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

Monday, April 20, 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**

   a. **Proclamation – Volunteer Recognition Months**

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 Text Amendment – Section 2.203 And Section 2.312 – Relating to Backyard Chickens/Ducks, and Standards For Fencing**

8. **ADMINISTRATIVE ACTION**

   a. **Greater Gubser Neighborhood Association Annual Report**

   b. **RESOLUTION – Adopting Eligible Project To Be Used By City For Funds Received In Fiscal Year 2019-2020 From County Under Intergovernmental Agreement For Community Prosperity Initiative**

   c. **ORDER – Designating "No Parking" Zone On South Side of Claggett Court Northeast, Keizer, Oregon**

   d. **ORDINANCE – Amending Keizer Development Code Regarding Section 2.302 (Street Standards); Amending Ordinance 98-389**

   e. **RESOLUTION – Ratifying The City Manager's Amendment to Declaration Of A Local State of Emergency In City Of Keizer As A Result of COVID-19 Pandemic**

9. **CONSENT CALENDAR**

   a. **RESOLUTION – Authorizing The City Manager to Enter Into Towing Services Contracts (2020)**

b. **RESOLUTION – Authorizing The City Manager To Award And Enter Into An Agreement With North Santiam Paving Co. For Annual Street Resurfacing Project**

c. **RESOLUTION – Authorizing The City Manager to Award and Enter Into An Agreement With K&E Excavating, Inc. For Shoreline Drive And Cummings Lane Storm Drain Reroute Project**

d. **RESOLUTION – Authorizing The City Manager to Enter Into An Agreement With Cascade Water Works LLC For McNary Pump Station Modifications**

e. **RESOLUTION – Authorizing The Community Development Director To Apply For Funds From Oregon Department Of Land Conservation And Development For An Update To The Buildable Lands Inventory/Housing Needs Analysis**

f. **RESOLUTION – Adopting Donation And Naming Policies For Keizer Parks; Repealing Resolutions R96-894, R2006-1750, And R2009-1917**

g. **Approval of April 6, 2020 City Council 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

May 4, 2020
7:00 p.m. - City Council Regular Session

May 11, 2020
6:00 p.m. – City of Keizer Budget Committee Meeting

May 12, 2020
6:00 p.m. – City of Keizer Budget Committee Meeting

May 14 2020 (if necessary)
6:00 p.m. – City of Keizer Budget Committee Meeting

May 18, 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 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.

City of Keizer, Oregon

Proclamation

WHEREAS, a basic ingredient in the foundation of the City of Keizer is volunteerism. Upon incorporation in 1982, the motto was adopted – "Pride, Spirit, and Volunteerism". Almost every facet of this community is supported by volunteerism; and

WHEREAS, many citizens of this community contribute to the well-being of fellow residents and the welfare of all our citizens by giving generously of their time and energy; and

WHEREAS, many volunteers assist the City of Keizer in performing a multitude of duties, often providing services that may be reduced or non-existent. Many of the volunteers serve in an advisory role to the City Council on our Boards, Commissions, and Task Forces; and

WHEREAS, the volunteer response to the 2020 coronavirus pandemic has helped save lives, support and care for neighbors, and successfully adapt to rapidly changing circumstances; and

WHEREAS, the City of Keizer values each and every one of the many volunteers and wish to extend our deepest appreciation to all; and

WHEREAS, the ongoing situation with the 2020 coronavirus pandemic will continue to be met with the strong volunteer commitment of people throughout our City.

NOW, THEREFORE, I Cathy Clark, Mayor of the City of Keizer, together with the Keizer City Council assembled in Regular Session, hereby proclaim the months of April and May 2020 as

"VOLUNTEER RECOGNITION MONTHS"

And ask all the people of Keizer to express their thanks to the many volunteers who continue to help and serve in our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Keizer this 20th day of April, 2020.

_____

MAYOR CATHY CLARK

COUNCIL MEETING: April 20, 2020
AGENDA ITEM NUMBER: _____

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 amendments to Keizer Development Code (KDC) Section 2.203 (Permitted Uses Generally) and Section 2.312 (Yard and Lot Standards) relating to backyard chickens/ducks, and standards for fencing.

ATTACHMENTS:
- KDC Section 2.203(Permitted Uses Generally) – draft
- KDC Section 2.312(Yard and Lot Standards) – draft
- Emails received (Robin Green, Kris Tackett) for 3/11/20 Planning Commission meeting

ISSUE:
Planning Commission held a public hearing on March 11, 2020 to consider proposed text amendments to Keizer Development Code Section 2.203 (Permitted Uses Generally) and Section 2.312 (Yard and Lot Standards). These sections include standards for keeping backyard chickens and standards for fencing. Ultimately, the Planning Commission voted unanimously to recommend approval of the proposed text amendments.

TESTIMONY RECEIVED:
Written testimony was received from two separate individuals for the Planning Commission public hearing, which is attached. Public testimony was also received at the hearing on March 11th from three separate individuals. Testimony received was related to KDC Section 2.203. The written testimony requested an allowance of 6 chickens and/or ducks, as well as an allowance for goats. The three individuals who testified at the hearing expressed support for an allowance of up to 6 chickens and/or ducks, as well as support for eliminating the permit requirements. Concern over the requirements for a "runway", as well as support for additional allowances for other types of animals, and beekeeping was also expressed. No testimony regarding KDC Section 2.312 (fence standards) was received.

PROPOSED CHANGES:
The proposed text changes to KDC Section 2.203 will:
- Allow up to 6 total chickens (no roosters) and/or ducks
- Clarify the requirements for coops and that a runway is required
- Reduce setback requirements for coops
- Eliminate requirement for obtaining a "chicken permit"
- Include language to address animals required to be allowed by federal or state law

The proposed text changes to KDC Section 2.312 will:
- Allow a four foot tall fence/wall/ or hedge to be located adjacent to a street for residential, public, and semi-public uses (previously 3.5 feet was allowed)

- Regulate height/location of hedges adjacent to streets consistent with the standards for fences and walls
- Modify language referencing building permit requirements
- Clarify requirements for barbed wire/electric fences

OTHER ISSUES – NO CHANGES PROPOSED:
The issue of allowing goats and other backyard agricultural uses was raised through written and oral testimony. Staff examined regulations from the City of Salem, City of Portland, and City of Hillsboro relating to allowable animals and backyard agricultural uses and found there is no real consensus or generally acceptable standard for regulating these issues. Clearly there are many issues to consider, and staff recommended that if Planning Commission wished to pursue a larger policy discussion, that it would be beneficial to first engage community members, stakeholders, and neighborhood associations for input prior to recommending specific regulations. Planning Commission did not propose any additional changes nor did the Commission direct staff to pursue further research on the matter.

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.

2.203 PERMITTED USES GENERALLY

2.203.01 Permitted Uses

The following uses and activities are permitted in all zones:

A. Utility Facilities. Placement and maintenance of underground or above ground wires, cables, pipes, guys, support structures, pump stations, drains, and detention basins within rights-of-ways by public agencies and utility companies for telephone, TV cable, or electrical power transmission, or transmission of natural gas, petroleum products, geothermal water, water, wastewater, sewage and rainwater. (5/98)

B. Railroad Tracks. Railroad tracks and related structures and facilities located within rights-of-ways controlled by railroad companies. (5/98)

C. Street Improvements. Surfaced travel lanes, curbs, gutters, drainage ditches, sidewalks, transit stops, landscaping and related structures and facilities located within rights-of-ways controlled by a public agency. (5/98)

D. Public Right-of-way Expansion/Use. Expansion of public right-of-way and widening or adding improvements within the right-of-way, provided the right-of-way is not expanded to more width than prescribed for the street in the Public Facilities segment of the Comprehensive Plan.

The placement, storage or display of merchandise, or other material for commercial use in the street, on the sidewalk, median strip, or any other portion of the street right of way or public easement is prohibited. (12/15)

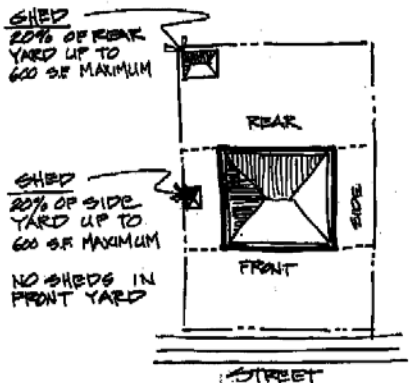
E. Signs. Signs as permitted in Section 2.300. (5/98)

2.203.02 Permitted Residential Accessory Structures and Uses

The following accessory uses shall be permitted subject to the following limitations and requirements:

A. Accessory Structures and Uses. The following accessory structures and uses are permitted on a lot in any zone in conjunction with a permitted dwelling or manufactured home:

1. Decks and patios (open, covered or enclosed). (5/98)



Accessory Structure Locations

2. Storage building for fire wood, yard maintenance equipment or tools, or, personal property not used in conjunction with any commercial or industrial business other than a home occupation. (5/98)

3. Green house or hobby shop. (5/98)

4. Swimming pools, hot tubs, and saunas along with associated structures. (5/98)

5. Pets, including outdoors shelters or runs. (5/98)

6. Fall-out shelters. (5/98)

7. Garages and carports. (5/98)

8. Rooms for 1 or 2 boarders residing in the dwelling. (5/98)

9. Animals, if required to be allowed under federal or state law, including outdoor shelters or runs.

B. Fences. Fences are a permitted accessory or secondary use in all zones subject to the requirements in Section 2.312.10. (5/98)

C. Residential Office. One manager's office of 400 square feet or less for rental of dwellings is a permitted accessory use in the RL, RM, RH and CM zones provided the office is located within a building containing dwelling units. (5/98)

D. Agricultural Uses. Gardens, orchards and crop cultivation primarily for personal use is a permitted use accessory to a dwelling in residential zones, except that the keeping of livestock, poultry (except chickens and ducks) or the sale of such, as well as the selling of produce on site are prohibited. Chickens and ducks are only permitted consistent with the following standards: (9/11)

1. Chickens and ducks shall only be kept upon property occupied by a detached single family dwelling or duplex. (9/11)

2. No more than ~~3~~ 6 hens or ducks in total ~~-~~may be kept on any one ~~property~~parcel or lot. (9/11)

3. The keeping of roosters is prohibited. (9/11)

4. Chickens and ducks shall be kept for personal, non-commercial use only. No person shall sell eggs or engage in ~~chicken~~ breeding or fertilizer production for commercial purposes. (9/11)

5. Chickens and ducks must be kept in a ~~chicken~~ coop~~s~~ and runway, which shall only be located in a side or rear yard. A runway is a fully enclosed

fenced area connected to the coop. Chickens and ducks must remain confined to the coop and runway -at all times, except when under control of an owner or custodian. (9/11)

6. ~~Chicken c~~Coops shall comply with Accessory Structure requirements in Section 2.313 B, C, D, and F. (9/11)

7. ~~Chicken c~~Coops and runway areas shall be kept clean, dry, free of noticeable odors, and in good repair. (9/11)

~~8. A chicken coop is required. (9/11)~~

~~9. Chicken coop shall be setback a minimum 10 feet from adjacent property lines. (9/11)~~

~~10. Applicant shall obtain a permit from the city prior to the keeping of chickens. (9/11)~~

2.203.03 Permitted Non-residential Accessory Structures and Uses

A. Rental Office. A manager's office for rental of space in an industrial zone. (5/98)

B. Mobile Classrooms. Mobile classrooms are a permitted accessory use in conjunction with elementary and secondary schools. (5/98)

2.203.04 Permitted Temporary Uses

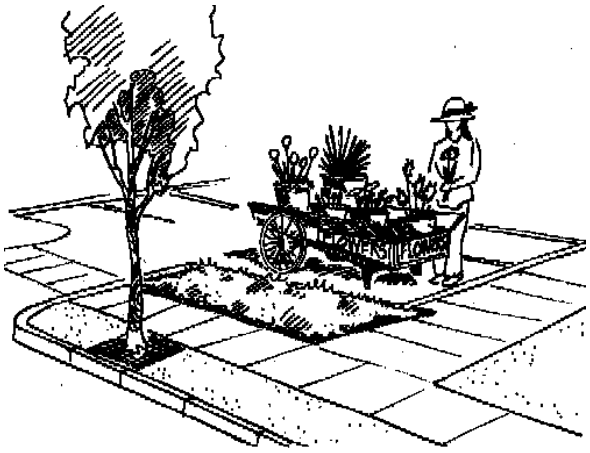
The following temporary uses shall be permitted subject to the following limitations and requirements:

A. Permitted Activities. Outdoor tree or fireworks sales are permitted in all zones except residential. Amusement and recreational service (SIC 799); and retail sales and services from a vehicle or temporary structure are permitted in all permitting zones, except residential, as a secondary use. However, houses of worship on arterial or collector streets may conduct any temporary use as described in this section. (2/01)

1. The uses are otherwise permitted to be outdoors in the zone. (5/98)

2. The activity is located on the same lot for no more than 90 days in any calendar year. (5/98)

3. The required parking for the primary uses on the same lot is not reduced below Ordinance requirements. (5/98)



4. The use does not block driveways, driveway entrances or parking aisles. (5/98)

5. The activity conforms to all signage requirements in Section 2.308. (5/98)

6. The activity conforms to all setback requirements applicable to the lot and zone. (5/98)

Temporary Business

7. The operator of a temporary use shall provided the required information, pay the applicable fee, obtain and display the required temporary business permit. (5/98)

8. The operator of a temporary use shall obtain all permits required by other agencies including those required for food handling and sales, and the sale of fireworks. (5/98)

B. Temporary Construction Facilities. Mobile offices, temporary power equipment and temporary structures to house personnel and store equipment during construction, provided the structures are not used as dwellings. (5/98)

C. Produce Stands. Temporary roadside stands in conjunction with a farm use provided:

1. Sales are limited to produce grown in the vicinity with at least 51% of the produce is grown on the premises. (5/98)

2. One off-street parking space is provided for each 100 square feet of floor area. (5/98)

3. The roadside stand is operated for no more than 6 months in any calendar year and only between official sunrise and sunset. (5/98)

D. Yard Sales and Auctions. Yard sales in any residential zone, and auctions in Commercial and Industrial zones, provided there are not more than 3 sales in a calendar year with each sale not to exceed three consecutive days. Merchandise and signs shall remain on private property. (5/98)

E. Additional Permitted Temporary Uses. The City Council may, by resolution, authorize additional permitted temporary uses during a specific event or festival. This may include setting forth reasonable types of uses, appropriate zones for such uses, temporary signs and any time restrictions the Council finds necessary to protect the health, safety and welfare of the public. (5/04)

F. Temporary Use of Containers. The temporary use of a portable storage container may be permitted provided that the portable storage container is placed in a driveway, parking lot, or other paved surface area. A container

must be placed on private property and cannot encroach or interfere with any sidewalk, public right of way, access way, or vision clearance area. A portable storage container may not be placed anywhere on a lot or parcel more than a total of 30 days in a calendar year. (3/12)

2.312 YARD AND LOT STANDARDS

2.312.01 Lot Coverage, Generally

Specific standards for lot size or area, for lot dimensions, and for lot coverage are set forth in the applicable zone. Where a standard for lot coverage is expressed as a percentage, such standard means the percentage of total lot area covered by buildings and by roofed but unenclosed structures, whether or not attached to buildings. Covered structures less than five feet in height and having less than 20 square feet of gross floor area (such as pet shelters, play houses, etc.) shall not be included in calculating lot coverage. (5/98)

2.312.02 Yards and Yard Area, Generally

A. Yards Apply Only to One Building. No required yard or other open space or required driveway provided around or for any building or structure for the purpose of complying with the provisions of this Ordinance shall be considered as providing a yard or open space for any other building, nor shall any yard or other required space on an adjoining lot be considered as providing a yard or open space on the lot whereon the building is to be erected. (5/98)

B. Yards to be Unobstructed. A "required yard" is the minimum required setback area between a structure or manufactured dwelling and a lot line, whether or not additional open space is actually provided between the structure and the lot line. Every required yard or setback area shall be open and unobstructed by buildings, or structures from the ground to the sky except for those exceptions permitted in this Section. (07/06)

2.312.03 Separation of Lot or Yard Areas

A. Reduction in Lot Area. Except as provided in 2.312.03.C., no portion of a lot necessary to provide the required area per dwelling unit shall be separated in ownership from the portion of the lot on which the building containing the dwelling units is located. (07/06)

B. Separation of Required Yards. Except as provided in 2.312.03.C., no required yard or other open space around an existing building shall be separated in ownership from the lot upon which the building is located. (07/06)

C. Exceptions. In a planned unit development building setbacks and yard areas, open space, and other areas without buildings established pursuant to the standards and the requirements of this Ordinance may be part of a lot containing a dwelling if the area is not common area or other area required to be located within a lot owned by the homeowner's association. (5/98)

2.312.04 Special Street Setbacks

A. Purpose. The special setbacks in this section are based upon the functional classification of streets and roads as described in the comprehensive plan. The purpose of these special setbacks is to allow for the expansion or improvement of streets and roads in order to safely accommodate vehicular or pedestrian traffic. The special setback shall be measured from the centerline of the street right-of-way are as noted in 2.312.04.D. (07/06)

B. Setback Requirements. Required yards and setbacks adjacent to a street shall be in addition to the special setbacks required by this Section. These setback distances shall be measured at right angles to the centerline of the established right-of-way. (5/98)

C. Special Provisions. Except as provided herein structures and paved surfaces shall not be located within the special setbacks specified in 2.312.04.D, below. Any portion of a structure lawfully established within a special street setback prior to adoption of this ordinance shall be considered a nonconforming structure. (5/98)

D. Special setback requirements: (5/98)

FUNCTIONAL CLASSIFICATION	SPECIAL SETBACK
Major Arterial	36 feet
Minor Arterial	34 feet
Collector	34 feet
Local Street III*	24 feet
Local Street II*	23 feet
Local Street I*	22 feet
Cul-de-Sac	See equivalent Local Street requirement

* See functional classification in Section 2.302.04

2.312.05 No Parking in Front Yard, Yards Adjacent to a Street

Moved to 2.303.04

2.312.06 Front Yard Projections

A. Building Features. Cornices, eaves, gutters and fire escapes when not prohibited by any other code or ordinance, may project into a required front yard not more than two feet. (07/06)

B. Architectural Features. Chimneys, flues, belt courses, leaders, sills, pilasters, lintels and ornamental features, window projects and cantilevered second story portion of a building may project not more than two feet into a required front yard. (07/06)

C. Decks and Patios. Uncovered porches and covered but unenclosed porches, or awnings that are not more than one story high may extend ten feet into the front yard setback. (07/06)

2.312.07 Side Yard Projections

A. Building Features. Cornices, eaves, gutters and fire escapes when not prohibited by any other code or ordinance, may project into a required side yard not more than one-third of the width of the side yard, nor more than four feet in any case. (07/06)

B. Architectural Features. Chimneys, flues, belt courses, leaders, sills, pilasters, lintels and ornamental features may project not more than one and one-half feet into a required side yard, provided, however, chimneys and flues shall not exceed six feet in width. (5/98)

C. Decks and Patios. Uncovered decks and patios attached to the main building when measured directly beneath the outside edge of the deck or patio may be extended to the side yard property line when they are three feet or less in height from ground level. (5/98)

2.312.08 Rear Yard Projections

A. Building Features. A fire escape, outside stairway, cornice, eaves, gutters or other unenclosed, unroofed projections may project not more than 5 feet into a required rear yard. (07/06)

B. Architectural Features. Chimneys, flues, belt courses, leaders, sills, pilasters, lintels, gutters, other ornamental features, window projection, and catileverd second story portion of the building, may project not more than two feet into a required rear yard, provided, however, chimneys and flues shall not exceed six feet in width. (5/98)

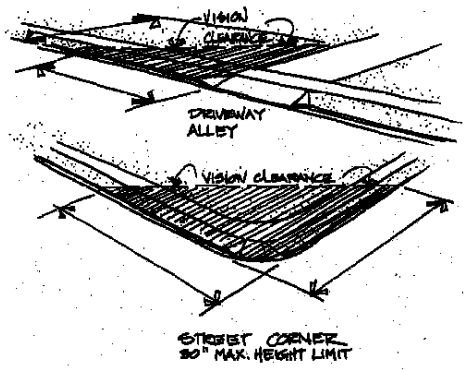
C. Steps, Porches, Decks and Patios. Planter boxes, steps, decks, patios, uncovered porches, and covered but unenclosed porches including covered patios, which are not more than 30 inches above grade, are exempt from the minimum rear yard depth requirements. These same features that are more than 30 inches above grade may encroach up to a maximum of ten feet into the rear yard setback area. (07/06)

2.312.09 Vision Clearance

A vision clearance area shall be maintained where roadways, including streets, alleys, and private points of access, intersect. The vision clearance area shall conform to the following unless it is determined by the Keizer Traffic Engineer that other methods may be more feasible: (12/12)

A. Generally. A vision clearance area is a triangular area at the intersection of two streets, or a street and a driveway, two sides of which are lines measured from the corner intersection for a specific distance. The third side of the triangle is a line across the corner of the lot joining the ends of the other two sides. Where the lines at the intersections have rounded corners the lines will be extended in a straight line to a point of intersection. The vision clearance area shall be measured from the point of intersection and extend the designated distance in both directions along the intersection. Where there is no curb, the vision clearance area shall be measured from the edge of the pavement and extend at right angles for the appropriate distance in both directions along the intersection. (12/12)

B. Street-Driveway Intersection. A vision clearance area at the intersection of a street and a driveway shall be the triangular area established according to the following procedure: (5/98)



Vision Clearance Areas

1. A line extending ten feet from the intersection along the public street right-of-way; (5/98)

2. A line extending ten feet from the intersection along the driveway; (5/98)

3. A third line that creates the triangular vision clearance area by connecting the ends of the lines described in (1) and (2), above. (07/06)

4. This subsection shall apply for street-alley intersections. (12/12)

5. There is no vision clearance area minimum for driveway/alley intersections. (12/12)

C. Street-Street Intersections. The vision clearance area for street-street intersections with at least one arterial street shall be computed as above but with legs of 40 feet in each direction. The vision clearance area for street-street intersections along collector and local streets on all approach legs shall be computed as above but with legs of 30 feet in each direction. (12/12)

City Council Draft – 4-20-20

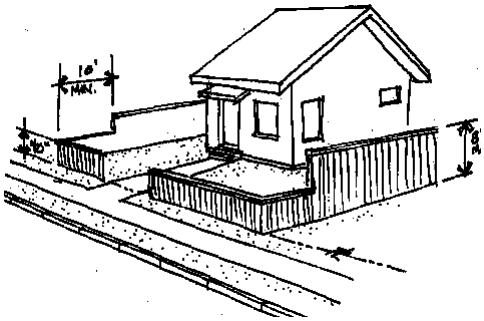
D. Prohibited Placement. A vision clearance area shall contain no planting, fence, wall, structure, or temporary or permanent obstruction, placement of a sign exceeding 30 inches in height, measured from the top of the curb or, where no curb exist, from the established street centerline grade. In addition, vehicles shall not be parked in a vision clearance area. The following may be allowed in the vision clearance area: (12/12)

1. Trees, provided all branches and foliage are removed to a height of seven feet above grade; (5/98)

2. Telephone, power, and cable television poles; and

3. Telephone switch boxes provided they are less than ten inches wide at the widest dimension. (5/98)

4. Public or governmental signs. (12/12)



Fence Standards

2.312.10 Fences, Walls and Hedges

A. Residential, Public and Semi-Public Uses

1. Height, location: Fences, walls and hedges may be located in any required yard or along the edge of any yard, subject to the maintenance of any vision clearance area identified in Section 2.312.09. Fences ~~and~~ ,walls, and hedges shall not exceed a height of ~~three and one-half~~ four feet within ten feet of any property line adjacent to the street. A ~~sight obscuring~~ fence, wall, or hedge that is placed in the rear yard or side yard may encroach within this 10 foot setback area but shall be placed no closer than 3 feet to the property line along a street (excluding alleys and access easements) and may exceed the ~~three and one-half~~ four foot ~~eet~~ height restriction. A fence, or wall, may not exceed eight feet in height, and shall comply with all applicable building code requirements. ~~A fence or wall over six feet in height will require a building permit.~~ ~~(07/06)~~

2. Construction material: Fences or walls constructed of the following materials, including, but not limited to barbed wire, electric fencing, broken glass, wooden pallets, tarps, corrugated metal, and spikes shall generally be prohibited. Agricultural uses may utilize electric and barbed wire fencing. (07/06)

3. An entrance wall or gate to a subdivision, planned unit development or other residential development shall be permitted provided the wall or gate does not exceed six feet in height nor violate provisions of the vision clearance area. (5/98)

B. Commercial and Industrial Uses

1. Height, location: Fences, walls and hedges may be located in any required yard or along the edge of any yard, subject to the maintenance of clear-vision area. A fence or wall may not exceed 12 feet in height , and shall comply with all applicable building code requirements. ~~A fence or wall over six feet in height will require a building permit. (07/06)~~

2. Construction material: ~~A conditional use shall be required for an~~ No electrical or barbed wire fencing ~~e in the CM zone~~shall be allowed, except for~~. Electric and barbed wire fencing shall be permitted~~ in the IG, AI, and CG~~,~~ zones provided that a proposed fence is not placed ~~in the front yard (see definition Yard Front)~~ within 10 feet along either a public or private street; is screened from adjacent residential zones; and, does not include any concertina wire. In no event shall barbed wire be placed lower than six (6) feet above finished ground level, except for fences constructed in connection with agricultural uses. Barbed wire fencing shall be angled inward. (01/09)

From: Crosby, Ben
To: "R Green"
Cc: Witham, Shane
Subject: RE: goats
Date: Friday, February 21, 2020 1:43:08 PM

Good afternoon Robin,

I have copied the Senior Planner, Shane Witham, on your email. Shane is taking this subject to Planning Commission in March. I will have him reach out if as any further questions. Let us know if you have any questions.

Thanks
Ben

From: R Green [mailto:pigsbirds.green@gmail.com]
Sent: Friday, February 21, 2020 1:09 PM
To: Crosby, Ben <CrosbyB@keizer.org>
Subject: goats

Hi Ben,

I spoke to you a few weeks ago about being able to have goats in Keizer city limits. I live on Greenwood Dr. and would love to be able to have a couple of miniature or pygmy goats as pets in my yard at my house. I'm not sure what other info you need or if this request is sufficient.

Thank you for your help,

Robin Green
1099 Greenwood Dr NE
Keizer, OR 97303

From: Kris Tackett
To: Witham, Shane
Subject: 7770 Timothy Lane - Request
Date: Tuesday, February 18, 2020 2:36:42 PM

Good Afternoon Sir,

We spoke today about whether or not I was permitted to have ducks and a goat on my property. I would like to request that I be allowed to have 6 chicks/ducks, instead of the current limit of 3. I would like to also like to request to have a goat, for the purpose of taking care of the heavy amounts ivy and black berry bushes that I have on my property.

Please let me know, if there is anything else I can do to permit these requests.

Thanks Kris

CITY COUNCIL MEETING: April 20, 2020

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

THROUGH: **CHRIS EPPLEY**
CITY MANAGER

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

SUBJECT: **GREATER GUBSER 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.

Greater Gubser Neighborhood Association President Patti Tischer has submitted the attached written annual report.

RECOMMENDATION:

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

2019 ANNUAL REPORT TO KEIZER CITY COUNCIL

GREATER GUBSER NEIGHBORHOOD ASSOCIATION

The Purpose of the Greater Gubser Neighborhood Association is to empower our neighbors and improve our community. The boundaries for our Neighborhood align with the School attendance boundaries for the Gubser Elementary School. Our Association encompasses approximately 3100 households.

We Communicate with our Neighbors in the following ways:

1. Monthly GGNA meetings held on the Third Thursday of the Month. We typically do not meet in June, July or December. These meetings had been held in the Library of Gubser Elementary School, but due to changes in the Salem/Keizer School District polices regarding building use, we began using the Keizer Civic Center as our Meeting location beginning September 2019.

2. Meeting Notice Yard signs are put up in various locations of the Neighborhood the Friday prior to the Thursday meeting and taken down the Friday after the meeting. There were 18 signs available for installation. This year we were able to recruit a Neighbor to be a Sign Hostess. This Neighbor stores a sign and posts it for us in their yard to help advertise our meetings. It is a welcome service for our continued efforts to engage our Neighbors.

3. GGNA Facebook Page – We began tracking the engagement on our Facebook page in April. At that time, we had 379 likes for the page. At the time of this writing, we have 444 likes. When we have a posting or notice that we want to be sure engages our followers, we will pay a small fee to boost the post. We believe this has been a helpful tool.

4. Next door Online communication forum - There are currently 1687 Gubser member households, last year at this time there were approximately 1350 members in the Gubser Area. There has clearly seen a large increase in the number of households participating on Next door.

5. Email notifications. At each gathering, we obtain email addresses and contact information from all attendees, to build an email contact database.

We were very pleased with our meeting topics for 2019. We began the year at the January meeting welcoming Rick Gaupo of The Marion/Polk Food share to accept the donation from the Miracle of Christmas Lights Display Event Coordinators, The Eisele, Ratliff, and Skipper Families. These three families work tirelessly to coordinate an extraordinary event for our Neighborhood and Community. The Miracle of Christmas Lights event has been the largest single entity responsible for the most donations to the Marion/Polk Food Share, to date. The donations equate to 106,171 total meals. The Board elections were also held at the January meeting, as postponed from the November Meeting. Members are as follows;

President – Patti Tischer

Vice President – Keith Fajer

Secretary/Treasurer – Jane Herb

Members at Large – Mark Caillier, Suzanne McConnell

In February Zach Urness from the Statesman Journal gave a very interesting and informative talk on Outdoor hiking and scenic areas of Oregon. March's topic was State of the City with Mayor Cathy Clark, April had us hearing from Danielle Bethell about KeizerFest and Keizer Chamber happenings. In May, Matt Lawyer joined us to give us an update on Keizer Parks and we also heard from Reed Carlson of Mid-Valley Recycling. There have been many changes in the local recycling this past year, and it was very helpful to get some much needed clarification right from the source!

In August we celebrated National Night Out with a Dessert Social at Bob Newton Park. This had a great turnout with over 60 in attendance. We printed over 1000 flyers for door to door contact with our neighbors. This added method of communication proved very effective in the engagement of the neighborhood. August is also the Annual Neighborhood garage sale. We do not actively participate in this activity but assist with advertisement through signage and social media postings.

September was the first meeting at our new location at Keizer Civic Center. The speaker scheduled for this meeting had to cancel and so we used this time as a planning and strategy meeting for future topics and concerns.

October was Fire Safety Awareness with Keizer Fire District and Marion County Assessor, Tom Rohlfing. Cody with the Fire District gave us some great information about Fire Safety. Our Assessor, Tom was able to answer a few questions about the Property Tax Statements, that we had just received in the mail.

The Board members try to stay engaged with Community events and outreach meetings. Some of these are Keizer Chamber Greeters & Luncheon Forums, Keizer United, Women United, Coffee with Cathy, Salem Harvest, Keizer Network of Women, Soggy Days in the Park, Keizer Community Center Clean up, Keizer Library Board meetings, and Keizer Library Task Force. There is also open communication between the members of the South East Keizer

Neighborhood Association and West Keizer Neighborhood Association for mutual collaboration for the greater good of our community.

We want to express our continued gratitude to Highway Specialties for their continued support. They provided new lettering on our Yard signs for the meeting change location, at no charge.

We appreciate the City Council's approval of our Budget Request this past year. The funds enabled us to re-start some much needed advertising and outreach to our neighborhood. Although, we did not utilize all of the allotted funds this past year, our intent is to create a brochure to inform our neighbors of our commitment of continued outreach. We also experienced some missing Yard signs at retrieval time and will need to look into replacing and repairing some signs.

The GGNA requests that Keizer City Council extend their recognition to The Greater Gubser Neighborhood association for another year.

Respectfully submitted,

Patti Tischer, President

Greater Gubser Neighborhood Association

COUNCIL MEETING: April 20, 2020

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY, CITY MANAGER

FROM: NATE BROWN, COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: Community Prosperity Funding Economic Development Priorities

BACKGROUND:

At the January 21st meeting, Council approved an agreement with Marion County for a new program to disperse Economic Development funds, called "Community Prosperity Initiative". This would be to grant $15,000 per year for three years to address one or more of the Goals outlined in the Economic Development Strategy.

As part of this agreement, the City will share with the County what the City of Keizer's economic development priorities are. The list of potential Economic Development actions the city could take (which was included with the staff report from that Jan 21st meeting):

- "Tournament Town" Sports facilities development and support.
- Revitalization Plan Public Investments (plaza, focal points, Rd Reconfiguration).
- Food Truck Pod on city owned property.
- Prep City Owned properties—grading, clearing, and debris disposal—development ready.
- Consultant services to Market city owned property for Economic Development.
- Consultant services to create Urban Renewal District.
- Small Business Grants/Loans.
- Consultant services for Employment Lands UGB Expansion—adding to City Resources.

Staff recommends Council review the following list:

High:

1. Small Business Grants/Loans.
2. Prep City Owned properties—grading, clearing, and debris disposal—development ready. This combined with Consultant services to Market city owned property for Economic Development. These two would be linked through development of an RFP for marketing of property

Medium:

3. "Tournament Town" Sports facilities development and support.

Low: Note: a low priority is only indicated in relationship to the immediacy of these funds, as these activities are all important priorities in and of themselves.

4. Revitalization Plan Public Investments (plaza, focal points, River Rd. Reconfiguration).
5. Food Truck Pod on city owned property.
6. Consultant services to create Urban Renewal District.
7. Consultant services for Employment Lands UGB Expansion—adding to City Resources.

RECOMMENDATION:

Staff recommends Council choose Option 1 by adoption of the attached Resolution.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2020-_____

ADOPTING ELIGIBLE PROJECT TO BE USED BY CITY FOR FUNDS RECEIVED IN FISCAL YEAR 2019-2020 FROM COUNTY UNDER INTERGOVERNMENTAL AGREEMENT FOR COMMUNITY PROSPERITY INITIATIVE

WHEREAS, Council authorized City Manager to sign the Intergovernmental Agreement between Marion County and City of Keizer for Community Prosperity Initiative at its January 21, 2020 meeting;

WHEREAS, Council directed by Resolution R2020-3048 that the Fiscal Year 2019-2020 use of the money will be determined by future Council Resolution;

WHEREAS, the Covid-19 pandemic has resulted in businesses being unable to remain open and pay employees/staff;

WHEREAS, Council has considered the matter and has determined that the appropriate use of the funds received in Fiscal Year 2019-2020 should be used for Small Business Grants/Loans;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that funding received during Fiscal Year 2019-2020 from Marion County under the Intergovernmental Agreement for Community Prosperity Initiative shall be used for Small Business Grants/Loans. Such grants/loans shall be no more than $5,000 per local business only for employee payroll expenses.

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

BE IT FURTHER RESOLVED that the City Manager shall establish and administer the program and take all further actions related to the program without further Council action.

BE IT FURTHER RESOLVED that the program anticipates the total amount of $45,000 be borrowed from the Transportation System Development Charge Fund to be repaid over three years with the funds received from the Community Prosperity grants.

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

PASSED this _____ day of _____, 2020.

SIGNED this _____ day of _____, 2020.

_____
Mayor

_____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

CITY COUNCIL MEETING: April 20, 2020

AGENDA ITEM NUMBER:_____

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

THROUGH: **CHRIS EPPLEY**
CITY MANAGER

FROM: **BILL LAWYER**
PUBLIC WORKS DIRECTOR

SUBJECT: **ESTABLISHING A NO PARKING ZONE ON CLAGGETT COURT NE**

DATE: **April 9, 2020**

BACKGROUND:

The remodel and addition to McNary High School required the development of sports fields on property accessed from Claggett Court NE. The development of this property required the full width improvement to Claggett Court be completed as part of the public improvements for the project.

Staff and the City Engineer determined as part of the Conditional Use granted for the high school remodel and addition project that in order to ensure emergency vehicle access was maintained at all times, establishing a No Parking zone on the south side of Claggett Court was necessary. While the full width improvement to Claggett Court, which is 32 feet from curb to curb, allows for parking on both sides of the street, having vehicles parked on both sides would impact the ability for emergency vehicles to access the Avamere care facility located at the west end of Claggett Court.

The proposed No Parking Zone will be identified with signs placed on the south side of Claggett Court NE, from the intersection of River Road N to the west, and will include the bulb of the cul-de-sac.

FISCAL IMPACT:

There is no fiscal impact with establishing a No Parking Zone at this location as all necessary signage will be installed by the School Districts contractor.

RECOMMENDATION:

Staff recommends the City Council consider the matter and adopt the attached Order designating the No Parking Zone on the entire south side of Claggett Court N.E from the intersection of River Road to the west, including the bulb of the cul-de-sac.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

ORDER

DESIGNATING "NO PARKING" ZONE ON SOUTH SIDE OF CLAGGETT COURT NORTHEAST, KEIZER, OREGON

WHEREAS, the City Council of the City of Keizer has authority pursuant to state statute and Keizer Ordinance No. 2017-774 to establish "no parking" zones;

WHEREAS, it has been determined that allowing parked vehicles on both sides of Claggett Court Northeast would impact the ability for emergency vehicles to access the Avamere care facility;

WHEREAS, the City Council has reviewed the matter and finds that it is appropriate to designate the south side of Claggett Court Northeast as "no parking".

NOW, THEREFORE;

IT IS HEREBY ORDERED by the City Council of the City of Keizer that a "no parking" zone is hereby established on the entire south side of Claggett Court Northeast, Keizer, Oregon from the intersection of River Road to the west, including the bulb of the cul-de-sac.

IT IS HEREBY FURTHER ORDERED that the initial signage be installed by the School District and any future costs associated with the "no parking" zone be paid from the Street Fund.

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

IT IS HEREBY FURTHER ORDERED that this Order shall take effect immediately upon its passage.

PASSED this _____ day of _____, 2020.

SIGNED this _____ day of _____, 2020.

_____
Mayor

_____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

CITY COUNCIL MEETING: April 20, 2020

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 March 16, 2020 Council meeting, Council directed staff to prepare an Ordinance approving the Keizer Development Code text changes to revise the Code relating to the Street Standards. 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

A BILL ORDINANCE NO. 2020-_____

FOR

AN ORDINANCE

AMENDING KEIZER DEVELOPMENT CODE REGARDING SECTION 2.302 (STREET STANDARDS); **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 March 16, 2020 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.

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

Section 2. AMENDMENT TO THE KEIZER DEVELOPMENT CODE. The Keizer Development Code (Ordinance No. 98-389) is hereby amended by the adoption of the changes to Section 2.302 (Street Standards) as set forth in Exhibit "B" attached hereto, and by this reference incorporated herein.

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

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

PASSED this _____ day of _____, 2020.

SIGNED this _____ day of _____, 2020.

_____
Mayor

_____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

EXHIBIT "A"

Findings regarding the adoption of amendments to Section 2.302(Street Standards) 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 2020-01. A public hearing was held before the Planning Commission on February 12, 2020 and before the City Council on March 16, 2020.

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. Through administration of the existing standards, it had become apparent there was a need to clarify how many properties can be served by a private access easement. These amendments result in regulating the total number of properties served as opposed to the number of dwellings, which will ensure consistency with the implementation of HB 2001, requiring Accessory Dwelling Units (ADUs) to be developed where single family dwellings are allowed. The proposed revision also modifies the spacing requirements for streetscape trees, to better reflect what can realistically be planted on individual properties. 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 February 12, 2020 and before the City Council on March 16, 2020. Citizens were afforded the opportunity to participate in the public process through both oral and written testimony. 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 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 planning period. 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 Buildable Lands Inventory and Housing Needs Analysis referenced in the City's acknowledged Comprehensive Plan identifies a need of 267 gross acres of residential land to accommodate projected population growth. The City was awarded a Technical Assistance Grant from the Department of Land Conservation and Development to update its Buildable Lands Inventory and Housing Needs Analysis, which was completed in June of 2019. According to the updated study, there is an approximate deficit of 479 gross acres of land needed to accommodate the City's projected population growth through 2039. However, the new study cannot be formally adopted due to the identified deficits in land supply, coupled with the fact that Keizer is within a shared Urban Growth Boundary. The City has identified strategies to accommodate additional growth and is actively implementing efficiency measures to ensure the existing land supply is being utilized effectively. The proposed amendments remove barriers to siting ADU's on individual lots that are served or will be served by a private access easement. This amendment will allow additional housing options on both existing and proposed private access easements, thereby increasing density and efficiency. This will help 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 directly. The standards for access width, no parking provisions, and turnaround requirements are not being modified by this proposal. 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 2.302(Street Standards) to clarify requirements and regulations for how many properties can be served by a private access easement, as well as modifying the spacing requirements for streetscape trees. The changes will remove barriers to development of ADUs on individual properties served by private access easements, which implements the KDC as well as state law passed by HB 2001. These changes will remove barriers to accommodating additional housing options within residential zones that are specifically served by private access easements. The City Council has, by this adoption, determined that the text revisions are desirable, appropriate, and proper. As such, the changes comply with this criterion.

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 ¾ 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 ~~45~~60 feet in width shall be required to plant one streetscape tree. Lots measuring ~~more than 45~~60 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[1]	Number of Lanes	Parking	Bike Lanes[2]	Roadway Width (ft)[3]	Sidewalks	Right-of-Way Width (ft)[4,5]	Maximum Dwelling Units Served
Major Arterial	5	No[6]	Yes	50-72	Yes	84	-
Minor Arterial	3	No[6]	Yes	36-50	Yes	72	-
Collector 2		No[6]	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[7]	No	28	Yes[7]	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)

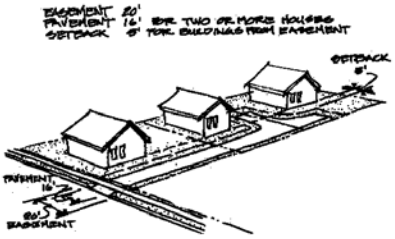
B. Vehicular Access Maintained. Modification of the standards of Section 2.302.04 shall only be approved if the City finds that the specific design proposed provides adequate vehicular access based on anticipated traffic volumes. (5/98)

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)

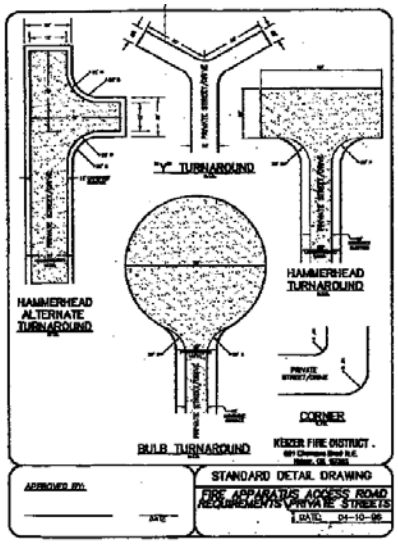
a. A public street is impractical, and an easement is the only feasible method to provide access. (11/16)

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~~to~~ 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)



Approved Turn Around Designs

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 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 D~~d~~epartment 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: April 20, 2020

AGENDA ITEM NUMBER:_____

TO: **MAYOR CLARK AND COUNCIL MEMBERS**

THROUGH: **CHRISTOPHER C. EPPLEY, CITY MANAGER**

FROM: **E. SHANNON JOHNSON, CITY ATTORNEY**

SUBJECT: **RATIFYING CITY MANAGER AMENDMENTS TO DECLARATION OF A LOCAL STATE OF EMERGENCY IN THE CITY OF KEIZER**

After discussion with Department Heads and Council Members, the City Manager issued amendments to the Local State of Emergency Declaration in connection with the COVID-19 crisis. The amendments extend the emergency declaration to April 30, 2020. In addition, the amendments allow for limited committee meetings if deemed urgent and requiring immediate attention in the discretion of the chair of the committee. The declaration also provides the Community Center is closed while the declaration is in effect.

Pursuant to the Emergency Ordinance (Ordinance No. 2009-588), the City Council should ratify such amendments to the Declaration at its first opportunity. The Resolution ratifying the amendments to the Declaration is attached for your consideration. It provided that the City Manager may issue three more two-week extensions. Further extensions would require Council ratification.

RECOMMENDATION:

Adopt the attached Resolution ratifying the City Manager's amendments to the Declaration.

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

ESJ/tmh

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2020-_____

RATIFYING THE CITY MANAGER'S AMENDMENT TO DECLARATION OF A LOCAL STATE OF EMERGENCY IN THE CITY OF KEIZER AS A RESULT OF COVID-19 PANDEMIC

WHEREAS, the City Manager declared a local state of emergency on March 20, 2020;

WHEREAS, the City Council ratified such declaration of a local state of emergency on April 6, 2020;

WHEREAS, the City Manager determined that Administration Order #2020-2 required amendments to extend the duration of the local state of emergency and to allow electronic meetings for committees;

WHEREAS, pursuant to Section 5 of the Emergency Ordinance, the City Council shall consider ratification of the City Manager's revisions to the Declaration of a State of Emergency at its first available opportunity.

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the amendments to the declaration by the City Manager of a local state of emergency in the City of Keizer as a result of COVID-19 Pandemic, a copy of which is attached hereto, is ratified.

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that the City Manager is authorized to extend the declaration of a local state of emergency in the City of Keizer up to three (3) additional times as described therein without further Council authorization.

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

PASSED this _____ day of _____, 2020.

SIGNED this _____ day of _____, 2020.

_____
Mayor

_____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

CITY MANAGER OF THE CITY OF KEIZER, OREGON

ADMINISTRATIVE ORDER #2020-3

AMENDING ORDER #2020-2 (DECLARING A LOCAL STATE OF EMERGENCY IN THE CITY OF KEIZER AS A RESULT OF COVID-19 PANDEMIC)

WHEREAS, the City Manager of the City of Keizer declared a local state of emergency on March 20, 2020;

WHEREAS, the Keizer City Council ratified such declaration of a local state of emergency on April 6, 2020;

WHEREAS, the City Manager of the City of Keizer finds that Administrative Order #2020-2 shall be amended to extend the duration of the local state of emergency and to allow electronic meetings for committees, if needed;

NOW, THEREFORE,

IT IS HEREBY ORDERED by the City Manager of the City of Keizer as follows:

A. Section 2 of Administrative Order #2020-2 shall be replaced with the following:

2. This Declaration of Local State of Emergency is effective immediately and will remain in effect until April 30, 2020, but may be extended in two-week increments so long as COVID-19 continues to pose an ongoing, immediate, and substantial threat to life, safety, health, or property in the City of Keizer as determined by the City Manager or City Council.

B. Section 4 of Administrative Order #2020-2 shall be replaced with the following:

4. To eliminate exposure to and spread of COVID-19, and in support of state and federal guidelines for social distancing, the following measures are in effect:

a. All open houses are cancelled.

b. All public meetings are cancelled except as set forth below:

1. All standing and ad hoc committee/board/commission meetings and activities are cancelled unless the Chair determines that there is an item that is urgent and requires attention. If the Chair makes such determination, then a special meeting may be called and the meeting must be made available by electronic measures such as Zoom and social distancing modifications must be in place.

2. At this time, the next scheduled City Council meetings will occur, but with social distancing modifications including reduced meeting length, increased spaced between chairs and encouragement of virtual or electronic options. The City will continue to monitor and consider federal, state and local public health recommendations carefully in determining whether to cancel or continue future Council meetings during this emergency.

3. Public hearings absolutely necessary to meet state-mandated land use review timelines may be held with the social distancing modifications described in the previous subsection.

c. All events in the Community Center are cancelled while the local emergency declaration is in effect.

d. The City will review the information from the federal Centers for Disease Control and Marion County Health for updated decisions as appropriate.

SIGNED this 14 day of April, 2020.

Christopher C. Eppley, City Manager

CITY COUNCIL MEETING: April 20, 2020

AGENDA ITEM NUMBER:_____

TO: **MAYOR CLARK AND COUNCIL MEMBERS**

THROUGH: **CHRISTOPHER C. EPPLEY, CITY MANAGER**

FROM: **E. SHANNON JOHNSON, CITY ATTORNEY**

SUBJECT: **TOWING SERVICES CONTRACTS**

The current towing services contracts expire on April 30, 2020. It was determined that it would be appropriate for the City to solicit proposals for the towing services. Therefore, a request for proposals for towing services was issued on February 28, 2020. Four proposals were received and evaluated by the selection committee. The selection committee used criteria and evaluation guidelines set forth in the request for proposals to determine the three primary tow providers. Based on the selection committee's recommendation, staff has prepared a Resolution authorizing the City Manager to sign the towing services contract with Wiltse Towing LLC, Affordable Towing, and BC Towing, Inc.

RECOMMENDATION:

Adopt the attached Resolution.

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

ESJ/tmh

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2020-_____

AUTHORIZING THE CITY MANAGER TO ENTER INTO TOWING SERVICES CONTRACTS (2020)

WHEREAS, the City of Keizer issued a request for proposal for towing services in the City of Keizer on February 28, 2020;

WHEREAS, the City of Keizer sent the request for proposals to local towing companies advertised online and published the notice of the request for proposal in the Daily Journal of Commerce on February 28, 2020;

WHEREAS, four proposals were received and evaluated by the selection committee;

WHEREAS, the selection committee used criteria and evaluation guidelines set forth in the request for proposals and recommend awarding the primary towing services contracts to BC Towing, Wiltse Towing, and Affordable Towing;

WHEREAS, a notice of intent to award the bids was sent to the proposers on March 30, 2020;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager is hereby authorized to enter into agreements with BC Towing, Wiltse Towing, and Affordable Towing for towing services.

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

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

PASSED this _____ day of _____, 2020.

SIGNED this _____ day of _____, 2020.

_____
Mayor

_____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

CITY COUNCIL MEETING: April 20, 2020

AGENDA ITEM NUMBER:_____

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

THROUGH: **CHRIS EPPLEY**
CITY MANAGER

FROM: **BILL LAWYER**
PUBLIC WORKS DIRECTOR

SUBJECT: **ANNUAL STREET RESURFACING**

DATE: **April 13, 2020**

BACKGROUND:

The Department of Public Works solicited bids through the formal bid process for the resurfacing of River Road from Sandy Drive to just north of the Swingwood Drive and River Road intersection. A total of five bids were received and opened April 7th, 2020. Bids ranged from $1,116,575.00 to $917,132.00 with North Santiam Paving submitting the lowest bid.

FISCAL IMPACT:

Funds for this project are available in the proposed Fiscal Year 2020/2021 Street Fund Budget.

RECOMMENDATION:

Staff recommends the City Council adopt the attached resolution authorizing the City Manger to enter into a contract with North Santiam Paving in the amount of $917,132.00 for the resurfacing of River Road N from Sandy Drive to just north of the Swingwood Drive and River Road intersection.

Please contact me with any questions or concerns.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2020-_____

AUTHORIZING THE CITY MANAGER TO AWARD AND ENTER INTO AN AGREEMENT WITH NORTH SANTIAM PAVING CO. FOR ANNUAL STREET RESURFACING PROJECT (2020)

WHEREAS, the Public Works Department strives to resurface streets annually;

WHEREAS, bids were solicited for resurfacing of River Road from Sandy Drive to just north of the Swingwood Drive and River Road intersection;

WHEREAS, funds available to complete this project are contemplated in the 2020-2021 Street Fund;

WHERE, five bids for this project were received. North Santiam Paving Co. submitted the low bid for a total amount of $917,132.00. The City Engineer has reviewed and certified the bids;

WHEREAS, a notice of intent to award the bids was sent to the bidders on April 13, 2020;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager is hereby authorized to award the contract to, and if no objections are received, enter into an agreement with North Santiam Paving Co. for a total cost of $917,132.00 to resurface River Road North from Sandy Drive to just north of the Swingwood Drive and River Road intersection. Funding for this project is proposed in the 2020-2021 Street Fund.

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

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

PASSED this _____ day of _____, 2020.

SIGNED this _____ day of _____, 2020.

_____
Mayor

_____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

CITY COUNCIL MEETING: April 20, 2020

AGENDA ITEM NUMBER:_____

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

THROUGH: **CHRIS EPPLEY**
CITY MANAGER

FROM: **BILL LAWYER**
PUBLIC WORKS DIRECTOR

SUBJECT: **SHORELINE DR. & CUMMINGS LN. STORM DRAIN REROUTE**

DATE: **April 13, 2020**

BACKGROUND:

During evaluation of the storm drain infrastructure information obtained through video inspections and verifying locations of pipelines for the storm water system staff identified an existing line that is located under two homes, one on Rafael Avenue and one on Cummings Lane. The existing line is an 18" concrete pipe that is structurally intact however staff believes it is in the best interest of the City and the property owners to reroute the line from under the houses.

Staff solicited bids through the formal bidding process for the project. A total of 4 bids were received and opened on Tuesday April 7th, 2020. The bids ranged from a high $617,565.00 to a low of $360,671.00. The lowest bid was deemed not responsible based on the experience listed in their bid proposal. Therefore staff is recommending the project be awarded to the next lowest bidder which was **K&E Excavating Inc.** whose total bid was $438,738.00.

FISCAL IMPACT:

Funds for this project are available in the City Council adopted FY-19/20 and the proposed FY-20/21 Stormwater Fund budget.

RECOMMENDATION:

Staff recommends the City Council adopt the attached Resolution authorizing the City Manager to enter into a contract with the low responsive bidder, **K&E Excavating Inc.** in the amount of **$438,738.00** for the Shoreline Dr. & Cummings Lane Storm Drain Reroute Project.

Please contact me with any questions or concerns.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2020-_____

AUTHORIZING THE CITY MANAGER TO AWARD AND ENTER INTO AN AGREEMENT WITH K & E EXCAVATING, INC. FOR SHORELINE DRIVE AND CUMMINGS LANE STORM DRAIN REROUTE PROJECT

WHEREAS, the Public Works Department identified an existing storm water system line that is located under two homes and believe it is in the best interest of the City and the property owners to reroute the line from under the houses;

WHEREAS, bids were solicited for rerouting the line from under the houses;

WHEREAS, funds available to complete this project are in the 2019-2020 Stormwater Fund and contemplated in the 2020-2021 Stormwater Fund;

WHERE, four bids for this project were received. K & E Excavating, Inc. submitted the low responsible and responsive bid for a total amount of $438,738.00. The City Engineer has reviewed and certified the bids;

WHEREAS, a notice of intent to award the bids was sent to the bidders on April 13, 2020;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager is hereby authorized to award the contract to, and if no objections are received, enter into an agreement with K & E Excavating, Inc. for a total cost of $438,738.00 to perform services necessary for the Shoreline Drive and Cummings Lane Storm Drain Reroute project. Funding

Keizer City Attorney
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for this project is in the 2019-2020 Stormwater Fund and proposed in the 2020-2021 Stormwater Fund.

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

PASSED this _____ day of _____, 2020.

SIGNED this _____ day of _____, 2020.

_____
Mayor

_____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

CITY COUNCIL MEETING: April 20, 2020

AGENDA ITEM NUMBER:_____

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

THROUGH: **CHRIS EPPLEY**
CITY MANAGER

FROM: **BILL LAWYER**
PUBLIC WORKS DIRECTOR

SUBJECT: **McNARY PUMP STATION UPGRADE**

DATE: **April 7th, 2020**

BACKGROUND:

The McNary Pump Station has an engine to power the pump during loss of electrical power. This engine has been modified to operate on Natural Gas or propane during loss of electricity, however the engine is a manual start type of operation that requires staff to initiate the backup engine operation. Staff determined changing the manual start to an automatic start is beneficial to the emergency operation of the water system.

Staff solicited quotes through the informal bidding process for this work. Two bids were received ranging from a low of $35,476.20 to a high of $76,304.00 with Cascade Water Works LLC submitting the lowest bid. The engineer's estimate for the project is $30,000.00.

FISCAL IMPACT:

Funds for this upgrade are allocated in the adopted FY-19/20 Water Facility Fund budget.

RECOMMENDATION:

Staff recommends the City Council authorize the City Manager enter into a contract in the amount of $35,476.20 with Cascade Water Works LLC for the update to the McNary Pump Station auxiliary engine and controls.

Please contact me with any questions or concerns.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2020-_____

AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH CASCADE WATER WORKS LLC FOR MCNARY PUMP STATION MODIFICATIONS

WHEREAS, it has been determined that the McNary Pump Station well needs to have mechanical and electrical modifications to convert it to an automatic start upon loss of electrical power;

WHEREAS, the City solicited bids for the project;

WHEREAS, two bids for this project were received and opened;

WHEREAS, Cascade Water Works LLC submitted the low bid in the amount of $35,476.20;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Manager is hereby authorized to enter into an agreement with Cascade Water Works LLC for a total of $35,476.20 to perform the mechanical and electrical modifications to convert the McNary Pump Station well to an automatic start upon loss of electrical power project. Funding for this project is from the Water Fund.

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930 Chemawa Road NE
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Keizer, Oregon 97307
503-856-3433

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

PASSED this _____ day of _____, 2020.

SIGNED this _____ day of _____, 2020.

_____
Mayor

_____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

COUNCIL MEETING: April 20, 2020

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

THROUGH: CHRIS EPPLEY, CITY MANAGER

FROM: NATE BROWN, COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: AUTHORIZATION TO SUBMIT APPLICATION FOR FUNDS TO UPDATE BLI/HNA TO INCLUDE RIVER/CHERRY OVERLAY DISTRICT.

BACKGROUND:
City Council received a final report identifying the Buildable Lands Inventory and Housing Needs Analysis in June 2019. This was a culmination of an intensive effort with extensive public involvement to examine the capacity and potential growth of the City. This project was funded from resources provided by the State as part of HB 2001/2003. After that work was completed the City adopted the large revision to the Keizer Development Code creating the River/Cherry Overlay District (RCOD). This new district creates significant new land use capacity within the district. The RCOD alters the conclusions of the June 2019 BLI/HNA.

The Oregon Department of Land Conservation and Development notified us that additional funds have been made available. In working with DLCD we have been encouraged to seek funds to amend the work. Staff submitted a request for assistance on March 9, 2020 and the City was identified as a potential recipient for funding. This project will be funded by the state and contracted by the state if awarded to the City. No direct City budget impact is created.

Staff is asking the City Council to support the submittal of the application.

RECOMMENDATION:

Adopt the attached Resolution.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2020-_____

AUTHORIZING THE COMMUNITY DEVELOPMENT DIRECTOR TO APPLY FOR FUNDS FROM OREGON DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT FOR AN UPDATE TO THE BUILDABLE LANDS INVENTORY/HOUSING NEEDS ANALYSIS

WHEREAS, the Oregon Department of Land Conservation and Development notified the City that additional funds were available to potential cities;

WHEREAS, the City of Keizer desires to participate in this grant program to the greatest extent possible;

WHEREAS, the City of Keizer submitted a request for assistance to update the City's Buildable Lands Inventory and Housing Needs Analysis;

WHEREAS, the City was notified that it was identified as a potential recipient for funding;

WHEREAS, the City will benefit from the funding by the receipt of an updated Buildable Lands Inventory and Housing Needs Analysis;

WHEREAS, if awarded, the state would contract with and pay the contractor;

WHEREAS, the City of Keizer will have no direct fiscal impact, as all participation from the City would be soft match in staff time, meeting space and logistical support;

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503-856-3433

WHEREAS, the grant request must be authorized and supported by the City Council;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the City Council supports the project and that the Community Development Director is authorized to apply for a grant to update the Buildable Lands Inventory and Housing Needs Analysis from the Oregon Department Land Conservation and Development.

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

PASSED this _____ day of _____, 2020.

SIGNED this _____ day of _____, 2020.

_____
Mayor

_____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

CITY COUNCIL MEETING: April 20, 2020

AGENDA ITEM NUMBER:_____

TO: **MAYOR CLARK AND COUNCIL MEMBERS**

THROUGH: **CHRISTOPHER C. EPPLEY, CITY MANAGER**

FROM: **E. SHANNON JOHNSON, CITY ATTORNEY**

SUBJECT: ***RESOLUTION ADOPTING DONATION AND NAMING POLICIES FOR PARKS***

The Parks and Recreation Advisory Board have developed new draft policies for donation and naming opportunities. The Board is recommending to the Council that the old policies (Resolution R2009-1917, R96-894 and R2006-1740) be repealed and the attached policies be adopted instead. The attached policies offer more detail and criteria with regard to choosing, naming and donation opportunities.

I have attached the current resolutions for comparison purposes.

RECOMMENDATION:

Adopt the attached Resolution.

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

ESJ/tmh
attachment

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2009- 1917

ADOPTING POLICIES FOR KEIZER PARKS AND RECREATION DONATION OPPORTUNITIES; **REPEALING RESOLUTION R2006-1737 (ADOPTING POLICIES FOR KEIZER PARKS AND PUBLIC PLACES DONATION OPPORTUNITIES)**

WHEREAS, Resolution R2006-1737 (Adopting Policies for Keizer Parks and Public Places Donation Opportunities) was adopted by the Keizer City Council on November 20, 2006;

WHEREAS, the City Council wishes to repeal such Resolution and replace it with new policies for future donations;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the attached "Keizer Parks and Recreation Donation Opportunities" is hereby adopted.

BE IT FURTHER RESOLVED that Resolution R2006-1737 (Adopting Policies for Keizer Parks and Public Places Donation Opportunities) is hereby repealed in its entirety.

PASSED this 2nd day of February, 2009.

SIGNED this 2nd day of February, 2009.

Mayor

City Recorder

Lien & Johnson
Attorneys at Law
4855 River Road North
Keizer, Oregon 97303
503-390-1635

Keizer Parks and Recreation
Donation Opportunities

The Keizer City Council and Keizer Parks and Recreation Board encourage individuals, groups and organizations to make donations to improve public parks, places and facilities.

I. **Types of Donations:** Gifts donated to parks can be designated for a specific park or program or undesignated leaving use of the donation to the discretion of city staff. Donation opportunities are limitless but include:

- Park Equipment (benches, picnic tables, kiosks, walkways)
- Playground Equipment
- Trees and shrub plantings
- Recreation Programs and Scholarships
- Sports Equipment
- Artwork
- Structures & facilities
- Property

Gifts to improve Keizer parks can be donated to the City of Keizer or the Keizer Parks Foundation. This foundation was established in 2007 to provide a volunteer citizen organization and fundraising effort focusing solely on improving Keizer's parks and associated recreation programs. The foundation will work with the Keizer Parks Department to implement its projects in a manner that is coordinated with and beneficial to the city

Gifts may be tax deductible. Donors are advised to consult their own tax professional to determine deductibility. Each individual, group, or organization will receive a letter of appreciation and appropriate tax verification information.

II. **Criteria for Accepting Donations**: The following general principles have been established by the Keizer Parks and Recreation Board to help determine the appropriateness of donations:

A. *Preserve the integrity and artistry of the parks, trails, and open spaces.* Donations should be placed in a park to enhance the master plan and be part of the overall landscape design of the site.

B. *Provide a "Quiet Reverence" instead of a public display.* Donations should allow the existing natural scenery and architecture to dominate. Donations should not detract from the quality of the visitor's experience or overpower the setting.

C. *Less is better than more.* A conservative approach is warranted and great consideration must be given to site design if a donation is located in scenic or historic environs of parks, trails, and open spaces.

D. *Incorporate Broad Community Values.* All donations should have significance that is readily apparent to the general public and not that of a small special interest group.

III. Recognition for donations:

A. **Acknowledgement of general donations**: The city and parks and recreation advisory board will work to visibly acknowledge significant donations in a manner that is appropriate for the given donation, that does not detract from the quality of a park or program, and that serves to encourage further donations to improve public facilities and programs.

B. **Acknowledgement of sponsorships**: Sponsorships are temporary agreements with the city of Keizer for donations that fund events, recreational activities, or specific items (i.e. benches, trees, tables, fountains). The acknowledgement will be in the form of a plaque and/or recognition in event materials or other agreed upon recognition methods. For specific items, the recognition may extend to the life of the item at the City's option.

C. **Acknowledgement through Naming Rights**: One of the most visible and sensitive forms of acknowledgement is the naming of a park or a facility within a park after an individual, company, or organization. In an effort to treat all "naming" suggestions in a fair and open manner, and recognizing the potential for controversy surrounding such decisions, the Parks and Recreation Advisory group has developed the following guidelines.

1. **General Procedure for Naming Rights:**

   a. Naming suggestions from the public, advisory board members, organizations, and others should be made to the Parks Division in Keizer's Public Works Department in writing. The information provided should include justification for the name in order to aid in considering the suggestion.

   b. After review by the appropriate city staff the proposal will be placed on the agenda of the Keizer Parks and Recreation Advisory board and will be brought forward with a recommendation from city staff. Public input will be solicited via normal publication methods and time will be provided for public input at a designated Parks Advisory meeting. Procedures for naming and renaming of parks will at a minimum include the provisions outlined in City Council Resolutions R96-894 and R2006-1740 pertaining to the naming of city parks.

   c. The Keizer Parks and Recreation Board recommendation will be forwarded to the Keizer City Council for final action and official designation.

2. **Criteria for Names:** The following are criteria the advisory board will use in considering suggestions for names:

a. Names will be considered if appropriate for the park, facility, or amenity within a facility. The name must not duplicate, or be closely relate to, or pronounced similarly, to any other name within the Keizer system to minimize confusion to the general public; or be a name associated with a company whose business is deemed illegal; or be discriminatory or derogatory of race, gender, creed, religious or political affiliations, or other similar factors.

b. To be recommended, names should be relevant to the item being named, be reviewed by other individuals, corporations, and organizations who have made significant contributions to the completion of the park or facility being named, and meet one or more of the following criteria:

   (1) Recognize a person or organization that has made an exceptional contribution to and a positive impact in the community, either through many acts over time or one exceptional contribution. Relevant contributions can include: significant funding or donations of material, time, and/or talent to build, maintain or develop a park or facility; donations enabling the acquisition, development or conveyance of land or facility; or other tangible or intangible contributions or positive impacts.

   (2) Highlight a relevant, important historical event, natural phenomenon or geographic location.

   (3) Names reflecting private business identities will be considered when it results from donations that made a park or facility available to the public that otherwise would not exist and reflects either the initial agreement concerning the donation and/or ongoing contributions helping to maintain or improve the park or facility. Commitments for names conferred through this provision are only for the period of time specified in the associated agreements. Names reflecting business donations will only be considered when the donation covers in excess of 50% of the costs associated with the facility.

3. In all cases, the Parks Advisory Board and City of Keizer are strongly committed to appropriately acknowledge all critical contributors through signage at the site of major donations. Signage shall be approved and placed by the City or its agents only.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

RESOLUTION NO. R96- 894

ESTABLISHING A PROCESS FOR NAMING OF CITY PARKS

WHEREAS, The City of Keizer desires a formal policy for naming park properties , and

WHEREAS, , and a policy was reviewed and recommended by the Parks and Recreation Advisory Board. **NOW THEREFORE ,**

BE IT RESOLVED that the Council adopt the following process for naming park properties:

1. *Criteria:* Park properties should be named for their location, or in memory of a deceased individual who has positively impacted the City of Keizer in his/her lifetime.
2. ***Public input***: In the case of a Neighborhood park, include a question on a park survey that is distributed to the neighbors of the park, asking their ideas for a name. If the park is larger and would be considered a Community park, ideas for a park name could be asked in the local paper, City Newsletter or water bill.
3. ***Parks and Recreation Advisory Board review***: All ideas will be reviewed by the Board and a recommendation forwarded to the City Council.
4. ***City Council Decision***: The City Council will receive from the Parks Board a review of the possible park names along with the Board's recommendation.

PASSED this 15 **day of** April**, 1996.**

SIGNED this 15 **day of** April**, 1996**

Dennis Koho

Mayor

Gracyn D. Davis

City Recorder

FMAGIC

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2006-_1740

AMENDING RESOLUTION NO. R96-894 (ESTABLISHING A PROCESS FOR NAMING OF CITY PARKS)

WHEREAS, Resolution No. R96-894 was adopted by the Keizer City Council on April 15, 1996;

WHEREAS, the City Council wishes to amend such Resolution to provide for the renaming of City Parks;

WHEREAS, the Keizer City Council has considered the matter and wishes to amend the Resolution as set forth below;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that Resolution No. R96-894 (Establishing a Process for Naming of City Parks) is amended as set forth below:

Section 1. Addition of Section 5. A new Section 5 is added to Resolution No. R96-894 as follows:

> 5. ***Renaming of Parks:*** For the renaming of existing, named parks, the City Council may adopt a new name for a park after such review, recommendation by

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Attorneys at Law
4855 River Road North
Keizer, Oregon 97303
503-390-1635

the Parks and Recreation Advisory Board, and public input as City Council may see fit without necessarily following the above process.

PASSED this 20th day of November, 2006.

SIGNED this 20th day of November, 2006.

Mayor

City Recorder

Lien & Johnson
Attorneys at Law
4855 River Road North
Keizer, Oregon 97303
503-390-1635

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2020-_____

ADOPTING DONATION AND NAMING POLICIES FOR KEIZER PARKS; **REPEALING RESOLUTIONS R96-894, R2006-1750 AND R2009-1917**

WHEREAS, Resolution R96-894 (Establishing a Process for Naming of City Parks) was adopted by the Keizer City Council on April 15, 1996;

WHEREAS, Resolution R96-894 was amended by Resolution R2006-1740 on November 20, 2006;

WHEREAS, Resolution R2009-1917 (Adopting Policies for Keizer Parks and Recreation Donation Opportunities) was adopted by the Keizer City Council on February 2, 2009;

WHEREAS, the City Council wishes to repeal such Resolutions and replace it with new policies;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the attached "City of Keizer Park and Public Space Donation Opportunities and Naming of Parks and Public Spaces" is hereby adopted.

BE IT FURTHER RESOLVED that Resolutions R96-894 (Establishing a Process for Naming of City Parks), R2006-1740 (Amending Resolution No. R96-894), and

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

R2009-1917 (Adopting Policies for Keizer Parks and Recreation Donation Opportunities) are hereby repealed in their entireties.

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

PASSED this _____ day of _____, 2020.

SIGNED this _____ day of _____, 2020.

_____
Mayor

_____
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

City of Keizer Park and Public Space Donation Opportunities and Naming of Parks and Public Spaces

The Keizer City Council and the Keizer Parks and Recreation Advisory Board appreciate individuals and organizations who wish to observe, acknowledge or remember a significant historical event, occasion, or individual through donations to improve public spaces, parks or buildings by planting trees, installing site furnishings or other amenities.

When carried out in a manner that helps accomplish a recognized need within Keizer and that adds to the quality of a public space, park or building, such donations are both a positive memorial and significant contribution to the community.

Donors are encouraged to consider methods that provide a meaningful contribution in the name of an individual or event without the need for a physical memorial. Assisting with the renovation of a feature or structure or the design and construction of a site, trail, structure, or the planting of a tree or grove of trees may be a lasting memory that also contributes to the quality of a site. The donation of land or the assistance with the acquisition of land can be a very significant and lasting memorial.

1. TYPES OF DONATIONS: Gifts donated to parks can be designated for a specific park or program or undesignated leaving use of the donation to the discretion of city staff. Donation opportunities are limitless but may include:

- Park Equipment (benches, picnic tables, kiosks, walkways)
- Playground Equipment
- Trees and shrub plantings
- Recreation Programs and Scholarships
- Sports Equipment
- Artwork
- Structures & facilities
- Property

Gifts may be tax deductible. Donors are advised to consult their own tax professional to determine deductibility. If requested, each individual, group, or organization will receive a letter of appreciation and appropriate tax verification information.

2. CRITERIA FOR ACCEPTING NON-CASH DONATIONS: The following general principles have been established to help determine the appropriateness of donations:

A. *Preserve the integrity and artistry of the parks, trails, and open spaces.* Donations should be placed in a park to enhance the master plan and be part of the overall landscape design of the site.

B. *Provide a "Quiet Reverence" instead of a public display*. Donations should allow the existing natural scenery and architecture to dominate. Donations should not detract from the quality of the visitor's experience or overpower the setting.

C. *Less is better than more.* A conservative approach is warranted and great consideration must be given to site design if a donation is located in scenic or historic environs of parks, trails, and open spaces.

D. *Incorporate Broad Community Values*. All donations should have significance that is readily apparent to the general public and not that of a small special interest group.

3. GUIDELINES FOR GENERAL CASH DONATIONS: The City and Keizer Parks and Recreation Advisory Board will work to visibly acknowledge cash donations in a manner that is appropriate for the given donation, that does not detract from the quality of a park or program, and that serves to encourage further donations to improve public facilities and programs. Sponsorships are temporary agreements with the City of Keizer for donations that fund events or recreational activities. The acknowledgement for sponsorships will be in the form of a sign and/or recognition published in event materials or other agreed upon recognition methods.

4. GUIDELINES FOR SPECIFIC CASH DONATIONS: The City may accept cash donations that the donor requires to be used for a specific project. Restricted cash donations will be carefully reviewed on a case-by-case basis. Projects will be approved only if they:

A. Maintain or improve the public space consistent with its existing or planned character and use. It is important that the character of natural areas, athletic fields, playgrounds, picnic areas, meeting spaces, and other public areas be maintained and enhanced. It is important that if the donation is intended as a memorial that it not transform the site into a location that is perceived as a site of memorials.

B. Are consistent with specific plans (if any) approved by the City for the proposed site. Only proposals that are consistent with such plans and advance the quality of the area as a public space will be approved.

C. Involve acceptable liabilities, expenses, and maintenance obligations for the City of Keizer over the expected life of the donation. Any proposal that may have significant impact on financial or other resources, and has not been explicitly approved as part of an existing plan, must be approved by the City Council.

5. GUIDELINES FOR SPECIFIC NON-CASH DONATIONS:

A. <u>Tree Donations</u>

The City accepts trees or financial donations for trees when the following guidelines are met:

1. Locating a tree in the proposed site is appropriate and would preserve the integrity and aesthetics of the site.
2. Special location requests will be considered with the final location to be determined by the City.
3. Tree species and size must be approved by the City.

4. Donations may be made at any time of the year but actual planting will take place during the best time of year for survival; usually in the spring or fall.
5. The City of Keizer will install or arrange for installation of all approved trees. When agreeable to both the City and the donor, installation can be carried out by the donor or another approved installer.
6. Trees will be pruned and maintained by the City to the same standard as other trees in the park.
7. In instances where trees do not survive, tree replacements will be provided if the City was responsible for planting the tree. Replacement trees may or may not be of the same variety and in the exact location as that of the original donation.
8. Due to concerns over maintenance, vandalism, and the more natural setting associated with a living memorial, plaques may not be included as part of the tree donation program.
9. Should donors wish to participate in the planting of a memorial tree, or wish to host a commemorative ceremony, they may make arrangements with the City to do so. Donors are responsible for all ceremonial arrangements and associated costs.

B. Shelters, Table and Bench Donations

Shelters, benches, tables and other amenities of a similar scale enhance the beauty and utility of Keizer's parks and public spaces. In making donations for a specific amenity or site, the following guidelines apply:

1. Staff will work to identify existing benches and other site amenities which need to be replaced or installed. Donors are encouraged to provide amenities at these locations.
2. Although suggestions will be considered for particular locations, placement must be approved by the City. Final decisions as to location will be determined by the City in consultation with the donor.
3. All park amenities will be designed, constructed, and installed in a manner that meets the standards and requirements of the City. The City maintains a list of commercially available tables and benches approved for use in Keizer parks and their approximate cost.
4. The City of Keizer will install or arrange for installation of all approved site furnishings, and amenities. When agreeable to both the City and the donor, installation can be carried out by the donor or another approved installer.
5. The City of Keizer will maintain site furnishings and amenities according to the maintenance schedule for the selected park or public space.
6. If intended as a memorial, appropriate plaques may be attached to the amenity provided the following standards are met:
   a) The size, placement, and wording of the plaque do not change or detract from the public use and enjoyment of the site.
   b) The plaque materials, construction, and installation meet City standards for durability and maintenance.

c) Should donors wish to plan a memorial or commemorative ceremony associated with a donated amenity, they may make arrangements with the City to do so. Donors are responsible for all ceremonial arrangements and associated costs.

7. If determined necessary by City, a financial donation covering the expected cost of the amenity, its installation, and a ten year maintenance plan shall be provided by the donor.

8. Keizer will maintain park amenities accepted as memorials for ten years in their original location, or in an area near their original location. After 10 years, the amenity may be removed or relocated without notice should park needs change.

6. DONATION PROCEDURES:

A. Cash donations shall be made payable to the City of Keizer.

B. Proposed non-cash or restricted cash donations must be submitted in writing on a form provided by the City. The form must contain a brief summary of the person who is being memorialized, if applicable.

C. The City will review proposed donations and approve those that meet an appropriate need of Keizer parks or public spaces, that are appropriate for the site, are consistent with city principles regarding memorials and that meet applicable standards relating to design, materials, construction, and installation.

D. Depending on the type of potential donation or memorial, other City Departments, the Parks and Recreation Advisory Board, the City Manager, the City Council, and others may review the proposal. Questions can include the desirability or consistency of a proposal within the context of existing plans, aesthetic impact, cost and maintenance implications for the City, liability, etc.

E. Specific donations will be documented in writing. Once such documentation has been agreed to by a donor and the City, and the associated funding or materials associated with the donation received by the City, the City will proceed with arranging for final design (if needed) and installation.

F. In no event shall any tree, shrub, other vegetation, shelter, bench, table, site furnishings or any other item of any type be placed on park or other public property without the express written consent of the City. If any item is placed without such permission, it is subject to removal without notice.

G. As used herein, "the City" shall mean the City Manager or his/her designee.

7. MAINTENANCE/REPLACEMENT OF DONATED ITEMS:

A. Maintenance of the landscaping at tree donation sites will be maintained by the City according to the maintenance schedule for the selected park or public space.

B. Donated trees become City property. Donations made previous to the adoption of this document are to be maintained by the City during its salvageable life span.

C. Donated park elements and/or their associated donation acknowledgement are City property. Accordingly, the City has the duty to maintain the donation only for the expected life cycle of the donation. If current information is on file, donor will be informed and given the opportunity to take further action at the expiration of the original life cycle.

D. Existing memorials may be replaced by another memorial or removed at any time with the approval of the Keizer Parks and Recreation Advisory Board.

E. Due to limited funding, donated park elements that are destroyed or damaged beyond repair will not be replaced. If appropriate, the City may repair such elements depending on funds being reasonably available.

8. GUIDELINES FOR DONATION NAMING RIGHTS: One of the most visible and sensitive forms of acknowledgement is the naming of a park or a facility within a park after an individual, company, or organization. The following process is for situations where new park land has been donated to the City or the funds for a specific major facility are donated. In an effort to treat all "naming" suggestions in a fair and open manner, and recognizing the potential for controversy surrounding such decisions, the following guidelines must be followed:

A. General Procedure for Naming Rights:

1. Naming suggestions from the public, advisory board members, organizations, and others should be made to the Parks Division in Keizer's Public Works Department in writing. The information provided should include justification for the name in order to aid in considering the suggestion.
2. After review by the appropriate City staff, the proposal will be placed on the agenda of the Keizer Parks and Recreation Advisory Board and will be brought forward with a recommendation from City staff. Public input will be solicited via normal publication methods and time will be provided for public input at a designated Keizer Parks and Recreation Advisory Board meeting. Procedures for naming and renaming of parks will at a minimum include the provisions outlined below pertaining to the naming of city parks.
3. The Keizer Parks and Recreation Advisory Board recommendation will be forwarded to the Keizer City Council for final action and official designation.

B. Criteria for Names: The following are criteria the Keizer Parks and Recreation Advisory Board will use in considering suggestions for names:

1. Names will be considered if appropriate for the park, facility, or amenity within a facility. The name must not duplicate, or be closely relate to, or pronounced similarly, to any other name within the Keizer system to minimize confusion to the general public; or be a name associated with a company whose business is deemed illegal; or be discriminatory or derogatory of race, gender, creed, religious or political affiliations, or other similar factors.
2. To be recommended, names should be relevant to the item being named, be reviewed by other individuals, corporations, and organizations who have made significant contributions to the completion of the park or facility being named, and meet one or more of the following criteria:
   a) Recognize a person or organization that has made an exceptional contribution to and a positive impact in the community, either through many acts over time or one exceptional contribution. Relevant contributions can include: significant funding or donations of material, time, and/or talent to build, maintain or develop a park or facility; donations enabling the acquisition, development or conveyance of land or facility; or other tangible or intangible contributions or positive impacts.
   b) Highlight a relevant, important historical event, natural phenomenon or geographic location.
   c) Names reflecting private business identities will be considered when it results from donations that made a park or facility available to the public that otherwise would not exist and reflects either the initial agreement concerning the donation and/or ongoing contributions helping to maintain or improve the park or facility. Names reflecting business donations will only be considered when the donation covers in excess of 50% of the costs associated with the facility.
3. The City's commitments for names are only for the period of time specified in the associated agreements.

9. GUIDELINES FOR NAMING AND RENAMING OF CITY PARKS: This process is for non-donation naming or renaming situations. The following process for naming and renaming of City Parks shall be followed:

A. Criteria: Park properties should be named for their location, or in memory of a deceased individual who has positively impacted the City of Keizer.
B. Public Input: In the case of a Neighborhood park, include a question on a park survey that is distributed to the neighbors of the park, asking their ideas for a name. If the park is larger and would be considered a Community park, ideas for a park name could be asked in the local paper, City Newsletter or water bill.
C. Parks and Recreation Advisory Board Review: All ideas will be reviewed by the Keizer Parks and Recreation Advisory Board and a recommendation forwarded to the City Council.

D. City Council Decision: The City Council will receive from the Keizer Parks and Recreation Advisory Board a review of the possible park names along with the recommendation.

E. Renaming: For the renaming of existing, named parks, the City Council may adopt a new name for a park after such review, recommendation the Parks and Recreation Advisory Board, and public input as the City Council may see fit without necessarily following Section 9(A) through 9(D) above.

MINUTES
KEIZER CITY COUNCIL
Monday, April 6, 2020
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
Kim Freeman, Councilor
Daniel Kohler, Councilor
Marlene Parsons, Councilor *(electronic)*
Elizabeth Smith, Councilor *(electronic)*
Roland Herrera, Councilor
Laura Reid, Councilor

Staff:
Chris Eppley, City Manager
Shannon Johnson, City Attorney
Nate Brown, Community Development Director
Bill Lawyer, Public Works Director
John Teague, Police Chief
Tim Wood, Finance Director
Tracy Davis, City Recorder

FLAG SALUTE

Mayor Clark led the pledge of allegiance.

SPECIAL ORDERS OF BUSINESS

Councilor Freeman moved that the Keizer City Council suspend the rules so that Council could vote on allowing Councilors Parsons and Smith to participate in the meeting electronically. Councilor Herrera seconded. Motion passed as follows:

AYES: Clark, Reid, Freeman, Herrera and Kohler (5)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Parsons and Smith (2)

Councilor Freeman moved that the Keizer City Council allow Councilor Parsons and Smith to participate in this meeting electronically. Councilor Herrera seconded. Motion passed as follows:

AYES: Clark, Reid, Freeman, Herrera and Kohler (5)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Parsons (2)

COMMITTEE REPORTS

None

PUBLIC TESTIMONY

None

PUBLIC HEARING None

ADMINISTRATIVE ACTION

a. South East Keizer Neighborhood Association Annual Report

City Manager Chris Eppley summarized his staff report and referred Council to the written Annual Report submitted by SEKNA President, Ken Gierloff. Councilor Reid added additional information and encouraged anyone interested to attend the meetings.

Councilor Freeman moved to adopt the Annual Report of the Southeast Keizer Neighborhood Association and extend recognition for an additional year. Councilor Herrera seconded. Motion passed unanimously as follows:

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

b. West Keizer Neighborhood Association Annual Report

City Manager Chris Eppley summarized his staff report and referred Council to the written Annual Report submitted by WKNA President, Carol Doerfler. Councilor Freeman provided additional information, thanked staff for attending meetings and urged everyone to attend.

Councilor Freeman moved to adopt the Annual Report of the West Keizer Neighborhood Association and extend recognition for an additional year. Councilor Herrera seconded. Motion passed unanimously as follows:

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

c. RESOLUTION – Ratifying the City Manager's Declaration of a Local State of Emergency in the City of Keizer As a Result of Covid-19 Pandemic

City Attorney Shannon Johnson summarized his staff report. Mr. Eppley fielded questions regarding the duration and community response.

Councilor Freeman moved that the Keizer City Council adopt a Resolution Ratifying the City Manager's Declaration of a Local State of Emergency in the City of Keizer As a Result of Covid-19 Pandemic. Councilor Herrera seconded. Motion passed unanimously as follows:

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

d. RESOLUTION – Adopting the City of Keizer Council Rules

Mr. Johnson summarized his staff report and provided additional clarification and explanation. Following discussion, Council agreed by consensus that under a *declared emergency*, Council may convene electronically.

of Procedure; Repealing Resolution R2017-2761

Council indicated that in a *non-emergency situation* they wished to use the current system of suspending the rules to allow electronic attendance with advance notice. No decision was made regarding allowing electronic citizen participation or public testimony.

Following lengthy discussion regarding whether or not to allow electronic participation at committee/commission/board meetings in a declared emergency or a non-emergency situation, Council agreed to allow electronic participation under a *declared emergency* but urged further discussion at the committee level for non-emergency situations.
Mr. Johnson clarified the changes on pages 4 and 22 of the Council Procedures.

Councilor Freeman moved that Keizer City Council adopt a Resolution Adopting the City of Keizer Council Rules of Procedure allowing electronic meetings during a declared emergency; Repealing Resolution R2017-2761. Councilor Herrera seconded. Motion passed unanimously as follows:

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

It was noted that this motion included Boards and Commissions.

e. ORDINANCE – Providing for Public Art and Public Murals; Repeal of Ordinances No. 2015-735 and 2017-767

Mr. Johnson summarized his staff report.

Councilor Freeman moved that the Keizer City Council adopt a Bill for an Ordinance Providing for Public Art and Public Murals; Repeal of Ordinances No. 2015-735 and 2017-767; Declaring an Emergency. Councilor Herrera seconded. Motion passed unanimously as follows:

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

RESOLUTION – Amending the Keizer Public Arts Commission (KPAC); Amending/ Repealing Resolutions

Councilor Freeman moved that the Keizer City Council adopt a Resolution Amending the Keizer Public Arts Commission (KPAC); Amending Resolution No. R2015-2552; Repealing Resolution No. R2017-2466. Councilor Herrera seconded. Motion passed unanimously as follows:

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

RESOLUTION – Adopting Public Art and Public Mural

Councilor Freeman moved that the Keizer City Council adopt a Resolution Adopting Public Art and Public Mural Policies; Repeal of Resolution R2016-2741. Councilor Herrera seconded. Motion passed unanimously as follows:

Policies; Repeal of R2016-2741

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

CONSENT CALENDAR

a. RESOLUTION – Authorizing City Manager to Sign Interim Intergovernmental Agreement Concerning the Mid-Willamette Valley Homeless Alliance
b. Approval of March 2, 2020 City Council Regular Session Minutes
c. Approval of March 16, 2020 City Council Regular Session Minutes

Items 9a and 9b were pulled.

Councilor Freeman moved that the Keizer City Council adopt Consent Calendar item 9c. Councilor Herrera seconded. Motion passed unanimously as follows:

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

Councilor Freeman questioned if the budget amount allocated for this program was an amount that would be determined at the upcoming Budget Committee meetings to which Mr. Eppley responded affirmatively. Mayor Clark provided additional information regarding funding noting that the contribution is based on the population of the participating city.

Councilor Freeman moved that the Keizer City Council adopt Consent Calendar Item 9a. Councilor Herrera seconded. Motion passed unanimously as follows:

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

Councilor Kohler pointed out a revision that he had requested be made to the Minutes. City Recorder Tracy Davis read the revised verbiage.

Councilor Freeman moved that the Keizer City Council adopt Consent Calendar Item 9c as amended. Councilor Herrera seconded. Motion passed unanimously as follows:

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

COUNCIL LIAISON REPORTS

Councilor Kohler announced that he had helped Marion Polk Food Share deliver food and shared a message of faith inviting all to a worldwide fast and prayer.

Councilor Reid shared details of a recent League of Oregon Cities conference call, urged everyone to participate in the census, and shared information regarding completion of school classes on-line.

Councilor Freeman wished Mayor Clark a happy birthday, thanked first responders for their dedication and David Dahle for his interviews with Councilors and Coffee with Cathy live on Facebook, urged drivers to refrain from texting while driving, provided details regarding the census and shared information regarding the Charter review efforts. She added that she had indicated on her Facebook page that the Budget would be available at the end of April and questions should be directed to staff and that if consumers are having a difficult time accessing resources they should call the City or a Councilor for assistance.

Councilor Herrera commended the Keizer community, Keizer Public Works and David Dahle, and announced that the LOC event had been cancelled but $300 scholarships would still be given to 20 students.

Councilor Parsons thanked David Dahle for interviewing her and announced that the Chamber Board would be meeting and will have information on Keizerfest by the end of the week.

Councilor Smith commended Mayor Clark for her daily message and urged everyone to stay safe and wash their hands.

Mayor Clark reported on the Salem-Keizer Area Transportation Study and Mid-Willamette Valley Council of Governments, urged citizens to submit comments on the Statewide Transportation Improvement Program, provided information on the Homeless Alliance, and urged everyone to support non-profit organizations.

OTHER BUSINESS

City Manager Chris Eppley announced that this is Holy week with Easter Sunday coming up.

City Attorney Shannon Johnson questioned if Council wanted to send the letter drafted to Senator Thatcher and Representative Post advocating for Keizer to receive benefit from federal relief packages. Council agreed by consensus to support sending the letters.

Finance Director Tim Wood urged electronic bill pay users who may have received a paper bill to call Utility Billing to set up a new account since the old accounts have been discontinued. He noted that the sewer reset period is over so users no longer need to conserve water and there will be no late fees charged or water shut off until August or September. Court is closed for at least two or three weeks.

Chief Teague reported that crime is down generally and domestic disputes, car thefts and thefts from cars are up.

Community Development Director Nate Brown announced that there will be a public hearing regarding chickens at the next Council meeting.

WRITTEN COMMUNICATIONS

None

AGENDA INPUT

April 13, 2020, 6:00 p.m. – City Council Work Session - Canceled
April 20, 2020, 7:00 p.m. - City Council Regular Session
May 4, 2020, 7:00 p.m. – City Council Regular Session

ADJOURNMENT

Mayor Clark adjourned the meeting at 8:57 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 – Elizabeth Smith

Councilor #3 – Marlene Parsons

Councilor #6 – Daniel R. Kohler

Minutes approved:_____