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AGENDA
KEIZER CITY COUNCIL
REGULAR SESSION

Monday, May 4, 2020

7:00 p.m.

Robert L. Simon Council Chambers
Keizer, Oregon

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **FLAG SALUTE**

4. **SPECIAL ORDERS OF BUSINESS**

5. **COMMITTEE REPORTS**

6. **PUBLIC TESTIMONY**

This time is provided for citizens to address the Council on any matters other than those on the agenda scheduled for public hearing.

7. **PUBLIC HEARINGS**

a. **Liquor License – Change of Ownership for Town and Country Lanes (New Owner Brother of Valor)**

b. **RESOLUTION – Authorization for Supplemental Budget – General Fund – Non-Departmental Resources and Non Departmental Requirements**

RESOLUTION – Authorization for Supplemental Budget – General Fund – Non-Departmental Resources

RESOLUTION - Authorization for Supplemental Budget – Street Fund

RESOLUTION – Authorization for Supplemental Budget – Administrative Services Fund

8. ADMINISTRATIVE ACTION

- a. **ORDINANCE** – Amending Keizer Development Code Regarding Section 2.203 (Permitted Uses Generally) AND Section 2.312 (Yard and Lot Standards); Amending Ordinance 98-389

9. CONSENT CALENDAR

- a. Keizer Police Department Report on Disbursement of Petty Cash Funds Fiscal Year 2019/2020
- b. Approval of April 20, 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 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

June 1, 2020

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

14. ADJOURNMENT

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

CITY COUNCIL MEETING: May 4, 2020

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

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

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

**SUBJECT: TOWN AND COUNTRY LANES – LIQUOR LICENSE APPLICATION -
CHANGE OF OWNERSHIP (BROTHER OF VALOR)**

BACKGROUND:

On April 6, 2020 the City received an application for a change of ownership for the liquor license at Town and Country Bowl, located 3500 River Road N, Keizer, Oregon. The application is for a limited on-premises license. The new owner is Brother of Valor. As required by Keizer Ordinance a public hearing was scheduled; notice was published and mailed to all property owners within 200 feet of the establishment. The Keizer Police Department reports a clear background check on the applicant and has no reason to recommend denial of the application. In addition, the Keizer Community Development Department finds the location of the establishment to be properly zoned and has no additional comment on the application.

RECOMMENDATION:

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



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

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

| License Applied For: | CITY AND COUNTY USE ONLY |
|--|--|
| <input type="checkbox"/> Brewery 1st Location | Date application received and/or date stamp: |
| <input type="checkbox"/> Brewery 2nd Location | |
| <input type="checkbox"/> Brewery 3rd Location | Name of City or County: |
| <input type="checkbox"/> Brewery-Public House 1st Location | |
| <input type="checkbox"/> Brewery-Public House 2nd Location | Recommends this license be: |
| <input type="checkbox"/> Brewery-Public House 3rd Location | |
| <input type="checkbox"/> Distillery | <input type="checkbox"/> Granted <input type="checkbox"/> Denied |
| <input type="checkbox"/> Full On-Premises, Commercial | By: _____ |
| <input type="checkbox"/> Full On-Premises, Caterer | Date: _____ |
| <input type="checkbox"/> Full On-Premises, Passenger Carrier | OLCC USE ONLY |
| <input type="checkbox"/> Full On-Premises, Other Public Location | |
| <input type="checkbox"/> Full On-Premises, For Profit Private Club | Date application received: |
| <input type="checkbox"/> Full On-Premises, Nonprofit Private Club | 5-23-20 |
| <input type="checkbox"/> Grower Sales Privilege 1st Location | By: <u>OWILL</u> |
| <input type="checkbox"/> Grower Sales Privilege 2nd Location | License Action(s): |
| <input type="checkbox"/> Grower Sales Privilege 3rd Location | CIO |
| <input checked="" type="checkbox"/> Limited On-Premises | |
| <input type="checkbox"/> Off-Premises | |
| <input type="checkbox"/> Off-Premises with Fuel Pumps | |
| <input type="checkbox"/> Warehouse | |
| <input type="checkbox"/> Wholesale Malt Beverage & Wine | |
| <input type="checkbox"/> Winery 1st Location | |
| <input type="checkbox"/> Winery 2nd Location | |
| <input type="checkbox"/> Winery 3rd Location | |
| <input type="checkbox"/> Winery 4th Location | |
| <input type="checkbox"/> Winery 5th Location | |

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

Brother of Valor, Inc
(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

RECEIVED
OREGON LIQUOR CONTROL COMMISSION

SALEM REGIONAL OFFICE

3. Trade Name of the Business (Name Customers Will See)

Town & Country Lanes

4. Business Address (Number and Street Address of the Location that will have the liquor license)

3500 River Rd N

| City | County | Zip Code |
|---------------|---------------|--------------|
| <u>Keizer</u> | <u>Marion</u> | <u>97303</u> |



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: Jim Davis Brother of Valor, WOF Phone: 503-528-4757 390.2221

Trade Name (dba): Town & Country Lanes

Business Location Address: 3500 River Rd N

City: Keizer ZIP Code: 97303

DAYS AND HOURS OF OPERATION

Business Hours:

| | | | |
|-----------|------------|----|------------|
| Sunday | <u>12P</u> | to | <u>10P</u> |
| Monday | <u>10A</u> | to | <u>10P</u> |
| Tuesday | <u>8A</u> | to | <u>10P</u> |
| Wednesday | <u>10A</u> | to | <u>10P</u> |
| Thursday | <u>5A</u> | to | <u>10P</u> |
| Friday | <u>10A</u> | to | <u>12A</u> |
| Saturday | <u>8A</u> | to | <u>10P</u> |

Outdoor Area Hours:

| | | | |
|-----------|-------|----|-------|
| Sunday | _____ | to | _____ |
| Monday | _____ | to | _____ |
| Tuesday | _____ | to | _____ |
| Wednesday | _____ | to | _____ |
| Thursday | _____ | to | _____ |
| Friday | _____ | to | _____ |
| Saturday | _____ | to | _____ |

The outdoor area is used for:

Food service Hours: _____ to _____

Alcohol service Hours: _____ to _____

Enclosed, by _____

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

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

Live Music Karaoke

Recorded Music Coin-operated Games

DJ Music Video Lottery Machines

Dancing Social Gaming

Nude Entertainers Pool Tables

Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

| | | | |
|-----------|-----------|----|------------|
| Sunday | _____ | to | _____ |
| Monday | _____ | to | _____ |
| Tuesday | _____ | to | _____ |
| Wednesday | _____ | to | _____ |
| Thursday | _____ | to | _____ |
| Friday | <u>7P</u> | to | <u>12A</u> |
| Saturday | <u>7P</u> | to | <u>10P</u> |

SEATING COUNT

Restaurant: 27 ✓ Outdoor: _____

Lounge: 76 ✓ Other (explain): _____

Banquet: _____ Total Seating: 103 ✓

OLCC USE ONLY

Investigator Verified Seating: _____ (Y) _____ (N)

Investigator Initials: _____

Date: _____

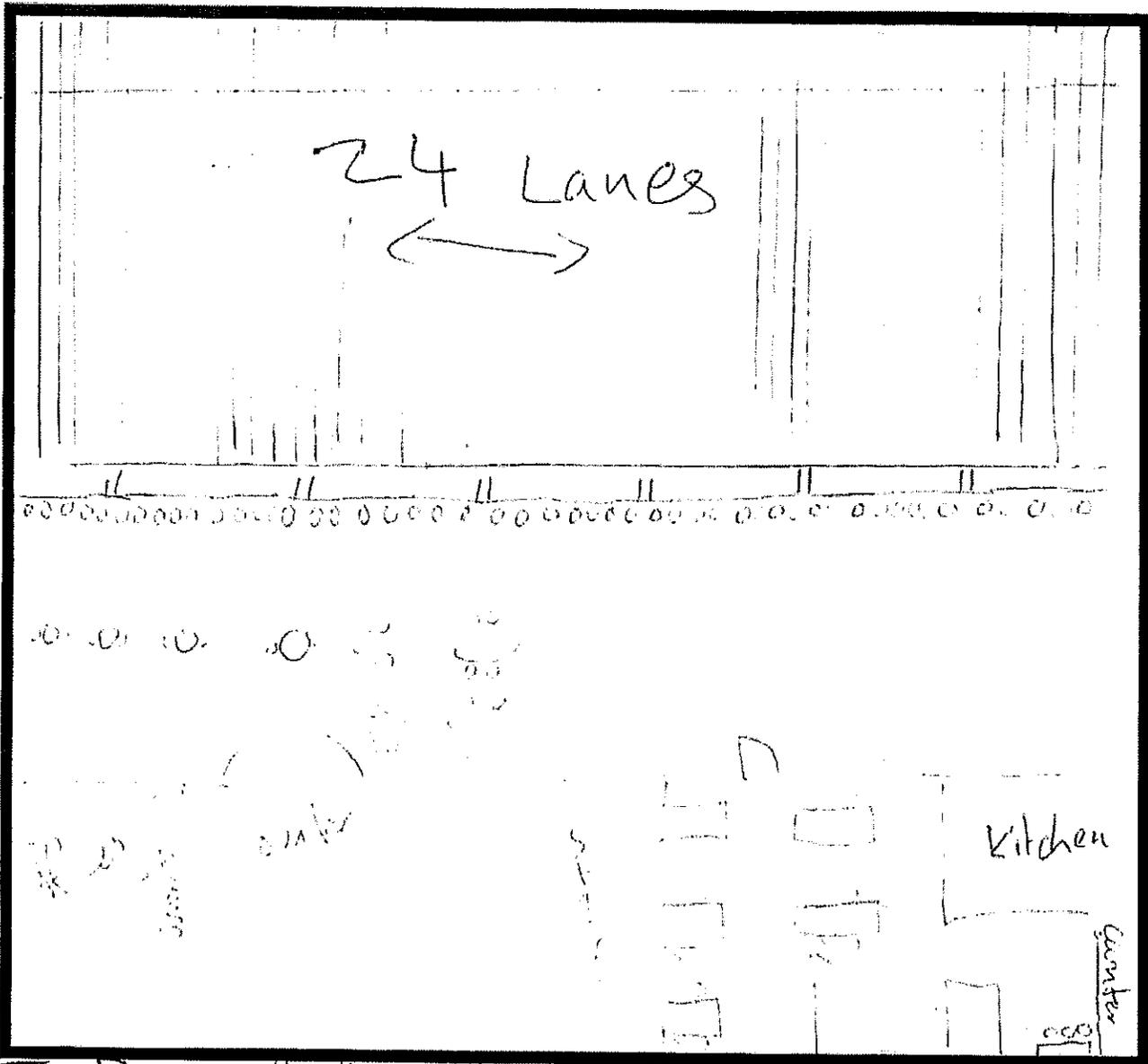
I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Signature] Date: 2/7/20



OREGON LIQUOR CONTROL COMMISSION FLOOR PLAN

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



Jim Davis Partner of Value Inc
 Applicant Name
Town & Country Lanes
 Trade Name (dba):
Keizer Oregon 97303
 City and ZIP Code

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



OREGON LIQUOR CONTROL COMMISSION CORPORATION QUESTIONNAIRE

Please Print or Type

Corporation Name: Brothers of Valor Inc Year Incorporated: 3
 Trade Name (dba): Town & Country Lanes
 Business Location Address: 3500 River Rd N
 City: Keizer OR ZIP Code: 97205

List Corporate Officers:

| | |
|----------------------------|-----------------------------|
| <u>Tim Davis</u> (name) | <u>President</u> (title) |
| <u>Sven Anderson</u> | <u>Secretary</u> |
| <u>Tom Greenwood</u> | <u>Treasurer</u> |

List Board of Directors:

Sven Anderson, Buddy Puckett, Tom Greenwood,
(name) Matt Roy, Bill King, Jeremy Shuabb, Kevin Dial
Gabe Johansen, Tim Davis

List Stockholders: (Note: If any stockholder is another legal entity, that entity may also need to complete another Corporation Questionnaire. See Liquor License Application Guide for more information.)

| Stockholders: | Number of Shares Held: | Number of Stock Shares: |
|--------------------|------------------------|--|
| <u>[Signature]</u> | <u>0</u> | Issued: <u>0</u> |
| _____ | _____ | Unissued: <u>0</u> |
| _____ | _____ | Total Shares Authorized to Issue: <u>0</u> |
| _____ | _____ | |

Server Education Designee: Elaine LaPointe DOB: 03/27/56
 (See Liquor License Application Guide for more information)

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

Officer's Signature: [Signature] President Date: 2/28/20
 (name) (title)

COUNCIL MEETING: May 4, 2020

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND COUNCIL MEMBERS

THROUGH: CHRISTOPHER C. EPPLEY, CITY MANAGER

FROM: TIM WOOD, FINANCE DIRECTOR

SUBJECT: AUTHORIZATION FOR SUPPLEMENTAL BUDGET

ISSUE: Oregon Budget Law, when authorized by resolution of the governing body of a municipal corporation, provides that a supplemental budget may be adopted when an occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current year which requires a change in financial plan.

General Fund – Non Departmental Resources and Non Departmental Requirements

The supplemental budget is to recognize and appropriate \$15,000 in grant money received from Marion County as part of the Intergovernmental Agreement for Community Prosperity Initiative. The grant funds will be used to provide forgivable loans to qualified businesses in Keizer.

General Fund – Community Development and Non Departmental Requirements

The Intergovernmental Agreement for Community Prosperity with Marion County provides for an additional \$15,000 to be provided during Fiscal Year 2020-21 and Fiscal Year 2021-22. In order to provide immediate use of the funds in light of the current economic situation brought about by the COVID-19 Pandemic this adjustment is to transfer \$30,000 in appropriations from the Community Development budget to the Non Departmental Requirements budget. The funds received in future years will replenish the Community Development Fund.

Street Fund

The supplemental budget is to transfer \$3,000 from contingency to debt service in the Street Fund to provide for catchup debt principal payment.

Administrative Services Fund – General Administration Contingency and Finance Utility Billing

During Fiscal Year 2019-20 the City changed providers for online bill pay services to a more user friendly and integrated product. The change in providers in addition to the impact of the COVID-19 Pandemic has resulted in more residents using the on-line bill pay system than

originally anticipated. The increase use has resulted in higher third party charges and credit card processing fees than originally anticipated.

The supplemental budget is to transfer \$20,000 from Administrative Services Fund – General Administration Contingency to the Administrative Services Fund – Finance Utility Billing to provide for increased contractual services, primarily third party charges and credit card processing fees.

RECOMMENDATION: Staff recommends the council open the public hearing and receive any public testimony. Once the public hearing is closed the council should adopt the attached resolutions authorizing the supplemental budgets as described above.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2020-_____

AUTHORIZATION FOR SUPPLEMENTAL BUDGET - General Fund - Non Departmental Resources and Non Departmental Requirements

WHEREAS ORS 294 provides that a supplemental budget may be adopted when an occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current year which requires a change in financial planning.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keizer, that the following appropriations be made for fiscal year ending June 30, 2020:

| | Adopted/ Amended Budget | Adjustment | | Revised Budget |
|--|----------------------------|------------|----------|-------------------|
| | | Increase | Decrease | |
| General Fund | | | | |
| Non Departmental Resources | 12,501,800 | 15,000 | | 12,516,800 |
| Non Departmental Requirements | 2,823,100 | 15,000 | | 2,838,100 |
| To recognize and appropriate \$15,000 in grant money received from Marion County as part of the Intergovernmental Agreement for Community Prosperity Initiative. | | | | |

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

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2020-_____

AUTHORIZATION FOR SUPPLEMENTAL BUDGET - General Fund - Non Departmental Resources and Non Departmental Requirements

WHEREAS ORS 294 provides that a supplemental budget may be adopted when an occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current year which requires a change in financial planning.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keizer, that the following appropriations be made for fiscal year ending June 30, 2020:

| | Adopted/ Amended Budget | Adjustment | | Revised Budget |
|---|----------------------------|------------|----------|-------------------|
| | | Increase | Decrease | |
| General Fund | | | | |
| Community Development Expenditures | 886,000 | | 30,000 | 856,000 |
| Non Departmental Requirements | 2,838,100 | 30,000 | | 2,868,100 |
| <p>To transfer \$30,000 from Community Development to Non Departmental Requirements to provide additional funding for forgivable loans to qualified businesses in Keizer in light of the COVID-19 Pandemic.</p> | | | | |

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

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2020-_____

AUTHORIZATION FOR SUPPLEMENTAL BUDGET - Street Fund

WHEREAS ORS 294 provides that a supplemental budget may be adopted when an occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current year which requires a change in financial planning.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keizer, that the following appropriations be made for fiscal year ending June 30, 2020:

| | Adopted/ Amended Budget | Adjustment | | Revised Budget |
|--|----------------------------|------------|----------|-------------------|
| | | Increase | Decrease | |
| Street Fund | | | | |
| Contingency | 47,900 | - | 3,000 | 44,900 |
| Debt Service | 152,200 | 3,000 | - | 155,200 |
| To transfer \$3,000 in appropriations from Contingency to Debt Service in the Street Fund to provide for a catchup debt principal payment. | | | | |

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

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2020-_____

AUTHORIZATION FOR SUPPLEMENTAL BUDGET - Administrative Services Fund

WHEREAS ORS 294 provides that a supplemental budget may be adopted when an occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current year which requires a change in financial planning.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keizer, that the following appropriations be made for fiscal year ending June 30, 2020:

| | Adopted/ Amended Budget | Adjustment | | Revised Budget |
|---|----------------------------|------------|----------|-------------------|
| | | Increase | Decrease | |
| Administrative Services Fund | | | | |
| Contingency | 65,000 | | 20,000 | 45,000 |
| Finance Utility Billing Expenditures | 508,400 | 20,000 | | 528,400 |
| To transfer \$20,000 from Contingency to Finance Utility Billing to provide for an increase in contractual services associated with the change in online bill pay providers and the impact of COVID-19 on remote payment options. | | | | |

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

CITY COUNCIL MEETING: May 4, 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 April 20, 2020 Council meeting, Council directed staff to prepare an Ordinance approving the Keizer Development Code text changes to revise the Code relating to the Permitted Use Generally and Yard and Lot 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

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A BILL
FOR

ORDINANCE NO.
2020-_____

AN ORDINANCE

AMENDING KEIZER DEVELOPMENT CODE REGARDING SECTION 2.203 (PERMITTED USES GENERALLY) AND Section 2.312 (YARD AND LOT 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 April 20, 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.

1 Section 2. AMENDMENT TO THE KEIZER DEVELOPMENT CODE.

2 The Keizer Development Code (Ordinance No. 98-389) is hereby amended by the
3 adoption of the changes to Section 2.203 (Permitted Uses Generally) and Section 2.312
4 (Yard and Lot Standards) as set forth in Exhibit "B" attached hereto, and by this
5 reference incorporated herein.

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

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

16 PASSED this _____ day of _____, 2020.

17 SIGNED this _____ day of _____, 2020.

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Mayor

City Recorder

EXHIBIT “A”

Findings regarding the adoption of amendments to section 2.203(Permitted Uses Generally) and section 2.312(Yard and Lot 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 2020-05. Public hearings were held before the Planning Commission on March 11, 2020 and before the City Council on April 20, 2020. Planning Commission voted unanimously to and the City Council voted 6-1 in favor of the proposed revisions.
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 all of the listed criteria in Section 3.1104, while text amendments shall only be reviewed for compliance with Section 3.111.04 B, C, and D. Given 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 zone code reflect a demonstrated need. The City Council directed staff to initiate the text amendment process to research modifying the standards governing backyard hens, in response to citizen requests. Some of the changes to the standards regulating fences are in order to provide consistency with the state building code, as well as respond to citizen concerns and desires. Therefore, these text amendments are found to be necessary to enact the changes desired by community members and provide consistency with state building code. 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 proposed 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. Public hearings were held before the Planning Commission on March 11, 2020, and before the City Council on April 20, 2020. Citizens were afforded the opportunity to participate in the public process. This process is consistent with the provision for providing an opportunity for citizens to be involved in all phases of this proposed 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 proposed 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 for fencing and backyard chickens. It should be noted that the proposed provisions pertaining to chickens and ducks apply to residentially zoned properties and are considered allowed “residential” uses. They do not affect farm lands and are not considered farm uses, as are allowed for truly agricultural purposes. These provisions do not affect lands that are outside the city limits or any lawful uses occurring on those lands, nor does it amend any of those existing zoning designations. The proposed 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 proposed amendments will comply with this Goal and with implementing administrative rules.

Goal 5 – Natural Resources: The intent of the Natural Resources Goal is to protect various natural resources such as wetlands, waterways, big game habitat, etc. 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. The proposed amendments 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 proposed text 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 to the city’s standards regarding the use of mobile food vendors 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 proposed 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 proposed 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. Current employment needs were projected forward based on regional job growth estimates and target industry goals. The growth forecast calls for a total of 3,774 new jobs over the next 20 years. The adopted Economic Opportunities Analysis found there is 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 proposed text amendments will not have any adverse impact on the economic development activities or uses within the city and does not affect the existing land supply. Therefore, the proposal is consistent with this goal.

Goal 10 – Housing: This goal requires the city to plan and provide for the housing needs of its residents. The adopted Housing Needs Analysis found that for the upcoming 20-year period that there will be a need for 4,513 new units to house the future population. The inventory of buildable residential lands contain a supply of 315.2 acres which are vacant, partially vacant or re-developable and can accommodate an estimated 2,422 units resulting in 2,090 units which must be accommodated beyond the City’s existing capacity. When this remaining land need is apportioned to Keizer’s residential zones, the HNA estimates a 20-year need of 267 gross acres of residential land. The revisions to the city’s standards regarding fence regulations and backyard hens and ducks will have no impact on 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 proposed text amendments will not impact any of the city’s public facilities and services. Therefore, the revisions will comply with this goal and all administrative rules.

Goal 12 – Transportation: The city has an adopted Transportation System Plan that describes the city’s transportation systems. This system includes streets, transit, bike, and pedestrian systems. It inventories the existing systems and contains plans for improving these systems. The city has determined that the text amendment to standards regarding the allowance for the use of mobile food vendors will not significantly affect any transportation facility within the city limits and so is consistent with Section 3.111.05 regarding Transportation Planning Rule compliance. The proposed text amendments will have no adverse impact on the city’s transportation systems and so will not affect this goal nor 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 proposed zone code text amendments will have no impact on this goal nor 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 proposed 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 so 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 proposed zone code 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 proposed text amendment will revise two separate sections of the Keizer Development Code. These changes will modify the standards regulating fences, and will modify the regulations for backyard hens. The changes proposed to fencing regulations correct a conflict of language created by a change to the state building code. The changes proposed to the regulation of backyard hens will increase the number allowed to 6, and will also allow for ducks. While there are no specific Comprehensive Plan goals or policies that offer guidance, it is determined that the proposed amendment to the zone code represents a logical implementation of the Keizer Comprehensive Plan. The City Council has, by this adoption, determined that the text revisions are desirable, appropriate, and proper. As such, the proposal complies with this criterion.

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.

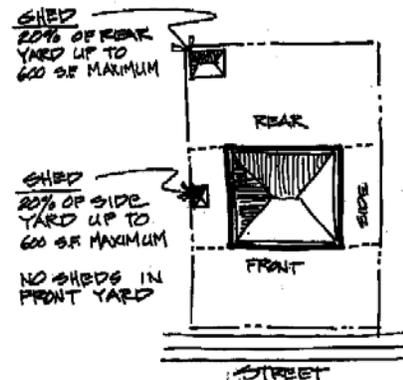
The placement, storage or display of merchandise, or other material for commercial use in the street, on the sidewalk, median strip, or any other portion of the street right of way or public easement is prohibited. (12/15)

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

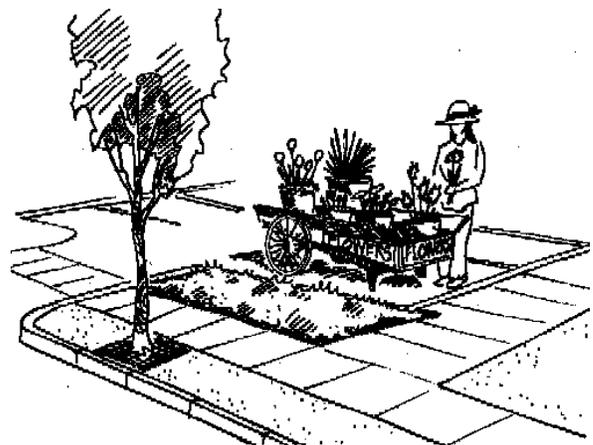
2.203.03 Permitted Non-residential Accessory Structures and Uses

- 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)

City Council Draft – 4-20-20

- 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 cantilevered 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)

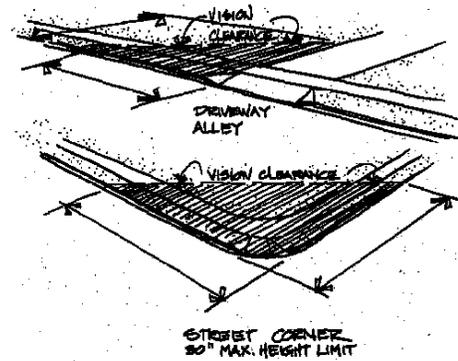
2.312.09 Vision Clearance

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)

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)



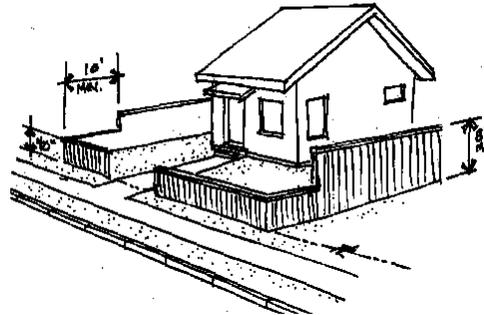
Vision Clearance Areas

- 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)



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 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)

Fence Standards
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)

CITY COUNCIL MEETING: May 4, 2020

AGENDA ITEM NUMBER: _____

TO: MAYOR CLARK AND CITY COUNCIL MEMBERS

**THROUGH: CHRIS EPPLEY
CITY MANAGER**

**FROM: JOHN TEAGUE
CHIEF OF POLICE**

SUBJECT: REPORT ON DISBURSEMENT OF PETTY CASH FUNDS FY 20

BACKGROUND:

In Fiscal Year 2007 the City Council established petty cash funds for the Keizer Police Department Community Services Unit and the Community Response Unit. By council resolution, the department was instructed to report the expenditures from each of these funds each fiscal year.

Community Assistance Fund. In Fiscal Year 2011-12, through policy revision, the department changed the description of this to Community Assistance Fund to avoid confusion with a specific unit within the department. Also, for greater accountability and tracking, the policy was updated and funds were assigned specifically to individual sergeants instead of being shared between the patrol sergeant vehicles.

Community Response Unit. This unit is currently staffed with a sergeant and one officer (another assigned officer is on a temporary rotation through August).

REPORT:

As of this date, \$146.72 has been disbursed in FY 20 for the following community assistance purposes:

- 10/14/19, \$20 gas money for stranded female who was seeking shelter (none available in Keizer), KZP201910140039
- 12/8/19, \$20 gas money for trespassing female who needed to leave location to avoid family member being evicted, KZP201912080021
- 4/11/20, \$106.72 hotel room for male to avoid a domestic violence conflict, KZP20-1177

If you have any questions please contact Administrative Assistant Wanda Blaylock, 503-856-3468 or blaylockw@keizer.org.



MINUTES
KEIZER CITY COUNCIL
Monday, April 20, 2020
Keizer Civic Center, Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Clark called the 'virtual' meeting to order at 7:00 pm. Councilors participated through the Zoom app. Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Kim Freeman, Councilor
Daniel Kohler, Councilor
Marlene Parsons, Councilor
Elizabeth Smith, Councilor
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

Not done due to the 'virtual' meeting restraints.

SPECIAL ORDERS OF BUSINESS

**a. Proclamation –
Volunteer
Recognition**

Mayor Clark read a proclamation declaring the months of April and May 2020 as Volunteer Recognition Months and thanked citizens and volunteers for their continued support.

COMMITTEE REPORTS None

PUBLIC TESTIMONY None

PUBLIC HEARING *Mayor Clark opened the Public Hearing.*

**a. Keizer
Development
Code Text
Amendment –
Sections 2.203
and 2.312 –
Relating to
Backyard
Chickens/Ducks,
and Standards
for Fencing**

Community Development Director Nate Brown summarized his staff report. Reference was made to an email testimony received from Erica Arcibal in favor of this change. Councilor Reid noted that homeowners' association policies against ducks and livestock remain in force even if the City rules are more lenient.

With no further testimony Mayor Clark closed the public hearing.

Councilor Freeman moved to direct staff to prepare an ordinance with findings to adopt the proposed revisions. Councilor Herrera seconded.

Councilor Parsons voiced opposition to raising the number of chickens allowed. Councilors Freeman and Kohler shared input received from various residents in favor of increasing the number.

Motion passed as follows:

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

NAYS: Parsons (1)

ABSTENTIONS: None (0)

ABSENT: None (0)

ADMINISTRATIVE ACTION

a. Greater Gubser Neighborhood Association Annual Report

City Manager Chris Eppley summarized his staff report and referred Council to the written Annual Report submitted by Greater Gubser Neighborhood Association President, Patti Tischer.

Councilor Freeman moved to adopt the Annual Report of the Greater Gubser 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. RESOLUTION – Adopting Eligible Project to be used by City for Funds Received from County Under Intergovernmental Agreement for Community Prosperity Initiative

Mr. Brown summarized his staff report. Mr. Eppley added that staff felt a high priority for these funds would be creation of small business grants or forgivable loans of \$5,000 to augment the federal Payroll Protection Program and retain jobs in the community.

Discussion followed regarding support for the program, criteria for award and working with the Chamber and the Latino Business Alliance. Mr. Brown added that the US Chamber of Commerce has also launched a small business grant. Business owners were urged to contact the Small Business Administration if they are having difficulty getting the PPP assistance.

Councilor Freeman moved that the Keizer City Council adopt a Resolution Adopting Eligible Project to be used by City for Funds Received from County Under Intergovernmental Agreement for Community Prosperity Initiative. 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. ORDER – Designating “No Parking” Zone on South Side of Claggett

Public Works Director Bill Lawyer summarized his staff report. Councilor Reid voiced support for the No Parking Zone.

Councilor Freeman moved that the Keizer City Council adopt an Order Designating “No Parking” Zone on South Side of Claggett Court Northeast, Keizer, Oregon. Councilor Herrera seconded. Motion passed unanimously as follows:

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

- d. **ORDINANCE – Amending Keizer Development Code Regarding Section 2.302 (Street Standards); Amending Ordinance 98-389** City Attorney Shannon Johnson summarized his staff report.
Councilor Freeman moved that the Keizer City Council adopt a Bill for an Ordinance Amending Keizer Development Code Regarding Section 2.302 (Street Standards); Amending Ordinance 98-389. 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)
- 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** City Attorney Shannon Johnson summarized his staff report.
Councilor Freeman moved that the Keizer City Council adopt a Resolution 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. 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)

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

Mayor Clark pulled Item 9g.

Councilor Freeman moved that the Keizer City Council approve items a through f of the Consent Calendar. 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)

Corrections and additions were made to the April 6, 2020 Minutes.

Councilor Freeman moved that the Keizer City Council approve item g of the Consent Calendar. 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 Reid reported on the difficulty of educating children remotely and plans for the Cultural Center and announced the postponement to July of Keizer Homegrown Theater's performance of Steel Magnolias.

Councilor Smith shared details regarding the upcoming Charter Review Committee Public Forum and urged citizens to provide input via email.

Discussion followed regarding public participation in the Charter Review, efforts being made to continue educating students, and the census.

Councilor Parsons reported that Keizerfest has been postponed until the second week in August.

Councilor Kohler announced meetings and events he had attended, and thanked David Dahle, City staff and Chief Teague.

Councilor Herrera thanked the Charter Review Committee, David Dahle and City staff and provided information about the upcoming Latino scholarship event.

Councilor Freeman thanked Councilor Herrera for his efforts in reaching out to the Hispanic community and David Dahle for helping her get set up for the zoom meeting. She urged drivers to drive slowly, thanked Ron and Carol Allen for picking up trash regularly, urged everyone to review the annual water report and announced upcoming Budget Committee meetings.

Mayor Clark reported on various meetings she had participated in via webinar, thanked Pastor Jose Dominguez for his translating service at the recent Coffee with Cathy, and announced upcoming virtual events.

OTHER BUSINESS Finance Director Tim Wood announced that he hoped to have the Budget out by next week and reported that the City does not have many programs effected by the COVID-19 pandemic.

Bill Lawyer encouraged everyone to read the Annual Consumer Confidence Report, announced that the permanent signal at the Transit Center will go live on Wednesday night, it is unclear when the Chemawa/ Lockhaven signal will be activated, and the Delight project and ADA ramps on North River Road are ahead of schedule. Staff is working with the County to see if they changed their striping process and is hoping to get a better product than what was used last time.

Mr. Brown reported that a permit will be issued soon for the multi-use project next to the Sonic on River Road and the master plan at Keizer Station has not yet been received.

WRITTEN COMMUNICATIONS None

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

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

MAYOR:

APPROVED:

Cathy Clark

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Laura Reid

Councilor #4 – Roland Herrera

Councilor #2 – Kim Freeman

Councilor #5 – Elizabeth Smith

Councilor #3 – Marlene Parsons

Councilor #6 – Daniel R. Kohler

Minutes approved: _____