

CITY OF KEIZER MISSION STATEMENT
KEEP CITY GOVERNMENT COSTS AND SERVICES TO A MINIMUM BY PROVIDING CITY SERVICES TO THE COMMUNITY
IN A COORDINATED, EFFICIENT, AND LEAST COST FASHION

AGENDA
KEIZER CITY COUNCIL
REGULAR SESSION
Tuesday, January 22, 2019
7:00 p.m.
Robert L. Simon Council Chambers
Keizer, Oregon

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE**
4. **SPECIAL ORDERS OF BUSINESS**
 - a. Career Technical Education Center Student Spotlight – Ian Koenig
5. **COMMITTEE REPORTS**
6. **PUBLIC TESTIMONY**

This time is provided for citizens to address the Council on any matters other than those on the agenda scheduled for public hearing.
7. **PUBLIC HEARINGS**
 - a. McNary Restaurant Liquor License – Change of Ownership/Trade Name
 - b. **RESOLUTION** – Forming Snook Grove Street Lighting Local Improvement District
ORDINANCE – Spreading Assessments to Snook Grove Street Lighting Local Improvement District
8. **ADMINISTRATIVE ACTION**
 - a. Waiver of Community Center Fee – Jerry McGee Memorial Service
 - b. **ORDINANCE** – Amending Keizer Development Code Regarding Section 1.200 (Definitions), Section 2.403 (Shares Housing Facilities), and Section 3.101 (Summary of Application Types); Amending Ordinance 98-389
 - c. Parks Priority 3 to 5 Year Plan
9. **CONSENT CALENDAR**
 - a. **RESOLUTION** – Authorizing City Manager to Sign First Amendment to Intergovernmental Agreement Relating to Creation of a Program Coordinator for the Mid-Willamette Homeless Initiative

- b. RESOLUTION – Appointment of Mayor to Serve on Keizer Heritage Board of Directors
- c. RESOLUTION – Amending Membership of Keizer Little League Park Long Range Planning Task Force; Amending R2018-2897
- d. RESOLUTION – Changing the Name of Rickman Community Garden to “The Peggy and Jerry Moore Community Garden”
- e. RESOLUTION – Naming the Tree Arboretum Located at Keizer Rapids Park “The Keizer Rotary Arboretum in Honor of Wilbur Bluhm
- f. Approval of December 10, 2018 Work Session Minutes
- g. Approval of December 17, 2018 Regular Session Minutes
- h. Approval of January 7, 2019 Regular Session Minutes

10. COUNCIL LIAISON REPORTS

11. OTHER BUSINESS

This time is provided to allow the Mayor, City Council members, or staff an opportunity to bring new or old matters before the Council that are not on tonight’s agenda.

12. WRITTEN COMMUNICATIONS

To inform the Council of significant written communications.

13. AGENDA INPUT

February 4, 2019

7:00 p.m. – City Council Regular Session

February 11, 2019

5:45 p.m. – City Council Work Session

- City Council Orientation

February 19 (Tuesday)

7:00 p.m. – City Council Regular Session

February 25, 2019

5:45 p.m. – City Council Work Session

- 2019-2020 City Council Goal Discussion

14. ADJOURNMENT

The City of Keizer is committed to providing equal access to all public meetings and information per the requirements of the ADA and Oregon Revised Statutes (ORS). The Keizer Civic Center is wheelchair accessible. If you require any service that furthers inclusivity to participate, please contact the Office of the City Recorder at least 48 business hours prior to the meeting by email at davist@keizer.org or phone at (503)390-3700 or (503)856-3412. Most regular City Council meetings are streamed live through the City’s website and cablecast on Comcast Channel 23 within the Keizer City limits. Thank you for your interest in the City of Keizer.

CITY COUNCIL MEETING: January 22, 2019

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

FROM: CHRIS C. EPPLEY
CITY MANAGER

SUBJECT: CAREER TECHNICAL EDUCATION CENTER STUDENT SPOTLIGHT

ISSUE:

The Career Technical Education Center (CTEC), in partnership with the Salem-Keizer School District prepares students for high-skill, high-wage, high demand careers while developing the skills, technical knowledge, academic foundation and real-world experience to assure their success upon graduation. Mayor Clark and Councilor Herrera serve on an advisory board at the Center. The City is excited to recognize another CTEC student for amazing work and celebrate their learning success.

Tonight's CTEC student is Ian Koenig. Jake Fineran, Business and Public Safety Teacher submitted the following testimonial:

I'm one of Ian's business teachers. Over the course of this year Ian has shown tremendous growth as a young business professional. He started off the year as a somewhat reserved student and has blossomed into one of our leaders. Specifically, Ian has taken on the role of the Sales Team Leader. In that role he is leading a project to sell sheds that were made by our construction program here at CTEC. This project has required him to create sales scripts, make sales calls and send professional follow up emails. It has been a joy for me to watch his professional skills grow during the year. The Keizer community should be proud to have a young leader like Ian.

CITY COUNCIL MEETING: January 22, 2019

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS C. EPPLEY
CITY MANAGER**

**FROM: TRACY L. DAVIS, MMC
CITY RECORDER**

**SUBJECT: MCNARY RESTAURANT – LIQUOR LICENSE APPLICATION -
CHANGE OF OWNERSHIP/TRADE NAME**

BACKGROUND:

On December 10, 2018 the City received an application for a change of ownership and trade name for the liquor license at McNary Restaurant, located 165 McNary Estates Drive N, Keizer, Oregon. The application is for full on-premises and an off-premises license. The trade name will change from McNary Restaurant to Jeff and Sheryl's. As required by Keizer Ordinance a public hearing was scheduled; notice was published and mailed to all property owners within 200 feet of the establishment. The Keizer Police Department reports a clear background check on the applicants and has no reason to recommend denial of the application. In addition, the Keizer Community Development Department finds the location of the establishment to be properly zoned and has no additional comment on the application.

RECOMMENDATION:

It is recommended the public hearing be opened to allow testimony from the applicants or other interested individuals and upon completion, the hearing be closed. It is further recommended the Council recommend approval of the application for McNary Restaurant under the guidelines as established by ORS 471.178 and the Ordinances of the City of Keizer. This recommendation shall then be forwarded to the Oregon Liquor Control Commission for final approval.



LIQUOR LICENSE APPLICATION

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 st Location	Date application received:
<input type="checkbox"/> Brewery 2 nd Location	_____
<input type="checkbox"/> Brewery 3 rd Location	Name of City or County:
<input type="checkbox"/> Brewery-Public House 1 st location	_____
<input type="checkbox"/> Brewery-Public House 2 nd location	Recommends this license be:
<input type="checkbox"/> Brewery-Public House 3 rd location	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Distillery	By: _____
<input checked="" type="checkbox"/> Full On-Premises, Commercial	Date: _____
<input type="checkbox"/> Full On-Premises, Caterer	
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege 1 st location	
<input type="checkbox"/> Grower Sales Privilege 2 nd location	
<input type="checkbox"/> Grower Sales Privilege 3 rd location	
<input type="checkbox"/> Limited On-Premises	
<input checked="" type="checkbox"/> Off-Premises	
<input type="checkbox"/> Off-Premises with Fuel Pumps	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 st Location	
<input type="checkbox"/> Winery 2 nd Location	
<input type="checkbox"/> Winery 3 rd Location	
<i>no duty</i>	
	OLCC USE ONLY
	Date application received:
	<i>11-26-2018</i>
	By: <i>J. Drwick</i>
	Date application accepted as initially complete:
	<i>11-26-2018</i>
	By: <i>J. Drwick</i>
	License Action(s): <i>CLD - CLTN</i>

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

JSMCDONNELL, LLC

(Applicant #1)

Jeffrey D McDonnell

(Applicant #3)

~~Sheryl D McDonnell~~

(Applicant #2)

(Applicant #4)

<p>RECEIVED</p> <p>OREGON LIQUOR CONTROL COMMISSION</p> <p>NOV 26 2018</p> <p>SALEM REGIONAL OFFICE</p>	<p>OLCC FINANCIAL SERVICES USE ONLY</p>
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OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: JSMcDonnell, LLC / Jeffrey D. McDonnell Phone: 503-409-4993

Trade Name (dba): Jeff and Sheryl's

Business Location Address: 165 McNary Estates Drive

City: Keizer ZIP Code: 97303

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	7:00 AM	to	10:00 PM
Monday	7:00 AM	to	10:00 PM
Tuesday	7:00 AM	to	10:00 PM
Wednesday	7:00 AM	to	10:00 PM
Thursday	7:00 AM	to	10:00 PM
Friday	7:00 AM	to	12:00 AM
Saturday	7:00 AM	to	12:00 AM

Outdoor Area Hours:

Sunday	7:00 AM	to	10:00 PM
Monday	7:00 AM	to	10:00 PM
Tuesday	7:00 AM	to	10:00 PM
Wednesday	7:00 AM	to	10:00 PM
Thursday	7:00 AM	to	10:00 PM
Friday	7:00 AM	to	12:00 AM
Saturday	7:00 AM	to	12:00 AM

The outdoor area is used for:

- Food service Hours: 7:00 AM to 10:00 PM
- Alcohol service Hours: 7:00 AM to 10:00 PM
- Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: Outdoor seating area (Patio) is only open when weather permits, usually March through September.

ENTERTAINMENT

Check all that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing
- Nude Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	<u>7:00 PM</u>	to	<u>10:00 PM</u>
Saturday	<u>7:00 PM</u>	to	<u>10:00 PM</u>

SEATING COUNT

Restaurant: 94 106 (pat) Outdoor: 60

Lounge: 70 Other (explain): Lottery - 6

Banquet: 80 Total Seating: 304 318 322 (pat)

OLCC USE ONLY

Investigator Verified Seating: P (Y) (N)

Investigator Initials: mt

Date: 12/19/18

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Jeffrey D. McDonnell Date: 11-19-18

1-800-452-OLCC (6522)

www.oregon.gov/olcc

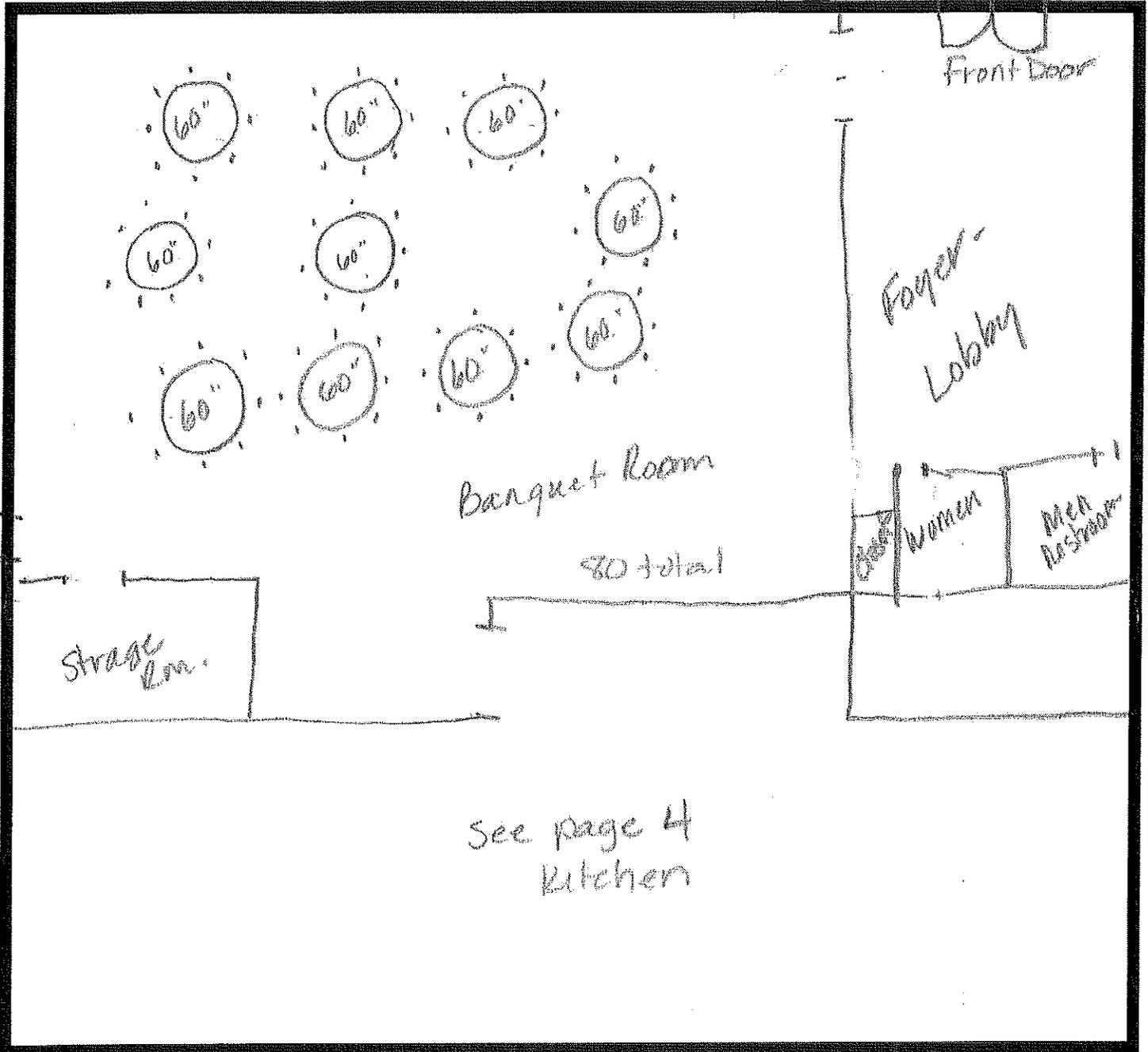
(rev. 12/07)



OREGON LIQUOR CONTROL COMMISSION FLOOR PLAN

- Your floor plan must be submitted on this form.
- Use a separate Floor Plan Form for each level or floor of the building.
- The floor plan(s) must show the specific areas of your premises (e.g. dining area, bar, lounge, dance floor, video lottery room, kitchen, restrooms, outside patio and sidewalk cafe areas.)
- Include all tables and chairs (see example on back of this form). Include dimensions for each table if you are applying for a Full On-Premises Sales license.

Banquet Room Pg 1



SMcDonnell, LLC/Jeffrey D. McDonnell

Applicant Name

Jeff and Sheryl's

Trade Name (dba):

Keizer 97303

City and ZIP Code

.....OLCC USE ONLY.....
MINOR POSTING ASSIGNMENT(S)

Date: _____ Initials: _____

1-800-452-OLCC (6522)

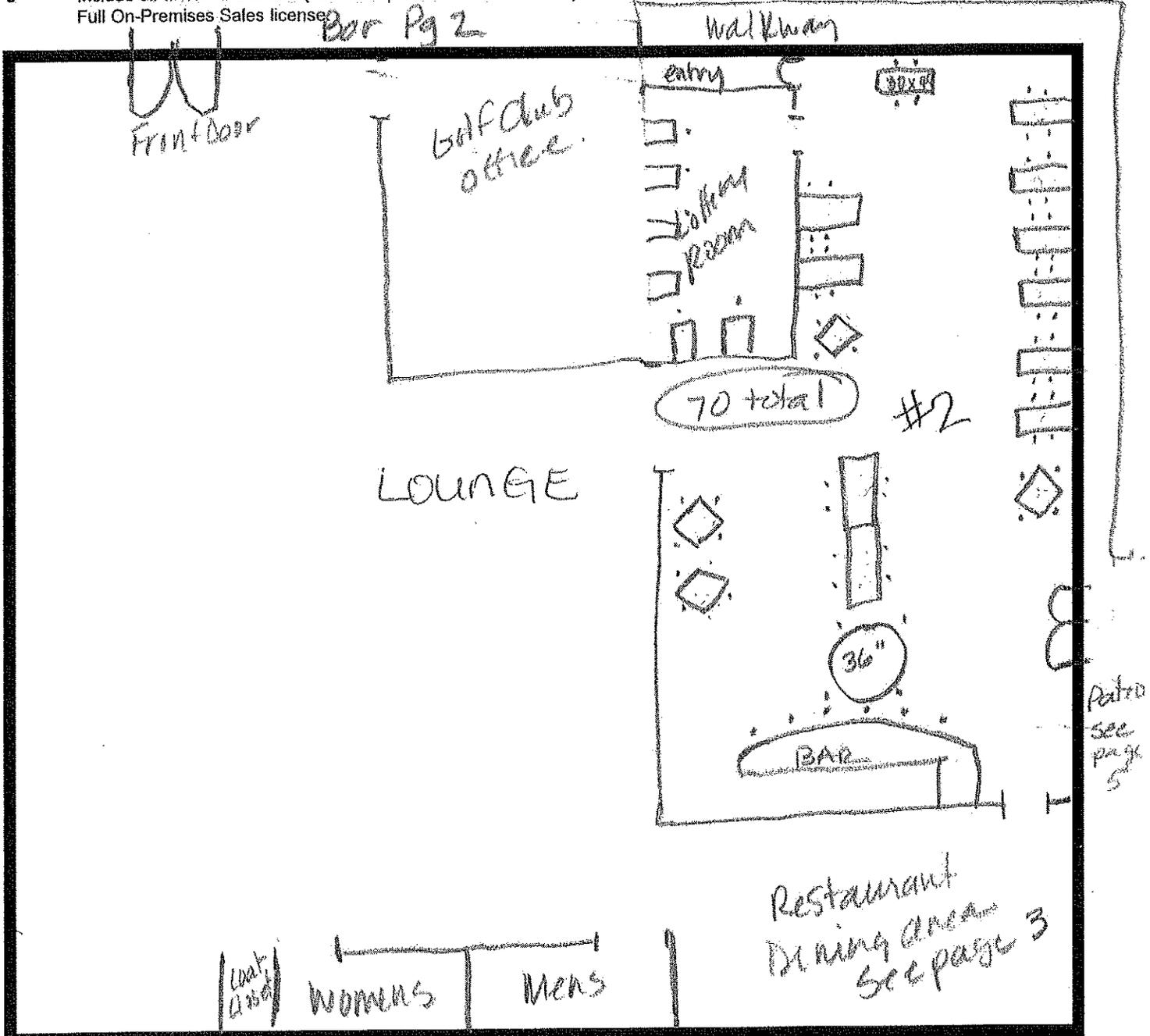
www.oregon.gov/olcc

(rev. 09/12)



OREGON LIQUOR CONTROL COMMISSION FLOOR PLAN

- Your floor plan must be submitted on this form.
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- Include all tables and chairs (see example on back of this form). Include dimensions for each table if you are applying for a Full On-Premises Sales license.



JAMCORNEL, LLC / Jeffrey A. McConnell
Applicant Name

Jeffers Sheryl's
Trade Name (dba):

Keizer, OR 97303
City and ZIP Code

.....OLCC USE ONLY.....
MINOR POSTING ASSIGNMENT(S)

Date: _____ Initials: _____

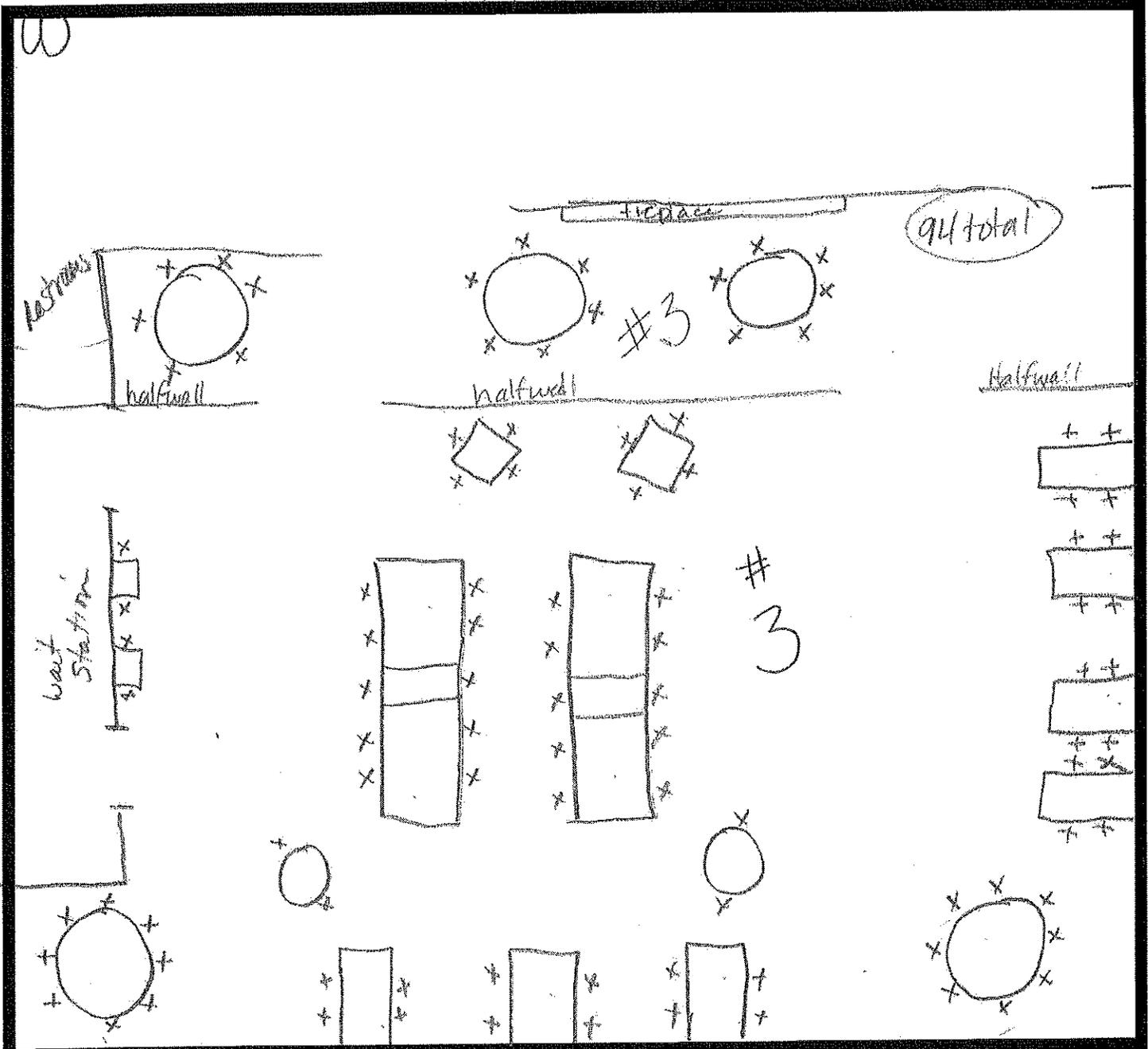


OREGON LIQUOR CONTROL COMMISSION

FLOOR PLAN

- **Your floor plan must be submitted on this form.**
- Use a separate Floor Plan Form for each level or floor of the building.
- The floor plan(s) must show the specific areas of your premises (e.g. dining area, bar, lounge, dance floor, video lottery room, kitchen, restrooms, outside patio and sidewalk cafe areas.)
- Include all tables and chairs (see example on back of this form). Include dimensions for each table if you are applying for a Full On-Premises Sales license.

Dining Room Page 3



Isaac McConnell, LLC / Jeffrey D. McConnell

Applicant Name

Jeff and Sheryl's

Trade Name (dba):

KORV, OR 97303

City and ZIP Code

.....OLCC USE ONLY.....
MINOR POSTING ASSIGNMENT(S)

Date: _____ Initials: _____

1-800-452-OLCC (6522)

www.oregon.gov/olcc

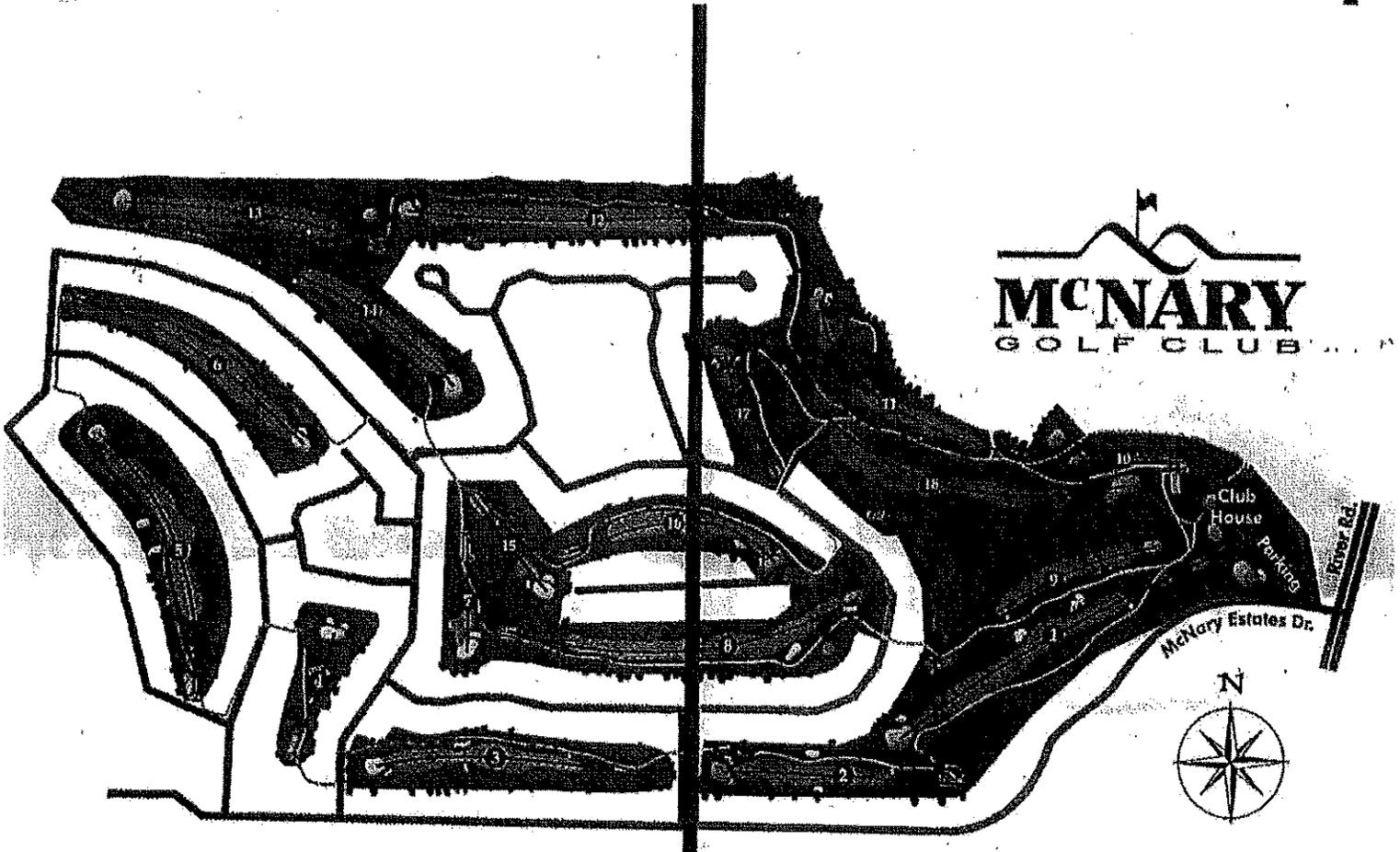
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OREGON LIQUOR CONTROL COMMISSION FLOOR PLAN

- Your floor plan must be submitted on this form.
- Use a separate Floor Plan Form for each level or floor of the building.
- Applicants must provide a sketch that shows the specific area of the premises (e.g. dining area, bar, lounge, kitchen and restrooms). Full On-Premises (commercial establishments) applicants must also show dining tables. See example on back.

Golf course



JSMcDonnell, LLC / Jeffrey D. McDonnell
Applicant Name
Jeff & Sheryl's
Trade Name (dba):
Keizer 97303
City and ZIP Code

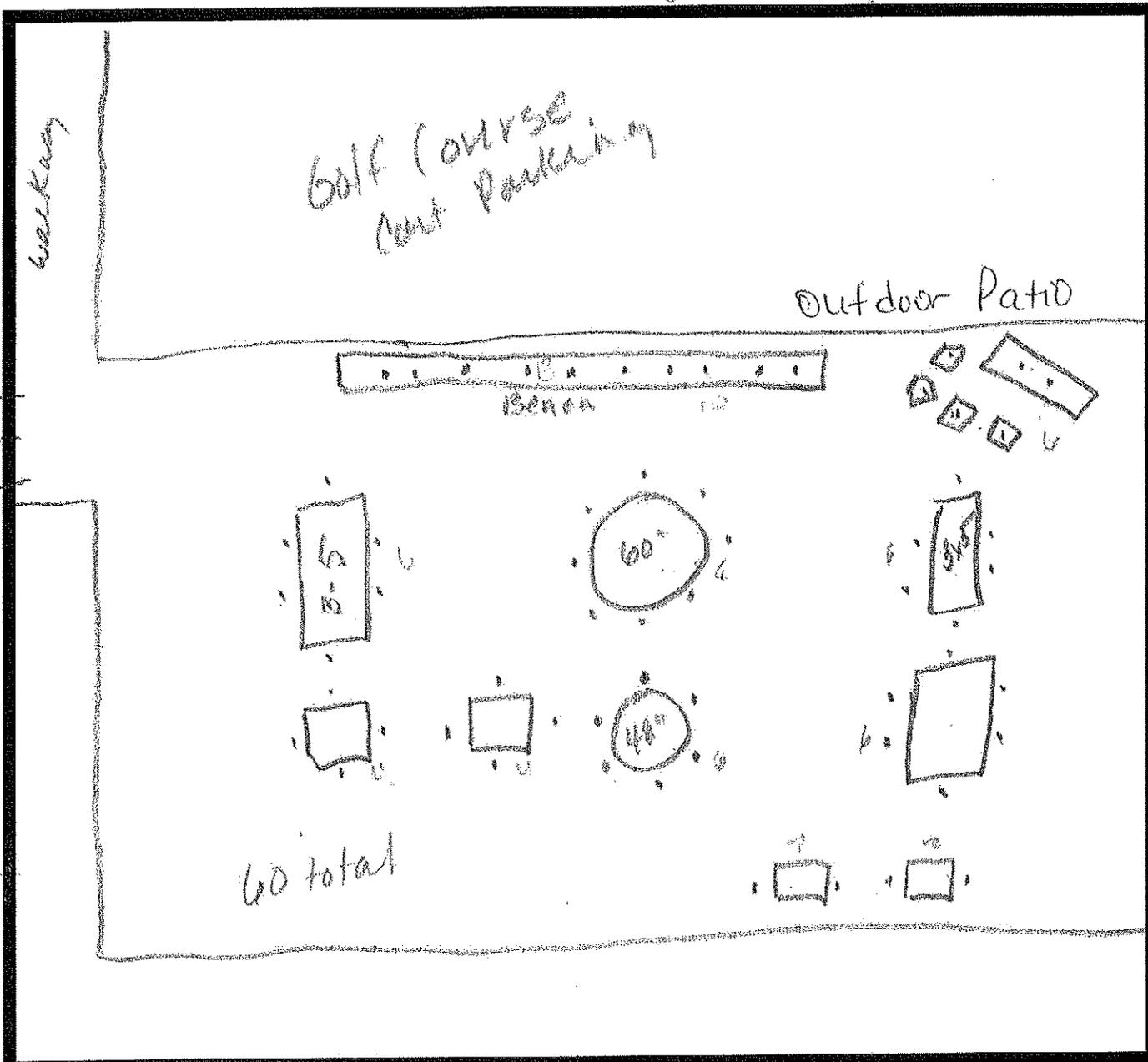
.....OLCC USE ONLY.....
MINOR POSTING ASSIGNMENT(S)
Date: _____ Initials: _____



OREGON LIQUOR CONTROL COMMISSION FLOOR PLAN

- Your floor plan must be submitted on this form.
- Use a separate Floor Plan Form for each level or floor of the building.
- The floor plan(s) must show the specific areas of your premises (e.g. dining area, bar, lounge, dance floor, video lottery room, kitchen, restrooms, outside patio and sidewalk cafe areas.)
- Include all tables and chairs (see example on back of this form). Include dimensions for each table if you are applying for a Full On-Premises Sales license.

Patio (Seasonal) Page 5



Jim Camelli, LLC / Jeffrey D. McDermott
 Applicant Name
Jeff and Sheryl's
 Trade Name (dba):
Keizer, 97303
 City and ZIP Code

..... OLCC USE ONLY.....
 MINOR POSTING ASSIGNMENT(S)
 Date: _____ Initials: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: TRACY L. DAVIS, MMC
CITY RECORDER**

**SUBJECT: PUBLIC HEARING – FORMING AND SPREADING ASSESSMENTS TO SNOOK
GROVE STREET LIGHTING LOCAL IMPROVEMENT DISTRICT**

ISSUE:

On October 15, 2018 the Keizer City Council adopted Resolution R2018-2913 Initiating Snook Grove Street Lighting District and directing the City Engineer to make a survey and file a report. On November 19, 2018 the City Council approved the City Engineer's report and set a public hearing to consider remonstrances to the project and objections to the proposed assessments. Notice of public hearing stating the intention to form the district and to assess for the lighting improvements was published in the Keizertimes and mailed to the property owners as required under City of Keizer Ordinance 94-278.

FISCAL IMPACT:

The City initially pays the street lighting expense to the utility company as it is billed throughout the year. The operating cost of the lights is then billed to the property owners on an annual basis, thereby recovering the City's costs for bills paid throughout the year. In addition, the bills include the cost of the City Engineer's Report in the first year, and an administrative charge in the first and subsequent years to recover the City's cost for administering the lighting districts. All funds are budgeted through the Utility Fund.

RECOMMENDATION:

Open the public hearing to first consider oral objections and written remonstrances to formation of Snook Grove Street Lighting Local Improvement District. If valid remonstrances of the owners of two-thirds of the land to be specially assessed for the lighting district are presented to the Council at the public hearing, close the hearing and suspend formation of the district for six months. If remonstrances are not received, close the public hearing and consider adoption of the Resolution forming the lighting district. If Council forms the district, consider adoption of the proposed assessment ordinance.

A BILL FOR

AN ORDINANCE SPREADING ASSESSMENTS TO
SNOOK GROVE STREET LIGHTING LOCAL
IMPROVEMENT DISTRICT

Section 1. FINDINGS. The Keizer City Council makes the following findings:

a. The City Council did heretofore declare its intention to install street lights to serve an area known as Snook Grove Street Lighting Local Improvement District which is described as follows:

Snook Grove - identified on the assessor's map
06 3W 35CD - lots 1-10 all within in the City of
Keizer, County of Marion, State of Oregon;

which includes the installation of three (3) 47-watt LED luminaries at 25' mounting height on a 30' heavy duty gray, direct burial fiberglass pole with 6' aluminum mast arm located within the subject local improvement district, all in accordance with the City Engineer's Report for Snook Grove Street Lighting Local Improvement District.

b. The total initial estimated cost of Snook Grove Street Lighting Local Improvement District is \$693.32.

c. The per space/lot assessment formula was used for this district.

d. The improvements in the district have been or will be constructed as provided in the Engineer's Report.

e. Notice was duly mailed to the benefited property owners on January 7, 2019.

f. A meeting of the City Council was held at the time and place fixed by public notice for the purpose of considering any such written objections to the proposed assessments.

g. No written objections to the proposed assessments were filed.

1 h. The Council has considered the matter and determined that construction of
2 said improvements was and is of material benefit to the City, and all the
3 property to be assessed therefore will be specially benefited by the
4 improvements in the amounts shown on the assessment roll.

5 NOW, THEREFORE, the City Council of the City of Keizer ordains as follows:

6 Section 2. ASSESSMENTS.

7 a. First Annual Assessment. It is hereby determined that the share of the cost of
8 the improvements for Snook Grove Street Lighting Local Improvement District
9 for each parcel and property benefited thereby for the first annual assessment
10 is the amount set opposite the description of each piece or parcel of land as
11 described in Snook Grove Street Lighting District Assessment Roll as set forth
12 in Exhibit "A" attached, and that each piece or parcel of land benefited by the
13 improvements, to the full extent of the amount so set opposite such piece or
14 parcel and that the respective amounts represent the proportionate benefits of
15 said improvements to said respective parcels of property, and the Council does
16 hereby declare that each of the parcels of property described in Snook Grove
17 Street Lighting District Roll as set forth in Exhibit "A" attached is hereby
18 assessed the first annual assessment amount set opposite each respective
19 description.

20 i. Summary of first annual assessment costs for formation of the lighting
21 district to serve the area known as "Snook Grove Street Lighting Local
22 Improvement District":

23	Three Poles and 47-Watt Luminaries	\$472.32
24	Engineering Costs	\$140.00
25	Administrative Fee	<u>\$ 81.00</u>
26	Total Estimated Assessments	\$693.32

27

PRELIMINARY ASSESSMENT ROLL

SNOOK GROVE
STREET LIGHTING DISTRICT

*Assessors Map and Tax Lot No. 06 3W 35CD 08300

<u>Lot#</u>	<u>Owner</u>	<u>Cost (per lot)</u>
1 - 10	TRADEMARK ENTERPRISES, LLC P.O. Box 5248 Salem, OR 97304	\$69.33 (first year)
	Total Assessment:	\$693.32

COUNCIL MEETING: January 22, 2019

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

**FROM: CHRIS EPPLEY
CITY MANAGER**

**THROUGH: TRACY L. DAVIS, MMC
CITY RECORDER/COMMUNITY CENTER MANAGER**

**SUBJECT: WAIVER OF COMMUNITY CENTER FEE -JERRY MCGEE MEMORIAL
SERVICE**

ISSUE:

The family of Jerry McGee, a former Keizer City Councilor, is planning a memorial service for Jerry on Saturday, February 2, 2019 at the Keizer Community Center. The family has requested the City Council waive the Community Center rental fee, deposit, security fee, and general liability insurance requirement for this celebration. The event will be held from 1:00 p.m. to 5:00 p.m. and the estimated attendance is 200 to 300 people.

Dr. Jerry McGee was first elected to the Keizer City Council in November 1990. He served 12 years - three four-year terms - the longest continuous service of any City Councilor, except for Mayor Lore Christopher.

Keizer Resolution R2018-2932, Adopting Use Policies and Rates for the Keizer Community Center Rooms, allows the City Council to reduce or waive rates, deposits or other costs. A copy of the Resolution is attached to this report.

Based on information provided by Dr. McGee's family for this event, the itemized charges for the room use is listed below:

- Rental of the Iris A and Iris B rooms for 4 hours = \$600 (includes 25% Keizer discount and staffing costs)
- Refundable Security/Cleaning Deposit = \$1,150
- Event Staff - \$80 - included in the rental rate above, however if rental rate waived, outside event host staffing could be necessary. (It is possible volunteers who are familiar with the Community Center and its equipment could assist for this event).

Total rental fee would be \$1,830, which \$1,150 could be refundable. (\$680 net cost)

In addition to the room fee waiver, the family has also requested a waiver of the required comprehensive general liability insurance policy in the amount of \$1,000,000. The policy which would name the City of Keizer as an additional insured, would cost the family approximately \$150 to purchase for this event.

Options for the City Council to consider:

1. Grant the request for a complete waiver of all fees (fees include rental fee, staffing costs, and security/cleaning deposit) and a waiver of the general liability insurance policy requirement.
2. Deny the request for a complete waiver of all fees (fees include rental fee, staffing costs, and security/cleaning deposit) and a waiver of the general liability insurance policy requirement.
3. Waive the room rental fee, security/cleaning deposit, and staffing costs but require the general liability insurance policy.
4. Waive the room rental fee and security/cleaning deposit, but charge for staffing and require the general liability insurance policy.
5. Waive the room rental fee and security/cleaning deposit, charge for staffing but waive the general liability insurance policy.

RECOMMENDATION:

Staff recommends the City Council discuss the options presented and then direct staff accordingly.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2018- 2932
4

5
6 ADOPTING USE POLICIES AND RATES FOR THE
7 KEIZER COMMUNITY CENTER ROOMS;
8 REPEALING RESOLUTION R2015-2612
9

10
11 WHEREAS, the City Council adopted policies for community use of city hall
12 facilities in 1986;

13 WHEREAS, the adopted policies for community use of city hall facilities has been
14 amended several times with the last revision taking place in 2015;

15 WHEREAS, the City Council adopted the current use rates for the Civic Center
16 Community Rooms pursuant to Resolution R2015-2612;

17 WHEREAS, the City Council has reviewed the matter and finds that it is
18 appropriate to amend the policies for the Community Center Rooms;

19 WHEREAS, the City Council desires to amend the Community Center Room
20 policies;

21 NOW, THEREFORE,

22 BE IT RESOLVED by the City Council of the City of Keizer that the following
23 policies for use of the Keizer Community Center Rooms and lobby are hereby adopted:

24 **Alcohol Policies:** The following regulations apply to the allowance, sale
25 or consumption of alcoholic beverages in the Keizer Community Center
26 Rooms and lobby:

- 27
28 a. Only individuals twenty-one (21) years of age or older may consume
29 alcohol in accordance with this policy.

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- b. No person shall sell, give or otherwise make available any alcoholic beverage to a person under the age of 21 years.
- c. No person shall sell, give or otherwise make available any alcoholic beverage to any person who is visibly intoxicated.
- d. Alcoholic beverages are permitted only in the Community Rooms and the adjoining lobby areas. Alcoholic beverages are prohibited outdoors and in other areas of the building.
- e. Alcoholic beverages are allowed only in conjunction with a reserved event and only after written approval has been given by the City.
- f. Alcoholic beverages will be served only by a licensed and bonded server pursuant to all Oregon Liquor Control Commission laws and regulations.
- g. Alcoholic beverages will be served only when acceptable Oregon Liquor Control Commission documentation has been provided to the City.
- h. Caterer/server shall secure at its own expense General Liability Insurance with minimum limits of \$1,000,000.00 per occurrence and Liquor Liability Insurance with minimum limits of \$1,000,000.00 per occurrence. The insurance policy is to be issued by an insurance company authorized to do business in the State of Oregon. The City of Keizer shall be included as additional insured in said insurance policy. The "City of Keizer" includes its officers, agents, contractors, and employees. Evidence of the insurance and additional insured endorsement must be provided to City at least fourteen (14) days prior to the date of the event. As part of the event reservation process, the applicant and caterer/server shall agree to defend and indemnify the City, its employees, agents and contractors from any and all claims in connection with alcohol use on the premises.
- i. The City Manager may place reasonable conditions on the event to protect persons and property.

Insurance Policies: The following regulations apply to clients' rental of the Keizer Community Center Rooms and lobby:

- a. The client shall, at its sole cost and expense, procure and maintain through the term of the rental a Comprehensive General Liability insurance policy providing coverage against claims for bodily injury or death and property damage occurring in or upon or resulting from the facilities used hereunder in the amount of \$1,000,000. The Comprehensive General Liability Insurance required shall be issued by an insurance company authorized to do business in the State of Oregon. The City of Keizer shall be included as additional insured in said insurance policy. The "City of

1 Keizer” includes its officers, agents, contractors, and employees. Client
2 must provide the City with the proof of the insurance and additional insured
3 endorsement evidencing such insurance at least fourteen (14) days prior to
4 the date of the contracted event. Failure to provide the proof of insurance
5 and endorsement will result in cancellation of the event.

6 b. No insurance is required for non-alcoholic events when client is
7 using one or two small rooms.
8

9 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the

10 following use rates are hereby established:

11 1. Base Use Rates. The following base use rates shall be charged for the
12 Keizer Community Center Rooms:

- 13
- 14 a. Small room (1,000 square feet) - \$25.00 per hour with a three hour
15 minimum.
 - 16 b. Medium room (3,000 square feet) - \$100.00 per hour with a four
17 hour minimum.
 - 18 c. Large ballroom (9,000 square feet) - \$250.00 per hour with an eight
19 hour minimum.
 - 20 d. Keizer-based 501(c) organizations may host fundraiser activities
21 using two Medium rooms or the Large ballroom for a base use fee
22 of \$500.00. This fee shall include the use of the facility and
23 amenities. The user will be responsible to pay all fees associated
24 with required staffing. The use under this provision is limited to one
25 (1) event per calendar year per Keizer-based 501(c) organization and
26 is limited to a maximum of twelve (12) hours usage.
 - 27 e. Keizer residents and Keizer-based 501(c) non-profit organizations
28 are entitled to a twenty-five percent (25%) discount on the base use
29 rates outlined in 1(b) and 1(c) herein. (Small rooms are not
30 discounted. Keizer residents’ use is limited to personal, non-
31 business use only, including, but not limited to birthday parties,
32 anniversary parties, and baby showers.)
 - 33 f. Government and quasi-government entities, e.g., City of Salem,
34 Marion County, State of Oregon, Salem-Keizer School District,
35 Keizer Fire District, Salem-Keizer Transit District, Keizer Chamber
36 of Commerce, League of Oregon Cities, Mid-Willamette Valley
37 Council of Governments, are entitled to a twenty percent (20%)
38 discount on the base use rates outlined in 1(b) and 1(c) herein.
39 (Small rooms are not discounted.)
40

- 1 g. City-hosted activities directly benefiting City operations are entitled
2 to a fifty percent (50%) discount on the base use rates outlined in
3 I(b) subject to the following:
4 i. Registration fees charged to participants shall total no more
5 than the actual out-of-pocket costs of the event.
6 ii. This discount is only available for one or two medium rooms.
7 The large ballroom and small room rates are not discounted.
8 iii. For Friday, Saturday or Sunday dates, the event may not be
9 reserved more than six (6) months prior to the event.
10 iv. No alcohol is allowed for City hosted events. Insurance is not
11 required.
12 h. The above discounts are not transferrable.
13
14 2. Exempt Uses. The following uses are exempt from payment of use rates
15 and insurance requirements, except caterer insurance if applicable. No
16 alcohol is allowed for these events:
17
18 a. City Meetings. City Council/Urban Renewal Agency meetings,
19 City/Urban Renewal Agency committee, task force, or staff
20 meetings, trainings, recruitments or exercises.
21 b. Neighborhood Associations. Recognized neighborhood
22 associations may hold their regular meetings, up to twelve (12)
23 meetings per year in one or two small rooms.
24 c. Keizer-based Youth Sports. Keizer-based youth sports
25 organizations may hold up to three (3) events per year using one
26 medium room or one or two small rooms.
27 d. Town Hall/Community Forums. City, Urban Renewal Agency,
28 Salem Area Mass Transit District, Marion County, and other
29 governmental agencies may hold town hall/community forums for
30 the purpose of gathering public input.
31 e. Keizer Library. The Keizer library may hold up to two (2) book sale
32 events per year.
33 f. City Employee/City Volunteer Training. Training and meetings for
34 City employees or City volunteers are exempt. The trainings or
35 meetings are limited to one or two small rooms during regular City
36 Hall business hours. Other governmental employees or volunteers
37 may also attend. No fee may be charged to participants other than
38 the actual meal cost, if a meal is served.
39 g. City-Hosted Educational Outreach Events. No registration fee may
40 be charged to the participants.
41 h. Outside Committees/Groups. With City Manager approval,
42 organizations connected with the City or benefitting City residents

1 such as Keizer United, Claggett Creek Watershed Council, and
2 Community Emergency Response Team may hold one meeting per
3 month in one or two small rooms. No registration fee may be
4 charged to the participants.
5

6 3. Other Agreements Exempt. Organizations with specific agreements for
7 Community Room use are not subject to the above rates. The City Manager
8 is authorized to negotiate and reduce the use rates for organizations who
9 request repeating scheduled use for a term not exceeding two (2) years.
10

11 4. Council Approved Uses. The City Council may reduce or waive rates,
12 deposits or other costs for certain uses if, in the Council's sole discretion,
13 the use is a significant benefit to the Keizer community considering such
14 factors as the City's fixed and non-fixed costs, staff resources, wear and
15 tear on the facility, and other factors deemed appropriate by Council.
16

17 5. Additional Facility Charges. The City Manager is authorized to adopt and
18 impose surcharges for rental rates for additional facilities, including, but not
19 limited to stages, audio/visual equipment, computer equipment, kitchen
20 usage and additional labor expenses. The City Manager is authorized to
21 impose deposits, fees or additional charges as City Manager may deem
22 appropriate in his/her discretion.
23

24 6. Use Rates Subject to Facility Agreement. The use rates set forth herein are
25 subject to the provisions of the Facility Use Agreement as authorized by the
26 City Manager. The City Manager is authorized to amend the use rates if in
27 the City Manager's discretion such amended rates provide increased
28 transient occupancy taxes, other identifiable economic benefits to the
29 citizens of the City as a whole, or other identifiable fiscal benefits to the
30 City of Keizer administratively.
31

32 BE IT FURTHER RESOLVED by the City Council of the City of Keizer that

33 Resolution R2015-2612 (Adopting Use Policies and Rates for the Keizer Community
34 Center Rooms) is hereby repealed in its entirety except for already booked events.

35 ///

36 ///

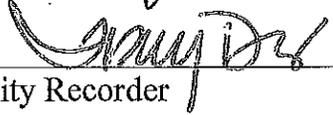
37 ///

1 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
2 upon the date of its passage.

3 PASSED this 3rd day of December, 2018.

4
5 SIGNED this 3rd day of December, 2018.

6
7 
8 _____
Mayor

9
10 
11 _____
City Recorder

CITY COUNCIL MEETING: January 22, 2019

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: ORDINANCE AMENDING KEIZER DEVELOPMENT CODE

At the December 17, 2018 Council meeting, Council directed staff to prepare an Ordinance approving the Keizer Development Code text changes to revise the Code relating to accessory dwelling units. Such Ordinance is attached for your review.

RECOMMENDATION:

Adopt the attached Ordinance.

Please let me know if you have any questions. Thank you.

ESJ/tmh

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A BILL
FOR

ORDINANCE NO.
2019-_____

AN ORDINANCE

AMENDING KEIZER DEVELOPMENT CODE REGARDING SECTION 1.200 (DEFINITIONS), SECTION 2.403 (SHARES HOUSING FACILITIES), AND SECTION 3.101 (SUMMARY OF APPLICATION TYPES); **AMENDING ORDINANCE 98-389**

WHEREAS, the Keizer Planning Commission has recommended to the Keizer City Council amendments to the Keizer Development Code (Ordinance No. 98-389); and

WHEREAS, the City Council held a hearing on this matter on December 17, 2018 and considered the testimony given and the recommendation of the Keizer Planning Commission; and

WHEREAS, the Keizer City Council has determined that it is necessary and appropriate to amend the Keizer Development Code as set forth herein; and

WHEREAS, the Keizer City Council has determined that such amendments meet the criteria set forth in state law, the Keizer Comprehensive Plan, and the Keizer Development Code;

NOW, THEREFORE,
The City of Keizer ordains as follows:

Section 1. FINDINGS. The City of Keizer adopts the Findings set forth in Exhibit "A" attached hereto and by this reference incorporated herein.

1 Section 2. AMENDMENT TO THE KEIZER DEVELOPMENT CODE.

2 The Keizer Development Code (Ordinance No. 98-389) is hereby amended by the
3 adoption of the changes to Section 1.200 (Definitions), Section 2.403 (Shared Housing
4 Facilities), and Section 3.101 (Summary of Application Types) as set forth in Exhibit
5 "B" attached hereto, and by this reference incorporated herein.

6 Section 3. SEVERABILITY. If any section, subsection, sentence, clause,
7 phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional,
8 or is denied acknowledgment by any court or board of competent jurisdiction,
9 including, but not limited to the Land Use Board of Appeals, the Land Conservation
10 and Development Commission and the Department of Land Conservation and
11 Development, then such portion shall be deemed a separate, distinct, and independent
12 provision and such holding shall not affect the validity of the remaining portions
13 hereof.

14 Section 4. EFFECTIVE DATE. This Ordinance shall take effect thirty (30)
15 days after its passage.

16 PASSED this _____ day of _____, 2019.

17 SIGNED this _____ day of _____, 2019.

18
19
20
21
22
23
24

Mayor

City Recorder

EXHIBIT “A”

Findings regarding the adoption of amendments to Section 1.200(Definitions); Section 2.403(Shared Housing Facilities) and Section 3.101(Summary of Application Types) of the Keizer Development Code (KDC).

The City of Keizer finds that:

1. General Findings.
The particulars of this case are found within Planning file Text Amendment 2018-25. A public hearing was held before the Planning Commission on October 10, 2018 which was held open to November 14, 2018 and before the City Council on December 17, 2018.
2. Criteria for approval are found in Section 3.111.04 of the Keizer Development Code. Amendments to the Comprehensive Plan or Development Code shall be approved if the evidence can substantiate the criteria are met. Amendments to the map shall be reviewed for compliance with each of the criteria contained in Section 3.111.04, while text amendments shall only be reviewed for compliance with Section 3.111.04 B, C, and D. Given that this is a text amendment, Section 3.111.04 A is not applicable.

3. **Section 3.111.04.B - A demonstrated need exists for the product of the proposed amendment -**

Findings: The proposed revisions to the Keizer Development Code (KDC) reflect a demonstrated need. The existing language in the KDC was somewhat unclear as to criteria for reviewing and approving the design of an Accessory Dwelling Unit (ADU). These amendments clarify the design requirements and provide minor changes to multiple sections of the KDC in order to provide continuity within the document. In addition, the proposed changes remove barriers to establishing ADUs, which provides consistency with Senate Bill 1051. Therefore, this proposal complies with this review criterion.

4. **Section 3.111.04.C- The proposed amendment to the Keizer Development Code complies with statewide land use goals and related administrative rules**

FINDINGS: The text amendments comply with the statewide land use planning goals as discussed below.

Goal 1 – Citizen Involvement: The adoption of this ordinance followed notice, a public process involving public hearings, deliberation, and ordinance adoption. Public notice was provided in the Keizertimes newspaper. Public hearings were held before the Planning Commission on October 10, 2018 which was held open until November 14, 2018 and before the City Council on December 17, 2018. Citizens were afforded the opportunity to participate in the public process. This

process is consistent with the provision for providing an opportunity for citizens to be involved in all phases of this planning process as is required by this goal and with implementing administrative rules within Oregon Administrative Rules.

Goal 2 – Land Use Planning: This ordinance amends the Keizer Development Code. The city has an adopted comprehensive plan acknowledged by the state. The adoption proceeding was conducted in a manner consistent with the Keizer Comprehensive Plan, Keizer Development Code, and applicable state law. The revisions to the Keizer Development Code are consistent with this statewide planning goal and administrative rules.

Goal 3 – Farm Land: The purpose of this goal is to protect lands that are designated for agricultural uses. Within the city limits the Exclusive Farm Use (EFU), Special Agriculture (SA), Urban Transition (UT), and Public (P) allow commercial agricultural uses. However, only the city’s SA zone is a state recognized EFU qualifying zone. The amendments involve regulations affecting ADUs placed on lands zoned for residential uses. These changes will not affect lands that are outside the city limits or any lawful uses occurring on those lands. Nothing in the amendments will affect the ability for an existing farm use to continue, or for a new farm use to be established on appropriately zoned property. Therefore, the amendments will comply with the Farm Land Goal and with implementing administrative rules.

Goal 4 – Forest Land: The intent of this goal is to protect lands designated for commercial forest uses. There are no zoning districts specifically designated within the city limits that will allow for commercial forestry. Also, there are no commercial forest lands near, or adjacent to the city limits of Keizer. The amendments to the KDC do not involve any land which is designated as forest land, nor will it impact the use of any forest lands. The amendments will comply with this Goal and with implementing administrative rules.

Goal 5 – Natural Resources, Scenic and Historic Areas, and Open Spaces: The intent of the Natural Resources Goal is to protect various natural resources and conserve scenic and historic areas and open spaces. The city has a local wetland inventory of sites where wetland soils may be present. The city has an adopted Willamette River Greenway Overlay zone to protect resources along the Willamette River. There are no identified big game habitats within the city limits of Keizer. The city established a Resource Conservation overlay zone to maintain, preserve and protect the natural features adjacent to Claggett Creek. In addition, the City has storm water regulations to protect water quality of the local water ways. These changes will not affect or preclude any of the city’s natural resources protection regulations nor the lawful use of any properties that are within this overlay zone. Therefore, the amendments will be consistent with this goal and with administrative rules which implement this goal.

Goal 6 – Air, Water and Land Quality: The intent of this goal is to protect the city’s air, water and land qualities. The city provides its residents with city water from groundwater sources. The quality of the water is monitored to ensure that it complies with all state and federal water quality standards. New construction is required to be connected to the established sanitary sewer system thereby reducing the potential of groundwater contamination from failing on-site septic systems. The city has storm water regulations which are to maintain water quality in the Willamette River and local streams. Land quality is preserved through the city’s erosion control regulations and through zone code development regulations. Air quality is preserved through the city’s development code regulations which limit certain types of uses and are enforced by appropriate state agencies which govern air emission standards. The revisions will have no effect on Air, Water and Land Quality and therefore will comply with this goal and with the administrative rules that implement this goal.

Goal 7 – Natural Hazards: The purpose of this goal is to protect life and property from hazards resulting from flooding, steep slopes or other natural occurrences. The city has floodplain regulations that govern the placement of structures within identified 100-year floodplains within the city limits. In Keizer, these are primarily located along the Willamette River and smaller streams such as Claggett Creek. The floodplains have been mapped by the federal government. The intent of the floodplain regulations is to minimize the loss of life and property damage by preventing development, elevating structures above the flood elevation, or flood proofing structures in the floodplain. While there are some steep slopes in the northwest quadrant of the city, there are no mapped areas of steep slopes in Keizer that might warrant any special engineering. The text amendments will neither impact this goal nor any administrative rules.

Goal 8 – Recreation: This goal requires the city to identify and plan for the current and future recreation needs of the residents of the city. The city has an adopted Parks and Recreation Master Plan that inventories parks, playgrounds, and recreational opportunities within the city limits and plans for the city’s future park and recreation needs. The amendments will have no impact on the recreational activities that occur on any park land within the city and will not impact either this goal or any administrative rules that implement it.

Goal 9 – Economic Development: The intent of this goal is to ensure that the city plans for its overall economic vitality. The City has an adopted Economic Opportunities Analysis which addresses projected job needs based on both regional growth patterns and desired targeted industries. The growth forecast calls for a total of 3,774 new jobs over the next 20 years. The adopted Economic Opportunities Analysis identifies a net need for commercial and institutional lands amounting to 63.3 gross acres above and beyond what the City’s remaining buildable employment lands can accommodate. The text amendment will not have any adverse impact on the economic development activities or uses within the city. Therefore, the changes are consistent with this goal.

Goal 10 – Housing: This goal requires the city to plan and provide for the housing needs of its residents. The adopted Housing Needs Analysis found that for the upcoming 20-year period that there will be a need for 4,513 new units to house the future population. The inventory of buildable residential lands contain a supply of 315.2 acres which are vacant, partially vacant or re-developable and can accommodate an estimated 2,422 units resulting in 2,090 units which must be accommodated beyond the City’s existing capacity. When this remaining land need is apportioned to Keizer’s residential zones, the HNA estimates a 20-year need of 267 gross acres of residential land. The proposed amendments remove some of the barriers to siting ADUs on individual lots, which will provide additional housing options to accommodate the City’s projected growth based needs. Therefore this proposal is consistent with this goal.

Goal 11- Public Facilities and Services: The intent of this goal is to develop a timely, orderly and efficient arrangement of public facilities and services necessary to serve the residents of Keizer. The city provides its residents with water, an established street system, administrative services and police services. Sanitary sewer service is provided by the city of Salem through an intergovernmental agreement. Fire protection services are provided by the Keizer Fire District or Marion County Fire District #1. There is sufficient capacity in the municipal water delivery system and also within the sanitary sewer treatment system to accommodate planned growth within the upcoming 20 year planning period. The text amendments will not impact any of the city’s public facilities and services. Therefore, the revisions will comply with this goal and all administrative rules.

Goal 12 – Transportation: The city has an adopted Transportation System Plan that describes the city’s transportation systems. This system includes streets, transit, bike, and pedestrian systems. It inventories the existing systems and contains plans for improving these systems. The text amendment will not affect any transportation facility within the city limits and so is consistent with Section 3.111.05 regarding Transportation Planning Rule compliance. The text amendment will have no adverse impact on the city’s transportation systems and so will not affect this goal or any implementing rules.

Goal 13 – Energy Conservation: This goal seeks to maximize the conservation of energy. All new construction requires compliance for review to applicable energy conservation standards. The text amendments will have no impact on this goal or any of the implementing administrative rules.

Goal 14 – Urbanization: The intent of this goal to provide for an orderly and efficient transition from rural to urban land use. The city has an adopted Comprehensive Plan and zone code that complies with the goal. The text amendments will affect only land that is within the city limits and will not impact

the use of any land being transitioned from rural to urbanized uses and is therefore consistent with this goal.

Goal 15 – Willamette River: This goal seeks to protect, conserve, and maintain the natural, scenic, historical, agricultural, economic and recreational qualities of lands along the Willamette River. The revisions to the city’s development code will have no impact on the ability of the city to regulate uses along the river or the Willamette River overlay zone regulations and so this goal is not applicable.

Goal 16 (Estuarine Resources), Goal 17 (Coastal Shorelands), Goal 18 (Beaches and Dunes), and Goal 19 (Ocean Resources) govern areas along the ocean. Since Keizer is not located along the coast these goals are not applicable.

In consideration of the above findings, the revisions comply with all applicable statewide land use goals and with all applicable administrative rules which implement the relevant goal.

5. **Section 3.111.04.D - The amendment is appropriate as measured by at least one of the following criteria:**

- a. It corrects identified error(s) in the previous plan.
- b. It represents a logical implementation of the plan.
- c. It is mandated by changes in federal, state, or local law.
- d. It is otherwise deemed by the council to be desirable, appropriate, and proper.

FINDINGS: The text amendments will revise Section 2.403(Shared Housing Facilities), Section 1.200 (Definitions), and Section 3.101 (Summary of Application Types) in order to clarify the requirements for developing ADUs. The changes to Section 2.403 will modify design standards for ADUs providing clarity, and will create greater flexibility to allow for the establishment of ADUs, which helps to accommodate additional housing options within residential zones. The amendments to Section 1.200 and Section 3.101 will align the proposed changes with other sections within the KDC. Therefore, these changes represent a logical implementation of the Keizer Comprehensive Plan. In addition, Senate Bill 1051 (which requires cities like Keizer to allow for ADUs) resulted in guidance being provided by the Oregon Department of Land Conservation and Development (DLCD) for implementation of the SB1051, specifically providing recommendations for standards governing ADUs. The proposed amendments are a response to the guidance provided by DLCD. It should be noted that even though the City’s existing standards were consistent with SB1051, the changes proposed will provide greater consistency with state law, specifically in regards to the terminology used in the KDC. The City Council has, by this adoption, has determined that the text revisions are desirable, appropriate, and proper. As such, the changes comply with this criterion.

1.200 DEFINITIONS

1.200.01 General Provisions

- A. General and Specific Terms. The definitions contained in this Section include those that are applicable to the entire ordinance (general), and those terms that apply to specific Sections (specific). Terms used in specific Sections are identified as follows:

[Adult] Adult Entertainment Business; Section 2.418

[Flood] Floodplain Overlay Zone; Section 2.120

[Greenway] Greenway Management Overlay Zone; Section 2.121

[Historic] Historic Resources; Section 2.127

[RV Park] Recreational Vehicle Park; Section 2.412

[Signs] Signs; Section 2.308

- B. Interpretation. When there are two definitions for the same word or phrase, then the definition most applicable for the given situation shall apply. If appropriate, specific terms may be applied to general situations. (5/98)

1.200.02 Grammatical Interpretation.

Words used in the masculine include the feminine, and feminine the masculine. Words used in the present tense include the future, and the singular includes the plural. The word "shall" is mandatory. Where terms or words are not defined, they shall have their ordinary accepted meanings within the context of their use. The contemporary edition of Webster's Third New International Dictionary of the English Language (principal copyright 1961) shall be considered as providing accepted meanings. (5/98)

1.200.03 Diagrams

Diagrams are provided for terms or phrases in order to provide an illustrative example. (5/98)

1.200.04 Definitions.

The following words and phrases, when used in this Ordinance, shall have the meanings ascribed to them in this Section:

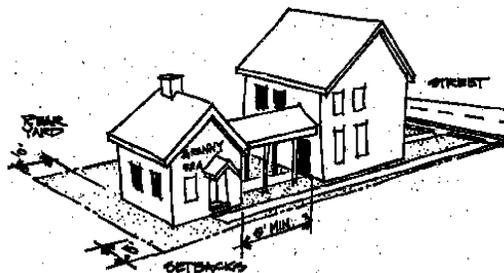
Access: The way or means by which pedestrians and vehicles shall have ingress and egress to property. (5/98)

Accessory Dwelling: An interior, attached, or detached residential structure that is used in connection with, or that is accessory to, a single-family dwelling.

Access Easement:

A narrow, private, limited use roadway, which provides access to a public street for properties that do not have usable public street frontage. (11/16)

Accessory Residential Housing: A, subordinate dwelling unit the use of which is incidental to the main building and is used as dwelling or living quarters. (5/98)



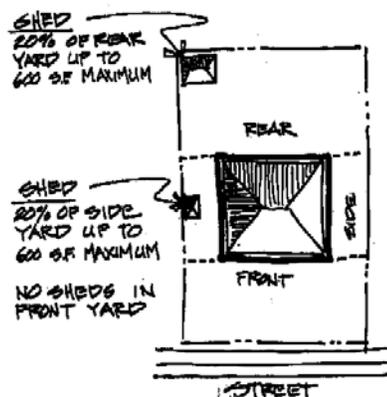
Accessory Housing

Accessory Structure: A detached, subordinate building or portion of a main building, the use of which is incidental to the main building or use of the land, but does not include dwellings or living quarters. (5/98)

Accessory Structure [Flood]: Sheds or small garages less than 480 square feet in area that are exempt from elevation or flood proofing requirements. (5/98)

Accessory Use: A use incidental and subordinate to the main use of the parcel, lot or building. (5/98)

Adjacent: Near or close, but not necessarily abutting or contiguous. For example, a parcel next to, or across the street from, another parcel shall be considered "adjacent." (5/98)



Accessory Structure

Administrative Decision: A decision made by applying the existing standards contained in this Ordinance and without a public hearing. (5/98)

Adult entertainment business [Adult]: A term intended to cover a broad range of activities characterized by live, closed circuit, digital, or reproduced material which has an emphasis on nudity and/or sexual activity. Adult businesses limit their patrons to persons at least 18 years of age. The term "adult entertainment business" also includes the full range of adult motion picture or video theaters and related businesses, such as adult bookstores, adult theaters, adult massage parlors, adult lotion studios, adult arcades, adult cabarets, adult paraphernalia shops, and other establishments which make up a substantial or significant portion of the establishment's activities or merchandise and constitute a continuing course of conduct of exhibiting specified sexual activities and/or nudity in a manner which appeals to a prurient interest. The term "adult entertainment business" also includes other uses similar to the uses mentioned above, presenting material for patrons to view (live, closed circuit, or reproductions), providing massage or lotion studios for the purpose of fondling or other erotic touching of specified anatomical areas and/or purchase or rent of merchandise which emphasizes nudity and/or specified sexual activity in a manner which appeals to a prurient interest, and limiting entrance to patrons who are over 18 years of age. (5/98)

2.403 SHARED HOUSING FACILITIES

In zones permitting single family dwellings, an Accessory Dwelling Unit (ADU) may be allowed subject to the standards in this section. An ADU may be a detached building, in a portion of a detached accessory building (e.g. part of/above a garage or workshop), or a unit attached or interior to the primary dwelling (e.g. an addition or conversion of an existing floor).

2.403.01 Two-Family Shared Housing Attached Accessory Dwelling Unit

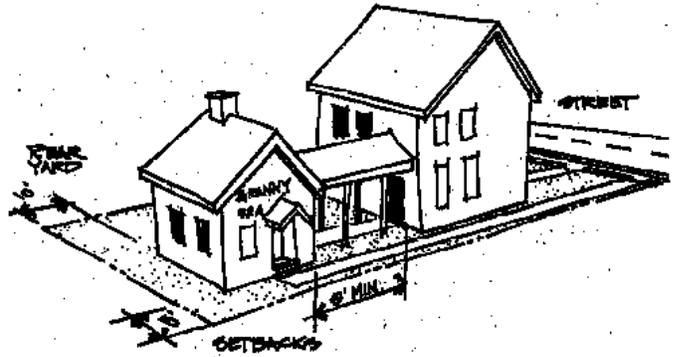
Where permitted as a special use, ~~two-family shared housing attached~~ Accessory Dwelling Units shall meet the following use and development standards. (5/98)

- ~~A. Building Conversion. The building to be converted for two-family shared housing must have been constructed as a single-family dwelling, and have been occupied by the owner for any continuous 6-month period between the date of its first occupancy and the date of its conversion to a two-family dwelling. (5/98)~~
- A. Orientation and Access. A structure with an attached ADU shall not have more than one front entry facing the same directional street. A shared entry or e~~Entries on different building frontages shall be required.~~
- B. Dwelling Units. The building must contain not more than two dwelling units ~~after conversion~~ and there must be not more than ~~2 dwelling units~~ 1 ADU per lot. (5/98)
- C. Area Requirements. One dwelling unit must contain at least 300 square feet of floor area and the other must contain at least 600 square feet of floor area. Area requirements do not apply to the conversion of an entire level or floor. (5/98)
- D. Occupancy. At least one owner of the property must reside in either the principal residence or the ADU. Only one of the two dwelling units may be occupied by a family, which does not include an owner-occupant of the building. (5/98)
- E. Ownership. ~~Two-family shared housing~~ An attached ADU under this section shall not be separated in ownership under the provision of ORS Chapter 94 or any other law or ordinance allowing unit ownership of a portion of a building. (5/98)

2.403.02 Detached Accessory Residential Housing Dwelling Unit

Where permitted as a special use, a detached A~~accessory Dwelling Unit residential housing~~ shall meet the following use and development standards. (5/98)

A. Location. Except as allowed below, the detached ADU accessory residence shall be located within the side or rear yard and physically separated from the primary residence by a minimum distance of 5 feet. A covered walkway, which contains no habitable space, may connect the two buildings without violation of the setback requirements. (5/98)



Accessory ~~Residential Housing~~ Dwelling Unit

B. ~~An detached ADU accessory residence~~ may be located in the front yard only if approved through an alternative design review process as specified in Section 3.101.01. If located in the front yard, the applicant must show that the design of the accessory residential housing unit ADU will be compatible with the surrounding neighborhood and adjoining properties through architectural features, landscaping and orientation, as well as meeting the requirements set forth below. (6/15)

C. ~~All accessory housing units shall meet the following development standards:~~ Parking. No additional off-street parking is required except as set forth below:

- ~~1. Parking – The accessory residential unit shall share the same driveway as the primary residential unit plus shall provide 1 additional parking space.~~ (6/15)
 1. One off-street parking space is required if there is no adjacent on-street parking allowed.
 2. If required, the additional off-street parking space must be provided within or adjacent to an existing driveway. Modification to any existing driveway approach will require public works approval. The width of the existing driveway approach cannot be increased in excess of the public works standard.
 3. No separate driveway is permitted, unless allowed by the Public Works Director.
- ~~2. Design – The accessory residential unit shall generally match the design, color, material and textures of the primary residential unit.~~ (6/15)

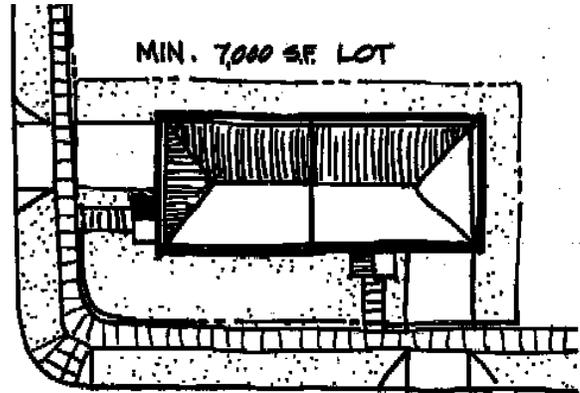
- ~~3. Screening - The accessory residential unit shall be screened from the street and adjacent properties by a combination of landscaping and trees. (6/15)~~
 - ~~4. Orientation - The accessory residential unit shall be oriented to face the street or an access easement. (6/15)~~
 - ~~5. The accessory residential unit shall be physically separated from the primary residence by a minimum distance of 5 feet. A covered walkway, which contains no habitable space, may connect the two buildings without violation of the setback requirements. (6/15)~~
- D. Design. The ~~accessory residence detached~~ ADU must be residential in character ~~with an exterior finish similar to the primary residence and must incorporate a minimum of 3 design features for single family dwellings found in (Section 2.314.A).~~ A separate address shall be required for each residence. (5/98)
- E. Area. The ~~accessory residence detached~~ ADU shall be no larger than 750 square feet in total area. (6/15)
- F. Setbacks and Height. The minimum rear yard setback shall be 5 feet for a 1 story structure and 10 feet for a 2 story structure, unless located on an alley in which case the setback shall be 1 foot; the minimum side yard setback shall be 5 feet. The maximum height shall be 25 feet, and in no case may the detached ADU be taller than the primary home. (5/98)
- ~~G.~~ Occupancy. At least one owner of the property must reside in either the principal residence or the ADU.
- ~~G.H.~~ Ownership. A detached ADU~~accessory residential housing~~ under this section shall not be separated in ownership under the provision of ORS Chapter 94 or any other law or ordinance allowing unit ownership of a portion of a building. (5/98)
- ~~I.~~ Dwelling Units. The lot or property shall contain no more than~~2 dwelling units~~1 ADU.
- ~~J.~~ Building Conversion. Conversion of an existing accessory structure to a detached~~n~~ ADU shall be allowed, subject to the following standards.
1. If the existing building is setback less than 3 feet from an adjacent property line, a maintenance easement agreement must be obtained prior to conversion to allow for ongoing access and maintenance of the structure.

2. Conversion of an existing legal non-conforming accessory structure to a detached ADU is allowed, provided the conversion does not increase the non-conformity.
3. The area of the detached ADU is limited to a maximum of 750 square feet regardless of the total area of the existing structure. Any additional square footage may not be accessible from the interior of the ADU, and may only be used as an accessory structure use for non-dwelling purposes.

2.403.03 Duplex on a Corner Lot

Where permitted as a special use, a duplex on a corner lot shall meet the following additional use and development standards. (5/98)

- A. Lot Area. The corner lot shall contain at least 7,000 square feet. (5/98)
- B. Access. Each dwelling unit shall derive its pedestrian and vehicular access from a different street, unless otherwise required by the City Public Works Director. (5/98)



Duplex

3.101 SUMMARY OF APPLICATION TYPES

There are four types of development permits and land use actions, each with its own procedures as found in Chapter 3.2. (5/98)

3.101.01 Type I Action - Summary

Type I actions are administrative reviews processed by the City staff according to the procedures found in Section 3.202.01, 02 & 03. The review standards are generally clear and objective and allow little or no discretion. This process is further divided into four parts: (3/10)

- A. Type I-A: A ministerial action reviewed by staff based on clear and objective standards. Conditions may be placed on the decision and notice of the decision is sent only to the applicant. Appeal is to the Hearings Officer. The following actions are processed under the Type I-A procedure: (2/01)
 - 1. Signs (excluding variances or conditional uses) (5/98)
 - 2. Temporary Use Permit (3/10)

- B. Type I-B: A ministerial action reviewed by staff based on generally clear and objective standards with some discretion afforded to staff. Conditions may be placed on the decision and notice is sent to the applicant and property owners within the required notice area. Appeal is to the Hearings Officer. The Zoning Administrator may refer any application to the Hearings Officer or the City Council for public hearing and decision. The following actions are processed under the Type I-B procedure: (5/98)
 - 1. Variance (Minor and Sign) (11/05)
 - 2. Property Line Adjustment (6/16)
 - 3. Conditional Use (except Transit Station) (5/09)
 - 4. Partitions (5/98)
 - 5. Greenway Development Permit (2/01)
 - 6. Floodplain Development Permit (including Floodplain Development Permit Variance) (3/10)

- C. Type I-C: A ministerial action reviewed by staff based on generally clear and objective standards with some discretion afforded to staff. Conditions may be placed on the decision and notice is sent to the applicant. Appeal is to the Planning Commission. Notice is sent to property owners within the required notice area for public hearing. The Zoning Administrator may refer any application to the Planning Commission or the City Council for public hearing

and decision. The following action is processed under the Type I-C procedure:

1. Development Review (2/01)
2. Alternative Design Review for ~~Accessory Residential Housing Detached~~ Accessory Dwelling Unit (Front Yard) (6/15)

D. Type I-D: A ministerial action reviewed by staff based on generally clear and objective standards with some discretion afforded to staff. Conditions may be placed on the decision and notice is sent to the applicant and property owners within the required notice area. Appeal is to the Planning Commission. The Zoning Administrator may refer any application to the Planning Commission or City Council for public hearing and decision. The following actions are processed under the Type I-D procedure: (7/03)

1. Variance (Major) (7/03)

3.101.02 Type II Actions - Summary

A. A Type II action is a quasi-judicial review in which the Hearings Officer applies a mix of objective and subjective standards that allow considerable discretion. A Type II action follows the procedures found in Section 3.202.04. Staff has an advisory role. The Zoning Administrator may refer any application to the City Council for public hearing and decision bypassing the Hearings Officer. Public notice and a public hearing are provided. Section 3.204 lists the notice requirements. Appeal of a Type II decision is to the City Council. The following actions are processed under a Type II procedure: (2/01)

1. Subdivision (5/98)
2. Planned Unit Development (5/98)
3. Manufactured Home Parks (5/98)

B. Type II-B: A quasi-judicial action in which the City Council applies a mix of objective and subjective standards that allow considerable discretion. Type II-B actions follow the procedures found in Section 3.202.04. Staff has an advisory role. The City Council shall hold a public hearing and make the decision. Public notice and a public hearing are provided. Section 3.204 lists the notice requirements. Section 3.206 sets forth the hearings process. The following actions are processed under a Type II-B procedure: (12/18)

1. Transit Station (5/09)
2. Designation or Removal of a Historic Resource (9/18)
3. Development Standards Alternative within Keizer Station (12/18)

- C. Type II-C: A quasi-judicial action in which the Planning Commission applies a mix of objective and subjective standards that allow considerable discretion. Type II-C actions follow the procedures found in Section 3.202.04. Staff has an advisory role. The Planning Commission shall hold a public hearing and make the decision instead of the Hearings Officer. Public notice and a public hearing are provided. Section 3.204 lists the notice requirements. Section 3.206 sets forth the hearings process. The following actions are processed under a Type II-C procedure: (12/18)
1. Nursing and Residential Care Facilities (6/11)
 2. Cottage Cluster Developments with the creation of lots (6/14)
 3. Cottage Cluster Developments with or without the creation of lots in an RS zone. (6/14)
 4. Permit for demolition, modification, or moving of a Historic Resource (9/18)
 5. Development Standards Alternative (12/18)

3.101.03 Type III Actions - Summary

A Type III action is a quasi-judicial process in which the City Council applies a mix of objective and subjective standards. A Type III action follows the procedures found in Section 3.202.04. Staff and the Hearings Officer have advisory roles for Comprehensive Plan Map Amendments and Zone Changes. Staff and Planning Commission have advisory roles for Annexations. Public notice is provided and public hearings are held before the Hearings Officer, Planning Commission and City Council as determined by the application. Section 3.204 lists the notice requirements. In addition to applications by private parties, the City Council, by resolution, may initiate a Type III action. Appeal of the decision is to the Land Use Board of Appeals (LUBA). The following actions are processed under a Type III procedure: (2/01)

- A. Comprehensive Plan Map Amendments (involving 5 or fewer adjacent land ownerships) (5/98)
- B. Zone Changes (involving 5 or fewer adjacent land ownerships) (5/98)
- C. Annexation (5/98)
- D. Keizer Station Master Plans which may include Subdivision and Partitioning (4/10)
- E. Keizer Station Master Plan Amendment (10/18)

3.101.04 Type IV Actions - Summary

A Type IV action is a legislative review in which the City considers and enacts or amends laws and policies. A Type IV action follows the procedures found in Section 3.203. Private parties cannot apply for a Type IV action; it must be initiated by City staff, Planning Commission, or City Council. Public notice and hearings are provided in a Type IV process. The following actions are processed under a Type IV procedure:
(2/01)

- A. Text Amendments to the Comprehensive Plan (5/98)
- B. Text Amendments to the Development Code (5/98)
- C. Enactment of new Comprehensive Plan or Development Code text (5/98)
- D. Comprehensive Plan Map Amendments (involving more than 5 adjacent land ownerships, or, non-adjacent properties) (5/98)
- E. Zone Changes (involving more than 5 adjacent land ownerships, or, non-adjacent properties) (5/98)

LAND USE APPLICATION PROCESS (12/18)

LAND USE ACTION	TYPE	STAFF	HEARINGS OFFICER	PLANNING COMMISSION	CITY COUNCIL
Signs, Temporary Use	I-A	Final Decision	Appeal of Staff Decision		Appeal of H.O. decision
Floodplain Development Permit (including Floodplain Development Permit Variances) (3/10)	I-B	Final Decision	Appeal of Staff Decision		Appeal of H.O. decision
Greenway Development Permit	I-B	Final Decision	Appeal of Staff Decision		Appeal of H.O. Decision
Conditional Use (except Transit Station) (5/09)	I-B	Final Decision	Appeal of Staff Decision		Appeal of H.O. Decision
Variance (Minor and Signs)	I-B	Final Decision	Appeal of Staff Decision		Appeal of H.O. Decision

LAND USE ACTION	TYPE	STAFF	HEARINGS OFFICER	PLANNING COMMISSION	CITY COUNCIL
Property Line Adjustment	I-B	Final Decision	Appeal of Staff Decision		Appeal of H.O. Decision
Partition	I-B	Final Decision	Appeal of Staff Decision		Appeal of H.O. Decision
Development Review	I-C	Final Decision		Appeal of Staff Decision	Appeal of Planning Commission Decision
Alternative Design Review for <u>Detached Accessory Residential Housing Dwelling Unit</u> (Front Yard) (6/15)	I-C	Recommendation to Planning Commission		Final Decision	Appeal of Planning Commission Decision
Variances (Major)	I-D	Final Decision		Appeal of Staff Decision	Appeal of Planning Commission Decision
Subdivision	II	Recommendation to Hearings Officer	Final Decision		Appeal of H.O. Decision
Planned Unit Development	II	Recommendation to Hearings Officer	Final Decision		Appeal of H.O. Decision
Manufactured Home Park	II	Recommendation to Hearings Officer	Final Decision		Appeal of H.O. Decision
Transit Station (5/09)	II-B	Recommendation to City Council			Final Decision
Designation or Removal of a Historic Resource (9/18)	II-B	Recommendation to City Council			Final Decision
Development Standards Alternative (12/18)	II-B	Recommendation to Planning Commission		Final Decision	Appeal of Plan Comm Decision

LAND USE ACTION	TYPE	STAFF	HEARINGS OFFICER	PLANNING COMMISSION	CITY COUNCIL
Development Standards Alternative within Keizer Station (12/18)	II-B	Recommendation to City Council			Final Decision
Nursing and Residential Care Facilities (6/11)	II-C	Recommendation to Planning Commission		Final Decision	Appeal of Plan Comm Decision
Cottage Cluster Development as a Conditional Use (6/14)	II-C	Recommendation to Planning Commission		Final Decision	Appeal of Plan Comm Decision
Permit for demolition, modification, or moving of a Historic Resource (9/18)	II-C	Recommendation to Planning Commission		Final Decision	Appeal of Plan Comm Decision
Comprehensive Plan Map Amendment	III	Recommendation to Hearings Officer	Recommendation to City Council		Final Decision
Zone Change	III	Recommendation to Hearings Officer	Recommendation to City Council		Final Decision
Annexation	III	Recommendation to Planning Commission		Recommendation to City Council	Final Decision
Keizer Station Master Plan	III	Recommendation to Planning Commission		Recommendation to City Council	Final Decision
Keizer Station Master Plan Amendment	III	Recommendation to City Council			Final Decision
Text Amendments; Legislative Zone and Comprehensive Plan Map Changes	IV	Recommendation to Planning Commission		Recommendation to City Council	Final Decision

CITY COUNCIL MEETING: January 22, 2019

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: BILL LAWYER
PUBLIC WORKS DIRECTOR**

SUBJECT: PARKS PRIORITY 3 TO 5 YEAR PLAN

BACKGROUND:

The implementation of the Parks Services fee provides a stable adequate funding source which enables staff to prioritize and plan for needed maintenance and replacement projects throughout the parks system. Staff considered input received from the public during the outreach done, primarily by the Parks Advisory Board, as part of the process to implement the parks services fee, to develop a priority plan for projects and activities.

Staff presented their draft proposal to the Parks Advisory Board at the December 11th, 2018 meeting and revised the plan based on input received from Board members and the public. The final draft was then presented at the January 8th, 2019 meeting where the Parks Advisory Board unanimously recommended the plan be presented to the City Council.

FISCAL IMPACT:

There is not a direct fiscal impact with approving this plan as it is primarily a timeline of projects and activities to be accomplished in the parks system. All projects included in the plan will be presented to the City Council for consideration and approval prior to work being started on them.

RECOMMENDATION:

Staff recommends the City Council consider the proposed plan, direct staff to amend the plan, if necessary, and by consensus support moving forward with accomplishing the projects and activities included in the plan.

Please contact me with any questions or concerns.

Parks Priorities 3-5 year plan

December 2018

Year 1 – FY 19/20

- Skate Park Update
- Willamette Manor Sport Court Replacement
- Northview Swing Set Replacement
- Replace 2000 F-250
- Tree Work System Wide

Year 2 – FY 20/21

- Replace Northview Stairs
- Big Toy Picnic Shelters (2)
- Demo Charge House and Gravel Pad for Food Trucks
- Power and Water for Food Truck Pads
- Resurface and Expand North Parking Lot at Claggett Creek
- Repair Backstops/Fences at Claggett Creek & Other Parks
- Master Plan/SDC Methodology Update
- Tree Work System Wide

Year 3 – FY21/22

- New Pathway Lighting at Bair Park and Additional Lighting at Country Glen
- Create Equipment Access to Lower Portion of Wallace House
- Replace Claggett Play Structure
- Paint Gazebo at Chalmers Park
- Tree Work System Wide
- Replace Kubota Tractor

Year 4 – FY 22/23

- Picnic Shelter by the River at Keizer Rapids
- Replace Play Structure at Bob Newton
- Expand Trail/Road to Boat In Camp Site in Keizer Rapids
- Replace Play Structure at Ben Miller
- Tree Work System Wide

Year 5 – FY 23/24

- New Sports Court at Keizer Rapids
- Expand Parking Lot by Dog Park at Keizer Rapids
- Replace 2 Zero Turn Mowers

ADA Compliance Items from Consultants Report – To be determined when report is finalized.
Funding may be available in year 2 and 3 of the plan to possibly address the high priorities.

CITY COUNCIL MEETING: January 22, 2019

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT ESTABLISHING A HOMELESS PROGRAM COORDINATOR

In 2016, Marion County, Polk County, City of Salem, and the City of Keizer formed a task force under an initiative known as the Mid-Willamette Homeless Initiative. As a result of this initiative, a strategic plan which contained several tasks and objectives aimed at ending homelessness in the region was developed. Such strategic plan was before the City Council at its work session on April 24, 2017.

The representatives of the jurisdictions proposed establishing a Homeless Program Coordinator within the Mid-Willamette Valley Council of Governments (COG) with the duties of implementing certain aspects of the plan. The agreement to allow the project was adopted in 2018 and was for a term of one year.

The representatives of the jurisdictions are proposing an extension of the agreement until June 30, 2020 and the Mayor supports the request. The First Amendment to the Intergovernmental Agreement is part of the attached Resolution for your consideration.

RECOMMENDATION:

Adopt the attach Resolution authorizing the City Manager to sign the First Amendment to Intergovernmental Agreement Relating to Creation of a Program Coordinator for the Mid-Willamette Homeless Initiative.

Please contact me if you have any questions in this regard. Thank you.
ESJ/tmh

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2019-_____

4
5 AUTHORIZING CITY MANAGER TO SIGN FIRST
6 AMENDMENT TO INTERGOVERNMENTAL AGREEMENT
7 RELATING TO CREATION OF A PROGRAM
8 COORDINATOR FOR THE MID-WILLAMETTE HOMELESS
9 INITIATIVE

10
11 WHEREAS, in January 2016, the City entered into the Mid-Willamette Homeless
12 Initiative Task Force Charter;

13 WHEREAS, the task force was formed with the purpose to identify and launch
14 proven strategies that will reduce homelessness in the Marion-Polk County region,
15 encompassing the cities of Keizer and Salem;

16 WHEREAS, as a result of this task force, a strategic plan which contained several
17 tasks and objectives was developed;

18 WHEREAS, the jurisdictions proposed that a Homeless Program Coordinator
19 within the Mid-Willamette Valley Council of Governments be established with the duties
20 of implementing certain aspects of the plan;

21 WHEREAS, the jurisdictions entered into an Intergovernmental Agreement in
22 2018;

23 WHEREAS, the jurisdictions propose that the project continue;

24 WHEREAS, the City Council desires to extend the terms of the Intergovernmental
25 Agreement until June 30, 2020;

1 NOW, THEREFORE,

2 BE IT RESOLVED by the City Council of the City of Keizer that the City
3 Manager is authorized to sign the attached First Amendment to Intergovernmental
4 Agreement Relating to Creation of a Program Coordinator for the Mid-Willamette
5 Homeless Initiative.

6 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
7 upon the date of its passage.

8 PASSED this _____ day of _____, 2019.

9

10 SIGNED this _____ day of _____, 2019.

11

12

13

Mayor

14

15

City Recorder

16

First Amendment to
AN INTERGOVERNMENTAL AGREEMENT RELATING
TO CREATION OF A PROGRAM COORDINATOR FOR
THE MID-WILLAMETTE HOMELESS INITIATIVE

This AGREEMENT by and among, the CITY OF SALEM, an Oregon municipal corporation (Salem); the CITY OF KEIZER, an Oregon municipal corporation (Keizer); the CITY OF MONMOUTH, an Oregon municipal corporation (Monmouth); the CITY OF INDEPENDENCE, an Oregon municipal corporation (Independence); MARION COUNTY, an Oregon municipal corporation; and the MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS, an Oregon intergovernmental entity, (COG)

In consideration of the mutual benefits and obligations set out in the INTERGOVERNMENTAL AGREEMENT RELATING TO CREATION OF A PROGRAM COORDINATOR FOR THE MID-WILLAMETTE HOMELESS INITIATIVE, the parties agree to amend the following sections:

1. Section 3, TERM, shall be amended as follows (underline are added words, strikeout are deleted words):

3. TERM. The term of this agreement shall run from ~~is one year from~~ the date of signature of the last party (Effective Date) until June 30, 2020, unless further extended by the mutual agreement of the parties.

2. Section 4, RESPONSIBILITIES, shall be amended as follows (underline are added words, strikeout are deleted words):

4. RESPONSIBILITIES

4.1 Salem. Within 30 days of the Effective Date Salem will: (a) identify who will represent Salem's interests on the Policy and Steering Committee, and (b) pay to the COG a sum of \$45,000 to cover the costs of salary and benefits of the Program Coordinator. In addition, no later than February 12, 2019, Salem will pay to the COG a sum of \$45,000 to cover the costs of salary and benefits of the Program Coordinator.

4.2 Keizer. Within 30 days of the Effective Date Keizer will: (a) identify who will represent Keizer's interests on the Policy and Steering Committee, and (b) pay to the COG a sum of \$5,000 to cover the costs of salary and benefits of the Program Coordinator. In addition, no later than February 12, 2019, Keizer will pay to the COG a sum of \$5,000 to cover the costs of salary and benefits of the Program Coordinator.

4.3 Monmouth. Within 30 days of the Effective Date Monmouth will: (a) identify who will represent Monmouth's interests on the Policy and Steering Committee, and (b) pay to the COG a sum of \$5,000 to cover the costs of salary and benefits of the Program Coordinator. In addition, no later than February 12, 2019,

Monmouth will pay to the COG a sum of \$5,000 to cover the costs of salary and benefits of the Program Coordinator.

4.4 Independence. Within 30 days of the Effective Date Independence will: (a) identify who will represent Independence's interests on the Policy and Steering Committee, and (b) pay to the COG a sum of \$5,000 to cover the costs of salary and benefits of the Program Coordinator. In addition, no later than February 12, 2019, Independence will pay to the COG a sum of \$5,000 to cover the costs of salary and benefits of the Program Coordinator.

4.5 Marion County. Within 30 days of the Effective Date Marion County will: (a) identify who will represent Marion County's interests on the Policy and Steering Committee, and (b) pay to the COG a sum of \$45,000 to cover the costs of salary and benefits of the Program Coordinator. In addition, no later than February 12, 2019, Marion County will pay to the COG a sum of \$45,000 to cover the costs of salary and benefits of the Program Coordinator.

4.6 COG. In addition to the express and implied tasks set out in Paragraph 2 relating to Governance and Oversight, the COG will: (a) recruit, select, and supervise the Program Coordinator, (b) provide office space and equipment necessary for the fulfillment of the Program Coordinator's duties, (c) upon termination of this agreement, refund on a pro-rata basis any unspent amounts to Salem, Keizer, Monmouth, Independence, and Marion County. Should the Program Coordinator desire full-time employment, the COG will endeavor to provide additional duties to provide the Program Coordinator full-time employment. Such additional duties may relate to the COG's other programs and services, and the Program Coordinator's fulfillment of those duties will not be subject to the terms of this Agreement or oversight of the Policy and Steering Committee.

3. Section 5, TERMINATION, shall be amended as follows (underline are added words, strikeout are deleted words):

5. TERMINATION. This agreement will terminate on June 30, 2020~~one year after the Effective date~~, provided however any party may terminate their involvement in this agreement upon giving 30 days written notice. Any party terminating their involvement in this agreement ~~within one year~~ will receive a pro-rated refund of any unspent moneys. Upon termination, a party's obligations under this agreement will cease provided however that a party's obligation to indemnify shall survive termination of this agreement.

4. Except as specifically modified herein, all remaining terms, conditions, obligations and duties set forth in the Intergovernmental Agreement Relating to Creation of a Program Coordinator for the Mid-Willamette Homeless Initiative shall remain in full force and effect.

CITY OF SALEM, OREGON

Steve Powers, City Manager Date

CITY OF INDEPENDENCE, OREGON

David Clyne, City Manager Date

CITY OF KEIZER, OREGON

Chris Eppley, City Manager Date

MARION COUNTY, OREGON

John Lattimer Date
Chief Administrative Officer

CITY OF MONMOUTH, OREGON

Scott McClure, City Manager Date

MID-WILLAMETTE VALLEY COUNCIL OF
GOVERNMENTS

Sean E. O'Day, Executive Director Date

CITY COUNCIL MEETING: January 22, 2019

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

SUBJECT: KEIZER CITY COUNCILOR APPOINTMENT ON KEIZER HERITAGE FOUNDATION BOARD

The Keizer City Council entered into a ground lease with the Keizer Heritage Foundation in 2012. One of the terms of the ground lease indicates that at least one Keizer City Councilor shall serve on the board of directors of Keizer Heritage. At the January 7, 2019 City Council meeting, it was recommended that the Mayor service on the board of directors for calendar years 2019 and 2020. A Resolution to that effect is attached for your consideration.

RECOMMENDATION:

Adopt the attached Resolution.

Please contact me if you have any questions in this regard. Thank you.

ESJ/tmh

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2019-_____

4
5 APPOINTMENT OF MAYOR TO SERVE ON KEIZER
6 HERITAGE BOARD OF DIRECTORS

7
8 WHEREAS, the Keizer City Council entered into a ground lease with the Keizer
9 Heritage Foundation in 2012;

10 WHEREAS, one of the terms of the ground lease is that at least one Keizer City
11 Council member shall serve on the board of directors of Keizer Heritage Foundation;

12 WHEREAS, the City Council wishes to appoint the Mayor as the Keizer City
13 Councilor to serve on the board of directors of Keizer Heritage Foundation;

14 NOW, THEREFORE,

15 BE IT RESOLVED by the City Council of the City of Keizer that Mayor Clark is
16 appointed as the Keizer City Councilor to serve as a voting member on the board of
17 directors of Keizer Heritage Foundation for calendar year 2019 and 2020.

18 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
19 upon the date of its passage.

20 PASSED this _____ day of _____, 2019.

21
22 SIGNED this _____ day of _____, 2019.

23
24 _____
25 Mayor

26
27 _____
28 City Recorder

CITY COUNCIL MEETING: January 22, 2019

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: E. SHANNON JOHNSON, CITY ATTORNEY

**SUBJECT: *RESOLUTION AMENDMENT MEMBERSHIP OF
KEIZER LITTLE LEAGUE PARK LONG RANGE
PLANNING TASK FORCE***

The Council adopted Resolution R2018-2897 establishing the Keizer Little League Park Long Range Planning Task Force. This Task Force is in effect until August 20, 2019, unless extended by City Council action. Upon establishing of the Task Force, the following members were appointed:

Cathy Clark – Mayor – Chair
Marlene Parsons – Keizer City Council President
Matt Lawyer – Keizer Parks and Recreation Advisory Board
Dan Kohler – Member from the Community
James Hutches – Member from the Business/Keizer Chamber Community
Keizer Little League President
Keizer Little League Member Appointed by the Keizer Little League Board
McNary Youth Baseball President
McNary Youth Baseball Member Appointed by the McNary Youth Baseball Board

The Member from the Community, Dan Kohler, is now a Keizer City Councilor. Therefore, due to the short duration of the Task Force, it appears that it is appropriate to amend the membership to allow Councilor Kohler to continue his membership on the Task Force.

RECOMMENDATION:

Adopt the attached Resolution.

Please let me know if you have any questions in this regard. Thank you.

ESJ/tmh
attachment

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2019-_____

4
5
6 AMENDING MEMBERSHIP OF KEIZER LITTLE LEAGUE
7 PARK LONG RANGE PLANNING TASK FORCE;
8 AMENDING RESOLUTION R2018-2897
9

10
11 WHEREAS, Keizer Little League Park has been constructed and maintained due to the
12 dedication and hard work of countless volunteers;

13 WHEREAS, youth sport groups have managed Keizer Little League Park under management
14 agreements;

15 WHEREAS, the Keizer City Council finds it necessary and appropriate to appoint a task
16 force to make recommendations regarding long range planning for maintenance and improvements at
17 Keizer Little League Park;

18 WHEREAS, the Keizer City Council formed the Keizer Little League Park Long Range
19 Planning Task Force on August 20, 2018 by Resolution R2018-2897;

20 WHEREAS, the Keizer City Council desires to amend the membership of the Task Force to
21 allow an additional Councilor as a member;

22 NOW, THEREFORE,

23 BE IT RESOLVED by the City Council of the City of Keizer that Resolution R2018-2897 is
24 hereby amended by replacement of Appendix "A" with the attached Appendix "A", and by this
25 reference made a part hereof.
26
27

Appendix "A" **City Council Task Force**

Name: Keizer Little League Park Long Range Planning Task Force

Purpose: To make recommendations to the Keizer City Council regarding long range planning for maintenance and improvements at Keizer Little League Park.

Membership: The Task Force shall consist of nine members. One (1) member shall be the Keizer Mayor, two (2) members shall be Keizer City Councilors, one (1) member shall be a Keizer Parks and Recreation Advisory Board member, and one (1) member shall be from the business/Keizer Chamber community. These members shall be appointed by the City Council and announced at a regularly scheduled Council meeting. In addition, two (2) members shall be from Keizer Little League of which one of the members shall be the then-current president of Keizer Little League and the other shall be appointed by the Keizer Little League board and two (2) members shall be from McNary Youth Baseball of which one of the members shall be the then-current president of McNary Youth Baseball and the other shall be appointed by the McNary Youth Baseball board. The Task Force will be staffed by a non-voting staff liaison to be appointed by the City Manager.

Since all members are non-liaison voting members, no member may have a substitute or proxy appear for them.

Chair and Vice-Chair: The Task Force Chair will be the Mayor. The Task Force will elect the Vice-Chair at the first meeting.

Meetings: The Task Force shall meet as determined by a majority of the members. All meetings of the Task Force shall follow Robert Rules of Order Newly Revised and the Oregon Public Meeting Laws.

Attendance: It is the duty of each member to attend at least 75% of the meetings each calendar year. When a member is unable to attend a meeting, the member shall notify the Chair. Members of the Task Force may be removed by a two-thirds majority vote of the City Council.

Duration: This Task Force shall be dissolved no later than August 20, 2019, unless extended by City Council action. However, the Task Force can make recommendations to City Council at any time.

CITY COUNCIL MEETING: January 22, 2019

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: BILL LAWYER, PUBLIC WORKS DIRECTOR

SUBJECT: *RENAMING RICKMAN COMMUNITY GARDEN*

On November 5, 2012, the Council adopted Resolution R2012-2288 naming the community garden located at Chalmers Jones Park the “Rickman Community Garden”. It is my understanding there is a desire to rename Rickman Community Garden to The Peggy and Jerry Moore Community Garden since they had contributed so much time and effort into making the garden so appealing. At its December 11, 2018 meeting, the Keizer Parks and Recreation Advisory Board voted to recommend to the Council to rename Rickman Community Garden to The Peggy and Jerry Moore Community Garden.

Though there is no requirement for a public hearing, the Council should ask for informal public input at the Council meeting regarding the proposed renaming of Rickman Community Garden. A Resolution renaming Rickman Community Garden is attached.

RECOMMENDATION:

Consider any public input and adopt the Resolution if Council determines it is appropriate to do so.

Please let me know if you have any questions in this regard. Thank you.

BL/tmh
attachment

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2019-_____

4
5 CHANGING THE NAME OF RICKMAN COMMUNITY
6 GARDEN TO "THE PEGGY AND JERRY MOORE
7 COMMUNITY GARDEN"

8
9 WHEREAS, Resolution No. R2009-1917 allows for naming of public facilities
10 for persons who have made an exceptional contribution and positive impact to the
11 community;

12 WHEREAS, one of the most visible and sensitive forms of acknowledgement of
13 volunteerism is the naming of a facility after an individual;

14 WHEREAS, the City Council named Rickman Community Garden by Resolution
15 R2012-2288;

16 WHEREAS, the Parks and Recreation Advisory Board has considered the matter
17 of renaming Rickman Community Garden;

18 WHEREAS, the Parks and Recreation Advisory Board has voted to recommend to
19 Council the renaming of Rickman Community Garden to "The Peggy and Jerry Moore
20 Community Garden" due to their significant contribution of time and effort at the garden;

21 WHEREAS, the City Council has considered the recommendation and any other
22 input on the matter;

23 NOW, THEREFORE,

1 BE IT RESOLVED by the City Council of the City of Keizer that Rickman
2 Community Garden is hereby renamed "The Peggy and Jerry Moore Community
3 Garden".

4 BE IT FURTHER RESOLVED that the City Manager is authorized to take any
5 and all action consistent with this Resolution such as changing signs, maps and other
6 written materials.

7 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
8 upon the date of its passage.

9 PASSED this _____ day of _____, 2019.

10
11 SIGNED this _____ day of _____, 2019.

12
13 _____
14 Mayor

15
16 _____
17 City Recorder

CITY COUNCIL MEETING: January 22, 2019

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: BILL LAWYER, PUBLIC WORKS DIRECTOR

SUBJECT: NAMING OF TREE ARBORETUM AT KEIZER RAPIDS PARK

Members of Keizer Rotary began the tree arboretum project in April 2017 with the request from the then Rotary International President Elect Ian Riseley to plant a tree for each Rotarian by April 22, 2018. The Keizer Rotary was aware of the work that Wilbur Bluhm had done creating his Trees of Distinction paper and his work with the Oregon State University. The work that Mr. Bluhm did resulted in a list of 85 trees that the City of Keizer adopted as recommended trees for the community. The Rotary planted the first trees in November 2017 and again in February 2018. In April, the idea of naming the Arboretum in honor of Wilbur Bluhm was brought up for all he has done for the community. The Keizer Rotary Board approved the request in May 2018.

The Rotary was aware that the City of Keizer had a naming process, but wanted to surprise Mr. Bluhm and his family with the honor. Therefore, the Rotary unveiled a sign at the 2018 Keizer Rotary Officer Induction Ceremony in late June 2018.

Getting caught up in the planting and installing of an irrigation system, the naming process was forgotten. The Rotary asks the City's understanding of this oversight and unveiling of the signage prior to the official naming process.

At the December 11, 2018 Keizer Parks and Recreation Advisory Board meeting, the board passed a motion recommending the City Council name the tree arboretum at Keizer Rapids Park "The Keizer Rotary Arboretum in Honor of Wilbur Bluhm."

RECOMMENDATION:

Adopt the attached Resolution naming the tree arboretum at Keizer Rapids Park "The Keizer Rotary Arboretum in Honor of Wilbur Bluhm."

Please contact me if you have any questions in this regard. Thank you.

BL/tmh

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R2019-_____

4
5 NAMING THE TREE ARBORETUM LOCATED AT KEIZER
6 RAPIDS PARK "THE KEIZER ROTARY ARBORETUM IN
7 HONOR OF WILBUR BLUHM"

8
9 WHEREAS, one of the most visible forms of acknowledgement is the naming of

10 a facility within a park;

11 WHEREAS, Resolution No. R2009-1917 provides a process to recognize and
12 acknowledge donations;

13 WHEREAS, a request was made to the Keizer Parks Advisory Board to name the
14 tree arboretum located at Keizer Rapids Park "The Keizer Rotary Arboretum in Honor of
15 Wilbur Bluhm";

16 WHEREAS, the Keizer Parks Advisory Board solicited public input, discussed
17 the suggested naming, and voted to recommend the City Council name the tree
18 arboretum located at Keizer Rapids Park "The Keizer Rotary Arboretum in Honor of
19 Wilbur Bluhm";

20 NOW, THEREFORE,

21 BE IT RESOLVED by the City Council of the City of Keizer that the tree
22 arboretum located at Keizer Rapids Park is hereby named "The Keizer Rotary Arboretum
23 in Honor of Wilbur Bluhm."

1 BE IT FURTHER RESOLVED that the City Manager is authorized to take any
2 and all action necessary to place signage and map designations to recognize “The Keizer
3 Rotary Arboretum in Honor of Wilbur Bluhm”, without expenditure of any City funds.

4 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
5 upon the date of its passage.

6 PASSED this _____ day of _____, 2019.

7

8 SIGNED this _____ day of _____, 2019.

9

10

11

Mayor

12

13

14

City Recorder



MINUTES
KEIZER CITY COUNCIL WORK SESSION
Monday, December 10, 2018
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER Mayor Clark called the meeting to order at 6:00 pm. Roll was called as follows:

Present:

Cathy Clark, Mayor
Marlene Parsons, Councilor
Laura Reid, Councilor
Bruce Anderson, Councilor
Roland Herrera, Councilor

Absent:

Kim Freeman, Councilor
Amy Ryan, Councilor

Staff Present:

Chris Eppley, City Manager
Shannon Johnson, City Attorney
Nate Brown, Community Development
Bill Lawyer, Public Works Director
Tim Wood, Finance Director
Shane Witham, Senior Planner
Tracy Davis, City Recorder

Also Present:

Dan Kohler, Councilor Elect
Elizabeth Smith, Councilor Elect

DISCUSSION –
Review of
2017-19
Council Goals

Mayor Clark and City Manager Chris Eppley provided information about short- and long-term goals:

- *Urban growth boundary*: On the list for several years but work is being done. New requirements are delaying completion and data accumulated early on is now obsolete.
- *Stable funding mechanism for parks*: accomplished through Parks Board efforts, public outreach, and Council decision. Parks Department is making visible things happen and showing results for the fee.
- *Stable funding mechanism for Police staffing*: accomplished through Police efforts, public outreach and Council decision. The fee pays for five specific positions but does not affect the rest of the police budget.
- *Continue expanding and enhancing methods and opportunities to engage with as many Keizer citizens as possible*: Taken on by Councilor Herrera to engage the Latino community. Council agenda and the City webpage are now available in Spanish. This goal is not one that will ever be completed but will be an ongoing effort to improve upon.

Councilor Elects were urged to find a goal or two that resonates and focus on that during their tenure on Council and to serve as liaison on a

committee of interest to them.

- *Expand youth council program:* Councilor Reid has been successful in getting McNary youth engaged in this program. Councilor Reid provided additional information regarding the students and urged that committee members recruit liaisons for their committees.
- *Facilitate conversations with and between volunteer groups who run youth sports and recreation programs:* Being addressed presently through a specific task force. Feedback has been received from sports groups to get their ideas on what their expectations are for area parks.

Community Development Director Nate Brown provided detailed information regarding the possible expansion of the urban growth boundary including history, the Education and Outreach grant, the Keizer Revitalization Project, the Buildable Lands Inventory/Housing Needs Analysis, 'divorcing' from Salem and transportation impacts from growth.

Staff reminded Councilors of the importance of maintaining a good relationship with Salem since they partner with Keizer for sewer, traffic signals, and police work.

Discussion followed regarding expansion and development to the north of Keizer.

ADJOURNMENT Meeting adjourned at 7:26 p.m.

MAYOR:

APPROVED:

Cathy Clark

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Laura Reid

Councilor #4 – Roland Herrera

~ Absent ~

~ Absent ~

Councilor #2 – Kim Freeman

Councilor #5 – Amy Ryan

Councilor #3 – Marlene Parsons

Councilor #6 – Bruce Anderson

Minutes approved: _____



MINUTES
KEIZER CITY COUNCIL
Monday, December 17, 2018
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Clark called the meeting to order at 7:00 pm. Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Marlene Parsons, Councilor
Kim Freeman, Councilor
Laura Reid, Councilor
Roland Herrera, Councilor
Bruce Anderson, Councilor
Amy Ryan, Councilor

Staff:

Chris Eppley, City Manager
Shannon Johnson, City Attorney
Nate Brown, Community Development
Bill Lawyer, Public Works Director
John Teague, Police Chief
Tim Wood, Finance Director
Debbie Lockhart, Deputy City Recorder

Absent:

Anne Farris, Youth Councilor

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

a. Career Technical Education Center Student Spotlight

Mayor Clark introduced C-TEC teacher Mark Atkinson and student Josh Kampstra. Josh praised the C-TEC program explaining that he is taking welding and loves it. He is learning CAD, how to calculate plans and waste and different kinds of welding. Mr. Atkinson thanked Council, the School District and Keizer citizens for their support and explained that the school provides an opportunity for students to learn hands on and integrate core classes with their technical learning. They measure, estimate, calculate, do cost analyses and RFPs, and figure out if they can do the job. The school teaches them that mistakes are okay because they help them learn and when they graduate they can continue in school or join the workforce. Josh then introduced his family and teachers who were attending the meeting and encouraged other students to check out C-TEC.

COMMITTEE REPORTS

Matt Lawyer, Keizer, reported that the Parks Board had recommended that Council name the community garden on Rickman the "Peggy & Jerry Moore Community Garden" and name the arboretum at Keizer Rapids Park the "Keizer Rotary Arboretum in Honor of Wilber Blum". The Board also discussed development of the linear park north and south of Claggett Creek Park, securing exercise equipment at four area parks, the National Fitness Campaign exercise facilities, and the Parks Department

3 to 5 year plan. Council agreed by consensus to ask staff to move forward on the naming recommendations.

**PUBLIC
TESTIMONY**

Jonathan Thompson, Keizer, reported that the Keizer Chamber is writing a letter to Costco encouraging them to move north. He added that while there may not be enough space within the Keizer city limits to accommodate them, there may be space nearby. He noted that most Keizer residents leave Keizer to go to work and having this retailer nearby would bring work closer to home. He asked Council to join the Chamber and consider writing a letter to Costco to encourage them to move to the north instead of south. Following discussion Council agreed by consensus to put together a short message and send it to Costco. Community Development Director Nate Brown indicated that he would reach out to the Costco development team to express Keizer's interest.

Matt Lawyer, Keizer, thanked Councilors Anderson and Ryan for their service to Keizer and provided details on their contributions to the City.

PUBLIC HEARING

**a. Keizer
Development
Code Text
Amendment –
Accessory
Dwelling Units**

Mayor Clark opened the Public Hearing.

Mr. Brown summarized the staff report of Senior Planner Shane Witham and fielded questions regarding building standards, minimum yard requirements, and the residency requirement. Councilor Freeman praised the Community Development Department for their home ownership development efforts.

With no further testimony, Mayor Clark closed the public hearing.

Councilor Parsons moved that Keizer City Council direct staff to prepare an Ordinance with findings to adopt the proposed revisions to Keizer Development Code Section 2.403, Section 1.200 and Section 3.101 Accessory Dwelling Units. Councilor Freeman seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Ryan and Anderson (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

**ADMINISTRATIVE
ACTION**

**a. ORDER – In the
Matter of the
Amendment of
Rates for
Franchise Solid
Waste Collection
Within the City**

City Attorney Shannon Johnson summarized his staff report noting that after the packet had gone out he noticed that a provision in the 2016 Order relating to the presumed rate CPI was left off the Order in the packet. The haulers would like it to be included. An Order with that provision included was on the dais for their review and adoption.

Councilor Parsons moved that the Keizer City Council adopt the revised Order in the Matter of Amendment of Rates for Franchise Solid Waste Collection with the City of Keizer. Councilor Freeman seconded. Motion passed unanimously as follows:

**of Keizer,
Effective as of
February 1, 2019**

AYES: Clark, Reid, Freeman, Parsons, Herrera, Ryan and Anderson (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

**b. ORDINANCE –
Amending Keizer
Development
Code Regarding
Section 1.200,
Section 2.315,
Section 3.101,
Section 3.102,
and Section 3.202;
Amending
Ordinance 98-389**

Mr. Johnson summarized his staff report and fielded questions regarding exemptions.

Councilor Parsons moved that the Keizer City Council adopt a Bill for an Ordinance Amending Keizer Development Code Regarding Section 1.200 (Definitions), Section 2.315 (Development Standards), Section 3.101 (Summary of Application Types), Section 3.102 (Administrative Land Use Procedures), and Section 3.202 (General Procedures – Type I, II, and III Actions); Amending Ordinance 98-389. Councilor Freeman seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Ryan and Anderson (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

**c. RESOLUTION –
Initiating
Vacation
Process for a
Portion of
Chemawa Road
NE, Keizer,
Oregon**

Mr. Johnson summarized his staff report.

Councilor Parsons moved that the Keizer City Council adopt a Resolution Initiating Vacation Process for a Portion of Chemawa Road NE, Keizer, Oregon. Councilor Freeman seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Ryan and Anderson (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

**CONSENT
CALENDAR**

- a. RESOLUTION – Authorizing Chief of Police to Enter Into Intergovernmental Agreement for Coordinated Training and Education at the Mid-Valley Reserve Training Academy; Repealing Resolution R2018-2856
- b. Approval of November 19, 2018 Regular Session Minutes
- c. Approval of December 3, 2018 Regular Session Minutes

Councilor Parsons moved for approval of the Consent Calendar. Councilor Freeman seconded. Motion passed unanimously as follows:

AYES: Clark, Reid, Freeman, Parsons, Herrera, Ryan and Anderson (7)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: None (0)

COUNCIL LIAISON REPORTS

Councilor Ryan announced that she had attended the Commissioners' Breakfast, donated City lost and found items to McNary Celtic Closet, and attended the Christmas tree lighting event and the CASA luncheon. Mayor Clark thanked Ms. Ryan for her service.

Councilor Freeman thanked everyone who participated in the tree lighting event and the Holiday Lights Parade and announced volunteer openings on City committees.

Councilor Reid announced that she had attended the Carlson retirement celebration. She thanked and praised Commissioner Carlson for her many years of service and for all she has done. She added that she worked the Gubser food collection station at the Miracle of Lights adding that there is a need for candy canes and thanked the neighbors and the police for their efforts. She shared information about the Stewards of Children Sexual Abuse Liberty Forum, and noted that she had attended the recent Work Session and Southeast Keizer Neighborhood Association and Traffic Safety/Bikeways /Pedestrian Committee meetings.

Councilor Parsons announced that she had attended the Commissioners' Breakfast, the Carlson retirement event, the Work Session and the parade and tree lighting.

Councilor Herrera reported on the food collection in Gubser, the tree lighting and parade, and noted that the leadership group at Kennedy is doing well. He announced the Claggett Creek Middle School concert and the performance at the Capitol rotunda and thanked Councilors Ryan and Anderson for their service to the City.

Councilor Anderson announced that he had attended the Carlson retirement event, the tree lighting, and the Chamber Board meeting. He noted that the 'giving basket' program met the needs of 129 families in the area, encouraged everyone to pay close attention to what is going on in the legislature, announced that concert season is in full swing and thanked Mayor Clark for her blackberry jam. He expressed gratitude to City staff, the business community, volunteers and Keizer citizens.

Mayor Clark thanked Councilors Ryan and Anderson for their service to the City and reported that she had attended the League of Oregon Cities Board meeting, the Holiday Lights Parade, food barrel night at the Miracle of Lights, Strategic Economic Development Corp meeting, Rotary/Chamber luncheon, Santa Day at the Keizer Cultural Center and the Willow Lake Golf Center open house. She announced upcoming events including the Salem Hospital Community, Mid-Willamette Valley Council of Governments Board, and the Little League Park Long Range Planning Task Force meetings, interviews for the Mid-Willamette Homeless Initiative Program Coordinator, and the Keizer Community Band Concert.

OTHER BUSINESS Deputy City Recorder Debbie Lockhart announced that two new pictures are on the front page of the website: one of City Hall lobby with the big Christmas tree, and the other of the Public Works float which won an honorable mention in the Holiday Lights Parade.

Chief Teague noted that the parade had more attendees than ever this year.

Public Works Director Bill Lawyer praised staff that put time and effort into the float which won an honorable mention at the parade.

WRITTEN COMMUNICATIONS Mayor Clark noted that the City had received greeting cards from the Confederate Tribes and from AKS Engineering.

AGENDA INPUT **January 7, 2019, 7:00 p.m.** - City Council Regular Session
o Oath of Office for Newly Elected City Council Members
o Election of Council President

January 14, 2019, 5:45 p.m. – City Council Work Session

January 22, 2019 (Tuesday) 7:00 p.m. – City Council Regular Session

ADJOURNMENT Mayor Clark adjourned the meeting at 8:44 p.m.

MAYOR:

APPROVED:

Cathy Clark

Debbie Lockhart, Deputy City Recorder
COUNCIL MEMBERS

Councilor #1 – Laura Reid

Councilor #4 – Roland Herrera

Councilor #2 – Kim Freeman

Councilor #5 – Amy Ryan

Councilor #3 – Marlene Parsons

Councilor #6 – Bruce Anderson

Minutes approved:_____



MINUTES
KEIZER CITY COUNCIL
Tuesday, January 7, 2019
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Clark called the meeting to order at 7:00 pm. Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Marlene Parsons, Councilor
Laura Reid, Councilor
Roland Herrera, Councilor
Bruce Anderson, Councilor
Amy Ryan, Councilor
Anne Farris, Youth Councilor

Staff:

Chris Eppley, City Manager
Shannon Johnson, City Attorney
Nate Brown, Community Development
Bill Lawyer, Public Works Director
John Teague, Police Chief
Tim Wood, Finance Director
Debbie Lockhart, Deputy City Recorder

Absent:

Kim Freeman, Councilor

FLAG SALUTE

- a. Presentation of Colors**
- b. National Anthem**

Mayor Clark welcomed Girl Scout Troup #1001 who presented the colors and led the pledge of allegiance. This was followed by the National Anthem played by members of the McNary High School Orchestra.

SPECIAL ORDERS OF BUSINESS

- a. Invocation**
- b. Welcome Comments and Introductions**
- c. Recognition of Outgoing Council Members**
- d. Music**
- e. Oath of Office**

Pastor Jose Dominguez from La Luz Del Valle Church led the invocation.

Mayor Clark recognized dignitaries in the room: Detroit Mayor, Jim Tret; Fire Board member, Betty Hart; former Mayor Dennis Koho, and former Councilors Whalen and Bay.

Mayor Clark thanked outgoing Councilors Amy Ryan and Bruce Anderson, reading and presenting to each of them Proclamations of Gratitude. Councilors Ryan and Anderson voiced appreciation for the honor of serving and for the citizens of Keizer and City staff. Mayor Clark expressed gratitude to Council President Marlene Parsons, read a Proclamation of Gratitude and presented her with a gift.

Members of the McNary High School Orchestra then played "Farewell".

City Attorney Shannon Johnson administered the Oath of Office to Roland Herrera, Council Position Number 4; Elizabeth Smith, Council

Position Number 5; Daniel R. Kohler, Council Position Number 6; and Cathy Clark, Mayor.

f. Comments and Presentations

Councilors and Mayor introduced their friends and members of their families in attendance.

g. Election of 2019-2020 City Council President

Councilor Parsons nominated Kim Freeman as Council President for the 2019-2020 term. There were no other nominations. Nomination passed as follows:

AYES: Clark, Reid, Parsons, Herrera, Smith and Kohler (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Freeman (1)

Councilor Freeman was elected by unanimous consent as Council President for the 2019-2020 term.

COMMITTEE REPORTS

a. 2019-2020 Committee Review - City of Keizer Committee, Boards, Commission Task Force Review and Appointments

Mayor Clark read the committee liaison assignments into the record:

City Committees, Boards and Commissions	
Buildable Land Inventory/Housing Needs Analysis Project Advisory Committee	Councilor Reid
Keizer Arts Commission	Councilor Smith
Keizer Audit Committee	Councilors Freeman, Parsons & Smith
Keizer Budget Committee	All Council members
Keizer Festivals Advisory Board	Councilors Smith and Reid
Keizer Little League Park Long Range Planning Task Force	Mayor Clark, Councilors Parsons & Kohler
Keizer Parks and Recreation Advisory Board	Councilor Herrera
Keizer Personnel Policy Committee	Mayor Clark/Councilors Freeman & Reid
Keizer Planning Commission	Councilor Freeman
Keizer Points of Interest Committee	Councilor Herrera
Long Range Planning Task Force	All Council members
Municipal Judge Evaluation	2019: Kohler/Parsons; 2020: Clark/Smith
Storm Water Advisory Committee	Councilors Reid, Kohler & Parsons
Traffic Safety/Bikeways/Pedestrian Comt.	Councilor Kohler
Volunteer Coordinating Committee	Councilor Parsons
Neighborhood Association Liaisons	WKNA: Councilor Freeman GGNA: Councilor Herrera SEKNA: Councilor Reid

RESOLUTION – Dissolving the Keizer Economic Development

City Attorney Shannon Johnson explained that when the Keizer Economic Development Board last met, members indicated that they wished to dissolve the Board. The Resolution is in response to that.

Councilor Parsons moved that the Keizer City Council adopt a Resolution Dissolving the Keizer Economic Development Commission; Repealing

**Commission;
Repealing
R2014-2421**

R2014-2421. Councilor Herrera seconded. Motion passed as follows:
 AYES: Clark, Reid, Freeman, Parsons, Herrera, Smith and Kohler (7)
 NAYS: None (0)
 ABSTENTIONS: None (0)
 ABSENT: None (0)

**b. Outside
Committee,
Boards, and
Commission
Appointments**

Mayor Clark read outside committee liaison assignments into the record:

Outside Committees	
Claggett Creek Watershed Council	Councilor Kohler
Career Technical Education Center Advisory Committee	Mayor Clark & Councilor Herrera
Community & Business Leaders Education Task Force	Councilor Parsons
Keizer Chamber of Commerce – Iris Festival	Councilor Smith
Keizer Chamber of Commerce Board of Directors	Councilor Parsons
Keizer Heritage Foundation Board of Directors	Mayor Clark
Keizer United	Councilor Herrera
Marion County Public Safety Coordinating Council	Councilor Herrera
Marion County Commissioner Breakfast	Council President plus two Councilors (rotating)
Mid-Willamette Homelessness Initiative Steering Committee	Mayor Clark
Mid-Willamette Valley COG Board & Executive Committee	Mayor Clark
Mid-Willamette Valley Commission on Transportation (MWACT)	Mayor Clark; alt Parsons
Salem River Crossing Oversight Team	Mayor Clark
Salem Waste Water Task Force	Councilor Kohler
SEDCOR Board of Directors	Mayor Clark
Salem Keizer Area Transportation Studies (SKATS)	Mayor Clark

**c. Keizer Heritage
Foundation
Board
Representative**

**d. Volunteer
Coordinating
Committee
Appointments –
2019-2020**

Mayor Clark explained that this committee recommends to Council the appointments for all the committees. The following Councilors announced their appointments:

Position #1, Councilor Reid appointed	Mike Wiltfong
Position #2, Councilor Freeman reappointed	Trish Crenshaw
Position #3, Councilor Parsons reappointed	Sarah Head
Position #4, Councilor Herrera appointed	Robin Wilson
Position #5, Councilor Smith appointed	Laura Anson
Position #6, Councilor Kohler appointed	Larry Jackson
Mayor’s Position, Mayor Clark reappointed	Daisy Hickman

Mayor Clark noted that the Commissioners Breakfast is the second Thursday of every month and the Latino Business Alliance is at the same time. She suggested that Councilors alternate their attendance between

the two each month. Mayor Clark and Councilor Kohler will attend the January Latino Business Alliance with the rotation starting after that. Council agreed by consensus to the rotation.

PUBLIC TESTIMONY None

PUBLIC HEARING None

ADMINISTRATIVE ACTION None

CONSENT CALENDAR None

COUNCIL LIAISON REPORTS Councilor Herrera thanked outgoing Councilors and announced the next Keizer United meeting and the First Citizen Banquet.

Councilor Parsons thanked outgoing Councilors and announced the Marion County Commissioner Breakfast, Work Session, and Volunteer Coordinating Committee and Chamber Board meetings.

Councilor Kohler reported on the Keizer Little League Park Long Range Planning Task Force and announced the Traffic Safety/Bikeways /Pedestrian Committee and Latino Business Alliance meetings.

Councilor Reid reported on the Keizer Community Band Concert and Southeast Keizer Neighborhood Association meeting, and announced the Planning Commission meeting and the cancellation of the Stormwater Advisory Committee meeting. She added that plans for bond construction at McNary are starting to unfold and urged all to be patient for the next 15 months.

Youth Councilor Farris announced scholarship night and the musical – Grease, reported that volunteer mentors are still needed, C-TEC showcases were last month, Game Design and Animation visited the bowling alley to view the graphics there, and spring sports will be starting soon. She welcomed new Councilors noting that she looked forward to working with them.

Mayor Clark reported on the planning meeting for the Council of Governments, interviews for the Homeless Initiative Program Coordinator, and working with Commissioner Carlson regarding the bench that will be placed at the Big Toy in her honor. Upcoming events include Keizer Little League Park Long Range Planning Task Force, the Bio-Gas Facility groundbreaking, Keizer Heritage Board meeting, Strategic Economic Development Corporation lunch, West Keizer Neighborhood Association meeting, First Citizens Banquet, Council of Governments dinner, and the State of the City address in March. She also thanked Scott White and Dave Walery for hanging the lights on River Road.

OTHER BUSINESS Finance Director Tim Wood reminded Councilors to speak into their microphones.

Human Resources Director Machell DePina announced an opening for a Municipal Utility Worker Parks position.

Chief Teague announced that a new Spanish speaking police officer is on board.

Community Development Director Nate Brown announced the first meeting of the Buildable Lands Inventory/Housing Needs Analysis Project Advisory Committee.

City Attorney Shannon Johnson reminded Councilors of the Council Orientation Work Session.

City Manager Chris Eppley noted that this was a special night for citizens to witness the peaceful transition of power from one body to another and should not be taken for granted. He added that City staff is paid for their time but Councilors are not and it is a great honor to be part of that effort.

WRITTEN COMMUNICATIONS

None

AGENDA INPUT

January 14, 2019, 5:45 p.m. – City Council Work Session

- City Council Orientation

January 22, 2019 (Tuesday) 7:00 p.m. – City Council Regular Session

February 4, 2019, 7:00 p.m. - City Council Regular Session

ADJOURNMENT

Mayor Clark adjourned the meeting at 7:56 p.m.

MAYOR:

APPROVED:

Cathy Clark

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Laura Reid

Councilor #4 – Roland Herrera

~ Absent ~

Councilor #2 – Kim Freeman

Councilor #5 – Elizabeth Smith

Councilor #3 – Marlene Parsons

Councilor #6 – Dan Kohler

Minutes approved: _____