

**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**

# **A G E N D A**

**KEIZER CITY COUNCIL**  
**SPECIAL SESSION**

**Monday, October 8, 2001**

**4:30 p.m. – Tour**

**5:30 p.m. – Meeting**

**Robert L. Simon Council Chambers**

**Keizer City Hall**

**Keizer, Oregon 97303**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. TOUR**
- 4. PUBLIC TESTIMONY**

**This time is provided for citizens to address the Council on matters not scheduled on the agenda.**

**5. PUBLIC HEARING**

- a. Proposed Infill and Redevelopment Master Plan Review (cont. from 9/24/01)**

**6. ADMINISTRATIVE ACTION**

- a. Appointment to Keizer Planning Commission**
- b. Appointment to Keizer Traffic Safety Commission**

**7. OTHER BUSINESS**

**8. ADJOURNMENT**

***Upon request, auxiliary aids and/or special services for those with disabilities will be provided. To request services, please contact us at (503) 390-3700 or through Oregon Relay 1-800-735-2900 at least two working days (48 hours) in advance.***



October 8, 2001

# **AGENDA ITEM 5a**

**PROPOSED INFILL AND REDEVELOPMENT MASTER PLAN**

## Proposed Infill & Redevelopment Master Plan City Council Review Schedule

Staff recommends Council read the corresponding sections of the proposed Infill & Redevelopment Master Plan before each meeting to discuss the issues. Please note that some sections include footnotes that detail proposed standard requirements. Also, the Appendix includes all minutes from meetings that took place in this process.

The Plan is divided into seven sections, some with fewer pages than others. Each section is divided with a hard cover with a title. Please review the following sections as follows:

Sept. 10, 2001 I.

### **Introduction Plan Purpose & Goals Constraints & Opportunities Objectives & Strategies Code Audit**

\*Please review Stakeholder minutes dated January 9<sup>th</sup> in Appendix. Each meeting summary includes sketch drawings of possible potential designs for infill on each property under **current** City standards. These minutes begin on the sixth page in the Appendix.

Following the review of the Stakeholder meeting notes, please read the first five pages of the Appendix, which includes the discussion of the first Citizen Advisory Committee meeting.

Sept. 17, 2001 II.

### **Plans & Standards**

- Comprehensive Plan Text Amendments
- Keizer Development Code Text Amendments
  - Definitions
  - Limited Density Residential
  - Street Standards
  - Private Streets
  - Development Standards for Land Divisions
  - Standards for Single Family Dwellings
  - Partitions
  - Subdivisions, Planned Unit Developments, & Manufactured Home Parks

III.

### **Plans & Standards (Continued)**

- Keizer Development Code Text Amendments (Continued)
  - Infill Development Standards

October 8,  
2001

- General Procedures – Types I, II, & III Actions
- Pre-Application Conference

\*Please read section 6.3.0 "Neighborhood Infill Concept Plans" and review the "Development Infill Concept" drawings that follow (Two pages that immediately follow proposed Code Amendments). **Note:** These are drawings of the Stakeholder properties – same properties as concept drawings reviewed previously. These drawings are drawn to show possible potential development according to the **proposed** standards. The dwellings drawn on the plans are based on the housing drawings in the appendix.

**Notice:**

Some sections and proposed standards relate to other sections in the Keizer Code Amendments. It may be necessary for you to forward your review of the section you are reading to visualize what some sections speak to. For example, "Definitions" provides a definition of "*constrained access*", however the standards for constrained access are under "Infill Development Standards". It may be necessary for you to glance at other sections, yet understand that further discussion on certain issues may need to wait until you reach the "standards" proposed text.

Staff recommends Council review the materials in advance to further discussions on the proposed Plan. If you have any questions while reviewing the materials, please contact Maria Meier at City Hall. Thank you.



October 8, 2001

# **AGENDA ITEM 6a**

PLANNING COMMISSION APPOINTMENT

**SPECIAL COUNCIL MEETING: October 8, 2001**

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

**TO: MAYOR CHRISTOPHER AND CITY COUNCILOR MEMBERS**

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

**FROM: TRACY L. DAVIS, CMC  
CITY RECORDER** *Tracy*

**SUBJECT: PLANNING COMMISSION APPOINTMENT**

**ISSUE:**

In July 2001, Jere Clancy tendered his resignation from the Planning Commission. Mr. Clancy had just been reappointed to a three-year term on the Commission. His term was scheduled to expire in September 2003.

A press release was prepared and distributed seeking volunteer applications to fill this vacancy. Four applications were received. On October 2, 2001 a Volunteer Coordinating Committee meeting was scheduled to review the applications and make a recommendation for appointment. At the October 2<sup>nd</sup> meeting, only three members of the Volunteer Coordinating Committee were in attendance. A fourth member submitted a letter outlining his recommendation for the appointment. Due to a lack of a quorum, the Committee was unable to hold an official meeting. However, due to the necessity to fill the vacancy in a timely manner (the initial review of the Keizer Station Plan scheduled for October 10<sup>th</sup>), the Committee discussed the applications and agreed by a unanimous consensus on a recommendation to the City Council. Those in attendance and the written document support a recommendation to appoint Frank Moore to fill the unexpired term on the Planning Commission. Mr. Moore's volunteer application is attached for additional information.

**RECOMMENDATION:**

It is recommended the City Council accept the recommendation of the Volunteer Coordinating Committee and appoint Frank Moore to fill the unexpired term of Jere Clancy on the Keizer Planning Commission.

SEPTEMBER 26 2001

TO: MEMBERS OF THE KEIZER VOLUNTEER COORDINATING COMMITTEE

I AM SORRY THAT I COULD NOT ATTEND THE OCTOBER 2ND MEETING BECAUSE I WILL BE TRAVELING TO THE EAST COAST.

I HAVE REVIEWED THE INFORMATION SENT TO ME BY TRACY DAVIS AND I WOULD LIKE TO PROVIDE THE FOLLOWING COMMENTS.

IT APPEARS MR. MARK RONNING IS INELIGIBLE FOR THE PLANNING COMMISSION BECAUSE OF HIS OCCUPATION OR PROFESSION. SINCE THERE IS A LAWYER ON THE COMMISSION, MR. RONNING CANNOT SERVE.

MR. FRANK MOORE WOULD THEN BE MY FIRST CHOICE IF HE CAN SERVE DURING THE EVENING MEETING HELD DURING THE WEEK. HIS APPLICATION STATED HE WOULD BE AVAILABLE ON WEEKENDS. IF THIS IS THE CASE THEN HE SHOULD NOT BE CONSIDERED.

MY NEXT CHOICE WOULD BE LYNDON ZAITZ IF MR. MOORE IS NOT AVAILABLE.

I WOULD LIKE TO SUGGEST THAT PEOPLE WHO WISH TO BE CONSIDERED FOR AN APPOINTMENT TO A COMMISSION OR COMMITTEE BE GIVEN A COPY OF THE ORDINANCE WHICH EXPLAINS THE ORGANIZATION AND DUTIES OF THAT BODY. THE PLANNING COMMISSION WILL PROBABLY BE MEETING SEVERAL TIMES A MONTH AS THEY DEAL WITH THE CHEMAWA ACTIVITY CENTER. A NEW CANDIDATE SHOULD BE COMMITTED TO SUCH A SCHEDULE.



BILL QUINN

led  
9-4-01



# CITY OF KEIZER VOLUNTEER APPLICATION FORM

NAME Frank Moore DATE 8-30-01

ADDRESS 7796 St Charles St NE, Keizer 97303

PHONE NUMBER: DAY: 503 945-2937 EVENINGS: 503-304-8799

\*\*\*\*\*  
\*\*\*\*\*

PLEASE EXPLAIN WHY YOU WANT TO VOLUNTEER AND WHAT SKILLS YOU COULD BRING TO THE CITY OF KEIZER? (Clerical, writing, editing, foreign languages, degrees, etc. Please feel free to attach a resume.)

Have administrative & planning experience. Believe can be a resource for short & long range planning

Number of hours per week you can volunteer: 2-6

Day or days of week available: various

Time of Day available: primarily weekends

PLEASE CHECK THE FOLLOWING ACTIVITIES IN WHICH YOU ARE INTERESTED IN VOLUNTEERING FOR:

- |                           |                                     |                              |                                     |
|---------------------------|-------------------------------------|------------------------------|-------------------------------------|
| BUDGET COMMITTEE          | <input checked="" type="checkbox"/> | PLANNING COMMISSION          | <input checked="" type="checkbox"/> |
| PARKS ADVISORY BOARD      | <input type="checkbox"/>            | VOLUNTEER COORDINATING COMM  | <input type="checkbox"/>            |
| TRAFFIC SAFETY COMMISSION | <input type="checkbox"/>            | KEIZER URBAN RENEWAL BOARD   | <input type="checkbox"/>            |
| BICYCLE SAFETY COMMITTEE  | <input type="checkbox"/>            | COMMUNITY POLICING COMMITTEE | <input type="checkbox"/>            |

CLERICAL DUTIES \_\_\_\_\_

SPECIAL PROJECT TASK FORCE

\_\_\_\_\_  
(PLEASE INDICATE AREA OF INTEREST)

## EDUCATION BACKGROUND

High School Sheldon, Eugene, Ore Graduate or GED yes

College University of Oregon Degree MS 1980

## PERSONAL REFERENCE

Name Karen Mainzer Telephone 503-304-8799

Address 7796 St Charles St NE

CURRENT PLACE OF EMPLOYMENT

Employer's Name State of Oregon, Office of Mental Health

Employer's Address and Telephone 2575 Butte St NE

Your Position Manager, Planning & Project Development

May we contact you at work? yes

PREVIOUS VOLUNTEER EXPERIENCE

Deschutes United Way Central Oregon Council on Aging Central Oregon Community Action Agency  
(Volunteer Agency) Network

Address Bunc Telephone \_\_\_\_\_

Supervisor \_\_\_\_\_ Duties Board Member &  
Exec Committee mbr

ADDITIONAL COMMENTS:

AUTHORIZATION WAIVER

I HAVE COMPLETED THE ABOVE QUESTIONS AND TO THE BEST OF MY KNOWLEDGE, WHAT HAS BEEN STATED IS TRUE. IF APPOINTED TO A VOLUNTEER POSITION, I AGREE TO SERVE WITHOUT REIMBURSEMENT OF ANY KIND, AND WITH THE UNDERSTANDING AND AGREEMENT THAT ACCIDENT AND MEDICAL INSURANCE IS NOT PROVIDED BY THE CITY OF KEIZER.

Signature: Frank Moore

Date: 8-30-01

PLEASE RETURN COMPLETED APPLICATION TO:

CITY OF KEIZER VOLUNTEER COORDINATING COMMITTEE  
ATTENTION: TRACY L. DAVIS - CITY RECORDER (390-3700, EXTENSION 108)  
P.O. BOX 21000 (CITY HALL - 930 CHEMAWA ROAD NE)  
KEIZER, OREGON 97307-1000

# Resume

Frank Moore, MS, LPC  
7796 St. Charles Street NE  
Salem, Oregon 97303

(H) 503-304-8799  
(C) 503-949-3188  
(W) 503-945-2937

## **Employment**

### **Program Manager, Planning and Project Development Team**

Office of Mental Health Services, State of Oregon  
November 2000 to present

**Responsibilities:** Lead Planning and Project Development Team for State Office of Mental Health Services including statewide training (clinical and professional development), forensics treatment services, civil commitment services, residential treatment services development, planning, development, submission and evaluation of SAMHSA Community Mental Health Service Block Grant. Provide legislative bill analysis for department relating to mental health and dual diagnosis issues. Supervise and evaluate team members clinically and administratively.

### **Senior Treatment Specialist, Extended Care Management Unit**

Office of Mental Health Services, State of Oregon  
February 2000 to November 2000

**Responsibilities:** Clinical treatment specialist providing evaluation and assessment of severely and persistently mentally ill adults for placement in a variety of community settings ranging from independent living with intensive case management services to secure residential treatment services. Liaison with liaison with State Hospital clinical social workers and their respective treatment teams to determine readiness for placement. Provide consultation and support to community mental health program staff and residential providers regarding placement and continued treatment services.

**Executive Director, Department of Human Services**

Deschutes County, Oregon

February 1990 to August 1999

**Responsibilities:** Satisfy contractual obligations between County and State of Oregon, Mental Health and Developmental Disabilities Services Division and the Office of Alcohol and Drug Abuse Programs as well as foundation or other grant funding entities. Direct all planning, programmatic and fiscal activities of the department, reporting directly to the Board of County Commissioners. Communicate regularly with the Board of County Commissioners, Human Services Advisory Board and Local Alcohol and Drug Planning Committee. Provide periodic reports and briefings for these groups with respect to program planning, evaluation and fiscal viability. Manage a budget which grew from \$4.7 million to over \$12 million during my tenure. Consistent with local needs and planning pursue new funding sources and partnerships to enhance the effectiveness of department services.

**Mental Health Program Manager**

Deschutes County Human Services

Deschutes County

Bend, Oregon

July 1985 to February 1990

**Responsibilities:** Clinically and administratively oversee all mental health services for children, families and adults, including crisis services, pre-commitment services, service to the severely and persistently mentally ill and grant funded programs including teen parent services, divorce mediation services and adult and juvenile sex offender treatment services. Created, monitored and managed budget and personnel issues for program. Reported directly to Executive Director and Mental Health and Emotional Disturbances Advisory Board.

**Crisis Intake Specialist**

Deschutes County Mental Health Services

Deschutes County

Bend, Oregon

December 1980 to July 1985

**Responsibilities:** Provided Mental Health intake and assessment/triage services for all mental health and alcohol and drug clients, children, families and adults for community mental health program. Screened and evaluated all "walk in" crises as well as after hour services for the department and county. Established initial treatment goals and paired cases with appropriate clinician. Provided back up pre-commitment investigations.

**Mental Health Associate**

Psychiatric Evaluation Team

R. O. Johnson Acute Psychiatric Unit

Sacred Heart Medical Center

Eugene, Oregon

January 1974 to March 1981

**Responsibilities:** As member of psychiatric evaluation team provided intake and assessment services for persons referred via the Emergency Department at Sacred Heart Medical Center and direct physician/psychiatrist referral. Assessed risk of self harm and provided initial contact with inpatient acute services. Led security room team.

**Education**

University of Oregon, Bachelors of Science, 1975, combined psychology/sociology with emphasis on urban studies.

University of Oregon, Masters of Science, 1980, School of Education, Counseling.

**Licenses**

Licensed Professional Counselor, State of Oregon since

## **Other Experience**

Central Oregon Council on Aging (COCOA), Redmond, Oregon,  
Board Member, 1986 to 1990.

Central Oregon Community Action Agency Network (COCAAN),  
Redmond, Oregon, serving Deschutes, Jefferson and Crook Counties  
from 1991 to 1995. Executive Committee Board Member and Board  
Secretary from 1995 to 1999.

Deschutes United Way, Bend, Oregon, Board member, 1996 to 1999.

Clinical Director and co-founder of the Central Oregon Critical  
Incident Stress Management Team, providing critical incident stress  
debriefings and defusings to "first responders" (i.e., Emergency  
Medical Technicians, Emergency Room and Air Life staff as well as  
local, County and State law enforcement personnel for Central and  
Eastern Oregon.

Central Oregon Sudden Infant Death Syndrome (SIDS) support  
group, Co-founder, 1982 to 1985.

Cancer Support Group Therapist and Group facilitator, St. Charles  
Medical Center, 1991 to 1996.

Association of Oregon Mental Health Programs, President, October  
1997 to July 1999. Vice President in charge of Training from October  
1993 to October 1997.

Executive Board member for the Interagency agreement between the  
mental Health and Developmental Disabilities Services Division and  
the State Department of Corrections. Appointed by Governor Barbara  
Roberts.

References provided on request.

**CITY OF KEIZER**  
**PLANNING COMMISSION**  
**UPDATED: September, 2001**

| MEMBER                                                                                     | ADDRESS/PHONE                                                                                                          | ORIGINAL APPOINTMENT DATE | EXPIRATION DATE |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------|
| Bruce Anderson<br>Chair<br>E-MAIL: <u>bruce.anderson@state.or.us</u><br><i>legislature</i> | 1291 LEO ST. NE<br>KEIZER, OR 97303<br>H: 390-6248<br>W: (503) 986-1400                                                | 7-06-98                   | 9-30-02         |
| John Preston<br><i>Ecology Dept Manager</i>                                                | 727 Sphinx Court NE<br>Salem, OR 97301<br>W-503-390-2221<br>H-503-588-7851<br><u>Email-tandclanes@aol.com</u>          | 10-1-2001                 | 9-30-2004       |
| Ross Day<br><i>Attorney</i>                                                                | 7478 Everwood St NE<br>Keizer, OR 97303<br>W-503-306-0224<br>H-503-304-1893<br><u>Email-rossday@home.com</u>           | 10-1-2001                 | 9-30-2004       |
| <u>Vacant Position</u>                                                                     |                                                                                                                        |                           |                 |
| Christopher Andersen<br><i>Land Use Manager</i>                                            | 1242 Country Glen Ave N<br>Keizer, OR 97303<br>W-503-463-7211<br>H-503-393-8936<br><u>Email-ccandersen@hotmail.com</u> | 10-1-2001                 | 9-30-2004       |
| Michael Smith<br><i>Assistant</i>                                                          | 3715 RIVERCREST DRIVE N<br>KEIZER, OR 97303<br>393-2117/390-0797                                                       | 11-01-99                  | 9-30-03         |
| Stan Compton<br><i>VP</i>                                                                  | 306 Crystal Springs Lane N<br>KEIZER, OR 97303<br>399-1778/393-4566                                                    | 11-01-99                  | 9-30-02         |
| Shannon Johnson<br>City Attorney                                                           | 4855 RIVER RD N<br>KEIZER, OR 97303<br>W: 390-1635                                                                     |                           |                 |
| Maria Meier<br>Staff Liaison<br>e-mail: meierm@keizer.org                                  | P.O. BOX 21000<br>KEIZER, OR 97307-1000<br>W: 390-3700 X 145                                                           |                           |                 |
| Jacque Moir<br>Council Liaison<br>e-mail: citycouncil@keizer.org                           | P.O. BOX 21000<br>KEIZER, OR 97307-1000                                                                                |                           |                 |

May 9, 1983

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Ordinance No. 83-00 6

AN ORDINANCE CREATING A PLANNING COMMISSION;  
PROVIDING FOR ITS COMPOSITION AND ORGANIZATION;  
PROVIDING ITS POWERS AND DUTIES.

The City of Keizer ordains as follows:

Section 1

KEIZER PLANNING COMMISSION;  
COMPOSITION; TERMS AND VACANCIES.

a. The Keizer Planning Commission is hereby created.

The commission will have the powers and duties hereinafter set forth and such additional powers and duties as may be conferred on such commission by the constitution and laws of the State of Oregon, by the Charter of the City of Keizer or by Ordinances, Resolutions or orders of the City Council.

b. The commission will consist of the City administrator as an ex-officio, non voting member and seven other members to be appointed by the City Council. No more than one voting member shall be engaged principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation, that engages principally in the buying, selling or developing of real estate for profit. No more than one voting member shall be engaged in the same kind of occupation, business, trade or profession. No more than one member shall be a non-resident of the City of Keizer.

c. The term of office of the appointed members shall

1 be three years, or until their successors are appointed and  
2 qualified. The terms of office for appointed members shall  
3 be staggered so that the term of office of not more than three  
4 will expire in the same year. No appointive member shall  
5 serve more than two consecutive terms. Notwithstanding the  
6 other provisions of this section, the initial term for com-  
7 mission members originally appointed upon the passage of  
8 this ordinance may be established by council resolution in  
9 order to achieve the proper staggering of terms.

10 d. The City Council shall fill any vacancy in the  
11 commission by appointment for the unexpired term of the  
12 predecessor in office. Prospective members of the commission  
13 may be required to qualify by submitting a written application  
14 and/or appearing before the city council for a personal  
15 interview. Before entering upon the duties of a planning  
16 commissioner, each commissioner shall take an oath or shall  
17 affirm support for the constitution and the laws of  
18 the United States and of the State of Oregon and that each  
19 commissioner will faithfully and impartially perform duties of  
20 that office.

21 e. The members of the commission shall receive no  
22 compensation but shall be reimbursed for duly authorized expenses.

## 23 Section 2

### 24 ORGANIZATION

25 a. The commission shall elect a chairman and  
26 vice chairman, who shall be members appointed by the City

1 Council and who shall hold office during the pleasure of the  
2 commission.

3 b. Four members appointed by the City Council shall  
4 at all times constitute a quorum.

5 c. The commission shall meet at least once each  
6 month and the regular meeting place of the commission shall  
7 be the City Hall.

8 d. The commission may make, establish and alter  
9 rules and regulations for its government and procedure  
10 consistent with the laws of the State of Oregon and with the  
11 charter and ordinances of the City of Keizer. Before any  
12 rules, amendments or deletions become effective, the commission  
13 must submit them to the City Council for approval.

### 14 Section 3

#### 15 ANNUAL REPORT TO COUNCIL

16 The commission shall on or before the first day of  
17 October each year make and file with the City Council a report  
18 of all transactions of the commission for the preceeding fiscal  
19 year.

### 20 Section 4

#### 21 POWERS AND DUTIES

22 Except as otherwise provided by the City Council,  
23 the city planning commission may:  
24

25 a. Recommend and make suggestions to the council  
26 and to other public authorities concerning:

A. The laying out, widening, extending and locating

1 of public thoroughfares, parking of vehicles, relief of traffic  
2 congestion;

3 B. Betterment of housing and sanitation conditions;

4 C. Establishment of district for limiting the use,  
5 height, area, bulk and other characteristics of buildings and  
6 structures related to land development;

7 D. Protection and assurance of access to incident  
8 solar radiation; and

9 E. Protection and assurance of access to wind for  
10 potential future electrical generation or mechanical application.

11 b. Recommend to the council and other public  
12 authorities plans for regulating the future growth, development  
13 and beautification of the city in respect to its public and  
14 private buildings and works, streets, parks, grounds and vacant  
15 lots, and plans consistent with future growth and development  
16 of the city in order to secure to the city and its inhabitants  
17 sanitation, proper service of public utilities, including  
18 appropriate public incentives for overall energy conservation  
19 and harbor, shipping and transportation facilities.

20 c. Recommend to the council and other public  
21 authorities plans for promotion, development and regulation  
22 of industrial and economic needs of the community in respect to  
23 industrial pursuits.

24 d. Promote the advantage and opportunities  
25 of the city and availability of real estate within the city  
26 for development.

1 e. Encourage economic development within the  
2 city.

3 f. Make economic surveys of present and potential  
4 commercial and industrial needs of the city.

5 g. Study needs of local industries with a view to  
6 strengthening and developing them and stabilizing employment  
7 conditions.

8 h. Do and perform all other acts and things  
9 necessary or proper to carry out the provisions of ORS 227.010  
10 to 227.170, 227.175 and 227.180.

11 i. Study and propose such measures as are advisable  
12 for promotion of the public interest, health, morals, safety,  
13 comfort, convenience and welfare of the city and of the area  
14 within six miles thereof, except where by law such powers and  
15 duties devolve upon some other public body as to the area  
16 outside the city.

17 j. For the purposes of this section:

18 (a) "Incident solar radiation" means solar energy  
19 falling upon a given surface area.

20 (b) "Wind" means the natural movement of air at an  
21 annual average speed measured at a height of 10 meters or at  
22 least eight miles per hour.

23 Section 5

24 EMERGENCY

25 This ordinance being necessary for the immediate  
26 preservation of the public health, safety and welfare, an



October 8, 2001

# **AGENDA ITEM 6b**

TRAFFIC SAFETY COMMISSION APPOINTMENT

**SPECIAL COUNCIL MEETING: October 8, 2001**

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

**TO: MAYOR CHRISTOPHER AND CITY COUNCILOR MEMBERS**

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

**FROM: TRACY L. DAVIS, CMC *Tracy*  
CITY RECORDER**

**SUBJECT: TRAFFIC SAFETY COMMISSION APPOINTMENT**

**ISSUE:**

In July 2001, Kirk Fillman tendered his resignation from the Traffic Safety Commission. Mr. Fillman was serving a three-year term scheduled to expire on December 30, 2002.

A press release was prepared and distributed seeking volunteer applications to fill this vacancy. In addition, a review of the interested volunteer applications previously filed showing an interest in this Commission were pulled. On October 2, 2001 a Volunteer Coordinating Committee meeting was scheduled to review the applications and make a recommendation for appointment. At the October 2<sup>nd</sup> meeting, only three members of the Volunteer Coordinating Committee were in attendance. Due to a lack of a quorum, the Committee was unable to hold an official meeting. Those in attendance agreed unanimously by consensus to recommend the appointment of Jeff Hanson to fill this vacancy. Mr. Hanson's application is attached to this staff report.

**RECOMMENDATION:**

It is recommended the City Council accept the recommendation of the Volunteer Coordinating Committee and appoint Jeff Hanson to fill the unexpired term of Kirk Fillman on the Traffic Safety Commission.

11-14-200 4:28PM

FROM CITY OF KEIZER 5033939437

P. 2

|                                                                                  |                                                                                                   |
|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
|  | <h1 style="margin: 0;">CITY OF KEIZER</h1> <h2 style="margin: 0;">VOLUNTEER APPLICATION FORM</h2> |
|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|

NAME Jeff Hanson DATE Nov. 15, 2000ADDRESS 848 Boardwalk Ave, NE Keizer Oregon 97303PHONE NUMBER: DAY: 503-650-3156 EVENINGS: 503-393-4180

\*\*\*\*\*

PLEASE EXPLAIN WHY YOU WANT TO VOLUNTEER AND WHAT SKILLS YOU COULD BRING TO THE CITY OF KEIZER? (Clerical, writing, editing, foreign languages, degrees, etc. Please feel free to attach a resume.)

I would like to volunteer to provide what expertise and experience I can to enhance  
the city of Keizer. Special skills include indepth training in law enforcement and  
Corrections and training in computers.

Number of hours per week you can volunteer: 8Day or days of week available: AnyTime of Day available: After 5:30 PM

**PLEASE CHECK THE FOLLOWING ACTIVITIES IN WHICH YOU ARE INTERESTED**  
**IN VOLUNTEERING FOR:**

BUDGET COMMITTEE XX

PLANNING COMMISSION \_\_\_\_\_

PARKS ADVISORY BOARD \_\_\_\_\_

VOLUNTEER COORDINATING COMM \_\_\_\_\_

TRAFFIC SAFETY COMMISSION xxx

KEIZER URBAN RENEWAL BOARD \_\_\_\_\_

BICYCLE SAFETY COMMITTEE \_\_\_\_\_

COMMUNITY POLICING COMMITTEE xxxx

CLERICAL DUTIES \_\_\_\_\_

SPECIAL PROJECT TASK FORCE \_\_\_\_\_

(PLEASE INDICATE AREA OF INTEREST)

**EDUCATION BACKGROUND**High School Cottage Grove High SchoolGraduate or GED GraduateCollege Western Oregon State College Degree BS Corrections

(OVER)

11-14-200 4:28PM

FROM CITY OF KEIZER 5033939437

P.3

**PERSONAL REFERENCE**Name Dean McNultyTelephone 503-655-8503Address 2206 b Kaen Rd Oregon City Oregon 97045**CURRENT PLACE OF EMPLOYMENT**Employer's Name Oregon Dept of CorrectionsEmployer's Address and Telephone 2206-B Kaen Rd, Oregon City Oregon 97045, 503-655-8440Your Position Correctional Counselor/STG ManagerMay we contact you at work? Yes**PREVIOUS VOLUNTEER EXPERIENCE**None

(Volunteer Agency)

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Supervisor \_\_\_\_\_

Duties \_\_\_\_\_

**ADDITIONAL COMMENTS:****AUTHORIZATION WAIVER**

**I HAVE COMPLETED THE ABOVE QUESTIONS AND TO THE BEST OF MY KNOWLEDGE, WHAT HAS BEEN STATED IS TRUE. IF APPOINTED TO A VOLUNTEER POSITION, I AGREE TO SERVE WITHOUT REIMBURSEMENT OF ANY KIND, AND WITH THE UNDERSTANDING AND AGREEMENT THAT ACCIDENT AND MEDICAL INSURANCE IS NOT PROVIDED BY THE CITY OF KEIZER.**

Jeff Ham  
Signature of Applicant11-15-00  
Date

**PLEASE RETURN COMPLETED APPLICATION TO:**  
**CITY OF KEIZER VOLUNTEER COORDINATING COMMITTEE**  
**ATTENTION: TRACY L. DAVIS - CITY RECORDER (390-3700, EXTENSION 108)**  
**P.O. BOX 21000 (CITY HALL - 930 CHEMAWA ROAD NE)**  
**KEIZER, OREGON 97307-1000**

**TRAFFIC SAFETY COMMISSION  
CITY OF KEIZER  
Updated August 2001**

| <b>MEMBER</b>                                           | <b>ADDRESS/PHONE</b>                                                           | <b>APPT<br/>DATE</b> | <b>EXP<br/>DATE</b> | <b>E-MAIL ADDRESS</b>                                       |
|---------------------------------------------------------|--------------------------------------------------------------------------------|----------------------|---------------------|-------------------------------------------------------------|
| Randy Jackson<br>Chair                                  | 1714 Springtime Court NE<br>Keizer, OR 97303<br>390-9111/ 390-2546             | 4-6-98               | 12-30-01            | rjackson@keizerfire.com                                     |
| Harlan Naegeli<br>Vice Chair                            | 2054 Rockledge Drive<br>Keizer, OR 97303<br>H:393-9375                         | 7-22-99              | 12-30-02            |                                                             |
| VACANT POSITION                                         |                                                                                |                      |                     |                                                             |
| Steve Lamb                                              | 4377 Cedar Ave North<br>Keizer, OR 97303<br>503-945-2892<br>503-390-6227       | 12-30-00             | 12-30-03            | Slamb@goldcom.com                                           |
| Joseph P. Ortiz                                         | 850 Player Drive North N<br>Keizer, OR 97303<br>503-378-8556<br>503-463-5207   | 12-4-00              | 12-30-03            | blueknight@navicom.net                                      |
| Steve Prothero                                          | 1629 Wiessner Drive NE<br>Keizer, OR 97303<br>W-503-370-6484<br>H-503-393-5143 | 07-02-01             | 12-30-02            | Prothero4@home.com                                          |
| Glenn Putman<br>Community Policing<br>Representative    | 745 Orchard St N<br>Keizer, OR 97303<br>588-6380                               |                      |                     | gputman@juno.com                                            |
| Sgt. Lance Inman<br>Staff Liaison                       | KEIZER POLICE DEPT                                                             |                      |                     | inmanl@keizer.org                                           |
| Judy K. Smith<br>Council Liaison                        | 1211 Mandarin St NE<br>Keizer, OR 97303<br>503-390-9297                        |                      |                     | <u>Citycouncil@keizer.org</u> or<br>councilorsmith@home.com |
| Richard Bacon<br>Leadership Youth<br>Board (non-voting) | PO Box 21495<br>Keizer, OR 97307<br>503-525-7564                               |                      |                     | Rbacon1558@aol.com                                          |

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R98-1023

3 EXPANDING MEMBERSHIP ON THE TRAFFIC SAFETY COMMISSION

4 (AMENDING RESOLUTION R94-772 - APPENDIX "A")

5  
6 WHEREAS, the City Council adopted Resolution R94-772 on  
7 August 14, 1994 establishing a Traffic Safety Commission to provide a forum  
8 for review of traffic safety issues within the City of Keizer. The appendix to  
9 such resolution designates the Commission to have five voting members;

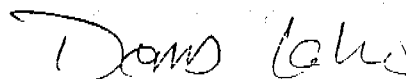
10 WHEREAS, adding two additional members to the Traffic Safety  
11 Commission will enhance the work of the Commission; NOW, THEREFORE

12 BE IT RESOLVED, by the City Council of the City of Keizer that  
13 Resolution R94-772 is amended to expand the Traffic Safety Commission from  
14 five to seven members as directed in appendix "A";

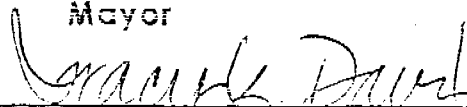
15 BE IT FURTHER RESOLVED that one of these members will be a  
16 representative of the Keizer Fire District and one will be a representative of  
17 the Community Policing Committee.

18 PASSED this 6th day of April, 1998.

19 SIGNED this 8th day of April, 1998.

20 

21 Mayor

22 

23 City Recorder  
24  
25

## APPENDIX "A"

### CITY COUNCIL COMMITTEE TRAFFIC SAFETY COMMISSION

**Name:** Traffic Safety Commission

**Purpose:** To act in an advisory capacity to the Keizer City Council and City Manager in the creation, development and implementation of official traffic safety activities. The powers and duties of the Commission shall include, but not limited to:

1. To develop and recommend coordinated traffic safety programs
2. To recommend traffic safety priorities for the City
3. To review and recommend project applications for funding
4. 4. To serve in a liaison capacity between the City and Oregon Traffic Safety Commission in developing the statewide highway safety program and in meeting National Highway Safety Program Standards.
5. To provide research and information to official agencies of the City
6. To foster and promote public knowledge and acceptance of traffic programs, laws and needs.
7. To provide an annual report of its activities to the Council and other reports which may from time to time be requested by the Council.

**Membership:** The Commission shall consist of seven voting members appointed by the Mayor and non-voting ex officio members from the City staff and Council as needed by the Commission.

One of these members shall be a representative of the Keizer Fire District and one shall be a representative of the Keizer Community Policing Committee.

**Chair:** To be appointed by the Mayor.

**Term:** The initial term of the members shall be as follows: Chair for two years; two members for three years; and two members for two years. Thereafter, all terms shall be for three years. All terms shall expire on December 31 of the appropriate year.

**Term of the Committee:** Until dissolved by the Council.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R94- 772

ESTABLISHING A TRAFFIC SAFETY COMMISSION

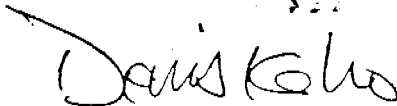
WHEREAS, the City Council finds a need to review traffic safety issues in the City of Keizer, and

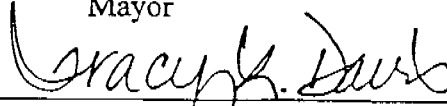
WHEREAS, establishing a Traffic Safety Commission will provide a forum for review of traffic safety issues, NOW THEREFORE

BE IT RESOLVED that a traffic safety commission be established as directed in attachment "A".

PASSED this 15th day of August, 1994.

SIGNED this 15th day of August, 1994.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
City Recorder

APPENDIX "A"  
CITY COUNCIL COMMITTEE  
TRAFFIC SAFETY COMMISSION

**Name:** Traffic Safety Commission

**Purpose:** To act in an advisory capacity to the Keizer City Council and City Manager in the creation, development and implementation of official traffic safety activities. The powers and duties of the Commission shall include, but not limited to:

1. To develop and recommend coordinated traffic safety programs
2. To recommend traffic safety priorities for the City
3. To review and recommend project applications for funding
4. To serve in a liaison capacity between the City and Oregon Traffic Safety Commission in developing the statewide highway safety program and in meeting National Highway Safety Program Standards.
5. To provide research and information to official agencies of the City
6. To foster and promote public knowledge and acceptance of traffic programs, laws and needs.
7. To provide an annual report of its activities to the Council and other reports which may from time to time be requested by the Council.

**Membership:** The Commission shall consist of five voting members and non-voting ex officio members from the City staff as needed by the Commission.

**Chair:** To be appointed by the Mayor.

**Term:** The initial term of the members shall be as follows: Chair for two years; two members for three years; and two members for two years. Thereafter, all terms shall be for three years. All terms shall expire on December 31 of the appropriate year.

**Term of the Committee:** Until dissolved by the Council.

Received  
10-8-01

Councilor Moir,

This evening the Keizer City Council will hear testimony on the City Infill project. I gave a statement at a meeting earlier this summer. I want to again, give my opinion that the City Of Keizer should have no input as to the design of a house on private property. That decision is between the owner, builder, architect and neighborhood association. The City has an obligation for the property size, utilities and safety equipment issues. The design is a personal choice.

Thank you,

Art Bobrowitz  
artbobro@ncn.com



# PUBLIC MEETING NOTICE

10/5/01  
FAXED

## KEIZER CITY COUNCIL SPECIAL SESSION

The Keizer City Council will meet in a special session on **Monday, October 8, 2001 beginning at 4:30 p.m.** The meeting will begin with a tour showing examples of infill development in the City. The Council will return and begin their discussion portion of the meeting at 5:30 p.m. This meeting will be held in the Robert L. Simon Council Chambers, Keizer City Hall, 930 Chemawa Road NE, Keizer, Oregon. The Council will continue to receive public testimony and discuss the Infill Master and Redevelopment Plan. In addition, the Council will make an appointment to the Keizer Planning Commission and to the Traffic Safety Commission.

The location of the meeting is accessible to the disabled. Please contact the City Recorder at (503) 390-3700, extension 108 at least 48 hours prior to the hearing if you will need any special accommodations to attend the meeting.

If you have any questions regarding this meeting, please contact Chris Eppley, City Manager at (503) 390-3700, extension 102.

DATED this 5<sup>th</sup> day of October 2001.

Tracy L. Davis, CMC  
City Recorder

***Notice for Informational Purposes Only***