



City of Salem
Community Advisory Transportation Commission
AGENDA

Wednesday, February 25, 2026

6:00–7:00 p.m.

Public Works Operations Bldg., 1457 23rd Street SE, Room 146

Si necesita ayuda para comprender esta información, por favor llame 503-588-6211 x7339.

PARTICIPANTS

Board Members

Kenneth Cannady-Shultz, **Chair**; Vacant, **Vice Chair**; Cheryl Hummon; Nathan Levin; Ramona Murtha; Beth Schmidt; Mike Sewell.

Staff

Kevin Hottmann, PE, City Traffic Engineer; Kara Hall, PE, City Traffic Engineer; Tony Martin, PE, Assistant City Traffic Engineer; Julie Hanson, Transportation Planning Manager; Vanessa Strode, Staff Assistant; Nicole DeVoe, Staff Assistant

AGENDA

1. Welcome and introductions.
 - a. Kara Hall, PE, City Traffic Engineer
2. Approval of Agenda
3. Approval of Minutes
 - a. Minutes: December 3, 2025
4. Public comment
5. Action and/or Discussion Items:
 - a. Annual Elections for Chair and Vice-Chair.
 - b. Revision to Salem Revised Code Chapter 5 – from Citizens Advisory Traffic Commission to **Community Advisory Transportation Commission**.
 - c. CATC Bylaws – Updates to be consistent with Chapter 5 revision, to reflect current practices, consider “special membership requirements,” and any other changes needed.
 - d. Fisher Road NE project flyer. INFORMATION ONLY
6. Adjourn

Next Meeting: April 1, 2026

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 503-588-6211 x7339 (711 for Relay) 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, and source of income, 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.



City of Salem
Community Advisory Transportation Commission
MEETING MINUTES

Wednesday, December 3, 2025
6:00 – 7:00 p.m. In-Person
Operations Building, 1457 23rd. St SE

Si necesita ayuda para comprender esta información, por favor llame 503-588-6211 x7339.

Board Members Present:

Kenneth Cannady-Shultz, Chair; Cheryl Hummon; Nathan Levin; Beth Schmidt

Board Members Absent:

Kyle Hedquist, Vice Chair; John Lattimer; Ramona Murtha

Staff Present:

Kevin Hottmann, PE, City Traffic Engineer; Treven Upkes, Deputy Chief of Police; Angela Hedrick, Strategic Communications and Initiatives Manager; Kevin Thibeault, Management Analyst II.

Visitors Present:

Benjamin Fryback, Community Member

Roll Call and Introductions:

Chair Kenneth Cannady-Schultz called the meeting to order at 6:02 p.m.

Agenda Approval:

No changes noted

Approval of Minutes:

Motion: Move to approve the October 21, 2025, minutes presented, with two corrections and one recommendation (Minutes from the October 21st meeting should have the previous meeting date listed as October 1, not "November 1.", Chair Kenneth Cannady-Shultz's name was misspelled., and Attach email questions submitted by Cheryl and Kenneth prior to the October 21st meeting to the minutes for reference.)

Motion By: Nathan Levin

Seconded By: Cheryl Hummon

Vote: Aye – Unanimous

Motion Passed

Public Comment: (Other than agenda items) None

Action and/or Discussion Items:

1. **Presentation of Salem Police Department Strategic Plan**—Presented by Treven Upkes, Deputy Police Chief and Angela Hedrick, Communications and Initiatives Manager
 - a. Overview of the Salem Police Department’s second strategic plan:
 - i. Traffic issues remain a top priority, highlighted under Initiative 2 (Safety) in the three-year plan.
 - ii. Public access to the strategic plan and related statistics is available on YourSalemPD.com.
 - b. **Key Statistics:**
 - i. 80 officers are assigned to patrol, focusing on patrol calls and proactive activities, including traffic safety.
 - ii. A dedicated Traffic Control Unit consists of six officers and one sergeant, primarily working Monday through Friday.
 - iii. Weekly operations are conducted, often in collaboration with multi-agency teams.

Public Hearing:

None

Adjourn:

Chair Kenneth Cannady-Schultz adjourned the meeting at 7:15 p.m.

Next Meeting:

Wednesday, February 4, 2026

Meeting Minutes:

Kevin Thibeault, Management Analyst II

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For those who were not able to attend the meeting there will be a recording posted to the website for your convenience. Which will provide exact comments and discussion. <https://www.cityofsalem.net/government/boards-commissions/agendas-minutes/-folder-216>

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CHAPTER 5. CITIZENS COMMUNITY ADVISORY TRAFFIC TRANSPORTATION COMMISSION

Sec. 5.010. ~~Citizens Community Advisory Traffic Transportation~~ Commission created.

There is hereby created a City traffic advisory body which shall be known as the ~~Citizens Community Advisory Traffic Transportation~~ Commission (~~CATC or Commission~~).

(Prior Code, § 5.010; Ord. No. 183-66)

Sec. 5.015. - Scope of Commission

The Commission shall, upon request of the Public Works Director or City Council, serve as an appellate body for resident complaints and review transportation standards governing bicycle, pedestrian, and vehicular operations. All recommendations issued by the Commission shall be consistent with applicable local, state, and federal standards. The Commission shall have no jurisdiction over policy matters related to the Transportation System Plan or land use decisions.

Sec. 5.020. Composition; appointments and terms of members.

The ~~Citizens Advisory Traffic~~ Commission shall consist of nine members to be appointed by the Council. The appointive members shall serve for a term of three years. No appointive members shall serve more than two consecutive terms. The ~~Traffic~~ Commission shall select one of the appointive members as chair, ~~man, and the Traffic Engineer of the Public Works Department shall act as non-voting secretary to said Commission. A representative of the Salem Police Department shall attend and act as a technical advisor at all commission meetings as requested.~~ The City Traffic Engineer or the Traffic Engineer's designee shall serve as an ex-officio member of the Commission. A representative of the Salem Police Department shall attend and act as a technical advisor at Commission meetings as requested by the Director, the Salem Police Department, or the Chair of the Commission.

(Prior Code, § 5.020; Ord. No. 183-66; Ord. No. 69-72; Ord. No. 101-74; Ord. No. 127-76; Ord. No. 9-84; Ord. No. 139-84; Ord. No. 66-2002)

Sec. 5.030. Advisory functions of ~~Citizens Advisory Traffic~~ Commission.

The ~~Citizens Advisory Traffic~~ Commission shall be an advisory body, which functions to advise Council, upon request of Council, ~~and or the Director or their designee, as appropriate, on all matters related to traffic and parking control within the City's transportation system. The Citizens Advisory Traffic Commission shall hold hearings, investigate, and make reports and~~

~~recommendations to the Director, on all matters before them. Controversial traffic issues, as determined by the Citizens Advisory Traffic Commission, shall be referred to Council with the recommendation and report of the Citizens Advisory Traffic Commission within 30 days, unless additional time be granted. Recommendations shall be through the Director and City Manager to the Council.~~

The Commission shall have the following duties:

- (a) To hold hearings, investigate transportation-related issues, and make reports and recommendations to the Director, on all matters before them.
- (b) To make and issue reports to the Council respecting its studies, research, examinations, and other activities as may be required by the Director.
- (c) To serve as a liaison between the community and the Director, facilitating public engagement and input on non-land use transportation-related matters.

Controversial transportation issues, as determined by the Commission, Director, or Council, shall be referred to the Council with a recommendation and report within 30 days, unless additional time be granted. Recommendations to the Council shall be through the Director and City Manager.

(Prior Code, § 5.030; Ord. No. 183-66; Ord. No. 41-88; Ord. No. 51-96; Ord. No. 30-97; Ord. No. 60-2002)

**BYLAWS
CITIZENS ADVISORY TRAFFIC COMMISSION
CITY OF SALEM OREGON**

**Article 1
PURPOSE STATEMENT**

The Citizens Advisory Traffic Commission (CATC) shall be an advisory body, which functions to advise the Public Works Director and City Council (Council) upon request of Council, on all matters related to traffic and parking control within the City's transportation system (*Salem Revised Code* Chapter 5).

**Article 2
ORGANIZATION AND MEMBERSHIP**

The CATC consists of nine voting members appointed by Council. The appointed members will serve three-year terms. No appointed member shall serve more than two consecutive terms.

The City Traffic Engineer or Assistant City Traffic Engineer shall act as a non-voting secretary to the Commission.

**Article 3
ELECTION OF OFFICERS**

At the first regular meeting each year, members shall elect a Chair and Vice Chair.

**Article 4
REGULAR MEETINGS**

Annually in January, the Commission shall adopt a tentative meeting schedule for the year.

**Article 5
SPECIAL MEETINGS**

The Commission Chair, the Public Works Director, or the Directors designee may call special meetings.

**Article 6
QUORUM**

A quorum shall consist of a simple majority of the number of filled positions on the commission. A quorum is necessary to transact business. A majority vote of the members present shall be required to carry a motion, proposal, or resolution.

**Article 7
PARLIAMENTARY PROCEDURES**

Roberts Rules of Order, Revised, will govern procedures of the CATC.

Controversial traffic issues, as determined by the CATC, shall be referred to Council with the recommendation and report of the CATC within 30 days from the date of the hearing, unless the

Public Works Director grants additional time. Advisory decisions made by CATC shall be considered controversial if three or more of the quorum votes in opposition. CATC recommendations shall be through the Director of Public Works to the City Manager to the Council.

Article 8
ADVISORY COMMISSION

In actions proposed by the Chairperson, unanimous consent thereto shall have the effect of a motion duly carried, without the necessity of a formal vote.

Under no circumstances is any member to take any action or make any statement committing the commission as a whole unless given authority to do so by the vote of the commission.

The action of the majority vote of the commission shall be deemed the position of the commission as a whole and shall be carried forward as such to Council.

If any member(s) disagrees with the commission's position and wishes to express an independent viewpoint to Council, the Chair shall be notified in advance.

Article 9
COMMUNICATIONS

Agendas of the CATC shall be sent to all individuals and groups that have so requested, at the same time that agendas are made available to the CATC members.

All written communications to outside groups shall be sent out over the signature of the Public Works Director or an officer of the commission, so officially designated.

Official actions of the commission or recommendations to Council shall be forwarded directly to the Council with a copy to the City Manager.

Article 10
APPEARANCE OF INTERESTED CITIZENS

The Commission shall allow for at least two opportunities for receiving public testimony during its meetings. First, the Commission shall allow time for citizens wishing to provide written or oral testimony on each specific agenda item(s) under discussion. Additionally, the Commission shall allow time for citizens wishing to address items of general interest items not on the agenda at the end of the meeting. The Chair may limit all citizen testimony to an allotted time.

Persons providing oral public testimony at either opportunity shall state their first and last name, and shall have the choice of providing their address, ward or neighborhood association, followed by the agenda item they wish to provide comments. Written testimony shall contain the same information. Individual testimony shall be limited to a maximum of five minutes, not including the time taken to answer questions from the Commission members. The Commission may choose to provide an individual an extension of time for additional testimony if a majority of members present passes a motion. The Commission should consider equity and fairness when granting time extensions for individual testimony in issues having persons present wishing to testify in favor of an issue and persons present wishing to testify in opposition to the same issue.

Article 11
COMMITTEES

The Chair may appoint special committees as needs arise. Such committees shall not necessarily be restricted to members of the commission.

Each committee shall include a liaison member of the CATC. An Executive Committee of the CATC, composed of the Chair, Vice-Chair and one member will represent the commission with Council as needed. All other commission members are welcome to attend these meetings.

Article 12
ATTENDANCE OF MEMBERS

All Members are required to attend at least seventy-five (75) percent of the scheduled meetings within any consecutive six month period. Unexcused absences in excess of twenty-five (25) percent of scheduled meetings, within any consecutive 6-month period, may result in removal as set forth in SRC 2.550 and 2.555. Unexcused absences are those not related to a member or family member illness, vacation or work conflict.

Article 13
ETHICS, CONFLICTS OF INTEREST, EX PARTE CONTACTS AND BIAS

Members are subject to, shall familiarize themselves with, and shall comply with, applicable local and state ethics and conflicts of interest rules, including the provisions of *Oregon Revised Statute* Chapter 244 and *Salem Revised Code* Chapter 12.

Members should avoid any appearance of impropriety in the conduct of the Commission's affairs. Therefore, any Member with an actual or potential conflict of interest, as defined in *Oregon Revised Statute* Chapter 244 and *Salem Revised Code* Chapter 12, shall not participate in the proceedings giving rise to the conflict.

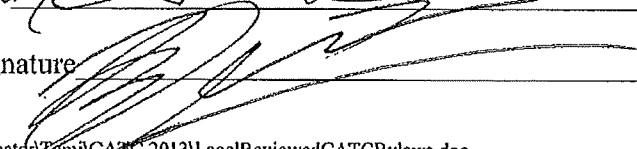
Any Member shall disclose any ex parte contact with any person regarding any matter before the Commission.

No Member shall participate in any hearing before the Commission where the Member cannot be impartial because the Member has prejudged the matter, or has a personal interest in the outcome.

Article 14
AMENDMENTS

The rules and regulations listed here, with the exception of those established by Charter and Ordinance may be amended at any regular meeting of the CATC by a majority vote of the commission, provided that at least ten days notice be given to the members.

Chair Signature  Date 12/16/13

Vice Chair Signature  Date 12/19/13

This letter contains information about a project in your neighborhood. If you need the following information translated, please call the above phone number.

OPEN HOUSE

Fisher Road NE Urban Upgrades Project

Project Number 724506

WHEN

Wednesday, February 11, 2026, 6:00-7:30 p.m.

- Drop in anytime. A short presentation is planned for 6:00 p.m.

WHERE

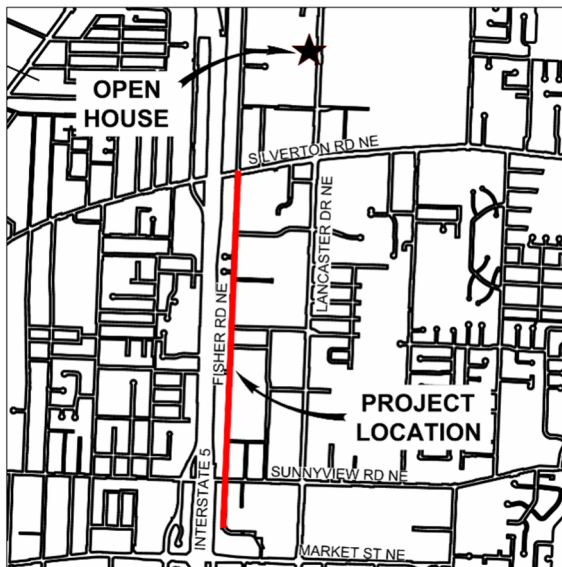
Boys & Girls Club Epping Homestead Branch
3805 Lancaster Drive NE

WHY ATTEND

- Learn about the project
- Ask questions
- Provide input through an online survey

PROJECT FEATURES & PURPOSE

- Improve street facilities and pedestrian safety
- Install new sidewalk, curb, and gutter
- Provide a new asphalt roadway surface
- Replace the traffic signal at Sunnyview Road NE
- Provide intersection improvements at Devonshire Avenue NE and Beverly Avenue NE
- Install new stormwater facilities
- Replace sanitary sewer facilities



Open House Survey

INFORMATION CONTACT

Elizabeth Thorley, PE, Project Manager, 503-588-6211 x7334 or ethorley@cityofsalem.net

Project website: <https://salemor.gov/fisher-road-bond-upgrade>

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JORNADA DE PUERTAS ABIERTAS

Proyecto de Mejoras Urbanas de Fisher Road NE

Proyecto Número 724506

CUÁNDO

Miércoles, 11 de febrero de 2026, de 6 a 7:30 pm.

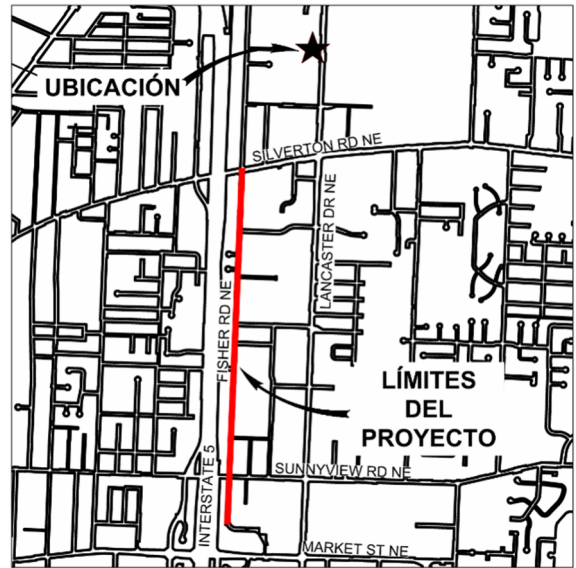
- Asista a la hora que pueda. Habrá una breve presentación las 6 pm.

DÓNDE

Club de Chicos y Chicas, Epping Homestead Branch
(Boys & Girls Club)
3805 Lancaster Drive NE

POR QUÉ ASISTIR

- Para Informarte sobre el proyecto
- Hacer preguntas
- Compartir su opinión a través de una encuesta en línea



CARACTERÍSTICAS Y PROPÓSITO DEL PROYECTO

- Mejorar las instalaciones de la calle y la seguridad peatonal
- Instalar una acera, bordillo y cuneta nuevas,
- Proporcionar una nueva superficie asfaltada
- Reemplazar el semáforo en Sunnyview Road NE
- Proveer mejoras en las intersecciones en Devonshire Avenue NE y Beverly Avenue NE
- Instalar nuevas instalaciones de aguas lluvias
- Reemplazar las instalaciones de alcantarillado sanitario



Jornada de Puertas
Abiertas

CONTACTO PARA INFORMACIÓN

Elizabeth Thorley, PE, Gerente de Proyecto, 503-588-6211 ext. 7334 o ethorley@cityofsalem.net

Página web del proyecto: <https://salemor.gov/fisher-road-bond-upgrade>

La política de la Ciudad de Salem es garantizar que ninguna persona sea discriminada por motivos de raza, religión, color, sexo, estado civil, estado familiar, origen nacional, edad, discapacidad mental o física, orientación sexual, identidad de género y fuente de ingresos, según lo establecido en el Capítulo 97 del Código Revisado de Salem. La ciudad de Salem también cumple plenamente con el Título VI de la Ley de Derechos Civiles de 1964, la Ley de Estadounidenses con Discapacidades de 1990 y las leyes y regulaciones relacionadas, en todos los programas y actividades.