



CITY OF *Salem*  
AT YOUR SERVICE

# Downtown Salem RESOURCE GUIDE



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# Quick Reference Guide

|                                            |              |
|--------------------------------------------|--------------|
| Building Permits & Sidewalk Sign Permits   | 503-588-6256 |
| CAN-DO Neighborhood Association            | 503-871-2193 |
| Cherriots (Transit)                        | 503-588-2877 |
| City Manager                               | 503-588-6255 |
| City of Salem Library                      | 503-588-6084 |
| Construction & Maintenance Parking Permits | 503-588-6211 |
| Downtown Advisory Board                    | 503-588-6178 |
| Event Permits                              | 503-588-6211 |
| Go Downtown Salem!                         | 503-480-1111 |
| Parking Permits & Tickets                  | 503-588-6133 |
| Police (Emergency)                         | 911          |
| Police (Non-Emergency)                     | 503-588-6123 |
| Police Downtown Enforcement Unit           | 503-588-6242 |
| Salem Area Chamber of Commerce             | 503-581-1466 |
| Salem Park & Recreation Advisory Board     | 503-588-6261 |
| Salem Water & Sewer                        | 503-588-6099 |
| Sidewalk Cafe Permits                      | 503-588-6211 |
| Travel Salem                               | 503-581-4325 |
| Water, Sewer, Street Repairs/Issues        | 503-588-6333 |

# Parking & Public Transportation

**What is the Parking District? What am I paying for?** The Parking District was formed to support free customer parking on the street and in the parkades downtown. The permit fee paid by employees is used to support daily maintenance and periodic cleaning of the parking structures and parking district area, and a portion of the cost provides security and patrol of the structures and district.

**Where should my employees and I park each day?** If you drive, and work in the Parking District, a permit is required to park your vehicle. Permit parking is available in the City's three parking structures located in the north, center, and south of the Parking District. Permits and a list of available parking spaces are available at Parking Services, 340 Chemeketa St. NE or by calling the number listed below.

**Is there public transit in downtown?** Cherriots provides public transportation services within the urban growth boundary of Salem and Keizer. Cherriots Transit Mall is located in downtown and operates Monday through Friday, 6 a.m. to 9 p.m. For more information, Cherriots can be reached by phone at 503-588-BUSS (2877). All routes and schedules are available on their website at [www.cherriots.org](http://www.cherriots.org).

**What about deliveries, moving, or maintenance workers?** Regular deliveries typically happen early in the morning on the street, in a loading zone, or from an adjacent alley. If you are moving a large amount of office furniture, or have a contractor at your office for maintenance, they can obtain a construction parking permit through Parking Services, 340 Chemeketa St. NE.

## Questions about Parking Permits & Tickets?

Parking Services  
340 Chemeketa St. NE  
503-588-6133

# Building Improvements, Sidewalk Cafes, Sales, Signs

## **My business is hard to see, can I place a sign on the sidewalk?**

Yes, a small foldable sign can be placed on the sidewalk adjacent to each business. A five foot corridor for pedestrians will need to be maintained at all times. An annual permit can be obtained through the Building and Safety Division, Permit Application Center.

**What about permanent signs for my business?** City of Salem Revised Code Chapter 62 is dedicated to signage. Permits for signage are available through the Building and Safety Division, Permit Application Center.

**Where do I obtain a building permit?** Building, electrical, plumbing, and mechanical permits are obtained through the Building and Safety Division, Permit Application Center.

**Can I have a sidewalk sale in front of my business?** Yes. Each downtown retail business can have two sidewalk sales per year. Permits can be obtained through the Building and Safety Division, Permit Application Center.

## **Building, Signs & Sidewalk Sales Permits**

Building and Safety Division

Permit Application Center

555 Liberty St. SE, Room 320

503-588-6256

[www.cityofsalem.net/Departments/CommunityDevelopment/BAS/Pages/default.aspx](http://www.cityofsalem.net/Departments/CommunityDevelopment/BAS/Pages/default.aspx)

**Can I place tables and chairs on the sidewalk for my customers?** Any restaurant, tavern, coffee shop, or cafe can have tables in front of their business. A five foot corridor for pedestrians must be maintained at all times. An annual permit can be obtained through the Public Works Department, Room 320 at City Hall.

# Building Improvements, Sidewalk Cafes, Sales, Signs

## Sidewalk Cafe Permits

Public Works Department - Parks and Transportation Division  
555 Liberty St. SE, Room 320  
503-588-6211

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

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



*Flower at Salem's Saturday Market.*

*Photo: Ron Cooper*

# Electric, Garbage, Cable, Phone & Water/Sewer

**Who do I contact regarding utilities?** A list of cable, electric, garbage, gas, phone, and water/sewer providers can all be found at [www.cityofsalem.net/Pages/UtilityProviders.aspx](http://www.cityofsalem.net/Pages/UtilityProviders.aspx).

If you are setting up new **water or sewer service**, or want to make a payment, contact City of Salem at 1410 20th Street SE or call 503-588-6099.

# Safety

**Is the Downtown Area patrolled?** The City of Salem Police Department has a Downtown Enforcement Team. This dedicated team of police patrols the area by bicycle, foot, and vehicle. To contact the Downtown Enforcement Team, call 503-588-6242.



*The 2008 Team from left to right: Officer Steve Chancellor, Sergeant Mike Johnson, Officer Brandon Gould, Officer Scott Emmons, and Corporal Donald Chuhlantseff.*

# Financial Assistance

**Is there financial assistance available if I want to make improvements to my building?** The City of Salem is committed to the revitalization and restoration of the downtown core. The Downtown “Toolbox” Building Rehabilitation/Restoration Program offers grants and loans to property owners to make improvements to commercial or mixed-use buildings located in the Riverfront-Downtown Urban Renewal Area.

## City of Salem, Oregon

### Downtown “Tool Box” Loan Program

To enable creative and flexible approaches to stimulate and finance its vision, the City of Salem has assembled a **Toolbox** of funding options for downtown property and business owners.

#### Terms and Minimum Requirements

**Maximum Loan Amount:** \$1,000,000 – Historic Contributing or Historic Resource (Historic Non-Contributing that is being restored to Historic Contributing)

\$500,000 – Historic Non-Contributing or building that is eligible for Historic designation (This maximum may be increased by an additional \$50,000 per housing unit up to \$700,000 maximum total.)

\$300,000 – Other

**Interest Rate:** 3% fixed rate

**Term:** 10 years fixed (Length of term may be extended to 20 years in order to coincide with terms of primary lender where Urban Renewal Agency is in a second lien position)

**Loan Fee:** \$500.00

*Additional terms may apply. Terms subject to change.*

#### Eligible Borrower

- Property owners who can show fee title.
- Business owners who show written evidence that Property owner has authorized work for which application is made.
  - o Tax-exempt property and business owners are excluded.

#### Eligible Property

- Commercial or mixed-use property located within the Riverfront-Downtown Urban Renewal Area.
  - o Properties that are 100% residential are excluded.

#### Eligible Activities

All normal and reasonable soft and hard costs directly associated with rehabilitation/renovation or construction of a qualified project. Tenant improvements are subject to an executed lease and a cost per square foot, which has been approved during underwriting.

#### Ineligible Activities

Funds are available as low-interest loans and matching reimbursement grants and can be used for a variety of improvement projects and activities. Learn more about the terms, guidelines, and eligible uses by going to [www.cityofsalem.net/Departments/UrbanDevelopment/FinancialResources/Pages/DowntownToolbox.aspx](http://www.cityofsalem.net/Departments/UrbanDevelopment/FinancialResources/Pages/DowntownToolbox.aspx) or call Todd Klocke at 503.588.6178.

**One of my employees needs help improving their home or with a purchase of a house. Who can help?** Many resources are available through the Federal Housing section of the City of Salem. Available resources can be found at [www.cityofsalem.net/Departments/UrbanDevelopment/FinancialResources/Pages/default.aspx](http://www.cityofsalem.net/Departments/UrbanDevelopment/FinancialResources/Pages/default.aspx).

# Sites & Attractions

**What are some of the Downtown Salem amenities?** When you visit Downtown Salem, you can also visit the Union Street Railroad Pedestrian and Bicycle Bridge, the A.C. Gilbert House, Salem's Riverfront Carousel, the YMCA, the Hallie Ford Museum of Art, Willamette University, Salem's Riverfront Park, the Willamette River, and the Salem Conference Center. More information about Downtown amenities can be found at <http://www.travelsalem.com/Attractions/Family-Fun> or [www.godowntownsalem.com](http://www.godowntownsalem.com).



# Living Downtown

**Can my employees or I live downtown?** Yes, there are a variety of places to live downtown, from apartments to condominiums. Please see your real estate professional or an online resource.

## **Are there grocery stores or other amenities downtown?**

Please review the *Shopping & Dining Guide* from Go Downtown Salem! for a list of more than 150 shops and 70 restaurants in the downtown. A list of services downtown can be found on the Go Downtown website at [www.godowntownsalem.com](http://www.godowntownsalem.com).

## **What about entertainment?**

Check out the Salem event website at [www.salemalive.com](http://www.salemalive.com).

Major events include:

- Salem's First Wednesday (All Year)
- Summer in the City (August)
- Oregon Wine, Food & Brew Festival (January)
- Wednesday and Saturday Markets (May - October)
- Salem Film Festival (April)
- World Beat Festival (June)
- Parade of Lights (December)
- 4th of July Celebration (July)
- Salem Art Fair & Festival (July)
- Oregon State Fair (August - September)



# Historic Character

**Is there an official district downtown?** The Salem Downtown Historic District was officially listed in the National Register of Historic Places on September 28, 2001. The District is a seven -block area roughly bound by Court, High, Ferry, and Front Streets. There are a total of 92 buildings, 67% of which contribute to the historic character of the District.

**Are there special requirements to improve historic buildings in the Salem Downtown Historic District?** In addition to the standard building and zone code requirements for new construction and exterior improvements to historic buildings, the City requires a review by the Historic Landmarks Commission. More information about these requirements can be found at [www.cityofsalem.net/Departments/Community Development/Planning/Historic/Pages/default.aspx](http://www.cityofsalem.net/Departments/Community%20Development/Planning/Historic/Pages/default.aspx)



*Children enjoy the new Riverfront Park spray fountain.*

*Photo: Ron Cooper*

# Get Involved

**Who is our Councilor?** Downtown, north of Center St. NE, is Ward 1. Downtown, south of Center St. NE, is Ward 2. Council meeting schedules, a full list of councilors, and their contact information can be found at [www.cityofsalem.net/citycouncil](http://www.cityofsalem.net/citycouncil).

## **Central Area Neighborhood Development Organization**

**(CAN-DO):** CAN-DO encompasses the downtown core, as well as some surrounding residential areas. If you are a resident, property owner, employee, or person engaged in business in this area, you are already a member of this group!

**Meetings:** 3rd Wednesday at 6:00 p.m. at the Urban Development Department, 350 Commercial Street NE.

**Contact:** CAN-DO website is [www.youcando.org](http://www.youcando.org).

**Downtown Advisory Board (DAB):** Council and Agency-appointed advisory board that makes recommendations about the Riverfront Downtown Urban Renewal Area and Parking District.

**Meetings:** 4th Thursday of every month and the 2nd Thursday (as needed) at 2:00 p.m. Meetings held at the Urban Development Department, 350 Commercial Street NE.

**Contact:** Sheri Wahrgren, Downtown Revitalization Manager, 503-588-6178, ext. 7595 or [swahrgren@cityofsalem.net](mailto:swahrgren@cityofsalem.net).

**Salem Parks and Recreation Advisory Board:** Council-appointed advisory board advising Council on all matters relating to public parks, playgrounds, and related activities and programs.

**Meetings:** 2nd Thursday of each month at 5:30 p.m. Meetings held in the Public Works Conference Room (Rm. 325) at City Hall.

**Contact:** Keith Kever, Parks Superintendant, 503-588-6261 or [kkeever@cityofsalem.net](mailto:kkeever@cityofsalem.net).

# Get Involved

**Go Downtown Salem!:** A non-profit corporation that promotes Downtown for commercial and economic development.

**Contact:** Suzi Bicknell, Executive Director, Go Downtown Salem!, 189 Liberty St. NE, Suite 200A, 503-480-1111, [www.godowntownsalem.com](http://www.godowntownsalem.com).

**Salem Area Chamber of Commerce:** The Chamber's mission is to serve as your business and community advocate and work to keep Salem a great place where business can prosper and families can live, work, play, and shop.

**Meetings:** Varies depending upon focus and interest of the meeting.

**Contact:** Chamber office at 1110 Commercial St. NE, 503-581-1466, [info@salemchamber.org](mailto:info@salemchamber.org), [www.salemchamber.org](http://www.salemchamber.org).

## Area Resources

### City Hall

555 Liberty Street SE  
[www.cityofsalem.net](http://www.cityofsalem.net)

### City of Salem Library

555 Liberty Street SE  
[www.cityofsalem.net](http://www.cityofsalem.net)

### City Parks

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

### Cherriots (Salem-Keizer Transit)

555 Court St. NE  
[www.cherriots.org](http://www.cherriots.org)

### Federal Programs & Housing Authority

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

### Salem Hospital

890 Oak Street SE  
503-561-5200

### Salem Events

[www.salemalive.com](http://www.salemalive.com)

### Salem-Keizer Public Schools

2450 Lancaster Drive NE  
503-399-3038  
[www.salkeiz.k12.or.us](http://www.salkeiz.k12.or.us)

### Senior Center - Center 50+

2615 Portland Road NE  
503-588-6303  
[www.cityofsalem.net](http://www.cityofsalem.net)