each year.

C. MAINTENANCE

1. The City responsibilities:

- a. City will provide mowing for the John Lewis Field area between May 15 and August 15 annually.
- b. The City will fertilize the John Lewis Field area in conjunction with Bush's Pasture Park.
- c. City will perform all maintenance activities in Bush's Pasture Park.

2. Field responsibilities of the University include:

- a. All scheduling of John Lewis Field and University properties.
- b. Bringing the John Lewis Field area into playable condition by the start of each scheduling season.
- c. Watering, mowing, and general maintenance of the John Lewis Field area from August 16 to May 14.
- d. Watering and general maintenance of the John Lewis Field area from May 15 to August 15 annually.
- e. Willamette University will provide field preparation of John Lewis Field during periods of scheduling University activities and community use at no cost to the City of Salem.
- f. Provisions of normal garbage disposal for scheduled activities.
- g. Other normal maintenance of field house and area outside of field areas.
- h. Normal custodial duties and supplies, excluding bath towels, to the shower and locker room facilities will be maintained by the University.

D. TERM AND TERMINATION

This agreement shall commence on January 1, 1982 and shall be in

effect for a one-year period through December 31, 1982. This agreement is automatically renewed for additional one-year terms unless terminated as provided in this agreement.

Either party may terminate this agreement upon giving written notice of proposed termination to the other party by November 1 of any year for which this agreement is in effect. Upon such notice, the agreement shall terminate no sooner than November 30 of that notice year. The terminating party may specify a later termination date if such later date is acceptable to the other party.

Nothing in this section is intended to prohibit the termination of the agreement by a party on account of material breach by the other party. In the event of such breach, the breaching party shall be given 30 days' written notice by the other party and may cure such breach within that period. If the breach is cured within that period to the satisfaction of the nonbreaching party, the termination notice shall be withdrawn and the agreement shall continue.

This agreement may be modified by the mutual agreement of the parties, expressed in writing, and signed by the Director of Regional Parks and Recreation Agency for the City, and the President of Willamette University.

E. LIMITATION OF LIABILITY

The City, its officers, agents and employees are not agents of Willamette University, and nothing therein is intended to create or be construed to create any such relationship.

F. DAMAGES

The University shall indemnify and hold harmless the City from any claims or cause of action for damage to property of others or for injury

or death of any person or persons other than employees, arising out of the use of the facilities when that use is an activity of or sponsored by Willamette University.

To the extent it lawfully may under the Constitution and laws of the State of Oregon, the City shall indemnify and hold harmless the University from any claims or cause of action for damage to property of others or for injury or death of any person or persons other than employees, arising out of any negligent act, error or omission of the City, its officers, employees, or agents.

Willamette will check the field daily and immediately report any substantial damage to the Athletic Director at Willamette University and Director of Regional Parks and Recreation Agency. The University shall be responsible for the repair of damages that occur from the use of the facilities by Willamette University or groups that it specifically sponsors. The City shall be responsible for the repair of damages that occur from the use of the facilities by the City. Groups not specifically sponsored by either the University or the City shall be responsible for all damages caused to the facilities.

Either party may immediately and unilaterally restrict any group from using the facilities if such group's use of the facilities caused damage or in any other way was irresponsible or illegal.

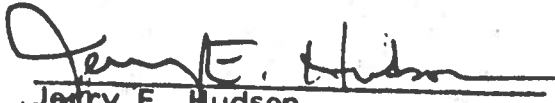
G. ATTORNEY FEES

If legal action is instituted to enforce any right or obligation accorded either party under this lease, the prevailing party shall be entitled to recover, in addition to costs, such sum as the court may adjudge reasonable attorney fees including attorney fees on appeal to any appellate court.

IN WITNESS WHEREOF, the City and the University have caused this

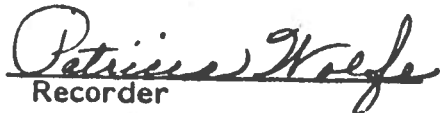
agreement to be executed in their respective names by their duly
authorized representatives as of the day and year first above written.

WILLAMETTE UNIVERSITY:


Jerry E. Hudson
President

CITY OF SALEM, OREGON:

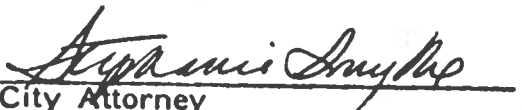

Mayor

Attest: 
Recorder

Approved:


Director, Regional Parks and
Recreation Agency

Approved as to Form:


City Attorney

FOR MEETING OF: September 20, 1982

TO: Mayor and City Council

AGENDA ITEM # 14N

THRU: Ralph Hanley, City Manager

COUNCIL ACTION: Adopted report.

FROM: Robert L. Maxey, Director *R. Maxey*
Regional Parks and Recreation Agency

SUBJECT: Agreement with Willamette University

ISSUE:

An update agreement between the City and Willamette University for use of each jurisdiction's facilities at Bush's Pasture Park needs Council approval.

BACKGROUND:

1. The City and Willamette University have had an agreement for use of each jurisdiction's facilities at Bush's Pasture Park since 1975. In 1980 an addendum was added to the agreement which clarified each jurisdiction's maintenance responsibilities. This agreement, which has been successful in operation, ended on June 30, 1981.
2. Since the termination date of this agreement, staff from both jurisdictions have met and developed a new agreement. Use of each others facilities at Bush's Pasture Park has continued during this period.

FACTS AND FINDINGS:

1. This agreement is similar in content to the previous contract with most changes updating and clarifying each jurisdiction's responsibilities.
2. Highlights of the agreement include:
 - a. City of Salem Will:
 - 1) Mow John Lewis Field May 15, to August 15.
 - 2) Fertilize John Lewis Field and
 - 3) perform all maintenance activities in Bush's Pasture Park.
 - b. Willamette University Will:
 - 1) Schedule John Lewis Field for University and community use.
 - 2) Water and do general maintenance of John Lewis Field May 15, to August 15.
 - 3) Provide field preparation of John Lewis Field for community and University uses at no cost to the City of Salem.
 - 4) Provide garbage disposal and custodial services at John Lewis Field and its structures.
3. This agreement shall be in effect for a one year period and is automatically renewed for additional one year terms unless terminated as allowed within the agreement.

RECOMMENDATION: Council approve the contract between the City and Willamette University and authorize the Mayor to sign.

Ed Jochims
Ed Jochims, Recreation Superintendent

bb/8/25/82

Attachment for Item 6

SPRAB Support for the City of Salem's Riverfront Park
Playground and Pathway Grant Application

Salem Parks and Recreation Advisory Board

(SPRAB)

29 March 2024

Oregon Department of Parks and Recreation
Local Government Grant Program
725 Summer Street NE, Suite C
Salem, OR 97301

Keith Norris, Chair
Salem Parks and Recreation Advisory Board

RE: Support for the City of Salem's Riverfront Park Playground and Pathway Grant Application

Dear Grant Review Committee:

I'm writing on behalf of the Salem Parks and Recreation Advisory Board, expressing our emphatic support for the City of Salem's Riverfront Park Playground and Pathway Grant Application. This project would be an incredible investment in our city park system, bringing more inclusive, nature-oriented play in furtherance of city residents' goals.

The Salem Parks and Recreation Advisory Board provides recommendations and guidance to the city regarding our park and recreation lands, facilities and programs. Our eight volunteer board members, appointed by the City Council, receive input from the community to guide our recommendations aimed at enhancing Salem's 92 parks and the natural resources and recreation opportunities they provide across their 2,500 acres.

Riverfront Park is a strategic location in the state and city for this grant program to invest. As a central, premier urban park, Riverfront serves the entire Capital City and its visitors from throughout the region. Located next to our historic and vibrant downtown, the park lies adjacent to the Willamette River and serves as a key venue for large events and festivals, while simultaneously offering a chance for visitors to connect with nature and appreciate the beauty of the river and its wildlife.

Awarding this grant and implementing this project supports the community's vision for expanded and nature-oriented play opportunities at the park. The 2018 Master Plan was developed with robust community input, and identified these components as key areas of development for the park.

Fulfillment of this grant will also bring much needed accessible and inclusive play to our park system. The city's plan to create a play space that invites and welcomes children and families of all abilities to gather, learn, and play together will drive a greater sense of community among our residents. Ensuring an expanded design that provides safe and enjoyable experiences for children to play together—regardless of their abilities—is a laudable use of the state's grant funds.

Furthermore, the draft design for this project addresses many of the issues and priorities identified in the Statewide Comprehensive Outdoor Recreation Plan, such as the need for more traditional and nature play spaces and drive further connection and appreciation of Salem's and our great state's wonderful outdoors and natural resources. The themed, inclusive initial design highlights the natural elements of the Willamette Valley—like a riverbed, beaver dam, landform slides, and a quiet zone themed around Salem's local nesting pair of bald eagles. This nature-incorporating design will present a creative, fun, and educational opportunity for children and families to explore.

The Salem Parks and Recreation Advisory Board evaluated this project at our previous meeting. Our board recognized the need for the play area expansion, addition of inclusive and accessible play, and the benefits of the nature play. We strongly urge your support for this grant application.

Sincerely,

A handwritten signature in black ink that reads "Keith Norris". The signature is written in a cursive, flowing style.

Keith Norris

Chair

Salem Parks and Recreation Advisory Board

SALEM PARKS AND RECREATION ADVISORY BOARD (SPRAB) MEETING

Parks and Recreation Division Update – April 2024

1. Recreation Budget

To assist in balancing the budget, Recreation staff made the difficult decision to not offer the Kids Relays, Movies in the Park, and First Friday concerts in 2024. Additional cuts in staffing and programming have also been proposed.

2. Events/Facility Use

- We continue to receive and process a high volume of facility use requests on a daily basis. The summer months continue to be highly desirable. The number of expected events with finalized or pending permits is as follows: April (1), May (11), June (16), July (14), August (14), September (14), October (4), November (1), and December (1).
- Preparations for the July 4th Fireworks Display continue with the Oregon State Fair and Exposition Center.

3. Youth Recreation Programs

- Due to budget challenges faced by the City, the 2024 Recreation Guide has been delayed. The guide usually goes out in March around Spring Break but will be going out in April this year.
- The first STRIDE Run/Walk for 2024 is scheduled for May 18th in Bush's Pasture Park.

4. Softball and Kickball Leagues/Tournaments

- We have 70 teams registered to play in spring softball and kickball leagues. The leagues are scheduled to start next week.
- A Manager Meeting for softball took place on April 2nd and another one for kickball teams is scheduled for April 3rd. We ended up having four teams on the waitlist for men's play on Tuesday nights, so we added a league for them to play in on Thursdays!
- With the beginning of league play, comes the hiring and training of seasonal staff. We have two new employees and 18 returning staff that were onboarded last week.
- All three of our City-hosted youth invitational/Play for a Cure Series tournaments are currently full. We'll be starting schedules for these tournaments very soon, before focusing our attention to our National Tournaments.

5. Neighborhood Trees

As the season wraps up, the City and Friends of Trees will be hosting a final volunteer event on Saturday, April 13, focused on planting street trees and yard trees throughout the North and East Lancaster neighborhoods. SPRAB members are welcomed and encouraged to participate in the planting event, especially if you have a pickup truck. For more info, visit Friends of Trees event calendar: <https://friendsoftrees.org/event-calendar/>

General information about Salem's Urban Forest can be found here:

<https://www.cityofsalem.net/community/natural-environment-climate/trees-and-plants>

6. City Nature Challenge

The City Nature Challenge is a worldwide event spanning four days (April 26 – 29), during which community members venture out and use their cell phones to observe wild plants and animals using the iNaturalist app. These observations contribute to a vast database utilized by scientists to advance their understanding and research of biodiversity. The City is joining in on the effort with a schedule of Bioblitz Events. For more information on how to participate, visit:

<https://www.cityofsalem.net/community/natural-environment-climate/join-the-city-nature-challenge/>

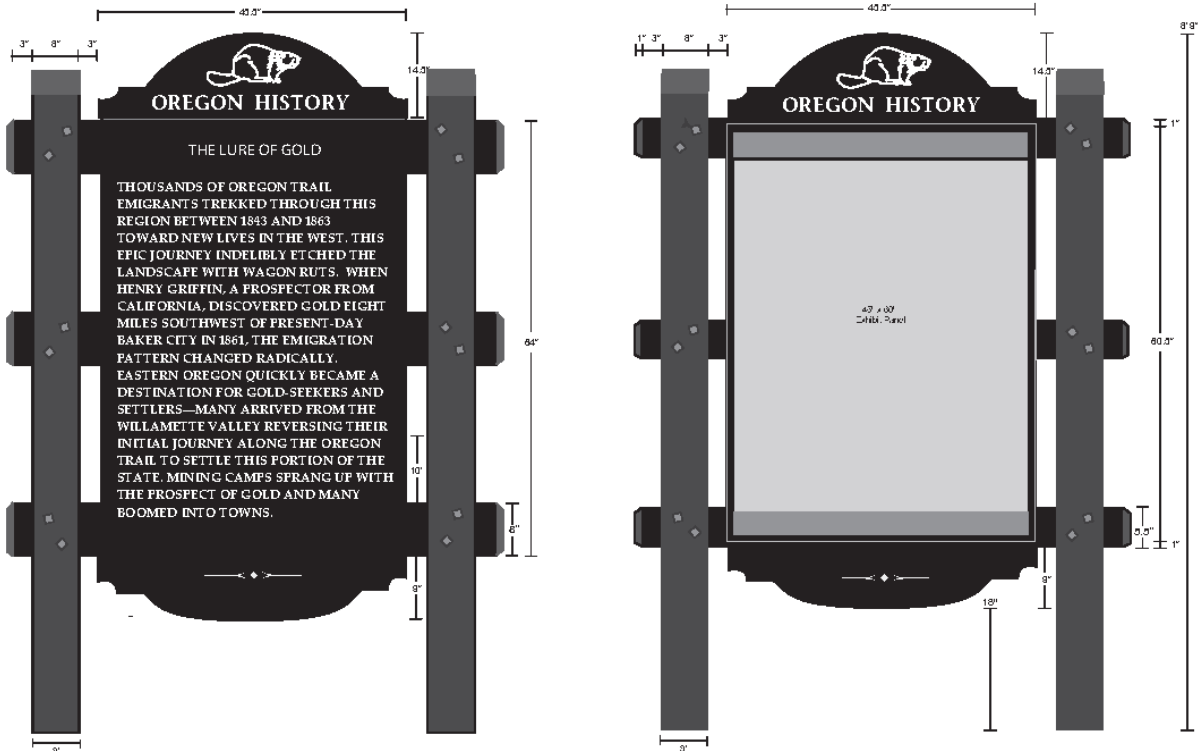
Join in as a citizen scientist by taking part in this exciting challenge!

7. Riverfront Park Beaver Board

The Oregon Travel Information Council approved moving forward with the Salem Began Here historical marker at Riverfront Park, discussed by the City Historic Preservation Program Manager, Kimberli Fitzgerald at the SPRAB meeting held February 8, 2024.

Parks and Recreation Division staff has since met with staff from the Oregon Travel Information Council to identify a specific location for the new marker. A map identifying the proposed location within Riverfront Park and a standard drawing of the marker are provided below.





8. Salem Center Street Bridge Seismic Retrofit

The Oregon Department of Transportation (ODOT) is in the design phase of a project that will complete seismic retrofit work on the Center Street Bridge. Further details can be found online:

<https://www.oregon.gov/odot/projects/pages/project-details.aspx?project=21705>.

The City is reimbursing ODOT to replace an existing 24-inch-diameter waterline on the bridge with a new 36-inch-diameter waterline as part of the project.

Updates on the various coordination effort in progress with ODOT's project team related to city parks and natural resources are as follows:

- **Park Impacts**
 - Staff discussions between the City and ODOT have been ongoing regarding ODOT's construction staging needs and impacts to Riverfront Park and Wallace Marine Park.
 - ODOT has presented two proposals that utilize the northern Riverfront Park parking lot, a parking lot north of Marion Street owned by the Salem Urban Renewal Agency, and areas of Wallace Marine Park for construction staging and access.
 - Both proposals would require the following:
 - Nearly all the existing northern Riverfront Park parking lot and approximately 25 mature park trees to be removed for construction with a new parking lot to be reconstructed following the project.
 - Removal of all the mostly native trees along approximately 100 linear feet of the Willamette River bank within Riverfront Park, located directly south of the Center Street Bridge along Water Street NE.

- Removal of all or nearly all the mostly native trees within approximately 2 acres of forested floodplain of the Willamette River within Wallace Marine Park.
 - ODOT's first proposal would utilize nearly the entire northern Riverfront Park parking lot for the duration of construction. This would allow ODOT to complete the bridge project in a shorter duration (30 - 36 months). ODOT's second proposal is to phase their construction and use of the parking lot. This would allow a larger portion of the lot to be available for park events, park maintenance, and other park uses. This would result in a longer project duration for ODOT (36-42 months).
 - ODOT is requesting City concurrence on a Section 4(f) finding of *de minimis* impacts to the park. Section 4(f) is a reference to an original section within the U.S. Department of Transportation Act of 1966 which provided for consideration of park and recreation lands, wildlife and waterfowl refuges, and historic sites during transportation project development.
 - Once City and ODOT come to agreement on allowable staging and park impacts, Section 4(f) coordination will be required based on a temporary occupancy request.
- Trees and Natural Resources
 - City staff are communicating City tree removal permitting requirements and criteria set forth in the City Tree Code (SRC Chapter 86). Notably, the City may permit the removal of City trees due to construction if there is no reasonable alternative. Parks and Urban Forestry and Natural Resources staff will continue to coordinate with ODOT in an effort to minimize impacts to City-managed natural resources and City-owned trees while ensuring appropriate site restoration occurs at the conclusion of the project.
 - Parks and Urban Forestry and Natural Resources staff met with representatives of the ODOT project team for a site walk on March 27, where there was robust discussion of restoration standards and strategy.
 - Urban Forestry will be appraising the value of trees proposed for removal to inform appropriate project mitigation. City of Salem Development Services reviews and issues City Tree Removal Permits, in consultation in the City Urban Forester.
 - Natural Resources Planning intends to coordinate further with ODOT on restoration plans and extent. At the site meeting, adjustments to the restoration and landscaping plans were discussed at length. Natural Resources will prepare written comment on the restoration plans based on the field discussions and subsequent discussions with Parks and Urban Forestry.
 - ODOT is in discussions with US Fish and Wildlife Service regarding a bald eagle nest near the project area. ODOT is aware that they will likely need an incidental take permit. They are also working with USDA's Animal and Plant Health Inspection Service to ensure compliance with federal migratory bird protections, and in consultations with NOAA National Marine Fisheries Service regarding impacts to critical habitat of fish listed under the Endangered Species Act.

The Salem Parks and Recreation Advisory Board is receiving project updates in preparation for ODOT presenting at an upcoming board meeting. Staff expects that the board will have the opportunity to review and consider a recommendation concerning the two proposals for construction staging in the northern Riverfront Park parking lot.

9. Individual Park Master Planning

- Fairview Park Master Plan Revisit and Refinement – The second round of community-wide engagement for the Fairview Park master plan revisit and refinement effort is now underway.

During the fall of 2023, the City launched an online survey to gather input about the future of Fairview Park. We received more than 350 responses. Additionally, between October 2023 and January 2024, the project consultant, Cameron McCarthy, organized two pop-up events and conducted a number of interviews to ensure we heard from a diverse range of community members. This included individuals from nearby neighborhood associations, nearby residents, a former resident of the Fairview Training Center, a representative for older adults, and a representative for people with disabilities.

The input the project team received emphasized the importance of making the park accessible and enjoyable for everyone. People want accessible paths to walk on, passive recreational amenities, and flexible spaces that can support a range of activities. There was also some interest in active recreation and sports facilities, as well as interest in preserving the park's natural resources, especially the existing mature trees, as a retreat for reflection and rest. Year-round usability through covered areas was also highly desirable. Here is a list of the main themes surrounding what people are looking for:

- Preserve Nature: Protect the mature trees, maintain open space, and provide quiet spaces.
- Passive Recreation: Develop walking trails and install benches and picnic tables.
- Foster Community Engagement: Provide facilities for community events and gathering spaces, offer covered areas for various activities, and designate some spaces for flexible use.
- Ensure Accessibility: Create clearly marked paths, provide parking close to amenities, offer restroom facilities with larger stalls, include sheltered areas, incorporate interactive elements for inclusive play, and accommodate individuals with mobility limitations.
- Maintain Cleanliness: Install trash receptacles, provide restrooms and keep them clean, and manage vegetation, including invasive blackberry.
- Provide Signage: Install signs for navigation, provide historical information, and ensure safety information is prominently displayed.

The input gathered from the community has been instrumental in shaping two new park design concepts, which are included in this report for your review. We are now engaging community stakeholders to review and obtain their further input. Our engagement strategy mirrors that of the initial phase, encompassing an online survey, interviews, and pop-up events to ensure inclusivity and thorough input.

On Saturday, March 30, Cameron McCarthy participated in the following two pop-up events:

- Shangri-La's Accessible Spring Festival, focused on reaching people with disabilities. The event was held in the morning in partnership with Shangri-La, a 501c3 non-profit human services organization assisting people with disabilities. The project team engaged with approximately 200 individuals.
- Painters Hall Neighborhood Open House, open to all with a focus on reaching the neighbors immediately around the park. The event was held from 1-3pm at Painters Hall (3911 Village Center Dr SE) in the Pringle Creek Community, in close proximity to Fairview Park. Parks

Planning was in attendance to augment the consultant team. Ranger Zieker and Members Hartwig and Miller also attend. The event attracted approximately 75 participants.

Concurrent with the Saturday events, Parks Planning launch an online survey:

<https://bit.ly/FairviewSurvey2>. The survey will be promoted throughout the month of April, as Cameron McCarthy holds targeted follow-up interviews.

- Fisher Road Park Master Plan – Greenworks PC is developing two initial park design concepts based on feedback collected between by the project team between October 2023 and early March 2024. Further community engagement, to review these concepts, is currently planned for the month of June. This second round of engagement will use a similar approach.

Previously in the project, Greenworks PC and IZO Marketing enlisted seven Park Ambassadors in an effort to engage Latinx communities in northeast Salem. The Ambassadors conducted focus groups targeting Latinx residents within the park's service area.

Feedback from the Ambassadors indicated they had well-attended focus groups, with priorities and concerns aligning largely with earlier feedback from an earlier project open house and online survey. However, the Ambassadors emphasized the need for cultural considerations, such as permanent restroom facilities, along with desires for playgrounds, paths, parking, sports facilities, and community gathering spaces.

10. Park Improvements

- Minto-Brown Island Parking Lot Improvements – A preconstruction conference for the paving and resurfacing of Parking Lots No. 2 and 3 at Minto-Brown Island Park has been scheduled for the week of April 15. The project contractor, Knife River has proposed a schedule that has not been fully reviewed by City staff and is subject to change. A few *tentative construction schedule targets* are as follows:
 - Contractor Mobilization for Lot No. 2: Week of May 6
 - Lot No. 2 Opens/ Contractor Mobilization for Lot No. 3: Week of June 6
 - Lot No. 3 Opens: Week of June 6

Although the contractor has proposed an ambitious schedule, it's important to note that the construction contract allows for 45 days for the completion of Parking Lot No. 2, followed by 90 days for Parking Lot No. 3.

During the construction phases, the park trails and dog park will remain accessible to visitors. However, parking availability and vehicle access will be affected. To address this, the Parks and Recreation Division will collaborate closely with Public Works Engineering and the City Communication Team to develop and execute a public communication plan. Our messaging will highlight temporary parking lot closures and provide alternative parking and access options. Access for pedestrians, including those with disabilities will be available and identified through or around the work zones.

This project marks the start of the construction phase of the park improvement initiative funded by the 2022 Safety and Livability Bond. Upon completion, visitors can expect newly paved and improved parking lots at the dog park and the main parking lot at the end of Minto Island Road.

- Riverfront Park Playground and Pathway – On April 1, the City submitted a grant funding application to the Oregon Parks and Recreation Department (OPRD) for the “Riverfront Park Playground and Pathway” project. The request was made for \$770,000, under OPRD’s highly competitive Local Government Grant Program (LGGP) large project category, to improve pathways and replace, expand, and otherwise modernize the playground at Riverfront Park, to create a vibrant and inclusive play space. The total project cost is estimated to be approximately \$1.8 million, meaning that the grant, if awarded, would cover approximately 42% of the project costs, to be matched by local contributions from the 2022 Safety and Livability Bond and Parks System Development Charges.

The submission includes a length questionnaire (with limits on words and other particular formatting), a total of 15 required attachments, and a budget form. One of the attachments is an initial conceptual design prepare by Greenworks PC in close coordination and consultation with City staff. Several conceptual design graphics and precedent imagery are attached to this report.

As follows is our response to the first question, asking what the project will do?

The Riverfront Park and Pathway Project (Project) transforms the playground at Salem’s Riverfront Park into a revitalized space that embraces inclusivity for all ages and abilities. The beloved yet aging Rotary Children’s Playground (built in 1996) will be replaced and reimagined with modern, inclusive equipment, seamlessly integrating traditional and nature play elements. Interpreting the natural landscape of the Willamette Valley, the replacement playground will provide a more cohesive and immersive experience for the children and families who will utilize the space. Pathways, especially around the playground, will be improved for better accessibility for everyone. To ensure safety and eliminate conflicts between playground users and other park users (e.g., bicyclists), the project will realign a pathway currently adjacent to the playground. The overall circulation will be enhanced for safer movement, and elements specifically designed to improve the park experience for older adults will be incorporated. Think comfortable seating areas with shade and play elements designed to promote interactions between older adults and playground users. Respecting the park’s character, mature trees will be preserved, and existing amenities may be refurbished. This ensures a cohesive blend of the familiar with the new, aligning with the vision for future development of the surrounding area while implementing specific improvements identified in the park’s 2018 master plan.

In simpler terms, this will enable the City to combine and leverage the 2022 Safety and Livability Bond investment for playground rehabilitation and equipment replacement with the planned expansion of play space funded by Parks System Development Charges. The result on the infusion of grant funds will be a greatly improved playground, delivering a much higher level of service to both Salem residents and visitors.

Although the grant program is competitive, there is a strong likelihood that the City’s application will succeed. The program has received an influx in revenue and the large project category has

nearly three times more funds to awarded then compared to last year, when the City was successful with an application for the Geer Park Skate Parks and Pathways project. Shortly after the 2024 application due date, OPRD shared the following statistics:

LGGP Large Project Grant Applications submitted	60
Total Grant Funds Requests (Rounded)	\$37,000,000
Total Grant Funds Available (Rounded)	\$34,000,000

In terms of next steps, Parks Planning and Greenworks PC will begin preparing for a presentation to the grant program’s advisory committee in June/July. Additionally, just two days after the application was submitted, Parks Planning began targeted community engagement with the families of playground users whose needs are not currently met by the Salem Park System. Through this strategy, we intend to ensure that we have a solid understanding of the priorities of users with ranging needs and abilities.

Improvements to the Riverfront Park playground are scheduled to be delivery in 2026.

- Geer Park Skate Park and Pathways – The City of Salem is gearing up to implement the first round of enhancements to Geer Park as outlined in the *2021 Geer Park Master Plan*. These enhancements encompass the construction of a skatepark, paved pathways, a spectator viewing plaza, and a picnic shelter. Following a public hearing on January 8, 2024, the City Council approved the use of the Design Build (DB) contracting method for the project. Subsequently, on January 10, 2024, a request for proposals (RFP) was issued to solicit DB services for design assistance and construction for the park facilities. The City proposals from three contractors by the closing date: Dalke Construction Company, Inc., Grindline Skateparks, Inc., and Paul Brothers, Inc.

A selection committee composed of staff from Parks Planning and Public Works Engineering reviewed, evaluated, scored, and ranked all three proposals. Based on the criteria outlined in the RFP, the committee unanimously agreed to invite all three proposing teams for interviews. These interviews took place on March 13 and 18, 2024. Each committee member assessed and scored the interviews. The committee agreed that the Paul Brothers, Inc. team was the best selection for the project.

The selection committee identified several advantages with Paul Brothers, Inc. and their team:

- An experienced design team with a proven track record working together to deliver similar projects.
- A complete and descriptive response to Project Approach and Management and Economic Participation.
- An understanding of the DB contract delivery method based on experience.
- A demonstrated collaborative approach to working with the project team to successfully deliver a quality project for the City of Salem.

Paul Brothers, Inc. is a general contractor with a strong portfolio in park construction projects across Oregon. They have partnered with design firms and a skatepark design and construction company that previously assisted the City on the 2021 Geer Park Master Plan and subsequent development of a skatepark design concept informed by a community engagement process. This

partnership ensures continuity and expertise in delivering a skatepark design concept informed by extensive community engagement. The design team includes Greenworks PC (landscape architecture), KPFF (engineering), and Oregon-based Evergreen Skateparks. Images of just a few of the many skateparks designed and constructed by Evergreen Skateparks are provided below.



Rockridge Skatepark, Bend, Oregon



Frisco Skate Park, Frisco, Colorado

Contract negotiations with are underway. Construction of the project is scheduled to begin in late 2025.

- Geer Park Bond Project – The City of Salem is requested proposals from five Landscape Architect Consultant of Record (COR) firms to provide services supporting planning, design, and construction phases of a project that consist of several priority improvements identified in the *2021 Geer Park Master Plan*. The improvements, funded by the 2022 Safety and Livability Bond, include renovation of existing sports fields, creating a dog park, building a picnic shelter, creating a new pedestrian crosswalk and sidewalk connection to the park from the northwest, and coordination with the Geer Park Skate Park and Pathways project. The City recede proposals from three COR firms: AKS Engineering & Forestry, Cameron McCarthy Landscape Architecture & Planning, and Lango Hansen Landscape Architects. A selection committee composed of staff from Parks Planning and Public Works Engineering are currently reviewing, evaluating, scoring, and ranking all three proposals.

The project is expected to kick off in May with construction beginning as soon as April 2025.

- Livingston Park and Morningside Park Playground Rehabilitation – Livingston Parks, located at 2855 Hawthorne Avenue NE, falls within the boundary of the North Lancaster Neighborhood Association. Similarly, Morningside Park, located at 1330 Ewald Av SE, is located within the Morningside Neighborhood Association. These parks are slated for playground enhancements next summer, marking the initial phase of a broader plan to upgrade ten playgrounds under the 2022 Safety and Livability Bond.

The Public Works Engineering Division staff are currently in the process of developing preliminary design plans for the refurbishment and enhancement of these park facilities. This includes assessing access routes to the playgrounds and improving surrounding support amenities.

In preparation for the upcoming stages of these projects, Parks Planning staff are developing public engagement strategies and outreach plan, with a particular focus on engaging neighboring residents and park users. As part of the preparatory work for the Livingston Park project, Cameron McCarthy Landscape Architecture and Planning has been contracted to facilitate two focus group events. These sessions will be conducted in both English and Spanish, as a supplementary engagement measure. This decision is prompted by a significant proportion of Spanish-speaking residents within the park service area, as well as a historical lack of engagement by Latinx community members in city park planning endeavors.

- Sports Courts at Highland, Hoover, Morningside, River Road, and Sumpter Parks – [No Significant Project Updates] Park upgrades under the 2022 Safety and Livability Bond encompass the reconstruction of five sports courts across five parks: River Road, Highland, Hoover, Morningside, and Sumpter School Park. Project design and planning consultant AKS Engineering and Forestry is currently focused on completing construction documents and permits for the reconstruction of tennis courts at River Road Park and sports courts at Sumpter Park, targeting implementation in the 2024 construction season. Subsequent improvements at the remaining three parks are scheduled for the following year.

11. Park Ranger

- Effective July 1, 2024, the Park Ranger position currently located with Community Development will be transferred to the Parks and Recreation Division. This change is part of the re-organization and realignment strategy that has been transpiring within the City over the past several months. The Parks and Recreation team is excited about this new realignment and looks forward to additional opportunities to utilize this position in showcasing the positive and various programs and events that Parks and Recreation are involved in.

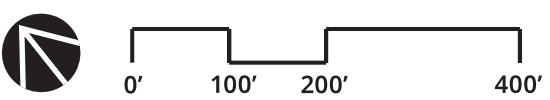
12. Park Projects

- Parks staff have completed the following projects:
 - Morningside Park – Mutt Mitt Dispenser, Bench Installation
 - “D” Street Property – Information Kiosk
 - Englewood Park – Pollinator Garden Repair
 - Bailey Ridge Park – Information Kiosk, Bench
 - Edgewater Park – Picnic Tables (2)
 - Fisher Road Park – Soccer Goals (2)
 - Bush Park – Plant ID Signs at Old Tarter Rose Garden



Legend / Referencia

- Project Limits / Límites del Proyecto
- Existing Trees / Árboles Existentes
- Proposed Trees / Árboles Propuestos
- Street Trees / Árboles de la Carretera
- Picnic Shelter / Cobertizo para Picnic
- Restroom / Baño
- Accessible Path / Camino Accesible
- Plant Bed / Cama de Plantas
- Irrigated Lawn / Césped Irrigado
- Native Prairie Grass / Pasto Nativo de la Pradera
- Bark Mulch / Mantillo de Corteza
- Creek Restoration Area / Área de Restauración de Arroyo



Concept A / Concepto A
 Fairview Park / Parque Fairview



Legend / Referencia

- Project Limits
Límites del Proyecto
- Existing Trees
Árboles Existentes
- Proposed Trees
Árboles Propuestos
- Street Trees
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- Plant Bed
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- Irrigated Lawn
Césped Irrigado
- Native Prairie Grass
Pasto Nativo de la Pradera
- Bark Mulch
Mantillo de Corteza
- Creek Restoration Area
Área de Restauración de Arroyo



Concept B / Concepto B

Fairview Park / Parque Fairview

CONTEXT



LEGEND

- 1 PLAYGROUND
- 2 PARKING
- 3 PAVILION
- 4 RESTROOMS
- 5 CAROUSEL BUILDING:
(FUTURE EXPANSION
NOT IN SCOPE)
- 6 OPEN LAWN
- 7 PICNIC GROVE
- 8 GRASS AMPHITHEATER
- 9 MAJOR CIRCULATION PATH
- 10 MINOR CIRCULATION PATH
- 11 GERRY FRANK AMPHITHEATER
- 12 MINTO ISLAND BRIDGE
- 13 WILLAMETTE RIVER
- 14 VENDOR PLAZA
- # PROPOSED
- # EXISTING



- ### LEGEND
- 1 ENTRY GATHERING SPACE
 - 2 MUSIC STATION
 - 3 GATHERING WITH SEATWALLS
 - 4 BEAVER DAM CLIMBING
 - 5 ACCESSIBLE EAGLES NEST
 - 6 QUIET ZONE
 - 7 ACCESSIBLE BRIDGE
 - 8 LEAP FROG TRAMPOLINE PADS
 - 9 TURTLE ISLAND
 - 10 ACCESSIBLE PLAY STRUCTURE
 - 11 LANDFORM
 - 12 HIGH POINT: ACCESSIBLE CONNECTION TO PLAY STRUCTURE
 - 13 INCLUSIVE SWINGS
 - 14 ROCK SCRAMBLE
 - 15 CIRCULATION PATH: ACCESSIBLE ROUTE TO PLAY STRUCTURE
 - 16 PAVILLION
 - 17 RESTROOMS
 - 18 WEST ENTRY
 - 19 INCLUSIVE SPIN + BOUNCE
 - 20 ACCESSIBLE ORIENTATION PATH
 - 21 VIEWS TO WILDLIFE AND NATURE



- ### LEGEND
- 1 ENTRY GATHERING SPACE
 - 2 MUSIC STATION
 - 3 GATHERING WITH SEATWALLS
 - 4 BEAVER DAM CLIMBING
 - 5 ACCESSIBLE EAGLES NEST
 - 6 QUIET ZONE
 - 7 ACCESSIBLE BRIDGE
 - 8 LEAP FROG TRAMPOLINE PADS
 - 9 TURTLE ISLAND
 - 10 ACCESSIBLE PLAY STRUCTURE
 - 11 LANDFORM
 - 12 HIGH POINT: ACCESSIBLE CONNECTION TO PLAY STRUCTURE
 - 13 INCLUSIVE SWINGS
 - 14 ROCK SCRAMBLE
 - 15 CIRCULATION PATH: ACCESSIBLE ROUTE TO PLAY STRUCTURE
 - 16 PAVILLION
 - 17 RESTROOMS
 - 18 WEST ENTRY
 - 19 INCLUSIVE SPIN + BOUNCE
 - 20 ACCESSIBLE ORIENTATION PATH
 - 21 VIEWS TO WILDLIFE AND NATURE
 - 22 PROPOSED MAJOR PATHWAY

BEAVER DAM



LOG CLIMB
BEAVER DAM



CLIMBING SCLUPTURE



LANDFORM AND LOGS
UNDER OVER



INCLUSIVE PLAY:
SPINNER



INCLUSIVE PLAY:
SWINGS



TRAMPOLINE LEAP PADS



MULTI GENERATIONAL/
ABILITIES PLAY



MUSIC STATION



NATURAL THEMED/COLOR
ACCESSIBLE TODDLER STRUCTURE



ACCESSIBLE PLATFORMS



INCLUSIVE PLAY:
ROLLER SLIDES



NATURAL THEMED/COLOR
ACCESSIBLE PLAY STRUCTURE



ROCK SCRAMBLE



EAGLES NEST/SENSORY
QUIET ZONE



INCLUSIVE BRIDGES
AND PLATFORMS





MISSION STREET PARKS
CONSERVANCY

TO: Members
Salem Parks and Recreation Advisory Board

FROM: Mission Street Parks Conservancy

DATE: April 4, 2024

RE: MSPC Report on Activities for the Period January 1, 2024, through March 31, 2024

The Mission Street Parks Conservancy is a 501(c)(3) organization dedicated to preserving, maintaining, enhancing, and interpreting Bush's Pasture Park and other iconic landscapes on and near Mission Street.

Preserve

Rehabilitation of the Tartar Old Rose Collection continues, with some new and replacement roses still on order for delivery and weeding and edging in this area being a major focus. Much, but not all of the old rose collection has been mulched.

We continue to coordinate with the Salem Central Association of Neighbors (SCAN) on this work.

Maintain

January and February are the down season for Tuesday Gardeners, with gardening put on hold until spring weather arrives. However, the Tuesday Gardeners continue to build community through this time with regular coffee meetups and other events. March 12 marked the first day of the 2024 gardening season, with excellent participation.

Enhance

Construction on the Woodland Garden is moving forward admirably and we are seeing lots of excitement for the new space. Paths and cobbles have been laid and Tuesday Gardener volunteers planted trees and shrubs during their March 12 work day. Volunteers put in extra hours before and after the 12th to prepare for and finish the tree and shrub planting. To reduce the potential impacts of weeds, the remaining newly exposed soil will be sprayed and then covered with a thick layer of mulch throughout the summer, and the remaining planned plant material (mostly ground cover) will be planted in the fall. Completion of the Woodland Garden and the Tartar Old Rose Collection rehabilitation are MSPC's major priorities for 2024 and are both moving forward nicely.

Interpret

The MSPC Board has posted temporary signage to identify the work being done in the Woodland Garden, and permanent signage for that space, and work also continues to add new signage identifying the varieties of Old Roses in the Mae Tarter Old Rose Collection. MSPC also continues to support nomination of certain trees in Bush Park as heritage trees through the City of Salem Heritage Tree designation process.

Plant Sales

The MSPC Spring plant sale will be held on April 26 and 27 at the base of the derby track. The Spring plant sale is one of two annual major fundraisers for MSPC. We encourage you to drop by and show your support!



MISSION STREET PARKS
CONSERVANCY

Community

Each week, MSPC's fantastic volunteer coordinator, Emily Standish, shares calendar listings for local social, plant-related and educational events with our Tuesday Gardeners. Our newly-elected Education Coordinator on the MSPC Board, Julie Battle, represents MSPC as a volunteer for various children's educational activities in the area, a program that the board is developing plans to expand.

Attachments: Tuesday Gardeners planting trees and shrubs in the new Woodland Garden, March 12, 2024.





MISSION STREET PARKS
CONSERVANCY

Board Meeting Minutes
January 17, 2024

In Attendance

Julia Battle
Gretchen Carnaby
Gary McKuen
Maureen McGee
Kathy Savicki
Emily Standish
Mike Weber

NOTES	ACTIONS
1. Agenda: Maureen called the meeting to order via Zoom and reviewed the agenda.	
2. Minutes: Julia moved and Mike seconded approval of the November and December minutes. Motion passed.	
3. Financial Report: Gary reviewed the December and end of year financial reports. Members volunteered to help Christine with thank you notes to all donors.	Kathy will update credit card on software subscriptions. Gretchen will clarify with donors which gifts are meant for the Woodland Garden.
4. Volunteer Coordinator: Two Tuesday morning meetups have been well attended. The greenhouse has good volunteer coverage. We will organize a work party in Anita's garden following her surgery.	Gretchen and Emily will plan for field trips and garden visits for the garden season.
5. Garden Manager: Shrubs and trees have been purchased but due to weather the city crew has not made progress on installing the paths as yet. Maureen met with Mike Slater and he agreed to our proposal that his contract ends following the completion of January tasks. He continues as lead with Brian on the Woodland Garden. We will contract with him at \$35 an hour for other work as needed. He will volunteer time for small tasks such as compiling the newsletter, producing mailing lists, posting material on the website, etc.	Mike W will act as foreman for the Tuesday Gardeners, coordinating with Brian and Emily.
6. Educational Activities: Julia reported on the first nature play day in the park, which included 20 preschoolers and their parents despite dismal weather. More such events are planned for Bush Park in Feb, March, June, July and August. Maureen is meeting with Gilbert House staff and will explore possible collaboration.	Julia will continue to participate, teaching some sessions. She will get photos of these events to Emily for posting on Facebook.

Mission Street Parks Conservancy
Board Meeting Minutes for December 13, 2023

7. Old Business <ul style="list-style-type: none">• Woodland Garden: We will wait to order tables until the plant material has grown in and the space is ready for use. We may need to raise additional funds, and will coordinate table selection with Brian. Kathy requested input for the OCF/OPF grant report which is due Feb. 15.• 2024 Budget: We agreed to postpone final budget approval and to continue funding recurring expenses as in 2023.• Salem Baseball MOU: We need to reschedule the tour which was cancelled due to bad weather.• Memorial Tree: Mike Slater will select a tree for us to purchase as a memorial to Helen Caswell.• Plant Sales: Maureen is working on scheduling a meeting with SAA re the fall sale. The Plans Sale Committee will convene in Feb. to start work on the April sale.• Sponsorship: This item needs follow-up.	<p>Gretchen will approach volunteers who may be willing to help design/build entry arches. Kathy will draft report and circulate for input via email. Maureen will have final proposal for next meeting. Maureen will reschedule.. Maureen to consult with Mike Slater. Maureen schedule with SAA. Kathy to convene committee. Maureen to include this in next meeting agenda.</p>
7. New Business <ul style="list-style-type: none">• Getting our house in order: Maureen requested that all members send her a list of what tasks they think we need to accomplish to build our administrative infrastructure over the next year. We will plan a retreat to work on this.	<p>Maureen will organize a task list based on member emails.</p>

Next meetings:
Retreat: March 15, 10 to 4, Kathy's house

OBJECTID	PARK_NAME	FREQUENCY	IM_cleanup_durati
1	Bush's Pasture Park	11	155
2	Cascades Gateway Park	1	30
3	Clark Creek Park	1	20
4	Geer Community Park	2	40
5	Gilbert House Children's Museum	1	
6	Hoodview Park	4	60
7	Hoover Park	2	35
8	Lee Park	2	65
9	McKay School Park	4	85
10	Minto-Brown Island Park	2	70
11	Northgate Park	4	120
12	Orchard Heights Park	1	30
13	Pringle Creek Trail	1	
14	Riverfront Park	14	495
15	Wallace Marine Park	1	
16	Weathers Street Park	2	50
17	Wendy Kroger Park	2	30
18	Wes Bennett Park	1	20