

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



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

April 8, 2024

I. OPENING CEREMONIES – Call to Order, Pledge of Allegiance & 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.

<u>Present</u>	<u>Absent</u>	
<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>Excused</u>	<u> </u>	Eric Hammond
<u>X</u>	<u> </u>	Marie Traeger
<u>6:32 p.m.</u>	<u> </u>	Matt Gaitan (via Zoom)

STAFF PRESENT:

City Manager Cory Misley, Deputy City Manager Kathleen Zaragoza, Community Development Director Jason Gottgetreu, Human Resource Manager Tammy Shaver

PRESENTATION:

Mayor Freilinger opened letting everyone know there was a presentation. Paul Zenchenko was present, and Mayor Freilinger welcomed him, and opened the floor for his presentation.

Paul Zenchenko
Silverton resident.

Mr. Zenchenko was representing the American Legion and began by thanking Public Works. He said they worked together to get the Space Force flag up and the collaboration was “What right looks like.”

Zenchenko provided some history on National Poppy Day, May 24, telling Council it was created in 1924, in remembrance of those who have given the ultimate sacrifice. He invited the Mayor and Council to be a part of the American Legion’s observation of Memorial Day by participating in the uncovering of the six (6) service flags on May 24, 2024. He said they would like to begin a new tradition by starting Memorial Day weekend with City Council involvement. Council discussed their participation this year and will either be present in person or have a designee represent on their behalf.

Zenchenko asked the Mayor, or designee, to be their keynote speaker on Monday, Memorial Day. Mayor Freilinger said he would be happy to participate on Memorial Day.

2. DISCUSSION

2.1 Overview of City-Owned Properties and Buildings – City Manager Cory Misley

City Manager Misley began saying this was about getting a better understanding of the properties the City owns as it relates to vacant land and developed property. He went on to say, this is an opportunity to get a sense of what the plans are for some of those properties. Misley said this discussion may lead to follow-up and research to bring back more information for clarity and will cultivate and bring to the surface those needs. Misley indicated he'd like to ensure everyone is in alignment.

Misley started with the Oregon Garden property saying it does warrant discussion but not tonight. He talked about the considerable internal communications about the property and how staff have been compiling and synthesizing data for a staff report and packet. The ability to facilitate a discussion on the history of where the property's been over the last couple of decades and where we currently stand might need to be adjusted or considered in the near-term future. This conversation would help inform the longer-term discussions as we continue to move forward.

He said he could say similar things with the Pettit property, which will have a project kick-off meeting and walk-through with NV5 a week from Tuesday thus the Pettit property is not one for lengthy discussion either. The future, however, holds discussions about both properties.

Misley emphasized this discussion was not to make decisions but to have an open dialogue about what the City owns and what, if any, plans are in place for the properties.

Mayor Freilinger requested clarification regarding a concern with the island of property, or number fifty-three (#53) on the map, and which fund "owns" it. City Manager Misley invited Deputy City Manager Kathleen Zaragoza to respond. She assured the Mayor it was cleared up. Zaragoza went on to say when the sewer system development fund was reimbursed, the funds were Transient Occupancy Tax (TOT), unrestricted TOT money which could be used however the City wished. This meant the City could say the property was owned by the General Fund thus meaning it could be a park. Freilinger asked Zaragoza if it were for the small piece and the large piece. She told him that is correct.

Mayor Freilinger provided some history on number twenty-seven (#27), located on North Water Street. Councilor Newton, at the conclusion of the Mayor's information, stated it was a piece of land which the City could discuss selling. City Manager Misley concurred and said it would be interesting to discuss what process the Council would want to use to determine the use for the property, Request for Proposal (RFP) process or discuss the sale approach, which at that point the land would be subject to zoning.

Councilor Traeger asked if the City sold the land, which fund would the money go to. Deputy City Manager Kathleen Zaragoza answered saying the piece of land they were looking at was purchased by the General Fund and the money would be returned to that Fund. To clarify, Traeger asked if property was sold, the proceeds from the sale would be returned to the fund which provided the dollars to purchase it. Zaragoza responded indicating the answer was a bit more complex than that, but frequently yes.

Council discussed number twenty-seven (#27) and its potential uses. As the conversation concluded, Misley said, one of the takeaways from this conversation was there may be a willingness to move on from number twenty-seven (#27).

Council was commenting on the possibility of selling some of the City's larger land holdings. Misley brought up that there isn't a lot that isn't being used or doesn't have plans for use, Misley qualified it saying when he said "a lot" he is referring to those which are not a part of the Oregon Garden, the Pettit property, the Westfield property or haven't already been dedicated as a park or open space.

City Manager Misley wrapped up the discussion by saying the stewardship of the vacant properties owned by the City had not yet been explored. There was a brief discussion about the need to make properties, specifically, number sixty-one (#61), look better.

2.2 Partition of Property Containing the Old City Hall and Silver Falls Library – Community Development Director Jason Gottgetreu

Community Development Director Jason Gottgetreu opened the conversation by clarifying the property the old City Hall rests on is an eighteen (18) acre property which houses the old City Hall, the Fischer Building, the Silver Falls Library, the pool, the All-Abilities Park, the East Bank Trail, and Salamander Island with a bit of the property on the other side of the creek, as well as Coolidge McClaine Park. These all reside on one tax lot. If a decision were made to sell the old City Hall, to do so would require a partition, which is a division of a single tax lot into more than one parcel.

The partition, Gottgetreu explained, can be initiated by order of the Council or the Community Development Director and requires notice to be provided to property owners and residences within five hundred (500) feet of the site. There is a fourteen (14) day comment period after the notice is sent and the site posted, following that, staff can prepare the staff report and notice of decision.

The partition application would contain the proposed new lot lines and parcels and would be reviewed against Development Code standards for lot size, access and circulation, parking, utilities and so on.

Gottgetreu went on to say if the old City Hall Building and the Fischer Building were being considered for sale, it would be about point eight two (.82) acres or thirty-six thousand (36,000) square feet. If that portion of the property were partitioned, there could still be another parcel created as part of that land use application. As a part of the partition process, easements for parking and access could be created. It is not uncommon for properties to share parking lots. Gottgetreu used Safeway, Dairy Queen, Ixtapa, and Dollar Tree as examples of shared parking lots. In that example, he said there are probably eight (8) tax lots and just one large parking area, you don't know when you're crossing property lines and you're allowed to park in any parking spot and visit any business. He said this is typically done via a blanket parking easement and those generally define maintenance responsibilities.

Gottgetreu reiterated a partition was three or less parcels per calendar year which resets each year, meaning in 2025, there could be further partitions.

Councilor Traeger clarified only three (3) lots can be created per year. Gottgetreu confirmed, saying four (4) or more lots is a subdivision not a partition. He said a subdivision could be done but the timeline is longer, and it requires a Planning Commission review. Gottgetreu stated the partition process is more streamlined.

City Manager Misley clarified further stating if, for example, the City chose to partition and did so including the old City Hall and the Fischer Building, if in 2025 (or later), the Fischer Building was to be sold separately, the City could partition again and separate that into its own lot.

Community Development Director Gottgetreu then explained the process after Planning approval. Planning approval requires notice, a fourteen (14) day comment period, and staff report for compliance with the Silverton Development Code. The next step is the plat. This requires a licensed land surveyor. The surveyor would prepare a plat and start the recording process with Marion County. The County would review the plat and provide comments to the surveyor who would then prepare the mylar plat for signatures and recording. The timeline from initiating an application to the plat being recorded could be approximately five (5) months.

City Manager Misley added with the possibility of creating three (3) parcels, there could be a strategic opportunity to consider in conjunction with where we choose to apply the boundaries of the parcels. Misley added, one consideration is a meeting he and the Mayor had with the Library District wherein they expressed interest in owning the building they are housed in and the land it sits on.

City Manager Misley, the Mayor, and Council discussed various ideas about the parking lots and land. Mayor Freilinger stated the library wants to have control of their building and a parking solution that's close to their building.

Misley articulated the meeting tonight, was to get Council to provide guidance as to whether to move forward with the partition process to create two (2) or more parcels and/or should discussions continue with the library and begin forming those documents with more detail preparing for a potential exchange or transfer agreement of some sort. Misley said direction to staff would be good as staff needs to know what to focus on and spend time and energy getting additional information.

Councilor Sutton was in favor of partitioning the property and letting the library have what they need.

Councilor Miller was in support of the partition and concept as described during the meeting. Miller requested clarification on who would maintain the trail. City Manager Misley responded, the City would be maintaining and retaining control of the trail.

Councilor Traeger agreed with partitioning and agreed with continuing discussions with the library.

Councilor Newton supports the library having ownership of their space.

Councilor Gaitan also agrees with what has been described by the City Manager. He added, he feels the City should move quickly on it.

Mayor Freilinger asked if after the conversations would the proposed plat come back for Council to view. Misley said, yes, more clarity is needed about what those lines could or should be. Misley said staff would try to have something with more clarity on the proposed property lines in May to bring to the Council.

ADJOURNMENT

A motion was made by Councilor Sutton to adjourn. Meeting adjourned at 8:11 p.m.

Respectfully submitted by:

/s/Tammy Shaver – Human Resource Manager