

**CITY OF SILVERTON
CITY COUNCIL SPECIAL MEETING MINUTES**



Council Chambers 421 S. Water St. and Zoom Web Conference Platform

January 22, 2024, 6:30 p.m.

I. OPENING CEREMONIES – Call to Order & Roll Call

Mayor Freilinger called the meeting to order at 6:30 p.m. The City Council and staff were present both in person and through the virtual meeting platform Zoom. Mayor Freilinger explained the meeting was being held in a hybrid format, pursuant to City of Silverton Resolution 22-06, adopted March 7, 2022.

Present	Absent	
<u> X </u>	<u> </u>	Mayor Jason Freilinger
<u> X </u>	<u> </u>	Council President Elvi Cuellar Sutton
<u> X </u>	<u> </u>	Jess Miller
<u> X </u>	<u> </u>	April Newton
<u> X </u>	<u> </u>	Eric Hammond
<u> X </u>	<u> </u>	Marie Traeger
<u> X </u>	<u> </u>	Matt Gaitan

STAFF PRESENT:

City Manager Cory Misley, Community Development Director Jason Gottgetreu, Public Works Director Travis Sperle, Chief of Police Jim Anglemier, Captain Todd Engstrom, Assistant to City Manager/City Clerk Jamie Ward

II. Public Comment

Gregory J. Schmitz, Silverton Oregon,

Mr. Schmitz, a local business owner, expressed concern about the increasing traffic in the downtown area. He urged the Council to assess the current traffic situation and explore potential solutions before undertaking any new projects.

III. Discussion/Action

3.1 Second Reading of Ordinance 24-01 – Approving a Zone Change from R-1 to R-5 at 602 Eureka Avenue.

Community Development Director Jason Gottgetreu explained that the reason for hearing this during a non-regular meeting was to comply with the one hundred and twenty (120) day requirement. This marks the second reading of this Ordinance, with the first reading taking place at the January 8, 2024, meeting.

Councilor Sutton sought clarification on the number of days the application has to be read for approval and the current status of the reading schedule. Director Gottgetreu clarified that it has to be done within 120 days from when the application is submitted and deemed complete to render a decision.

Councilor Newton moved to have the second reading of Ordinance 24-01 – Approving a Zone Change from R-1 to R-5 at 602 Eureka Avenue by title only. Councilor Miller seconded.

Councilor Traeger officially stated that she stands by her decision and does not support the proposed change.

Motion Passes 4-3-0 Ayes: Eric Hammond, April Newton, Jess Miller, and Jason Freilinger. Nays: Elvi Cuellar-Sutton, Marie Traeger, Matt Gaitan

City Manager Misley read Ordinance 24-01 by title only.

Councilor Newton moved to pass Ordinance 24-01 – Approving a Zone Change from R-1 to R-5 at 602 Eureka Avenue on its second and final reading by title only. Councilor Newton seconded. No discussion. Motion Passes 4-3-0 Ayes: Eric Hammond, April Newton, Jess Miller, and Jason Freilinger. Nays: Elvi Cuellar-Sutton, Marie Traeger, Matt Gaitan.

IV. Discussion

4.1 ODOT/City Working Relationship Overview

Mayor Freilinger introduced Anna Henson, Area 3 Manager for the Oregon Department of Transportation (ODOT), Region 2. Ms. Henson oversees projects in Marion, Yamhill, and Polk Counties for ODOT and local agencies. She highlighted that ODOT is currently facing significant budget challenges, reflecting in the condition of highways. The budget shortfall is attributed to issues related to hybrid vehicles and a reduction in gas tax revenue over the past few years. ODOT statewide is actively seeking a solution to the budget problem by exploring a potential user tax fee. This fee aims to ensure that everyone utilizing the roads contributes their share of the maintenance costs. Ms. Henson explained that due to these budget challenges, the State Transportation Implementation Plan (STIP) portfolio project file is currently much smaller than it has ever been. However, she expressed hope that a solution will be found, leading to increased funding in the future.

Ms. Henson serves as the ODOT representative for the Mid-Willamette Valley Area Commission on Transportation (ACT), a group of elected officials that meets monthly to discuss budget allocations. She extended an invitation to Council members and staff to participate in these meetings, emphasizing the significant discussions on grant opportunities. Ms. Henson believes that grant funding is a crucial avenue for securing resources in small communities. Additionally, she expressed a willingness to potentially assist with grant writing efforts.

Ms. Henson provided further information about the Salem offices, mentioning the presence of a technical center housing design, roadway, environmental, and hydraulic engineers responsible for project development. She highlighted that Keith Blair wrote about the Church St. and Hwy 213 intersection, expressing regret that the intersection did not score very high on the safety index.

Mayor Freilinger sought clarification on the meaning of "not scoring well" and whether it indicates that the intersection was poorly or highly performing.

Ms. Henson stated that in the last study conducted, the Church St. and Hwy 213 intersection received a score of 221 on the priority index. This indicates that it is not high on the list of dangerous intersections, as there have been only a handful of accidents, and none of them involved pedestrians. She emphasized that this score does not mean nothing can be done; it simply reflects that, due to safety funding being based on priority, it is lower on the list.

City Manager Misley added that House Bill 2017, which provided a significant infusion of 5.3 billion dollars, assisted in addressing decades of delayed infrastructure ODOT funding. However, it also brought changes in how these funds flow into local jurisdictions and regions. Drawing from his experience in Central Oregon, he noted that the ACT had more input in identifying priorities and allocating funds within their region before

House Bill 2017. The bill increased funding but reduced the say that local jurisdictions and regions have in allocating those funds. Misley explained that not only are they working with less funds for maintenance, but there are major priorities that are not earmarked. Returning to the Church St. and Hwy 213 intersection, City Manager Misley emphasized that a low score on the list does not preclude them from partnering with ODOT to conduct further studies and potentially make improvements in the area. He suggested that the City prepare a list of potential areas that need the most improvements to be ready for partnerships.

Ms. Henson mentioned that her coworker, the Active Transportation Liaison, Jenna Berman, suggested that Silverton may be a good candidate for a Small Communities Urban Design Verification (UDV). A UDV involves studying the area with public input and surveys to determine what improvements the community would like to see. Ms. Henson stated that conducting something like this would position the City for potential funding opportunities.

Councilor Traeger asked about the length of the list of important intersections and inquired about the position of 221 from the bottom. Ms. Hanson answered that she didn't know the exact number of dangerous intersections but would research it and get back to Council.

Councilor Sutton inquired if a pedestrian must be hit for an area to move up on the priority list. She expressed the need to ensure that traffic studies are conducted during peak hours for accuracy. Ms. Hanson stated that, or a lot of serious accidents can move an intersection up on the safety list. Ms. Hanson stated that she may be able to request a traffic count for that intersection.

City Manager Misley clarified that ODOT typically focuses on efficiently and rapidly moving people in places and may not be accustomed to working in urban environments. He suggested initiating discussions with ODOT about entrances to the town and different transition speeds or intersections, such as Hobart and Hwy 214, which might yield more favorable results than focusing on Church St. and Hwy 213. Misley also noted that the City has adhered to the same paradigm for around 100 years with Hwy 213 and Hwy 214 running through the City. However, he proposed looking forward to what works best for the next 100 years, acknowledging that it may not resemble the past. City Manager Misley emphasized the importance of closely collaborating with the transportation system and maintaining effective communication to generate momentum.

Councilor Miller asked if the UDV study would take new development and transit into consideration. Ms. Hanson answered she believed it does encompass all modes of transportation.

Councilor Miller inquired about the possibility of implementing the "20 is plenty" campaign to change the speed in residential areas, even if the road is under the jurisdiction of ODOT. Ms. Hanson did not have the answer to that question but would get back to him.

City Manager Misley gave a brief explanation of what "20 is plenty" means in local jurisdictions.

Mayor Freilinger inquired about Silverton's ability to address and improve areas, add lights, signage and make updates to a road owned by ODOT. Ms. Henson stated that, in her belief, those things cannot be done without obtaining a proper ODOT permit and would have to meet State standards and ODOT signs have to be designed by ODOT. City Manager Misley added that lighting is a significant issue in Silverton.

Councilor Gaitan inquired if there have been any examples of a third party conducting a pedestrian safety analysis and formally approaching ODOT with recommendations from that analysis. Ms. Henson mentioned that she didn't have specific examples but shared that the City of Carlton approached ODOT with a similar situation. Carlton wanted to improve their bike area in town, brought in a company, and is currently in talks with ODOT, though the outcome is uncertain. City Manager Misley referenced a situation in Sisters where they had an IGA and were paying ODOT to do design work on the highway to prep for a project.

City Manager Misley asked Ms. Henson to speak a little on jurisdictional transfer. Ms. Henson provided a brief explanation stating that in some instances communities may be able to change ownership of a highway right of way from state to local jurisdiction.

Mayor Freilinger expressed gratitude to Ms. Henson for her time and acknowledged that ODOT looks at the bigger picture when assessing intersections. He emphasized that Silverton is in a similar situation, albeit on a smaller scale, with many intersections around town. Prioritization and perspective would be necessary for addressing these intersections effectively.

Ms. Henson concluded by mentioning that ODOT has the Hobart and Mt. Angel Hwy intersection on their radar for a potential roundabout.

4.2 Mid-Year City Council Goal Update

City Manager Misley led the discussion on a goal mid-year council goal update stating this was a verbal overview and segway into our goals setting meeting in a couple weeks.

Goal 1: Community Engagement – Improve/Enhance/Upgrade the City’s ability to communicate, (two-way communication)

Misley stated that he has been attending the communications team meeting, which has a representative from each department. That group and others in the city put together a communications plan document in 2016, and it has not been updated since then. One of the conversations that they have been having is, as a vehicle to look at some of these items, especially defining the measure of success for community engagement, they should update that communications plan. This can be done mostly internally by examining what is already being done with that plan and exploring potential opportunities, considering staff capacity, the current organizational chart, and workflow. They also want to address the realities with different consultants, such as the website and the communications survey, highlighting priorities and areas for improvement. The city is planning to discuss multilingual messaging, whether on the website or in forms. Regarding the civic center project, Cleone in Community Development spearheaded the combination of various pages on the website, linking them together to create a consolidated page that presents the history, design, concept, and funding information in one easily accessible location. This page will receive frequent updates throughout the completion of the project. Misley expressed that, based on his observations during his time there, there is a decent trajectory to continue working on this in the next five (5) months. However, he emphasized that it will be an ongoing goal, even if not explicitly listed, in the years to come.

Councilor Sutton inquired about whether the City has an agency contracted for translators. Misley responded that they have one for municipal court but was uncertain about other departments. He stated he will look into it, mentioning that there may be a non-profit out there that can help.

Goal 2: Strive for community-wide connectivity for multi-model use.

To the best of Misley's knowledge, there hasn't been much work done on this goal so far. However, he mentioned that he has been part of numerous conversations on this subject. He also stated that he has been in discussions with both staff and council regarding the creation of a targeted goal, such as a traffic safety audit. This would involve a thorough analysis of intersections, whether conducted by ODOT, the County, the City, or a combination of all these entities.

Mayor Freilinger added that safety is his number one priority and having an intersection evaluation in our community is important.

Councilor Miller added that the Transportation Advisory Committee will be discussing their proposed prioritization in their upcoming meeting. Additionally, he mentioned that the transit needs analysis is still in progress, according to his understanding.

Goal 3: Enhance Silverton’s Parks and Recreation facilities.

Objective 1: Update the Parks and Recreation master Plan.

Community Development Director Jason Gottgetreu stated that the staff is handling the master plan update internally. The City Council established a master plan advisory committee in April of 2022, which has convened eight (8) times to date for the purpose of updating the master plan. An online survey received 465 responses, and an open house held in December drew 65 attendees, marking the conclusion of the public participation

phase of the master plan update. Currently, staff is actively working on creating an updated draft of the master plan. The plan is scheduled to be presented to the Parks Committee in March. Depending on the need for additional adjustments, the adoption process would commence shortly thereafter. The adoption process follows a ninety (90)-day timeline, which is required to be noticed to the Department of Land Conservation and Development thirty (30) days prior to the first public hearing, typically held as a Planning Commission public hearing. Subsequent to the Planning Commission's public hearing, the review process advances to the City Council public hearing and adoption stage. During the same time there will also need to be an updated Capital Improvement Plan with cost estimates that will need to be contracted out.

Objective 2: Construct Pettit Park Trail, pickleball Courts and Disc Golf Amenities

Director Gottgetreu stated staff does have the design services for the Pettit Lake Trail and pickleball courts currently advertised. The intent is to have that on the February 5, 2024, agenda for award. In addition to that staff has heard from the Salem Area Trail Alliance (SATA) who have expressed an interest in helping with developing a single-track trail system on site. That would be an 18-inch wide that would complement the city's 6 foot wide grave trail around the lake.

During the master plan update process, the clear preferred location for the pickleball courts emerged next to the senior center parking lot and the skate park. The design currently being drafted aims to offer flexibility in terms of the number of courts and amenities, such as lights and coverings. The plan also includes provisions for a potential path for community fundraising to support additional those additional amenities. The design idea is to provide options for the number of courts that align with the Council's appropriated budget, giving them the opportunity to choose the project size that best fits the community's desires and the available budget. This design is intended to be completed by the end of June, with construction potentially starting this summer.

The Ike Mooney property was not involved or included in these design services. Currently, the property is in the process of being added to the City's Urban Growth Boundary (UGB). Council held its first reading of that Ordinance, and the matter is being scheduled for review by the Marion County Board of Commissioners. Once this process is complete, the plan is to collaborate with the local disc golf group and engage citizens in a citizen-led building initiative rather than opting for engineered design services. This approach aims to encourage more public use of the site and foster community involvement in the project.

Councilor Miller inquired about the frequency of meetings between the disc golf and mountain biking groups. Director Gottgetreu responded that there are members from both groups on the Parks and Recreation Master Plan Advisory Committee. Thus, to some extent, they are being involved and included through their representation on the advisory committee.

Councilor Sutton recalled a previous offer from a disc golf member to undertake the work themselves if given approval by Council. She asked if this was the reason for not including the Ike Mooney property in the design services. Director Gottgetreu confirmed that Councilor Sutton's understanding was correct.

Mayor Freilinger asked about the possibility of testifying in support of the Urban Growth Boundary (UGB) expansion with the County and whether staff would be present at those meetings. Director Gottgetreu confirmed that he would be attending the meetings, and the County would have the City Council minutes included in the staff report as evidence of support. However, he noted that additional testimony, especially from elected officials, shouldn't be perceived as biased or present a conflict of interest.

Councilor Gaitan inquired about the exclusivity of the SATA volunteers performing work around the Pettit Lake trail and whether this hindered the involvement of other vendors in the design process. Director Gottgetreu explained that the design Request for Proposals (RFP) specified that the engineer would coordinate with SATA, indicating that their involvement was established in the RFP process.

City Manager Misley further elaborated that the Oregon Park and Recreation Department (OPRD) has issued a call for grant applications, prompting internal discussions among staff regarding potential funding opportunities. While pursuing such grants might delay a project by a few months, it could ultimately result in a better outcome.

Goal 4: Implement the City's master plans.

Public Works Director Travis Sperle explained that initially, the city considered updating the sewer master plan internally. However, upon reviewing the updates at the wastewater plant, it became evident that the plant and the plan did not align well. Consequently, the decision was made to engage an external service provider to conduct the master plan update. This realization also prompted consideration of a larger project involving a review of all master plans simultaneously.

Director Sperle emphasized that progress has been made on goal 2, particularly with the 2nd Street project. This initiative involves not only street updates with sidewalks but also subsequent plans to address stormwater management, gutter improvements, and transitioning from open ditches.

Goal 5: Addressing Silverton's housing needs.

Director Gottgetreu explained that the City's approach to achieving its goal has shifted slightly from the original plan. Instead of directly partnering with a group to facilitate accessory dwelling unit (ADU) construction through low-interest loans, the identified funding source, Community Development Block Grant (CDBG) funds, didn't align with the potential partner's needs. As an alternative, the City is collaborating with a local designer to develop ADU construction plans that will be offered to the public at no charge. We are also looking at developing an ADU system development charge (SDC) waiver program. That would be offered to ADU's and would be rented at affordable rates. The AHTF is still working on these programs.

The Affordable Housing Task Force (AHTF) has been actively defining the scope of an affordable housing project, which included reviewing potential sites owned by the city, engaging in discussions with affordable housing developers to gain insights, and researching similar projects undertaken by other cities. After careful consideration, the Westfield site was identified as the preferred location for the project, with approximately two (2) acres earmarked for affordable housing. This decision was communicated to the council during the June 2023 meeting and further discussed at the September 2023 Joint City Council and Planning Commission work session.

Following the review of the qualifications submitted by potential developers in response to the request for qualifications (RFQ), all four (4) teams were invited to submit full Request For Proposals (RFP) during the January 8, 2024, council meeting. Upon issuance of the RFPs, the teams will have three (3) weeks to review the proposals, seek clarification, and prepare their final proposals for submission, with the deadline set for March.

The subsequent steps in the process involve the review of the received proposals, followed by the selection of the proposal deemed most suitable to meet the City's needs. Once a decision is made, the City will enter a memorandum of understanding with the chosen developer to outline the terms and design parameters of the project moving forward.

Goal 6: Appropriately utilize URA resources and capabilities.

Director Gottgetreu provided an update on the goal related to the appropriate use of urban renewal resources, specifically concerning the Main St. project. The Urban Renewal Advisory Committee (SURAC) has been actively working on defining the scope of this project. To gather community input, an online survey was conducted, which garnered 597 responses from December through January. The results of this survey will be reviewed during a SURAC meeting scheduled for January 30, 2024. Additionally, a draft Request For Proposals (RFP) is currently in development. However, it still requires the incorporation of general design parameters. This aspect will be discussed in an upcoming Urban Renewal Agency meeting to ensure alignment and clarity regarding the expectations for design services.

City Manager Misley provided an update on the Urban Renewal Agency (URA) activities, mentioning that there is a meeting scheduled for February 5, 2024. He also informed the council that he has been in discussions with an Urban Renewal Consultant to attend the meeting and provide insights on reassessing the URA's status regarding projects and funding. Additionally, there are plans to discuss a URA plan update during the meeting.

4.3 RV Parking on Church Properties

Director Gottgetreu read his staff report stating the City had received a request to review Silverton Municipal Code language regarding living in Recreation Vehicles (RV) on Church Properties. Currently people can reside in RVs for up to fifteen (15) days without a permit any time after that would require a permit for an additional fifteen (15) days at no cost and that can be obtained twice in any six (6) month period. If changed the draft code language would allow people to reside in RVs on Church properties for up to one hundred and five (105) days with similar provisions to allow extended RV stays on the property where an individual is constructing a dwelling. The draft language also rescinds the provision that permits RV resident on public street for fifteen (15) days with the permission of the adjacent property owner.

After careful consideration and discussion regarding a potential pilot program, along with acknowledging the potential burden it could place on staff and the significant efforts of Sheltering Silverton in supporting the houseless residents in the community, the council decided to maintain the existing code language as written. They directed staff to reassess the situation if it becomes more pressing in the future.

4.4 Discussion of 2024 City Council Calendar

City Manager Misley presented a staff report discussing potential adjustments to the City Council meeting schedule. He mentioned that there were a couple of Mondays where the regular meeting would need to be shifted due to holidays. Additionally, he proposed the idea of taking a break during the summer months. However, the council expressed unanimous agreement that there was no need to take a break in the summer, and thus, the regular meeting schedule would continue as usual.

V. Council Communications

Councilor Gaitan appreciates the features that Bing provides for researching agendas.

Councilor Traeger attended the 60th-anniversary celebration for the Kiwanis Club and expressed appreciation for the significant contributions they make to the community. She also announced the upcoming Junior High and High School Unified Basketball games on Tuesday, January 23, 2024.

Councilor Miller expressed gratitude to Public Works for their hard work during the ice storm. Additionally, Miller proposed looking into the development of a safety sign in a public area that indicates the number of days since a pedestrian accident occurred. He believes that such a sign could enhance public awareness of dangerous intersections.

Councilor Hammond stated the Environmental Management and Urban Tree Committee meeting was cancelled due to the ice storm.

Councilor Sutton expressed gratitude to Public Works for their hard work during the ice storm.

Councilor Newton shared that she enjoyed the Civic Center tour she attended last week. She believes it provided her with a better perspective on how the project is progressing and what aspects still need attention.

Mayor Freiling reported attending a meeting with City Staff and former Mayor Kyle Palmer regarding ADA parking for the Silverton All Abilities Park. The consensus is to utilize the preexisting spots, and they will monitor the situation after the park opens to determine if more parking is needed. Mayor Freiling also highlighted the upcoming plan to install a fence and mentioned that the bathrooms will need to be upgraded to ADA standards at some point.

VI. Adjournment

A motion was made by Councilor Sutton to Adjourn. Meeting Adjourned at 8:44 pm.

Respectfully submitted by:

/s/Jamie Ward – Assistant to the City Manager/City Clerk