

**AGENDA**  
**KEIZER CITY COUNCIL**  
**REGULAR SESSION**

Monday, March 16, 2020

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**

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. **Keizer Development Code Amendment – Street Standards – Section 2.302**

8. **ADMINISTRATIVE ACTION**

a. **South East Keizer Neighborhood Association Annual Report**

b. **Keizer Community Band – Request for Waiver of Fees for 2020 Concerts**

9. **CONSENT CALENDAR**

## **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**

**April 6, 2020**

**7:00 p.m. - City Council Regular Session**

**April 13, 2020**

**6:00 p.m. – City Council Work Session**

- City of Keizer Parks Tour

**April 20, 2020**

**7:00 p.m. - City Council Regular Session**

## **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](mailto: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 cable-cast on Comcast Channel 23 within the Keizer City limits. Thank you for your interest in the City of Keizer.*

**COUNCIL MEETING: March 16, 2020**

**TO: MAYOR CLARK AND CITY COUNCIL MEMBERS**

**THROUGH: CHRIS EPPLEY, CITY MANAGER  
NATE BROWN, COMMUNITY DEVELOPMENT DIRECTOR**

**FROM: SHANE WITHAM, SENIOR PLANNER**

**SUBJECT: PROPOSED TEXT AMENDMENT (SECTIONS 2.302-STREET STANDARDS) –  
CLARIFYING HOW MANY PARCELS OR LOTS MAY BE ACCESSED FROM  
AN ACCESS EASEMENT, AND MODIFYING REQUIREMENTS FOR  
STREETSCAPE TREE PLACEMENT.**

**ATTACHMENTS:**

- Keizer Development Code Section 2.302 (Street Standards)– draft
- Planning Commission Packet – February 12, 2020

**ISSUE:**

Planning Commission held a public hearing on February 12, 2020 to consider the proposed text amendment to Keizer Development Code Section 2.302 (Street Standards) and voted unanimously to support it. The Planning Commission packet is included for your reference.

The recommended text will generally allow a maximum of four *parcels or lots* to be served by a private access easement for single family/duplex development. Previously, a maximum of four *dwelling units* were allowed to be served by a private access easement for single family/duplex development. The proposed text also contains a special provision for properties located on an arterial or collector street, which allows up to six parcels or lots to be served from an access easement if the Public Works department requires the consolidation of existing driveways to mitigate safety concerns. The primary reason for changing this standard from regulating the number of “dwellings” to “parcels or lots” is to ensure that all properties are allowed to develop an Accessory Dwelling Unit (ADU) regardless of whether or not they are located on a private access easement or public street.

In addition, the recommended text will change the requirements for planting streetscape trees on private property. Currently, the KDC requires that 2 streetscape trees be required on every new lot with 45 feet of width or more. This has proven to be a challenge for property owners to meet this standard due to the fact there simply is not enough room to plant two trees without overcrowding or interference with adjoining properties and utilities. The recommended text will require that only 1 tree be planted on parcels with less than 60 feet of frontage. This standard is also similar to the spacing provisions for street trees within public rights of way (one tree every 30 feet).

**RECOMMENDATION:**

That City Council open the public hearing to consider the proposed text amendment, close the public hearing, deliberate, and direct staff to prepare an ordinance with findings to adopt the proposed revisions.

**TO: PLANNING COMMISSION**  
**THRU: NATE BROWN, COMMUNITY DEVELOPMENT DIRECTOR**  
**FROM: SHANE WITHAM, SENIOR PLANNER**

**DATE: February 3, 2020**

**SUBJECT: Proposed text amendment (Sections 2.302-Street Standards) – clarifying how many parcels/units may be accessed from an access easement, and modifying requirements for street tree placement.**

**ATTACHMENTS:**

- **Keizer Development Code Section 2.302 (Street Standards) – draft**
- **Excerpt from Keizer Development Code Section 1.200 (Definitions)**

**DISCUSSION:**

One of the items identified in the work plan, was a text amendment to Keizer Development Code (KDC) Section 2.302 (Street Standards). Specifically, to clarify that an Accessory Dwelling Unit (ADU) should not be counted toward the maximum number of dwelling units allowed on an access easement. The current language in KDC Section 2.302 is problematic. It limits the number of “dwelling units” on an access easement (for single family and duplex development) to a total of four, without any exception or distinction based on unit types. This poses a potential problem for developing an ADU on property located on an access easement serving multiple homes. For example, if an access easement serves three detached single family homes, the current KDC language would only allow one of those homes to develop an ADU (for a total of 4 units on the easement). This not only violates state requirements, but is also inconsistent with the KDC itself, to allow ADUs wherever a single family dwelling is allowed. By definition, ADUs are allowed “in connection with...or accessory to, a single-family dwelling.” They are not equal to a single family dwelling. ADUs do not count toward density calculations, do not require parking, do not pay single family SDC rates, and do not have separate water or sewer services. Taking all of these factors into consideration, staff believes ADUs should not be counted toward the maximum number of dwelling units allowed on an access easement. Therefore, staff is proposing the language be changed to specify that a total of four “parcels” be allowed to be served by an access easement, instead of specifying the total number of dwellings for single family and duplex development.

In addition, staff is recommending the requirements for street tree installation on private property be modified to reflect a more practical application for development. Currently, the KDC requires that 2 streetscape trees be required on every new lot with 45 feet of width or more. This has proven to be a challenge for many property owners to meet this standard due to the fact there simply is not enough room to plant two trees without overcrowding or interference with adjoining properties and utilities. Staff is therefore, recommending that only 1 tree be required to be planted on parcels with less than 60 feet of frontage. This standard is more consistent with spacing provisions for street trees

within the right of way (one tree every 30 feet) and should help alleviate issues of overcrowding.

**RECOMMENDATION:**

That Planning Commission considers the proposal and recommends approval to the City Council, including any additional text changes identified.

## **2.302 STREET STANDARDS**

### **2.302.01 Purpose**

- A. Safety. To provide for safe, efficient, and convenient vehicular, bicycle and pedestrian movement in the City of Keizer. (11/16)
- B. Access. To provide adequate access to all proposed developments in the City of Keizer. (5/98)
- C. Public Facility Access. To provide adequate area in all public rights-of-way for sidewalks, sanitary sewers, storm sewers, water lines, natural gas lines, power lines and other utilities commonly and appropriately placed in such rights-of-way. (5/98)

### **2.302.02 Scope**

The provisions of this Section shall be applicable for the following: (5/98)

- A. Land Divisions. The creation, dedication or construction of all new public or private streets in all subdivisions, partitions or other developments in the City. (05/98)
- B. Street Expansion. The extension or widening of existing public or private streets or rights-of-way, easements, or street improvements including those which may be proposed by an individual or the City, or which may be required by the City in association with other development approvals. (10/02)
- C. Utility Improvements. The construction or modification of any utilities or sidewalks in public rights-of-way, existing private street, or private access easements. (10/02)
- D. Street Trees. The planting of any street trees or other landscape materials in public rights-of-way. (5/98)
- E. Exceptions. Provisions of this Section do not apply in existing developed areas of the City. Improvements in these areas shall be based on standards adopted by the Department of Public Works. (5/98)
- F. Private Streets. Private streets and improvements on private streets are allowed only in the following situations:
  - 1. Improvements and/or widening of existing and allowed private streets.
  - 2. Creation of new private streets within an existing subdivision or PUD already containing approved private streets.
  - 3. Creation of new private streets in a proposed subdivision, PUD, or partition if the only access to the proposed subdivision, PUD, or partition is via existing and approved private streets. (10/02)

### **2.302.03 General Provisions**

The following provisions shall apply to the dedication, construction, improvement or other development of all public streets in the City of Keizer: (5/98)

- A. General Requirement. The location, width, and grade of streets shall be considered in their relation to existing and planned streets, to topographical conditions, to public convenience and safety, and to the proposed use of the land to be served by the streets. (5/98)
- B. Continuation of Streets. Development proposals, including subdivisions and partitions, shall provide for the continuation of, and connection to, streets where necessary to promote appropriate traffic circulation in the vicinity of the development. Where necessary to give access or permit a satisfactory future division of adjoining land, streets and utilities shall be extended to property boundaries to allow the future extension of streets and infrastructure. A temporary turnaround shall be constructed for stub streets in excess of 150 feet in length. (01/02)

No street or utility extensions are required when any of the following circumstances exist: (01/02)

- 1. Less than three additional existing or future lots on adjoining parcels would gain access from the extension. For purposes of this criterion, the size of said future lots shall be no greater than two times the minimum lot size of the zone. (01/02)
- 2. Parcel shape or size prevents new lots from meeting lot width or depth standards when a public street is proposed through the parcel. (10/15)
- 3. Partial-width streets where adjoining development would provide a full-width public street, does not eliminate the need for variances to lot depth or width requirements. (10/15)
- 4. Natural physical obstructions or barriers, such as parkland, floodplain, slopes, or significant trees, make access and connectivity unreasonable or impracticable. (01/02)
- 5. Providing access and connectivity to one or more adjoining parcel(s) would not be useful given that at least one of the following conditions exist: (01/02)
  - a. A future street plan demonstrates that adequate access and connectivity is provided from the adjacent parcel(s). (01/02)

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- b. The development potential of the adjoining parcel(s) is (are) limited due to physical or jurisdictional constraints to such a degree that connectivity is unreasonable or impracticable. (01/02)
- C. **Alignment.** All streets other than minor streets or cul-de-sacs, as far as practical, shall be in alignment with existing streets by continuation of the existing centerlines. The staggering of street alignments resulting in "T" intersections shall, wherever practical, leave a minimum distance of 200 feet between the center lines of streets having approximately the same direction and otherwise shall not be less than 100 feet. (5/98)
- D. **Future extension of streets.** When it appears possible to continue a street, bicycle path and/or pedestrian accessway into a future subdivision, adjacent acreage or area attractors such as schools and shopping centers, streets, bicycle paths and/or pedestrian accessway facilities shall be platted and built to a boundary of the subdivision. The street may be platted without a turnaround unless the Public Works Department finds a turnaround is necessary for reasons of traffic safety. Any street extension exceeding 150 feet in length shall be provided with an approved turnaround as set forth in the Uniform Fire Code. (11/16)
- E. **Intersection angles.** Streets shall be laid out to intersect at angles as near to right angles as practical, except where topography requires lesser angles. Intersections of less than 60 degrees shall require special intersection designs. Streets shall have at least 50 feet of tangent adjacent to intersections unless topography requires lesser distances. Intersections that are not at right angles shall have minimum corner radii of 15 feet. Major arterial intersections shall have curb radii of not less than 35 feet. Other street intersections shall have curb radii of not less than 20 feet. (5/98)
- F. **Existing Streets.** Whenever existing public streets adjacent to or within a tract are of a width less than the street design standards, additional right-of-way shall be provided at the time of subdivision, partitioning, or development. (5/98)
- G. **Half-Streets.** Half-streets may be approved where essential to the reasonable development of an area and when the City finds it to be practical to require the dedication of the other half when the adjoining property is developed. When a  $\frac{3}{4}$  width street can reasonably be developed, as determined the Department of Public Works, a half street will be constructed with an additional 10 feet of pavement on the opposite side of the street from full improvement. (5/98)
- H. **Cul-de-sacs.** The maximum length shall be 800 feet. (5/98)
- I. **Street Names.** Street names and numbers shall conform to the established standards and procedures in the City. (5/98)
- J. **Grades and Curves.** Grades shall not exceed 7 percent on arterials, 10 percent on collector streets or 15 percent on any other street. Street grades of 15 percent shall not exceed 200 feet in length. To provide for adequate drainage,

all streets shall have a minimum slope of 0.5 percent. On arterials there shall be a tangent of not less than 100 feet between reversed curves. (5/98)

- K. **Frontage Streets.** If a development abuts or contains an existing or proposed arterial or collector street, the City may allow frontage streets, or may require reverse frontage lots with suitable depth, screen planting contained in a non-access reservation along the rear or side property line, or such other treatment as may be necessary for adequate protection of residential properties, to afford separation of through and local traffic, and to preserve the capacity and safety of the collector or arterial street. (5/98)
- L. **Alleys.** Alleys shall be provided in commercial and industrial zones unless other permanent provisions for access to off-street parking and loading facilities are provided. The corners of alley intersections shall have radii of not less than 10 feet. (5/98)
- M. **Street Landscaping.** Where required as part of the right-of-way design, planting strips shall conform with the following standards: (5/98)
1. Street trees shall be planted at a ratio of no less than one tree per 30 feet of property frontage. Street trees shall conform with the list of acceptable trees included in the City's Street Tree Ordinance. Installation of street trees shall be included in any improvement agreement covering the installation of public facilities and services on a property. (5/98)
  2. Planting strips shall be planted and maintained in predominantly living groundcover materials with hard surfaces consisting of bricks, pavers, rocks, decorative concrete work, etc., only being included as part of an overall landscape design where living plant material is predominant. In no case shall asphalt be used within the planting strip. (5/98)
- N. **Access Control Standards.** The following access control standards apply to public, industrial, commercial and residential developments including land divisions. Access shall be managed to maintain an adequate level of service and to maintain the functional classification of roadways as required by the City of Keizer Transportation System Plan. Major roadways, including arterials and collectors, serve as the primary system for moving people and goods within and through the city. Access management is a primary concern on these roads. Local streets and alleys provide access to individual properties. If vehicular access and circulation are not properly designed, these roadways will be unable to accommodate the needs of development and serve their transportation function. (10/15)

The regulations in this section further the orderly layout and use of land, protect community character, and conserve natural resources by promoting well-designed road and access systems and discouraging the unplanned subdivision of land. (07/09)

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1. **Traffic Impact Analysis Requirements.** The City or other agency with access jurisdiction may require a traffic study prepared by a qualified professional to determine access, circulation and other transportation requirements. (See also, Section 2.301.03 Traffic Impact Analysis.)  
(07/09)
2. The City or other agency with access permit jurisdiction may require the closing or consolidation of existing curb cuts or other vehicle access points, recording of reciprocal access easements (i.e., for shared driveways), development of a frontage street, installation of traffic control devices, and/or other mitigation as a condition of granting an access permit, to ensure the safe and efficient operation of the street and highway system. Access to and from off-street parking areas shall not permit backing onto a public street. (07/09)
3. **Access Options.** When vehicle access is required for development (i.e., for off-street parking, delivery, service, drive-through facilities, etc.), access shall be provided by one of the following methods (a minimum of 10 feet per lane is required; planned access shall be consistent with adopted public works standards for road construction). These methods are “options” to the developer/subdivider. (07/09)
  - a. **Option 1.** Access is from an existing or proposed alley or mid-block lane. If a property has access to an alley or lane, direct access to a public street is not permitted. (07/09)
  - b. **Option 2.** Access is from a private street or driveway connected to an adjoining property that has direct access to a public street (i.e., “shared driveway”). A public access easement covering the driveway shall be recorded in this case to assure access to the closest public street for all users of the private street/drive. (07/09)
  - c. **Option 3.** Access is from a public street adjacent to the development parcel. If practicable, the owner/developer may be required to close or consolidate an existing access point as a condition of approving a new access. Street accesses shall comply with the access spacing standards in Subsection 6, below. (07/09)
4. **Subdivisions Fronting Onto an Arterial Street.** New residential land divisions fronting onto an arterial street shall be required to provide alleys or secondary (local or collector) streets for access to individual lots. When alleys or secondary streets cannot be constructed due to topographic or other physical constraints, access may be provided by consolidating driveways for clusters of two or more lots (e.g., includes flag lots and mid-block lanes). (07/09)
5. **Double-Frontage Lots.** When a lot has frontage onto two or more streets, access shall be provided first from the street with the lowest

classification. For example, access shall be provided from a local street before a collector or arterial street. (07/09)

- 6. Access Spacing: The following minimum access spacing standards apply to public streets and driveways on arterial streets: (07/09)

**Arterial Access Spacing Standards**

Posted Speed (miles per hour)	Minimum Spacing (feet)
25	150
30	150
35	150
40	185
45	230
50 or higher	275

- 7. Number of Access Points. For single-family (detached and attached), two-family, and three-family housing types, one street access point is permitted per lot, when alley access cannot otherwise be provided; except that two access points may be permitted for two-family and three-family housing on corner lots (i.e., no more than one access per street), subject to the access spacing standards in Subsection 6, above. The number of street access points for multiple family, commercial, industrial, and public/institutional developments shall be minimized to protect the function, safety and operation of the street(s) and sidewalk(s) for all users. Shared access may be required, in conformance with Subsection 8 below, in order to maintain the required access spacing, and minimize the number of access points. (07/09)
- 8. Shared Driveways. The number of driveway and private street intersections with public streets shall be minimized by the use of shared driveways with adjoining lots where feasible. The City shall require shared driveways as a condition of land division or site design review, as applicable, for traffic safety and access management purposes in accordance with the following standards: (07/09)
  - a. Shared driveways and frontage streets may be required to consolidate access onto a collector or arterial street. When shared driveways or frontage streets are required, they shall be stubbed to adjacent developable parcels to indicate future extension. "Stub" means that a driveway or street temporarily

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ends at the property line, but may be extended in the future as the adjacent parcel develops. “Developable” means that a parcel is either vacant or it is likely to receive additional development (i.e., due to infill or redevelopment potential). (07/09)

- b. Access easements (i.e., for the benefit of affected properties) shall be recorded for all shared driveways, including pathways, at the time of final plat approval or as a condition of site development approval. (07/09)
  - c. Exception. Shared driveways are not required when existing development patterns or physical constraints (e.g., topography, parcel configuration, and similar conditions) prevent extending the street/driveway in the future. (07/09)
9. Street Connectivity and Formation of Blocks Required. In order to promote efficient vehicular and pedestrian circulation throughout the City, land divisions and large site developments shall produce complete blocks bounded by a connecting network of public and/or private streets, in accordance with the following standards: (07/09)

Block Length. The maximum block length shall be consistent with 2.310.04 Additional Design Standards for Subdivisions. (07/09)

Street Standards. Public and private streets shall also conform to Section 2.302 Street Standards in the City of Keizer Development Code (Table 4.1 Street Design Standards in the TSP). (07/09)

Exception. Exceptions to the above standards may be granted when blocks are divided by one or more pathway(s), in conformance with the provisions of 2.310.04(C)(2). (07/09)

- 10. Pedestrian/Bicycle Accessways. Accessways shall be located to minimize out-of-direction travel by pedestrians and may be designed to accommodate bicycles. (07/09)
- 11. Street lights. Street lights shall be required for public streets serving more than four dwelling units. Street lights shall be located within a right of way or in utility easements. Street lights are not required along private access easements. Street lights shall be designed to direct the light down toward the street and sidewalk and as much as practicable away from adjoining homes. (10/15)

O. Trees Along Public Streets

Streetscape trees are required along public streets, shall comply with the provisions of Section 2.309, and must be located according to the following provisions: (10/15)

1. Streetscape trees shall be planted within the boundaries of each lot within 10 feet of street improvements. (10/15)
2. Lots measuring less than 4560 feet in width shall be required to plant one streetscape tree. Lots measuring more than 4560 feet or more in width shall be required to plant two streetscape trees. (10/15)
3. Streetscape trees shall be selected from a list of approved trees. (10/15)

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#### **2.302.04 General Right-of-Way and Improvement Widths**

The following standards are general criteria for public streets in the City of Keizer. These standards shall be the minimum requirements for all streets, except where modifications are permitted under Subsection 2.202.05. (5/98)

The street design standards show five different options for local streets. These standards allow the City flexibility in the design of the street network. (7/09)



**Table 4.1 Street Design Standards** (07/09)

Functional Classification <sup>1</sup>	Number of Lanes	Parking	Bike Lanes <sup>2</sup>	Roadway Width (ft) <sup>3</sup>	Sidewalks	Right-of-Way Width (ft) <sup>4,5</sup>	Maximum Dwelling Units Served
Major Arterial	5	No <sup>6</sup>	Yes	50-72	Yes	84	-
Minor Arterial	3	No <sup>6</sup>	Yes	36-50	Yes	72	-
Collector 2		No <sup>6</sup>	Yes	36-50	Yes	68	-
Local V	2	Yes	No	34	Yes	48	-
Local IV	2	Yes	No	32	Yes	46	79
Local III	2	Yes	No	30	Yes	44	19
Local II	2	Yes	No	30	Yes	42	14
Local I	2	Yes <sup>7</sup>	No	28	Yes <sup>7</sup>	35	9

1. All local street Categories have a ten-foot public utility easement on both sides and a five-foot slope and utility easement on collectors and arterials.
2. Standard bike lane widths are six feet; although five feet may be approved on a case-by-case basis.
3. Street improvements and right-of-way widths may be increased on a case-by-case basis as required by the City in accordance with Public Works Design Standards
4. All Street will have five-foot wide sidewalks on both sides, unless noted. Meandering sidewalks may be considered/required on arterials and collectors.
5. Additional right-of-way may be required at intersections for additional turning lanes. Right-of-way at intersections is required to provide for a minimum 20-foot curb return radius.
6. Depending on installed improvements
7. Parking/sidewalks only required on one side of street

### **2.302.05 Modification of Right-of-Way and Improvement Width**

The City, pursuant to variance approval, may allow modification to the public street standards of Subsection 2.302.04, when the following criteria are satisfied: (5/98)

- A. Modification Permitted. The modification is necessary to provide design flexibility where: (5/98)
  1. Unusual topographic conditions require a reduced width or grade separation of improved surfaces; or
  2. Parcel shape or configuration precludes accessing a proposed development with a street which meets the full standards of Section 2.302.04; or

3. A modification is necessary to preserve trees or other natural features determined by the City to be significant to the aesthetic character of the area; or
4. The modification of street standards is necessary to provide greater privacy or aesthetic quality to the development. (5/98)

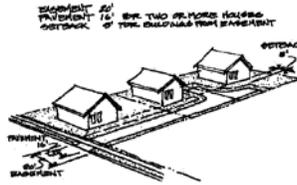
B. Vehicular Access Maintained. Modification of the standards of Section 2.302.04 shall only be approved if the City finds that the specific design proposed provides adequate vehicular access based on anticipated traffic volumes. (5/98)

### **2.302.06 Construction Specifications**

Construction specifications for all public and private streets shall comply with the standards of the most recently adopted public works/street standards of the City of Keizer. Construction permits are required by the Public Works Department. (10/02)

### **2.302.07 Improvement Width for Private Streets (If allowed in Section 2.302.02F)**

Private streets may be constructed to the same or greater width of the existing connecting private street. (10/02)



Easement Standards

### **2.302.08 Private Access Easements**

A private access easement created as the result of an approved partitioning or subdivision shall conform to the following: (5/98)

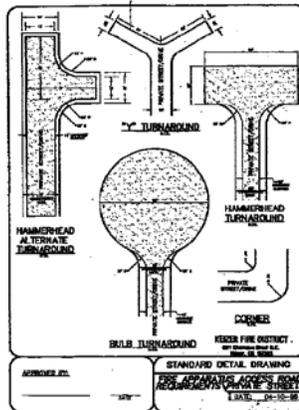
- A. Width. Private access easements shall only be allowed where the applicable standards of Section 2.310.03.D., are satisfied. The easement shall comply with the following additional standards: (11/16)
  1. Minimum easement width: 20 feet with no parking within the minimum required width. (11/16)
  2. Minimum paved width: 12 feet for 1 dwelling unit; 16 feet for two or more dwelling units. (5/98)
  3. Maximum length: 300 feet for single access to a public street. If there are two or more access points to a public street, the proposed easement may be more than 300 feet if it is the only way to allow for effective development in unique circumstances where it is not practical to serve the development with a public street. Access easements exceeding 300 feet in length must be reviewed by the

local Fire District for compliance with the Fire Code, and must receive City approval. The following criteria for City approval will be used: (11/16)

- a. A public street is impractical, and an easement is the only feasible method to provide access. (11/16)
  - b. Adequate parking and safe maneuverability is provided. (11/16)
  - c. Does not preclude the ability for future redevelopment, and must allow a density no less than 75% of the maximum density of the underlying zone. (11/16)
4. Single Family/Duplex Development: No more than 4 [dwelling units parcels](#) shall have their sole access to an access easement unless through access (two or more public street access points) are provided. If the access easement provides through access, no more than 8 [dwelling units parcels](#) may be served by the access easement. All [through](#) access easements providing access to more than 4 [dwelling units parcels](#) must provide public bicycle and pedestrian access for connectivity. The instrument recording the access easement must indicate public bicycle and pedestrian access is allowed. (11/16)
5. Multi-Family/Commercial Development: Access easements serving multi-family and commercial uses may be allowed if it is the only feasible method to provide access to a parcel without public street frontage, or if it is impractical to serve the development with a public street. Access easements are subject to Fire District review and City approval. The design of the easement must be reviewed by the local Fire District for compliance with the Fire Code and must meet the requirements outlined in Section 2.303 for parking lot aisle widths, and all other city standards governing vehicle access contained in the KDC and adopted Public Works Street Standards. (11/16)

B. Maintenance. Provision for the maintenance of the street shall be provided in the form of a maintenance agreement, home owners association, or other instrument acceptable to the City. (5/98)

C. Turn-around. A turn-around shall be required for any access easement which is the sole access and which serves two or more [residences parcels](#). Turn-arounds shall be either a circular



Approved Turn Around Designs

turn-around with a minimum paved radius of 38 feet, or a "tee" or "hammerhead" turn-around with a minimum paved dimension across the "tee" of 60 feet. [Alternate turnaround designs may be approved subject to PW department approval.](#) (10/15)

#### D. Parking

1. No parking allowed. All private access easements serving as the sole access for two or more [residences-parcels](#) shall display No Parking signs approved by the City (11/16)
2. Parking shall be provided as outlines in Section 2.303. (11/16)

#### E. Trees Along Access Easements

Streetscape trees are required along access easements, shall comply with the provisions of Section 2.309, and must be located according to the following provisions: (10/15)

1. Streetscape trees shall be planted within the boundaries of each lot within 10 feet of access improvements. (10/15)
2. Lots measuring less than [45-60 feet in width along the access easement](#) shall be required to plant one streetscape tree. Lots measuring [more than 45-60 feet or more in width along the access easement](#) shall be required to plant two streetscape trees. (10/15)
3. Streetscape trees shall be selected from a list of approved trees. (10/15)

#### F. Screening

A 6 foot high sight obscuring fence, wall, or hedge shall be placed along the exterior side of an access easement to provide screening to any adjacent properties. (10/15)

PC MTG 2-12-20 – Excerpts from KDC Section 1.200 (Definitions)

Accessory Dwelling: An interior, attached, or detached residential structure that is used in connection with, or that is accessory to, a single-family dwelling. (1/19)

Attached Dwellings:

Two or more dwelling units on separate properties that share a common wall for a full story that adjoins enclosed habitable space on each side. Attached dwellings shall be joined along a common wall for no less than one story for a distance of at least 10 feet. (01/02)

Dwelling Unit: One or more rooms designed for occupancy by one family and not having more than one cooking facility. (5/98)

Dwelling, Multi-Family: A building on a single parcel or lot containing 3 or more dwelling units designed for occupancy by 3 or more families living independently of each other. (5/98)

Dwelling, Single Family Detached: A detached building containing one dwelling unit designed exclusively for occupancy by 1 family. (5/98)

Dwelling, Townhouse: A multi-family structure so designed that each individual dwelling unit is located upon a separate lot or parcel. (5/98)

Dwelling, Two-Family (Duplex): A detached building on a single parcel or lot containing 2 dwelling units designed exclusively for occupancy by 2 families living independently of each other. (5/98)

## **2.302 STREET STANDARDS**

### **2.302.01 Purpose**

- A. Safety. To provide for safe, efficient, and convenient vehicular, bicycle and pedestrian movement in the City of Keizer. (11/16)
- B. Access. To provide adequate access to all proposed developments in the City of Keizer. (5/98)
- C. Public Facility Access. To provide adequate area in all public rights-of-way for sidewalks, sanitary sewers, storm sewers, water lines, natural gas lines, power lines and other utilities commonly and appropriately placed in such rights-of-way. (5/98)

### **2.302.02 Scope**

The provisions of this Section shall be applicable for the following: (5/98)

- A. Land Divisions. The creation, dedication or construction of all new public or private streets in all subdivisions, partitions or other developments in the City. (05/98)
- B. Street Expansion. The extension or widening of existing public or private streets or rights-of-way, easements, or street improvements including those which may be proposed by an individual or the City, or which may be required by the City in association with other development approvals. (10/02)
- C. Utility Improvements. The construction or modification of any utilities or sidewalks in public rights-of-way, existing private street, or private access easements. (10/02)
- D. Street Trees. The planting of any street trees or other landscape materials in public rights-of-way. (5/98)
- E. Exceptions. Provisions of this Section do not apply in existing developed areas of the City. Improvements in these areas shall be based on standards adopted by the Department of Public Works. (5/98)
- F. Private Streets. Private streets and improvements on private streets are allowed only in the following situations:
  - 1. Improvements and/or widening of existing and allowed private streets.
  - 2. Creation of new private streets within an existing subdivision or PUD already containing approved private streets.

3. Creation of new private streets in a proposed subdivision, PUD, or partition if the only access to the proposed subdivision, PUD, or partition is via existing and approved private streets. (10/02)

### **2.302.03 General Provisions**

The following provisions shall apply to the dedication, construction, improvement or other development of all public streets in the City of Keizer: (5/98)

- A. **General Requirement.** The location, width, and grade of streets shall be considered in their relation to existing and planned streets, to topographical conditions, to public convenience and safety, and to the proposed use of the land to be served by the streets. (5/98)
- B. **Continuation of Streets.** Development proposals, including subdivisions and partitions, shall provide for the continuation of, and connection to, streets where necessary to promote appropriate traffic circulation in the vicinity of the development. Where necessary to give access or permit a satisfactory future division of adjoining land, streets and utilities shall be extended to property boundaries to allow the future extension of streets and infrastructure. A temporary turnaround shall be constructed for stub streets in excess of 150 feet in length. (01/02)

No street or utility extensions are required when any of the following circumstances exist: (01/02)

1. Less than three additional existing or future lots on adjoining parcels would gain access from the extension. For purposes of this criterion, the size of said future lots shall be no greater than two times the minimum lot size of the zone. (01/02)
2. Parcel shape or size prevents new lots from meeting lot width or depth standards when a public street is proposed through the parcel. (10/15)
3. Partial-width streets where adjoining development would provide a full-width public street, does not eliminate the need for variances to lot depth or width requirements. (10/15)
4. Natural physical obstructions or barriers, such as parkland, floodplain, slopes, or significant trees, make access and connectivity unreasonable or impracticable. (01/02)

5. Providing access and connectivity to one or more adjoining parcel(s) would not be useful given that at least one of the following conditions exist: (01/02)
- a. A future street plan demonstrates that adequate access and connectivity is provided from the adjacent parcel(s). (01/02)
  - b. The development potential of the adjoining parcel(s) is (are) limited due to physical or jurisdictional constraints to such a degree that connectivity is unreasonable or impracticable. (01/02)
- C. Alignment. All streets other than minor streets or cul-de-sacs, as far as practical, shall be in alignment with existing streets by continuation of the existing centerlines. The staggering of street alignments resulting in "T" intersections shall, wherever practical, leave a minimum distance of 200 feet between the center lines of streets having approximately the same direction and otherwise shall not be less than 100 feet. (5/98)
- D. Future extension of streets. When it appears possible to continue a street, bicycle path and/or pedestrian accessway into a future subdivision, adjacent acreage or area attractors such as schools and shopping centers, streets, bicycle paths and/or pedestrian accessway facilities shall be platted and built to a boundary of the subdivision. The street may be platted without a turnaround unless the Public Works Department finds a turnaround is necessary for reasons of traffic safety. Any street extension exceeding 150 feet in length shall be provided with an approved turnaround as set forth in the Uniform Fire Code. (11/16)
- E. Intersection angles. Streets shall be laid out to intersect at angles as near to right angles as practical, except where topography requires lesser angles. Intersections of less than 60 degrees shall require special intersection designs. Streets shall have at least 50 feet of tangent adjacent to intersections unless topography requires lesser distances. Intersections that are not at right angles shall have minimum corner radii of 15 feet. Major arterial intersections shall have curb radii of not less than 35 feet. Other street intersections shall have curb radii of not less than 20 feet. (5/98)
- F. Existing Streets. Whenever existing public streets adjacent to or within a tract are of a width less than the street design standards, additional right-of-way shall be provided at the time of subdivision, partitioning, or development. (5/98)
- G. Half-Streets. Half-streets may be approved where essential to the reasonable development of an area and when the City finds it to be practical to require the dedication of the other half when the adjoining property is developed. When a  $\frac{3}{4}$  width street can reasonably be developed, as

determined the Department of Public Works, a half street will be constructed with an additional 10 feet of pavement on the opposite side of the street from full improvement. (5/98)

- H. Cul-de-sacs. The maximum length shall be 800 feet. (5/98)
- I. Street Names. Street names and numbers shall conform to the established standards and procedures in the City. (5/98)
- J. Grades and Curves. Grades shall not exceed 7 percent on arterials, 10 percent on collector streets or 15 percent on any other street. Street grades of 15 percent shall not exceed 200 feet in length. To provide for adequate drainage, all streets shall have a minimum slope of 0.5 percent. On arterials there shall be a tangent of not less than 100 feet between reversed curves. (5/98)
- K. Frontage Streets. If a development abuts or contains an existing or proposed arterial or collector street, the City may allow frontage streets, or may require reverse frontage lots with suitable depth, screen planting contained in a non-access reservation along the rear or side property line, or such other treatment as may be necessary for adequate protection of residential properties, to afford separation of through and local traffic, and to preserve the capacity and safety of the collector or arterial street. (5/98)
- L. Alleys. Alleys shall be provided in commercial and industrial zones unless other permanent provisions for access to off-street parking and loading facilities are provided. The corners of alley intersections shall have radii of not less than 10 feet. (5/98)
- M. Street Landscaping. Where required as part of the right-of-way design, planting strips shall conform with the following standards: (5/98)
  - 1. Street trees shall be planted at a ratio of no less than one tree per 30 feet of property frontage. Street trees shall conform with the list of acceptable trees included in the City's Street Tree Ordinance. Installation of street trees shall be included in any improvement agreement covering the installation of public facilities and services on a property. (5/98)
  - 2. Planting strips shall be planted and maintained in predominantly living groundcover materials with hard surfaces consisting of bricks, pavers, rocks, decorative concrete work, etc., only being included as part of an overall landscape design where living plant material is predominant. In no case shall asphalt be used within the planting strip. (5/98)

- N. Access Control Standards. The following access control standards apply to public, industrial, commercial and residential developments including land divisions. Access shall be managed to maintain an adequate level of service and to maintain the functional classification of roadways as required by the City of Keizer Transportation System Plan. Major roadways, including arterials and collectors, serve as the primary system for moving people and goods within and through the city. Access management is a primary concern on these roads. Local streets and alleys provide access to individual properties. If vehicular access and circulation are not properly designed, these roadways will be unable to accommodate the needs of development and serve their transportation function. (10/15)

The regulations in this section further the orderly layout and use of land, protect community character, and conserve natural resources by promoting well-designed road and access systems and discouraging the unplanned subdivision of land. (07/09)

1. Traffic Impact Analysis Requirements. The City or other agency with access jurisdiction may require a traffic study prepared by a qualified professional to determine access, circulation and other transportation requirements. (See also, Section 2.301.03 Traffic Impact Analysis.) (07/09)
2. The City or other agency with access permit jurisdiction may require the closing or consolidation of existing curb cuts or other vehicle access points, recording of reciprocal access easements (i.e., for shared driveways), development of a frontage street, installation of traffic control devices, and/or other mitigation as a condition of granting an access permit, to ensure the safe and efficient operation of the street and highway system. Access to and from off-street parking areas shall not permit backing onto a public street. (07/09)
3. Access Options. When vehicle access is required for development (i.e., for off-street parking, delivery, service, drive-through facilities, etc.), access shall be provided by one of the following methods (a minimum of 10 feet per lane is required; planned access shall be consistent with adopted public works standards for road construction). These methods are “options” to the developer/subdivider. (07/09)
  - a. Option 1. Access is from an existing or proposed alley or mid-block lane. If a property has access to an alley or lane, direct access to a public street is not permitted. (07/09)
  - b. Option 2. Access is from a private street or driveway connected to an adjoining property that has direct access to

a public street (i.e., “shared driveway”). A public access easement covering the driveway shall be recorded in this case to assure access to the closest public street for all users of the private street/drive. (07/09)

- c. Option 3. Access is from a public street adjacent to the development parcel. If practicable, the owner/developer may be required to close or consolidate an existing access point as a condition of approving a new access. Street accesses shall comply with the access spacing standards in Subsection 6, below. (07/09)
4. Subdivisions Fronting Onto an Arterial Street. New residential land divisions fronting onto an arterial street shall be required to provide alleys or secondary (local or collector) streets for access to individual lots. When alleys or secondary streets cannot be constructed due to topographic or other physical constraints, access may be provided by consolidating driveways for clusters of two or more lots (e.g., includes flag lots and mid-block lanes). (07/09)
5. Double-Frontage Lots. When a lot has frontage onto two or more streets, access shall be provided first from the street with the lowest classification. For example, access shall be provided from a local street before a collector or arterial street. (07/09)
6. Access Spacing: The following minimum access spacing standards apply to public streets and driveways on arterial streets: (07/09)

#### Arterial Access Spacing Standards

Posted Speed (miles per hour)	Minimum Spacing (feet)
25	150
30	150
35	150
40	185
45	230
50 or higher	275

7. Number of Access Points. For single-family (detached and attached), two-family, and three-family housing types, one street

access point is permitted per lot, when alley access cannot otherwise be provided; except that two access points may be permitted for two-family and three-family housing on corner lots (i.e., no more than one access per street), subject to the access spacing standards in Subsection 6, above. The number of street access points for multiple family, commercial, industrial, and public/institutional developments shall be minimized to protect the function, safety and operation of the street(s) and sidewalk(s) for all users. Shared access may be required, in conformance with Subsection 8 below, in order to maintain the required access spacing, and minimize the number of access points. (07/09)

8. **Shared Driveways.** The number of driveway and private street intersections with public streets shall be minimized by the use of shared driveways with adjoining lots where feasible. The City shall require shared driveways as a condition of land division or site design review, as applicable, for traffic safety and access management purposes in accordance with the following standards: (07/09)
  - a. Shared driveways and frontage streets may be required to consolidate access onto a collector or arterial street. When shared driveways or frontage streets are required, they shall be stubbed to adjacent developable parcels to indicate future extension. “Stub” means that a driveway or street temporarily ends at the property line, but may be extended in the future as the adjacent parcel develops. “Developable” means that a parcel is either vacant or it is likely to receive additional development (i.e., due to infill or redevelopment potential). (07/09)
  - b. Access easements (i.e., for the benefit of affected properties) shall be recorded for all shared driveways, including pathways, at the time of final plat approval or as a condition of site development approval. (07/09)
  - c. Exception. Shared driveways are not required when existing development patterns or physical constraints (e.g., topography, parcel configuration, and similar conditions) prevent extending the street/driveway in the future. (07/09)
9. **Street Connectivity and Formation of Blocks Required.** In order to promote efficient vehicular and pedestrian circulation throughout the City, land divisions and large site developments shall produce complete blocks bounded by a connecting network of public and/or private streets, in accordance with the following standards: (07/09)

Block Length. The maximum block length shall be consistent with 2.310.04 Additional Design Standards for Subdivisions. (07/09)

Street Standards. Public and private streets shall also conform to Section 2.302 Street Standards in the City of Keizer Development Code (Table 4.1 Street Design Standards in the TSP). (07/09)

Exception. Exceptions to the above standards may be granted when blocks are divided by one or more pathway(s), in conformance with the provisions of 2.310.04(C)(2). (07/09)

10. Pedestrian/Bicycle Accessways. Accessways shall be located to minimize out-of-direction travel by pedestrians and may be designed to accommodate bicycles. (07/09)
11. Street lights. Street lights shall be required for public streets serving more than four dwelling units. Street lights shall be located within a right of way or in utility easements. Street lights are not required along private access easements. Street lights shall be designed to direct the light down toward the street and sidewalk and as much as practicable away from adjoining homes. (10/15)

#### O. Trees Along Public Streets

Streetscape trees are required along public streets, shall comply with the provisions of Section 2.309, and must be located according to the following provisions: (10/15)

1. Streetscape trees shall be planted within the boundaries of each lot within 10 feet of street improvements. (10/15)
2. Lots measuring less than 4560 feet in width shall be required to plant one streetscape tree. Lots measuring more than 4560 feet or more in width shall be required to plant two streetscape trees. (10/15)
3. Streetscape trees shall be selected from a list of approved trees. (10/15)

### **2.302.04 General Right-of-Way and Improvement Widths**

The following standards are general criteria for public streets in the City of Keizer. These standards shall be the minimum requirements for all streets, except where modifications are permitted under Subsection 2.202.05. (5/98)

The street design standards show five different options for local streets. These standards allow the City flexibility in the design of the street network. (7/09)

**Table 4.1 Street Design Standards** (07/09)

Functional Classification <sup>1</sup>	Number of Lanes	Parking	Bike Lanes <sup>2</sup>	Roadway Width (ft) <sup>3</sup>	Sidewalks	Right-of-Way Width (ft) <sup>4,5</sup>	Maximum Dwelling Units Served
Major Arterial	5	No <sup>6</sup>	Yes	50-72	Yes	84	-
Minor Arterial	3	No <sup>6</sup>	Yes	36-50	Yes	72	-
Collector 2		No <sup>6</sup>	Yes	36-50	Yes	68	-
Local V	2	Yes	No	34	Yes	48	-
Local IV	2	Yes	No	32	Yes	46	79
Local III	2	Yes	No	30	Yes	44	19
Local II	2	Yes	No	30	Yes	42	14
Local I	2	Yes <sup>7</sup>	No	28	Yes <sup>7</sup>	35	9

1. All local street Categories have a ten-foot public utility easement on both sides and a five-foot slope and utility easement on collectors and arterials.
2. Standard bike lane widths are six feet; although five feet may be approved on a case-by-case basis.
3. Street improvements and right-of-way widths may be increased on a case-by-case basis as required by the City in accordance with Public Works Design Standards
4. All Street will have five-foot wide sidewalks on both sides, unless noted. Meandering sidewalks may be considered/required on arterials and collectors.
5. Additional right-of-way may be required at intersections for additional turning lanes. Right-of-way at intersections is required to provide for a minimum 20-foot curb return radius.
6. Depending on installed improvements
7. Parking/sidewalks only required on one side of street

### **2.302.05 Modification of Right-of-Way and Improvement Width**

The City, pursuant to variance approval, may allow modification to the public street standards of Subsection 2.302.04, when the following criteria are satisfied: (5/98)

- A. Modification Permitted. The modification is necessary to provide design flexibility where: (5/98)
  1. Unusual topographic conditions require a reduced width or grade separation of improved surfaces; or
  2. Parcel shape or configuration precludes accessing a proposed development with a street which meets the full standards of Section 2.302.04; or

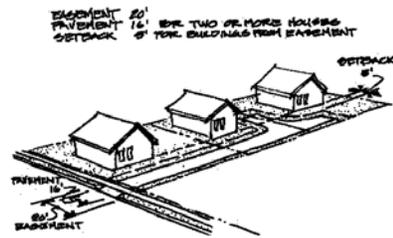
3. A modification is necessary to preserve trees or other natural features determined by the City to be significant to the aesthetic character of the area; or
  4. The modification of street standards is necessary to provide greater privacy or aesthetic quality to the development. (5/98)
- B. Vehicular Access Maintained. Modification of the standards of Section 2.302.04 shall only be approved if the City finds that the specific design proposed provides adequate vehicular access based on anticipated traffic volumes. (5/98)

### **2.302.06 Construction Specifications**

Construction specifications for all public and private streets shall comply with the standards of the most recently adopted public works/street standards of the City of Keizer. Construction permits are required by the Public Works Department. (10/02)

### **2.302.07 Improvement Width for Private Streets (If allowed in Section 2.302.02F)**

Private streets may be constructed to the same or greater width of the existing connecting private street. (10/02)



Easement Standards

### **2.302.08 Private Access Easements**

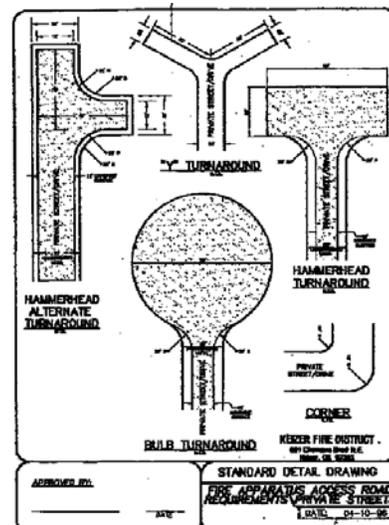
A private access easement created as the result of an approved partitioning or subdivision shall conform to the following: (5/98)

- A. Width. Private access easements shall only be allowed where the applicable standards of Section 2.310.03.D., are satisfied. The easement shall comply with the following additional standards: (11/16)
  1. Minimum easement width: 20 feet with no parking within the minimum required width. (11/16)
  2. Minimum paved width: 12 feet for 1 dwelling unit; 16 feet for two or more dwelling units. (5/98)
  3. Maximum length: 300 feet for single access to a public street. If there are two or more access points to a public street, the proposed easement may be more than 300 feet if it is the only way to allow for effective development in unique circumstances where it is not practical to serve the development with a public street. Access easements exceeding 300 feet in length must be reviewed by the

local Fire District for compliance with the Fire Code, and must receive City approval. The following criteria for City approval will be used:  
(11/16)

- a. A public street is impractical, and an easement is the only feasible method to provide access. (11/16)
  - b. Adequate parking and safe maneuverability is provided. (11/16)
  - c. Does not preclude the ability for future redevelopment, and must allow a density no less than 75% of the maximum density of the underlying zone. (11/16)
4. Single Family/Duplex Development: No more than 4 dwelling units parcels or lots shall have their sole access via an access easement unless through access (two or more public street access points) are provided. If the access easement connects to a collector or arterial street the Public Works Director may require all parcels or lots to be served by the access easement. In such case, no more than 6 parcels or lots shall have their sole access via an access easement, and the number of parcels or lots may exceed 4. If the access easement provides through access, no more than 8 dwelling units parcels or lots may be served by the access easement. All through access easements providing access to more than 4 dwelling units parcels or lots must provide public bicycle and pedestrian access for connectivity. The instrument recording the access easement must indicate public bicycle and pedestrian access is allowed. (11/16)
5. Multi-Family/Commercial Development: Access easements serving multi-family and commercial uses may be allowed if it is the only feasible method to provide access to a parcel without public street frontage, or if it is impractical to serve the development with a public street. Access easements are subject to Fire District review and City approval. The design of the easement must be reviewed by the local Fire District for compliance with the Fire Code and must meet the requirements outlined in Section 2.303 for parking lot aisle widths, and all other city standards governing vehicle access contained in the KDC and adopted Public Works Street Standards. (11/16)

- B. Maintenance. Provision for the maintenance of the street shall be provided in the form of a maintenance



Approved Turn Around Designs

agreement, home owners association, or other instrument acceptable to the City. (5/98)

- C. Turn-around. A turn-around shall be required for any access easement which is the sole access and which serves two or more ~~residences~~ parcels or lots. Turn-arounds shall be either a circular turn-around with a minimum paved radius of 38 feet, or a "tee" or "hammerhead" turn-around with a minimum paved dimension across the "tee" of 60 feet. Alternate turnaround designs may be approved subject to Public Works Department approval. (10/15)

D. Parking

1. No parking allowed. All private access easements serving as the sole access for two or more ~~residences~~ parcels or lots shall display No Parking signs approved by the City (11/16)
2. Parking shall be provided as outlines in Section 2.303. (11/16)

E. Trees Along Access Easements

Streetscape trees are required along access easements, shall comply with the provisions of Section 2.309, and must be located according to the following provisions: (10/15)

1. Streetscape trees shall be planted within the boundaries of each lot within 10 feet of access improvements. (10/15)
2. Parcels or Lots measuring less than ~~45-60~~ feet in width along the access easement shall be required to plant one streetscape tree. Parcels or Lots measuring ~~more than 45-60~~ feet or more in width along the access easement shall be required to plant two streetscape trees. (10/15)
3. Streetscape trees shall be selected from a list of approved trees. (10/15)

F. Screening

A 6 foot high sight obscuring fence, wall, or hedge shall be placed along the exterior side of an access easement to provide screening to any adjacent properties. (10/15)

**CITY COUNCIL MEETING: March 16, 2020**

**AGENDA ITEM NUMBER: \_\_\_\_\_**

**TO: MAYOR CLARK AND CITY COUNCIL MEMBERS**

**THROUGH: CHRIS EPPLEY  
CITY MANAGER**

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

**SUBJECT: SOUTH EAST KEIZER NEIGHBORHOOD ASSOCIATION ANNUAL  
REPORT**

**BACKGROUND:**

In June, 1993 the City Council adopted Ordinance 93-257 outlining the purpose and guidelines for recognition of neighborhood associations. The Ordinance states in order to maintain recognition, the neighborhood association shall make an annual report to the City Council. The report may be submitted in writing or made orally at a City Council meeting.

South East Keizer Neighborhood Association Chair Ken Gierloff will be in attendance to present the annual report.

**RECOMMENDATION:**

It is recommended the Council accept the report and by motion extend recognition to the South East Keizer Neighborhood Association for an additional year.

**COUNCIL MEETING:** March 16, 2020

**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 RENTAL FEE - THE KEIZER  
COMMUNITY BAND**

**BACKGROUND:**

The Keizer Community Band was formed in 1998 at the request of former City of Keizer Mayor Bob Newton. Mayor Newton wanted a band that would represent the community and furnish music for community functions as well as music for entertainment. At the request of Mayor Newton, former Salem Public Schools Band Director Roy Shelton recruited community members to form a band and achieved Mayor Newton's goal. Director Shelton conducted the band until his retirement in 2003. Michael Koenig, a former student of Director Shelton, took over conducting the band. The band is active in the area, playing for numerous fundraising events and occasions such as the KeizerFEST.

Over the last several years, the Keizer Community Band has requested space in the Community Center to conduct community concerts. The concerts are free to attend. In past years, the City Council has waived rental fees, staffing costs, and security deposits (option 1). The Keizer Community Band has requested the same fee waivers for their 2020 concerts. The concert dates are as follows:

- Wednesday, May 27, 2020 for a Spring Concert
- Wednesday, November 11, 2020 for a Veterans Day Concert
- Wednesday, December 16, 2020 for a Holiday Concert

All concerts will begin at 7:00 p.m. and will last approximately 1 hour. Iris B will accommodate each concert. The rental rates for the Keizer Community Center Iris B listed include a 25% discount for Keizer Citizens or any Keizer Based 501(c)(3) organization. The Keizer Community Band qualifies for this discount.

**Keizer Community Band Concert**

The rental rate for the Iris Room A for 2 hours (6:30 p.m. to 8:30 p.m.) would be as follows:

- Room Rental – \$150 (\$75 per hour including staffing, with the 25% discount)

- Event Staff – included in the rental rate above, however if rental rate waived, event staff would cost the City approximately \$80 (room set, event coverage, and clean/reset of room)
- Security/Cleaning Deposit (Refundable) - \$750

**Options for Council Consideration for the Keizer Community Band Concert:**

1. Grant the request for a complete rental fee waiver (room rental, security/cleaning deposit, and staffing costs).
2. Deny the request for a complete rental fee waiver. (room rental, security/cleaning deposit, and staffing costs).
3. Waive the security/cleaning deposit, but charge the room rental fee of \$150.
4. Waive the security/cleaning deposit and the room rental fee but charge \$80 for staffing costs.

The City Council does not have the ability to waive a certificate of general liability insurance. The Keizer Community Band will be required to provide this certificate for each concert dates.

**RECOMMENDATION:**

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