CITY COUNCIL AGENDA PACKET

MONDAY,
October 6, 2003

- 5:30 P.M. EXECUTIVE SESSION
- 6:30 P.M. URBAN RENEWAL AGENCY MEETING
- 7:00 P.M. CITY COUNCIL REGULAR SESSION

Please contact Chris Eppley, City Manager if you have any questions or need additional information regarding any of the staff reports or issues contained on the agenda. Thanks!!

FAXED 10/3/03

PUBLIC MEETING NOTICE
KEIZER CITY COUNCIL/ URBAN RENEWAL AGENCY

NOTICE OF EXECUTIVE SESSION

NOTICE is hereby given that the City Council/Urban Renewal Agency of the City of Keizer will meet in executive session on **Monday, October 6, 2003 beginning at 5:30 p.m.**

The Executive Session is being held pursuant to ORS 192.660(1)(e) – To conduct deliberations with persons designated by the governing body to negotiate real property transactions and ORS 192.660(1)(f) – To consider records that are exempt by law from public inspection.

The Executive Session will be held at Keizer City Hall, 930 Chemawa Road NE, Keizer, Oregon. This location is accessible to the disabled. Please contact City Hall if special arrangements are necessary.

Questions regarding this session may be directed to Chris Eppley, City Manager at 390-3700, extension 102.

Dated this 3rd day of October 2003.

Tracy L. Davis, CMC
City Recorder

Notice for Information Purposes Only.

CITY OF KEIZER MISSION STATEMENT

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

AGENDA

KEIZER CITY COUNCIL/URBAN RENEWAL AGENCY

EXECUTIVE SESSION

Monday, October 6, 2003
5:30 p.m.
Keizer City Hall
Keizer, Oregon 97303

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **DISCUSSION**

   a. **Pursuant to ORS 192.660(1)(e) (To conduct deliberations with persons designated by the governing body to negotiate real property transactions)**
   b. **Pursuant to ORS 192.660(1)(f) (To consider records that are exempt by law from public inspection.**

4. **ADJOURN**

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.

The Oregon Public Meeting Law authorizes governing bodies to meet in executive session in certain limited situations. An executive session is defined as any meeting or part of a meeting of a governing body which is closed to certain persons for deliberations on certain matters as defined by ORS 192.660. These sessions are closed to the public and under certain circumstances the media also. The governing body is not allowed to take any final action or make any final decisions during the executive sessions. Any final action or decision must be made after returning or at the next regularly scheduled meeting.

FAXED 10/03/03

CITY OF KEIZER
NOTICE OF MEETING

URBAN RENEWAL AGENCY MEETING

NOTICE is hereby given that the Urban Renewal Agency of the City of Keizer will hold a meeting on **Monday, October 6th, 2003 at 6:30 p.m.**. The Agency will consider entering a development disposition agreement with NW National LLC for the Keizer Station area.

The meeting will be held at Keizer City Hall, Robert L. Simon Council Chamber, 930 Chemawa Road NE, Keizer, Oregon.

Questions regarding this session may be directed to Chris Eppley, City Manager at 390-3700.

Dated this 3rd day of Octobery, 2003.

Tracy L. Davis, CMC
City Recorder

Notice for Information Purposes Only.

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CITY OF KEIZER MISSION STATEMENT

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

AGENDA

URBAN RENEWAL AGENCY OF THE CITY OF KEIZER

Monday, October 6, 2003
6:30 p.m.
Robert L. Simon Council Chambers
Keizer, Oregon

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PUBLIC TESTIMONY**

   This time is provided for citizens to address the Urban Renewal Agency on any matter not scheduled for public hearing.

4. **PUBLIC HEARING**

5. **ADMINISTRATIVE ACTION**

   a. **RESOLUTION** – Authorizing Mayor to Enter Development Disposition Agreement with Northwest National LLC

6. **CONSENT CALENDAR**

7. **OTHER BUSINESS**

   This time is provided to allow Urban Renewal Agency members the opportunity to bring matters before the Agency that are not on tonight's agenda.

8 **AGENDA INPUT**

9. **ADJOURN**

Upon request, auxiliary aids and/or special services will be provided to participants with disabilities. To request services, please contact us at (503) 390-3700 at least two working days (48 hours) in advance.

CITY OF KEIZER MISSION STATEMENT

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

AGENDA

KEIZER CITY COUNCIL
REGULAR SESSION
Monday, October 6, 2003
7:00 p.m.
Robert L. Simon Council Chambers
Keizer, Oregon 97303

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **FLAG SALUTE**

4. **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.

5. **PUBLIC HEARINGS**

   a. **Text Amendment to the AI (Agricultural Industrial) Zone of the Keizer Development Code**

6. **COMMITTEE REPORTS**

   a. **Proclamation – The Willamette Concord**

7. **OTHER BUSINESS**

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

   - **New Business**
   - **Old Business**

8. ADMINISTRATIVE ACTION

a. **ORDINANCE – Comprehensive Plan Map Amendment/Zone Change – Case No. 2003-24 (Chapin Investments/Marion County Fire District #1)**

b. **RESOLUTION – Change of Title from Police Captain to Deputy Chief**

c. **RESOLUTION – Change of Fee for Property Lien Searches**

d. **Supplemental Budget**

9. CONSENT CALENDAR

a. **RESOLUTION – Initiating Fultz Estates Phase II Street Lighting District**

b. **RESOLUTION – Creation of Classification of Permit Specialist**

c. **RESOLUTION – Creation of Information System Technician**

d. **Salary Survey 2003**

e. **RESOLUTION – Authorizing the Mayor to Enter Professional Services Contract with Spencer and Kupper for Master Planning Services for River Road Corridor**

10. WRITTEN COMMUNICATIONS

To inform the Council of significant written communications.

11. AGENDA INPUT

October 13, 2003, 2003
12:00 p.m. (Noon) City Council Work Session
- **CCRLS Library/City of Keizer**
- **Transportation Projects**

October 20, 2003
7:00 p.m. City Council Meeting
- **RESOLUTION – Creating River Road Task Force**
- **Appointments to Keizer Points of Interest Committee**
- **No Parking Signs on Northern Heights Loop**

12. ADJOURN

Upon request, auxiliary aids and/or special services 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.

Material for this agenda item will be distributed on Monday, October 6, 2003.

Thank you!

City of Keizer, Oregon

AGENDA ITEM 5a

October 6, 2003

TEXT AMENDMENT TO THE AI (AGRICULTURAL INDUSTRIAL) ZONE OF THE KEIZER DEVELOPMENT CODE

KEIZER COMMUNITY DEVELOPMENT DEPARTMENT STAFF RECOMMENDATION

TEXT AMENDMENT TO THE KEIZER DEVELOPMENT CODE
Agricultural Industrial (AI) Zone

Text Amendment Case No. 03-30

TO: Mayor Christopher and Keizer City Council

FROM: Nate Brown, Community Development Director NCB

THROUGH: Chris Eppley, City Manager

SUBJECT: Text Amendment Case No. 03-30; Agricultural Industrial Zone

DATE: October 1, 2003

The Community Development staff has reviewed the above referenced case and offers the following comments.

I. SUMMARY OF PROPOSED TEXT AMENDMENT

The issue before the City Council is whether or not to modify the text of the Keizer Development Code, Section 2.115, Agricultural Industrial (AI) Zone. Specifically, the permitted uses, conditional uses, and prohibited uses are proposed to be changed to make such uses more compatible with the existing development patterns, the Comprehensive plan goals, and the property owner's desires.

Under the current text language, some uses which are compatible with the existing development pattern are excluded. These include allowing the development of administrative support facilities for the Willow Lake Regional Waste Water Treatment Facility. The proposal would broaden the uses, permitted and conditional, to allow low intensity uses which are compatible with those in the agricultural industrial area and compatible with the impact created by the existing wastewater facilities, as well as additional specific industrial uses which are consistent with the comprehensive plan and compatible with the area.

II. FINDINGS AND CONCLUSIONS

A. The proposal would modify the existing language in Section 2.115 *Agricultural Industrial Zone* of the Keizer Development Code to meet the requirements for the City of Keizer to encourage more effective use of this area which is already constrained by the Oder/Noise Impact Overlay Zone (OIO Zone, KDC 2.128) and the Dual Interest Area Agreement for Willow Lake Treatment Plant Area (Dual Interest Atreement).

B. The decision criteria for legislative text amendments are found in Section 3.111.03 of the Keizer Development Code. The specific criteria, together with staff's recommendations, are noted below:

1. Impact of the proposed amendment on land use and development patterns within the city, as measured by:

a. Traffic generation and circulation patterns;

FINDINGS: The proposed amendment does not have any impact on traffic generation or circulation patterns within the city because the traffic impacts from the uses in the amendments are similar to those already included in the zone.

b. Population concentrations;

FINDINGS: The proposed amendment does not impact population concentrations within the city, again due to the fact that the amendments are consistent with the uses and patterns already established.

c. Demand for public facilities and services;

FINDINGS: The proposed amendment does not impact the demand for public facilities or services within the city.

d. Maintenance of public health and safety;

FINDINGS: The proposed amendments are consistent the levels of service established for the affected area, and does not adversely affect the protections already in place.

Level of park and recreation facilities;

FINDINGS: The proposed amendment will not impact the level of park and recreation facilities in the city due to the fact that the development of this area under the amended zone will be consistent with that prior to such amendments.

e. Economic activities;

FINDINGS: The proposed amendment may improve economic activities in the city as the amended zone text will allow more effective use of the properties in the affected area.

f. Protection and use of natural resources;

FINDINGS: The proposed text amendment does not affect the protection of natural resources in the area or the city due to the fact that such protections are, and will continue to be, in place for the affected areas. There are no mapped waterways, wetlands or sensitive areas in the area, though the potential for a small forested wetland exists in one limited area.

g. Natural hazards and constraints;

FINDINGS: The proposal does not alter the protections from natural hazards already in place in the areas affected.

i: Compliance of the proposal with existing adopted special purpose plans or programs, such as public facilities improvement programs;

FINDINGS: The adopted overlay zone and inter-local agreements are unaffected by this proposal.

2. A demonstrated need exists for the product of the proposed amendment.

FINDINGS: The proposal is required in order to allow effective use of the regional treatment facilities and for other uses in the constrained area of the Odor/noise Impact Overlay zone and the Dual Interest Agreement.

3. The proposed amendment complies with all the applicable Statewide Planning Goals and administrative rule requirements.

FINDINGS: This action will occur entirely within the City limits; no goal exceptions are required. Compliance with the Statewide Land Use Goals is reviewed below:

Goal 1 - Citizen Participation: Consistent with local requirements, the application will require a public hearing with the final decision resting with the City Council. Citizens will have an opportunity to comment and testify. The proposal was considered by the Planning Commission at their September 17, 2003 meeting where they unanimously approved the proposed amendments (see Attachment B)

Goal 2 - Planning: The application is being reviewed consistent with the procedures in the acknowledged Comprehensive Plan and Keizer Development Code.

Goal 3 - Farm Land: The proposal does not restrict or prohibit uses on properties utilized for agricultural purposes.

Goal 4 - Forest Land: The proposal does not involve land located within designated forest land.

Goal 5 - Natural Resources: The proposed text amendment does not affect the natural resource protections already in place.

Goal 6 - Air, Water and Land Quality: The proposed text amendment does not adversely affect the Air Water and Land Quality in the area due to the fact that the uses are consistent with those already allowed in the current language.

Goal 7 - Natural Hazards: The proposed text amendment does not affect the protections from natural hazards which are already in place.

Goal 8 - Recreation: The proposed text amendment does not have an impact on recreational activities or uses within the city.

Goal 9 - Economic Development: The proposed amendment may improve economic activities in the city, as the amended zone text will allow more effective use of the properties in the affected area.

Goal 10 - Housing: The proposed text amendment does not affect the level of housing availability in the planning area.

Goal 11 - Public Facilities: This proposal facilitates the improvement of public facilities by allowing appropriate support facilities, consistent with proper limitations, to be developed in the area.

Goal 12 - Transportation: The proposal does not impact this goal.

Goal 13 - Energy Conservation: This proposal does not impact this goal.

Goal 14 - Urbanization: The proposal is consistent with the text already in place.

Goal 15 - Willamette Greenway: The proposal does not impact this goal.

Goal 16 to 19 - Estuarine Resource, Coastal Shorelands, Beaches and Dunes, and, Ocean Resources: This proposal does not involve property subject to these goal requirements.

Based on the above findings, staff concludes the proposal does not violate the Statewide Land Use Goals.

4. The amendment is appropriate as measured by at least one of the following criteria:

   a. It corrects identified error(s) in the provisions of the 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 allows some uses which are compatible with the existing development pattern, and which are currently excluded. These include allowing the development of administrative support facilities for the Willow Lake Regional Waste Water Treatment Facility allowing more effective development of the public facilities and at the same time limiting the impacts to those already established in the current zone. The proposal would broaden the uses, permitted and conditional, to allow low intensity uses which are compatible with those in agricultural industrial area and compatible with the impact created by the existing wastewater facilities.

Based on the above findings, staff concludes the proposal complies with decision criteria for the proposed text amendment in the Keizer Development Code.

III RECOMMENDATION

It is recommended that the City Council open the public hearing, receive testimony, and close the public hearing. It is further recommended that the City Council direct staff to prepare an ordinance modifying the text of K.D.C. Section 2.115, Agricultural Industrial (AI) Zone to return for Council approval on October 20, 2003.

Attachment A

PROPOSED TEXT AMENDMENT TO AGRICULTURAL INDUSTRIAL (AI) ZONE

The following are the proposed amendments to the Agricultural Industrial (AI) zone:

2.115AGRICULTURAL INDUSTRIAL (AI)

2.115.01 Purpose

The purpose of the AI (Ag-Industrial) zone is to provide appropriate areas suitable for agricultural uses, agricultural related industries, warehousing, transportation facilities, and other agricultural, industrial, and recreational uses that have relatively low employees per acre ratios. The Ag-Industrial zone is appropriate in those areas designated Ag-Industrial in the Comprehensive Plan where the location is impacted by the Willow Lake Wastewater Treatment Plan and the site has access to an arterial street for transport of bulk materials. (5/98)

2.115.02 Permitted Uses

The following uses, when developed under the applicable development standards in this Zoning Ordinance, are permitted in the AI zone:

A. **Lawful uses existing on a property at the time of the effective date of this zone**. (5/98)

B. **Farm Use**, including farm dwellings as defined in ORS 215.213(e), (f), and (g). (5/98)

C. **Timber tracts** (081) and forest nurseries (083). (5/98)

D. **Agricultural services** (07). (5/98)

E. **Wholesale** (5193) **and retail nurseries** (5261). (5/01)

F. **Food and kindred products** (20). (5/98)

G. **Recycling Centers and Depots.** (5/98)

2.115.03 Special Permitted Uses

The following uses, when developed under the applicable development standards in the Ordinance and special development requirements, are permitted in the AI zone:

A. **Non-Residential Partitions**, subject to the provisions in Section 2.310. (5/01)

B. **Non-Residential Subdivision**, subject to the provisions in Section 2.310. (5/01)

C. **Non-Residential Planned unit development**, subject to the provisions in Section 2.311. (5/01)

D. **Accessory structures** and uses prescribed in Section 2.203.02. (5/98)

E. The following special uses subject to the applicable standards in Section 2.4:

Energy facility (Section 2.425). (5/98)

F. **Wireless Telecommunications Facilities** (Section 2.427). (5/98)

2.115.04 Conditional Uses

The following uses may be permitted in a AI zone subject to obtaining a conditional use permit:

A. **Solid waste transfer** facility. (5/98)

B. **Public or Private Golf Course** or Driving Range. (5/98)

C. **Public or Semi-Public Recreation Facility** incorporating outdoor fields for organized team play along with related concession, storage, and maintenance facilities. (5/98)

D. **Composting and recycling facility** for organic yard debris. (5/98)

E. **Construction contractor's offices** and related outdoor storage (15, 16, 17). (5/98)

F. **Manufacturing and Assembly**. (5/98)

1. Textile products and apparel (22). (5/98)
2. Millwork (2431). (5/98)
3. Wood kitchen cabinets (2434). (5/98)
4. Structural wood members, not elsewhere classified (2439). (5/98)
5. Furniture and fixtures (25). (5/98)

6. Chemicals and allied products (28) except miscellaneous chemical products (289). (5/98)

7. Rubber and miscellaneous plastics products (30). (5/98)

8. Leather and leather products (31) except leather tanning and finishing (311). (5/98)

9. Stone, clay, glass products (32) except cement (324); structural clay products (325), concrete, gypsum and plaster products (327) and abrasive, asbestos and miscellaneous non-metallic mineral products (329). (5/98)

10. Fabricated metal products ~~except~~ including metal forging and stamping (346) ~~and~~ but excluding ordnance and accessories (348). (5/98)

11. Machinery and equipment manufacturers (35). (5/98)

12. Transportation equipment (37). (5/98)

13. Miscellaneous manufacturing industries (39). (5/98)

~~G. Manufacturing: (5/98)~~

14. Grain mill products. (5/98)

~~2~~15. Bakery products. (5/98)

~~3~~16. Beverages. (5/98)

~~4~~17. Miscellaneous food preparations and kindred products. (5/98)

~~1~~85. The manufacture of meat products but excluding both meat packing plant and any on site abattoirs and slaughtering, rendering of fats, processing of hides and maintenance of live animals or fowl. (5/98)

~~6. Textile mill products. (5/98)~~

~~7~~19. Apparel and other finished products made from fabrics and similar products. (5/98)

~~8~~20. Wood kitchen cabinets. (5/98)

~~9~~21. Nailed and lock corner wood boxes ~~and shook~~. (5/98)

~~1~~022. Wood products, not elsewhere classified. (5/98)

~~11~~23. Furniture and fixtures. (5/98)

~~12~~24. Paperboard containers and boxes. (5/98)

~~13~~25. Printing, publishing, and allied industries. (5/98)

~~14~~26. Drugs. (5/98)

~~15~~27. Soaps detergents, and cleaning preparations, perfumes, cosmetics, and other toilet preparations. (5/98)

~~16~~28. Miscellaneous plastic products. (5/98)

~~17. Leather and leather products BUT EXCLUDING leather tanning and finishing. (5/98)~~

~~18~~29. Glass products, made of purchased glass. (5/98)

~~19. Pottery and related products. (5/98)~~

~~20. Metal cans and shipping containers. (5/98)~~

30~~2~~1. Cutlery, hand tools, and general hardware. (5/98)

~~23~~21. Heating equipment, except electric and warm air, and plumbing fixtures. (5/98) 19

~~23. Fabricated structural metal products. (5/98)~~

~~24~~32. Screw machine products, and bolts, nuts, screws, rivets, and washers. (5/98)

~~25. Metal forgings and stampings. (5/98)~~

~~26. Metalworking machinery and equipment. (5/98)~~

~~27. Special industry machinery, except metalworking machinery. (5/98)~~

~~28~~33. Pumps and pumping equipment. (5/98)

~~29. Office, computing, and accounting machines. (5/98)~~

~~30~~34. Electrical and electronic machinery, equipment, and supplies. (5/98)

~~31. Transportation Equipment. (5/98)~~

3235. Measuring, analyzing, and controlling instruments; photographic, medical, and optical goods; watches and clocks. (5/98)

336. Miscellaneous manufacturing industries (39). (5/98)

H. **Transportation, communications, electric, gas, and sanitary services;**

1. Motor freight transportation and warehousing. (5/98)

2. Communication. (5/98)

3. Public Utility Structures and Buildings. (5/98)

4. Ancillary facilities for wastewater treatment, including, but not limited to administrative offices and vehicle maintenance shops.

I. **Wholesale trade-nondurable goods** BUT EXCLUDING poultry and poultry products, livestock, farm-product raw materials, not elsewhere classified, chemicals and allied products, tobacco and tobacco products, and nondurable goods, not elsewhere classified. (5/98)

J. **Wholesale trade-durable goods** BUT EXCLUDING automobiles and other motor vehicles, lumber and other construction materials, coal and other minerals and ores, construction and mining machinery and equipment and scrap and waste materials. (5/98)

K. **Transportation, utilities and communication** (40 - 49), BUT EXCLUDING travel agencies (4722). (5/98)

L. **Biomass facility** (Section 2.425). (5/98)

M. **Boat & RV Storage** (section 2.411). (5/98)

N. **Public and Semi-Public buildings** and structures excluding office space except as specified in H. (5/01)

O. **Services**

1. Research and development laboratories. (5/98)

2. Noncommercial educational, scientific, and research organizations. (5/98)

3. Membership sports and recreation clubs. (5/98)

4. Amusement and recreation (79), ~~including golf courses (7992) and driving ranges and amusement parks (7996).~~ (5/98)

5. Public and private sports facilities including but not limited to stadiums, arenas, ice rinks, parks, and aquatic facilities. (5/98)

6. Miscellaneous services. (5/98)

P. **Public administration**; (5/98)

1. Fire protection. (5/98)

Q. **Transit stop shelters**. (5/98)

In addition to any other notice required by law, notice shall be also sent to Marion County and the City of Salem for any hearing regarding any conditional use or other land use applications for property within the AI zone. (5/01)

2.115.05 Prohibited Use

The following uses are prohibited in the AI zone:

A. **Wastewater treatment ~~in any form~~**, including but not limited to primary clarifiers, trickling filters, aeration basins, secondary clarifiers, disinfection facilities and dewatering facilities. (5/01)

2.115.06 Dimensional Standards

A. Minimum Lot Dimension and Maximum Height Requirements (5/01)

LOT SIZE	The parcel size shall be adequate to contain all structures within the required yard setbacks.
MAXIMUM STRUCTURE HEIGHT	35 feet

B. Minimum Yard Setback Requirements (5/01)

	ADJACENT PROPERTY USE	
SETBACKS	Residential	Non-Residential
Front	20 feet	20 feet
Side	20 feet*	15 feet
Rear	20 feet*	15 feet
Street-side	20 feet	20 feet
*Plus 1 foot for each foot of building height over 10 feet		

Adjacent to residential zones, an eight (8) foot sight obscuring fence, wall or hedge is required. (5/01)

2.115.07 Development Standards

All development in the AI Zone shall comply with the applicable provisions of this Ordinance. The following includes referenced items as well as additional development requirements:

A. **Off Street Parking**. Parking shall be as specified in Section 2.303. (5/98)

B. **Non Residential Subdivisions and Partitions**. Land divisions shall be reviewed in accordance with the provisions of Section 2.310. (5/01)

C. **Design Standards** - Unless specifically modified by provisions in this Section, buildings located within the AI zone shall comply with the Development Standards in Section 2.315. (5/98)

D. **Yards and Lots**. Yards and lots shall conform to the standards of Section 2.312. (5/98)

E. **Signs**. Signs shall conform to the requirements of Section 2.308. (5/98)

F. **Accessory Structures**: Accessory structures shall conform to requirements in Section 2.313. (5/98)

G. **Landscaping**: A minimum of 10% of the property shall be landscaped, including all required yards. Landscaped areas shall be landscaped as provided in Section 2.309. (5/98)

H. **Lot Coverage**: The combined maximum building and parking area coverage shall not exceed 90%. (5/98)

I. **Open Storage**: . (5/98)

1. Open storage of materials used for the manufacture or assembly of goods, and equipment is prohibited in required yards, but is otherwise permitted provided that such storage is enclosed with a sight-obscuring fence, wall, hedge, or berm a minimum of 8 feet in height. (5/98)

2. Materials and equipment stored as permitted in this section shall be no more than 14 feet in height above the elevation of the storage area. (5/98)

3. Landscaping shall screen open storage over six feet in height above the elevation of the storage area. (5/98)

J. **Easement/Waiver:** As a condition of approval of any building permit or land use action in the AI zone, and as a precondition of any occupancy permit, the property owner shall sign and cause to be recorded in the real property records of Marion County a document granting an easement and a waiver of claims with regard to impacts from the Willow Lake Wastewater Treatment Plant. Such easement/waiver shall be approved by the City Attorney and be in substantially the same form as that attached to that certain Willow Lake Settlement Agreement executed by Salem, Marion County and Keizer. The recorded easement/waiver shall also be referenced on the plat of any partition, subdivision or PUD. (5/01)

Attachment B

DRAFT

KEIZER PLANNING COMMISSION
SPECIAL MEETING MINUTES
Wednesday, September 17, 2003 @ 7:00 p.m.
Keizer City Hall – Council Chambers

1. **CALL TO ORDER**
   Chair Anderson called the meeting to order at 7:00 p.m.

2. **ROLL CALL**
   The following members were present: Bruce Anderson, Frank Moore, Michael Smith, Holly Braun, Ross Day and Mike Hart.

   Also present were: Council Liaison, Judy Smith; City Manager, Chris Eppley; City Attorney, Shannon Johnson; Community Development Director, Nate Brown, and Recording Secretary Debbie Lockhart

3. **APPEARANCE OF INTERESTED CITIZENS**
   None

4. **NEW BUSINESS**
   - ***Public Hearing for Text Amendment to the AI (Agricultural Industrial) Zone – Case No. 2003-30***

   Chair Anderson opened a public hearing.
   City Attorney Shannon Johnson, informed members that since this was not a quasi-judicial hearing, but a legislative hearing, no statutory warning reading was required. He continued that this matter had been before staff previously, but because it was more complicated than expected, decision had been postponed. He updated members on the history and details of the proposed amendment.

   He noted that the amendment is being considered because of a proposed trade of property between the City of Salem and Mr. Blake of Willow Lake Nursery. If the property transaction goes forward in the Salem Master Plan, it would involve using the property for auxiliary uses, operation offices, truck parking, i.e., not true wastewater treatment usage. Additionally, the City of Keizer added flexibility in the industrial uses permitted. He noted that virtually all changes are from the IBP zone

Community Development Director, Nate Brown, distributed copies of the Amendment with minor changes in the language (attached).

Responding to questions by Mr. Smith, Mr. Johnson noted that this amendment did not expand the boundary for odor producing facilities.

Ken Sherman, Jr., 475 Cottage Street, Salem, testified representing Willow Lake Nursery and on behalf of one of the owners of the nursery, John Blake. He noted that he was appearing primarily for the purpose of answering any questions. He circulated a map (attached) which marked the boundaries of the proposed transaction noting that his main concern was the continuation of currently permitted usage on the Blake property.

John Blake, 5655 Windsor Island Road, Keizer, explained to members the details of the property exchange, noting that it is inside the Urban Growth boundary but outside the Keizer city limits, and classified as Marion County EFU farm ground. The property currently owned by Blake is classified as IA inside Keizer city limits, EFU farm deferred. He verified the exact location of the property on a large Keizer map.

Responding to questions regarding usage of the property, City Manager stated the uses of the property would be "ancillary facilities for wastewater treatment including, but not limited to administrative offices and vehicle maintenance shops."

Chair Anderson closed the public hearing and opened a work session on the text amendment case.

Concerned over the possibility of odor Ms. Brown inquired as to the zoned uses of the property. Nate Brown responded that all uses are conditional uses and would be individually addressed. City Manager, Chris Eppley, noted that the uses were drawn from the Industrial Business Park list rather than the Industrial General list so the less intensive uses were the ones that would be allowed.

Michael Smith moved to recommend to City Council the approval of the Text Amendment 2003-30 for a Change in the Agricultural Industrial Zone. Holly Braun seconded the motion.

The motion passed unanimously as follows:

AYES: Anderson, Moore, Smith, Braun, Day and Hart (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Compton (1)

City of Keizer, Oregon

October 6, 2003

AGENDA ITEM 6a

PROCLAMATION – THE WILLAMETTE CONCORD

COUNCIL MEETING: October 6, 2003

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

FROM: CHRIS EPPLEY
CITY MANAGER

SUBJECT: PROCLAMATION – THE WILLAMETTE CONCORD

ISSUE:

Councilor Richard Walsh has been working with representatives from the cities of Independence and Salem for future potential connections and other issues pertaining to the Willamette River. The Independence City Council and the Salem City Council previously approved the attached Proclamation. In addition, the Keizer RIVERR Task Force and the Keizer Parks Board unanimously approved it.

RECOMMENDATION:

It is recommended the City Council authorize Mayor Christopher to sign the Proclamation – The Willamette Concord.

CITY OF KEIZER
PROCLAMATION

THE WILLAMETTE CONCORD

Whereas the Willamette River is: the life-blood of the Eden at the End of the Oregon Trail; Oregon's largest river; and one of but 14 nationally designated American Heritage Rivers-and therefore a local, regional and statewide treasure;

Whereas the Cities of Independence, Salem, and Keizer have important historic links with each other and the Willamette River;

Whereas Independence, Salem, and Keizer have long been, and continue to be, committed to the stewardship of the Willamette and its tributaries;

Whereas Independence, Salem, and Keizer have rapidly growing populations that both need and deserve the opportunity to experience our Willamette River in both developed and natural settings. .

Whereas Independence, Salem, and Keizer are adjacent communities that pride themselves on long-range, big-picture thinking expressed through efficient government¼

Whereas the City of Keizer is the Willamette Rivers' newest river city and yet has special historical ties to the Willamette River that included river boat landings and possibly even the Wallace House which was the oldest European settlement in the Willamette valley, and that Keizer has the potential to better connect to the Willamette River and to act as the gateway to the Keizer Rapids and Willamette Mission State Park (site of Jason Lee's settlement, the second earliest settlement in Oregon) and the Wheatland Ferry; and,

Whereas the City of Keizer recognizes even further potential connections to the Willamette are enhanced when Keizer works in a coordinated manner with its

neighboring Willamette River cities of Salem and Independence, to achieve the common goal of maximizing the various potentials of the Willamette River for all residents of the Mid Willamette Valley.

Now therefore be it proclaimed that the City of Keizer, in concert with its neighboring communities, agrees the following goals should guide inter-community collaboration with regard to the Willamette River:

- *Identify and improve recreation opportunities on and along the river consistent with private property rights;*
- *Increase river-related commerce and tourism*
- *Increase public awareness of the Willamette River as a central part of Mid-Valley life*
- *Seek to leverage local funding by identifying and pursuing additional funding opportunities at state, regional, and federal levels to secure the benefits of a healthy Willamette for mid-Valley residents*

Be it further proclaimed that given the past, present and future importance of the Willamette River to the City of Keizer, the City agrees to work collaboratively with the Cities of Salem and Independence to:

Undertake a joint examination of existing and potential future land-based connections to the Willamette River and environment, that may include: biking, hiking, and walking trails and routes; inter-city connection and coordination opportunities; the incorporation of existing or future bridges or public rights of way to accommodate non-motorized connections along and across the River; and an inventory of existing public parcels and access points with an assessment of how they meet recreational needs.

Support the designation of the Willamette River as a high priority candidate for future water trail development in state and federal recreation planning.

Explore the development of a comprehensive, tri-City framework for meeting current and future recreational needs relating to the River and to river-related commerce, that may include: evaluating cities' parks and recreation master plans for consistency and mutual benefit, as well as identifying common funding needs and approaches.

Encourage citizens to celebrate June 7, 2003 as Willamette River Day and to encourage the participation of citizens in similar future events that increase their familiarity with and enjoyment of the River.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Keizer, Oregon to affixed this 6th day of October 2003.

_____

MAYOR LORE CHRISTOPHER

City of Keizer, Oregon

AGENDA ITEM 8a

October 6, 2003

ORDINANCE – COMPREHENSIVE PLAN MAP AMENDMENT/ZONE CHANGE – CASE NO. 2003-24 (CHAPIN INVESTMENTS/MARION COUNTY FIRE DISTRICT #1)

CITY COUNCIL MEETING: October 6, 2003

AGENDA ITEM NUMBER:_____

TO: **MAYOR CHRISTOPHER AND COUNCIL MEMBERS**

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

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

SUBJECT: ***ORDINANCE - MARION COUNTY FIRE DISTRICT #1 (CASE NO. 2003-24)***

At its last meeting, the Council directed staff to prepare an appropriate Ordinance to grant the comprehensive plan map amendment from Low Density Residential (LDR) to Commercial (C) and to grant a zone change from Urban Transitional (UT) to Commercial General (CG) for property located in the 7900 and 8000 Block of Wheatland Road. Such Ordinance is attached for your review.

RECOMMENDATION:

Adopt the attached Ordinance.

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

ESJ/tmh
attachment

BILL NO. ____ A BILL ORDINANCE NO. 2003-_____

FOR

AN ORDINANCE

IN THE MATTER OF THE APPLICATION OF MARION COUNTY FIRE DISTRICT NO. 1 FOR A COMPREHENSIVE PLAN MAP AMENDMENT FROM LOW DENSITY RESIDENTIAL (LDR) TO COMMERCIAL (C) AND A ZONE CHANGE FROM URBAN TRANSITIONAL (UT) TO COMMERCIAL GENERAL (CG) WITH LIMITED USE OVERLAY ZONE FOR PROPERTY LOCATED IN THE 7900 AND 8000 BLOCK OF WHEATLAND ROAD NORTH, KEIZER, OREGON (CASE NO. 2003-24); AND DECLARING AN EMERGENCY

The City of Keizer orders as follows:

Section 1. THE APPLICATION. This matter came before the Keizer City Council on the application of Marion County Fire District #1 for a comprehensive plan map change and zone change for property located in the 7900 and 8000 block of Wheatland Road North, Keizer, Oregon and identified on the County Assessor Map as with Township 6 South; Range 3 West; Section 23B; Tax Lot 00400; Section 23CA; Tax Lot 02300 and Section 23AC; Tax Lots 00700 and 00800. The applicant is requesting a comprehensive plan change from Low Density Residential (LDR) to Commercial (C) and a zone change from Urban Transitional (UT) to Commercial General (CG).

Section 2. JURISDICTION. The land in question in this Ordinance is within the city limits of the City of Keizer. The City Council is the governing body for the City

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of Keizer. As the governing body, the City Council has the authority to make final land use decisions concerning land within the city limits of the City of Keizer.

Section 3. PUBLIC HEARING. In addition to the public hearing from the hearings officer, a public hearing was held on this matter before the Keizer City Council on September 15, 2003. The following persons either appeared at the City Council hearing or provided written testimony on the application before the Council:

1) Cheryl Vafakos, Associate Planner

2) Mark Shipman, Attorney for Applicant

Section 4. EVIDENCE. Evidence before the City Council in this matter is summarized in Exhibit "A" attached.

Section 5. OBJECTIONS. No objections have been raised as to notice, jurisdiction, alleged conflicts of interests, bias, evidence presented or testimony taken at the hearing.

Section 6. CRITERIA AND STANDARDS. The criteria and standards relevant to the decision in this matter are set forth in Exhibit "B" attached.

Section 7. FACTS. The facts before the City Council in this matter are set forth in Exhibit "C" attached.

Section 8. JUSTIFICATION. Justification for the City Council's decision in this matter is explained in Exhibit "D" attached.

Section 9. ACTION. The decision of the City Council is set forth in Exhibit "E" attached.

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Section 10. FINAL DETERMINATION. This Ordinance is the final determination in this matter.

Section 11. EFFECTIVE DATE. This Ordinance being necessary for the immediate preservation of the public health, safety and welfare, an emergency is declared to exist and this Ordinance shall take effect immediately upon its passage.

Section 12. APPEAL. A party aggrieved by the final determination in a proceeding for a discretionary permit or a zone change may have it reviewed under ORS 197.830 to ORS 197.834.

PASSED this _____ day of _____, 2003.

SIGNED this _____ day of _____, 2003.

_____
Mayor

_____
City Recorder

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EXHIBIT "A"

Evidence

Official notice has been taken of the Planning Department files and reports in this matter, including the application and the exhibits contained therein.

City Attorney Shannon Johnson summarized the applicable criteria statement. No objections to notice, conflicts or exparte contacts were declared.

Associate Planner Cheryl Vafakos reported that the applicant is requesting a comprehensive plan map amendment and a zone change. She reported that the subject property is located in the 7900 and 8000 block of Wheatland Road North. Ms. Vafakos noted that the applicant provided a letter requesting an emergency waiver of the 30-day waiting clause for enacting the ordinance. She summarized the zoning of the surrounding properties and the staff's recommendation to the Council. Staff recommends that the Council deliberate and approve a motion to change the comprehensive plan map designation from Low-density Residential (LDR) to Commercial (C) and a zone change from Urban Transitional (UT) to Commercial General (CG). Ms. Vafakos referred to her staff report and noted a change on page 8: B under Zone Change 3.110.03A under the findings: "Residential Single Family" should be replaced with "Commercial General" and the Comprehensive Plan designation of "Low Density Residential (LDR)" should be replaced with "Commercial".

Mayor Christopher opened the Public Hearing

Mark Shipman, Attorney for Applicant, Land Use Attorney with Saalfeld Griggs in Salem. Mr. Shipman informed Council that there had been a public hearing before the hearings officer and the applicant has presented a complete application with substantial information. Mr. Shipman stated that staff recommended approval to the Hearings Officer, the Hearings Officer took that under advisement and this evening has recommended that Council approve the combined application. He voiced agreement with the conditions that staff laid out for the combined application and the applicant is prepared to carry those out.

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

EXHIBIT "B"

Criteria and Standards

The criteria and standards relevant to the application are found in the Keizer Development Code (KDC). The specific criteria are set forth below:

1. KDC 3.109.04 (Comprehensive Plan Map Amendments Criteria).

2. KDC 3.110.04 (Zone Change Criteria).

3. KDC 2.124.03 (Limited Use Overlay Zone Criteria).

No other specific criteria and standards were raised at the hearing.

EXHIBIT "C"

Facts

FINDINGS: GENERAL

1. The applicant is Marion County Fire District #1.

2. The subject property is located in the 7900 and 8000 block of Wheatland Rd N. This property is identified on the County Assessor's map as within Township 6 South; Range 3 West; Section 23B, Tax Lot 00400, Section 23CA; Tax Lot 02300 and Section 23AC, Tax Lots 00700 and 00800.

3. The portion of the subject property located within the limits of the City of Keizer is approximately 4.42 acres.

4. The subject property has street frontage onto Wheatland Rd. The subject property contains a single family dwelling with a detached garage.

5. The subject property is designated Low Density Residential (LDR) in the Comprehensive Plan and zoned UT (Urban Transitional).

6. The property to the south is zoned UT and contains a single family dwelling. Properties to the east are zoned UT, P (Public) and CG Commercial General). The UT zones contain single family dwellings; the P zone contains a public building previously used as a public school; and, the CG zone contains a commercial building. Properties to the north and west are located outside of the City limits of Keizer and outside of the Urban Growth Boundary.

7. The applicant is requesting approval of a Comprehensive Plan Map Amendment and Zone Change. The request is to change the Comprehensive Plan Designation from Low Density Residential (LDR) to Commercial (C) and the zoning designation from Urban Transitional (UT) to Commercial General (CG) on the subject property. This proposal is to locate a fire sub station and to locate self storage warehousing facilities on the subject property. Access to the property is proposed from Wheatland Rd N.

8. The Keizer Public Works Department and Marion County Fire District #1 submitted comments that are necessary to ensure public health and safety and are recommended as conditions of approval.

9. The Keizer Police Department, Marion County Surveyor's Office, and the City of Salem, Public Works department submitted that they have no comments.

10. The City of Salem, Community Development Department submitted that the City of Keizer needs to demonstrate that there is a need for additional Commercial designated land in comparison to proposed changes related to the Keizer Station...". An additional comment was provided that did not relate to the City of Keizer.

11. No comments were submitted by the neighborhood association.

FINDINGS: COMPREHENSIVE PLAN MAP AMENDMENT

12. The proposal would change the existing Comprehensive Plan designation from Low Density Residential (LDR) to Commercial (C). This action is classified as a non-legislative action as it involves 5 acres or less adjacent land in separate ownership.

13. The decision criteria for non-legislative Comprehensive Plan Map Amendments are found in Section 3.109 of the Keizer Development Code. The specific criteria and the related findings are set forth below:

A. Compliance is demonstrated with the statewide land use goals that apply to the subject properties or to the proposed land use designation. If the proposed designation on the subject property requires an exception to the Goals, the applicable criteria in the LCDC Administrative Rules for the type of exception needed shall also apply. KDC 3.109.04(A).

FINDINGS: This action will occur entirely within the City limits; no goal exceptions are required. Compliance with the Statewide Land Use Goals is reviewed below:

Goal 1 - Citizen Involvement: Consistent with local requirements, the application was considered at a public hearing with the final decision resting with the City Council. Citizens had an opportunity to comment and testify.

Goal 2 - Land Use Planning: The proposal is considered to be within the framework of the City's Comprehensive Plan and Development Code. The Clearlake area is identified in the Comprehensive Plan to accommodate long-range urban growth. The Comprehensive Plan specifically provides for amendments to reflect changing conditions and circumstances in the community.

These changes were reviewed consistent with those procedures outlined in the Comprehensive Plan and Development Code.

Goal 3 - Agricultural Lands: The proposal does not involve land located within designated agricultural land. Therefore, this goal is not applicable to this application.

Goal 4 - Forest Land: The proposal does not involve land located within designated forest land. Therefore, this goal is not applicable to this application.

Goal 5 - Open Spaces, Scenic and Historic Areas, and Natural Resources: Based upon the Comprehensive Plan, the subject property does not contain any of the designated Open Spaces, Scenic, Historic or Natural Resources. Therefore, this goal is not applicable to this application.

Goal 6 - Air, Water and Land Resources Quality: This action does not involve uses or activities which will have an adverse impact on the City's air, water and land resources quality. To ensure public health is maintained public sewer and water connections are available and connection to these systems shall be placed as a developmental condition.

Goal 7 - Areas Subject to Natural Disasters and Hazards: The subject property is not located within the identified flood plain or other identified natural hazards. Therefore, this goal is not applicable to this application.

Goal 8 - Recreational Needs: This action will not affect any identified park or recreation sites. Therefore, this goal is not applicable to this application.

Goal 9 - Economic Development: Benefits and economic activity are expected to be generated from the construction and facilitation of the storage facility.

Goal 10 - Housing: The subject property is currently designated as Low Density Residential. The City of Keizer does not currently maintain an inventory of available residential land or needs. However, the removal of 3 ½ to 4 acres of land is not significant in relation to the overall housing inventory for the City of Keizer. The proposal complies with this Goal.

Goal 11 - Public Facilities and Services: The City of Keizer has adopted a storm water master plan, a sanitary sewer master plan, and a water system master

plan. Comments received from the Department of Public Works indicate adequate public facilities are available to serve the site. Connection to all public facilities will be a condition of approval of this land use action.

Goal 12 - Transportation: The City of Keizer adopted its Transportation Systems Plan (TSP) in September 2000. The Keizer TSP identifies Wheatland Rd as a Minor Arterial. The subject property has street frontage onto Wheatland Rd. Access for the proposed developments will be off of Wheatland Rd N. The proposal complies with this Goal.

Goal 13 - Energy Conservation: In general, the proposal will likely be neutral with regard to energy conservation. However, the new structures will be constructed with energy savings materials and techniques to enhance energy efficiency.

Goal 14 - Urbanization: The subject property is within the urban growth boundary and the city limits of the City of Keizer. There is no extension of urban services to a rural area. The proposal complies with this Goal.

Goal 15 - Willamette River Greenway: The proposal does not involve land within the identified Willamette Greenway.

Goal 16 to 19 - Estuarine Resources, Coastal Shorelands, Beaches and Dunes, and, Ocean Resources: This proposal does not involve property subject to these goal requirements.

Based on the above findings, the proposal complies with the Statewide Land Use Goals.

B. Consistency with the applicable goals and policies in the Comprehensive Plan is demonstrated. KDC 3.109.04(B).

FINDINGS: The primary Comprehensive Plan goals and policies which are applicable are related to Residential Development and Economic, Commercial and Industrial Development. The policy statements registered in the Comprehensive Plan in relation to this application request are as follows:

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Goals and Policies: Residential Development.

FINDINGS: The goals and policies for residential development are provided to encourage that land is available to provide a variety of housing stock. The removal of 4.42 acres of residential land from the current inventory will have little impact towards this goal. There is a need for auxiliary services to the residential areas within the Clearlake Neighborhood and the designating of this area to Commercial will help to provide some of those services.

Goals and Policies: Economic, Commercial and Industrial Development.

FINDINGS: The inventory of commercial land available for development within Keizer is located within the southern half of the City of Keizer. There currently is no undeveloped Commercial land available located within the upper most (northern) portion of Keizer. The Comprehensive Plan recognizes the need for neighborhood commercial facilities in providing services and goods to a particular neighborhood. The Plan calls for development that is compatible and attractive to the surrounding land uses. The applicant has shown the demand for the future need of self storage facilities within the City. The proposed use is not a high traffic generator and setbacks and screening can help to mitigate potential impacts to surrounding residential properties. In addition two out of four of the properties located at this intersection are currently non-residential in zoning and use therein resulting in little or no impact to these properties.

When properly conditioned, the proposal complies with the Comprehensive Plan goals and policies of the Comprehensive Plan.

C. The Plan does not provide adequate areas in appropriate locations for uses allowed in the proposed land use designation and the addition of this property to the inventory of lands so designated is consistent with projected needs for such lands in the Comprehensive Plan. KDC 3.109.04(C).

FINDINGS: This criterion in part was addressed above in 13B. In addition, Hobson Ferrarini Associates' *Revised Economic Opportunities Analysis* for the City of Keizer identified 53.60 acres of vacant and 18.22 acres of underutilized commercial land within the City of Keizer. The recent rezoning of the Keizer Station Plan resulted in a reduction to the total found in the *Revised Economic Opportunity Analysis* to 40.49 acres of vacant and 11.40 underutilized commercial land available for development. The Comprehensive Plan encourages supplying an adequate amount of land to accommodate new and existing

business. The Comprehensive Plan's inventory of Commercial property was designated at 126.1 acres. The current level of 53.60 vacant acres is well below the identified need. The addition of the subject properties will be consistent with projected needs for Commercial lands within the City of Keizer. This proposal complies with the Comprehensive Plans goal to help the City provide services and goods to the surrounding neighborhoods. This proposal satisfies this criterion.

D. The Plan provides more than the projected need for lands in the existing land use designation. KDC 3.109.04(D).

FINDINGS: The existing Comprehensive Plan Designation for this property is Low Density Residential (LDR). The City of Keizer does not currently maintain an inventory of a projection of land available for development in the LDR designation. However, the subject property is a minor part of the supply of LDR designated parcels and its effect upon the supply will be minimal.

This proposal satisfies this criterion.

E. The proposed land use designation will not allow zones or uses that will destabilize the land use pattern in the vicinity. KDC 3.109.04(E).

FINDINGS: Based on the parcel's location in relationship to residential uses, there may be a need for a limitation which prohibits certain types of commercial development on the property. With limitations on vehicular orientated commercial business, screening, buffering, and setbacks; the CG (Commercial General) zone may appropriately suit the property and surrounding uses. Section 2.110 of the Keizer Development Code identifies uses permitted in the CG zone. Section 2.124 (Limited Use Overlay Zone) establishes a method to reduce the list of permitted uses within a zone to those that are suitable for a particular location. In addition, Section 2.110.04 (Use Restrictions) specifies a description of uses that are prohibited from being developed in the area described as the intersection of River Road and Chemawa Road. This section is suggested to be used as a base model for limiting some vehicle-based uses which will limit the impact on the adjacent residential neighborhood. In addition, restricting the allowed uses in Section 2.112.02 to Printing and Publishing (SIC 27); Transportation and Utilities (SIC 40-49); Retail Trade (SIC 52-59) (excluding gasoline service stations (SIC 554)); Business, Professional and Social Services, (excluding Automobile Repair Services and Garages (SIC 75) and Miscellaneous Repair Services (SIC 76)); and Public Administration is recommended.

The proposal complies with the Comprehensive Plan goal to create compatibility between commercial and residential uses. Conditioned in accordance with the limit or uses as described above, and with additional screening and buffering requirements, the proposal complies with this criterion.

F. Uses allowed in the proposed designation will not significantly adversely affect existing or planned uses on adjacent lands. KDC 3.109.04(F).

FINDINGS: The subject property is located at the intersection of Wheatland Rd and Clearlake Rd. Wheatland Rd is classified as a Minor Arterial and Clearlake Rd is classified as a Collector street. This creates an intersection with traffic flow that is not conducive to residential development. The properties located on the northeast and southeast corners of this intersection are designated Commercial and Elementary School on the Comprehensive Plan map. The placement of a fire station or a self storage unit facility will not adversely affect either of these uses. Additional screening and buffering should be required from any adjacent residential zones or uses in the form of a 6-foot sight obscuring fence, with the placement of a dense evergreen hedge along the fence line that will grow to form a continuous hedge at least five feet in height within one year of planting. A buffer area of 15 feet is recommended to mitigate any adverse visual, dust, noise or pollution impacts and for compatibility between uses. The buffer area should contain the evergreen hedges recommended above and at least one tree planted every 30 feet (measured from tree trunk) that meets the size requirements outlined in Section 2.309.06 of the Keizer Development Code. The balance of the area shall be covered in lawn, evergreen shrubs or evergreen ground cover. Plants should be distributed not less than one per each 100 square feet of buffer area.

With the proposed Council's recommendations in F above and with the limitations of uses as described in E above, the proposed Plan amendment and subsequent zone change proposal will not adversely affect the existing uses on adjacent parcels.

Properly conditioned, the proposal meets with this criterion.

G. Public facilities and services necessary to support uses allowed in the proposed designation are available or are likely to be available in the near future. KDC 3.109.04(G).

FINDINGS: Public services can be extended to the site.

Based on the above findings, the proposal complies with decision criteria for the proposed change in Comprehensive Plan designation.

FINDINGS: ZONE CHANGE

14. The zone change review criteria are found in Section 3.110 of the Development Code. The specific criteria and the related findings are noted below:

A. The proposed zone is appropriate for the Comprehensive Plan land use designation on the property and is consistent with the description and polices for the applicable Comprehensive Plan land use classification. KDC 3.110.04(A).

FINDINGS: The applicant is requesting a Comprehensive Plan Designation change to Commercial General (CG). The Commercial General (CG) zone proposed is appropriate for the Comprehensive Plan designation Commercial (C).

This proposal satisfies this criterion.

B. The uses permitted in the proposed zone can be accommodated on the proposed site without exceeding its physical capacity. KDC 3.110.04(B).

FINDINGS: The proposed self storage facilities and fire station can be established on the subject property in compliance with the development requirements of the Keizer Development Code. Both proposed uses are allowed uses in the CG zone.

This proposal satisfies this criterion.

C. Allowed uses in the proposed zone can be established in compliance with the development requirements in this Ordinance. KDC 3.110.04(C).

FINDINGS: It appears that the proposed development can be established on the subject property in compliance with the development requirements of the Keizer Development Code as shown on the proposed site plan. While the plan is not specific as to all the details, it is apparent the site can be developed in conformance with the standards of the Keizer Development Code.

This proposal satisfies this criterion.

D. Adequate public facilities, services, and transportation networks are in place or are planned to be provided concurrently with the development of the property. KDC 3.110.04(D).

FINDINGS: Public facilities, services and transportation networks are available to support the proposed use. In conjunction with future development the applicant will be required to extend public facility lines as required by the Keizer Development Code and approved by the Department of Public Works.

This proposal satisfies this criterion.

E. For residential zone changes, the criteria listed in the purpose statement for the proposed zone shall be met. KDC 3.110.04(E).

FINDINGS: This criterion is not applicable to the requested zone change.

F. The following additional criteria shall be addressed: KDC 3.110.04(F).

The supply of vacant land in the proposed zone is inadequate to accommodate the projected rate of development of uses allowed in the zone during the next 5 years, or the location of the appropriately zoned land is not locationally or physically suited to the particular uses proposed for the subject property, or lack site specific amenities required by the proposed use. KDC 3.110.04(F)(1).

FINDINGS: Hobson Ferrarini Associates' *Revised Economic Opportunities Analysis* for the City of Keizer identifies approximately 3.71 acres of vacant CG land and 1.08 acres of underutilized CG land available for commercial development within the City of Keizer. With the recent rezoning of the Keizer Station Plan no additional land was added to this inventory. Page 19 of the *Revised Economic Opportunities Analysis*, Table 9 identifies a deficit of Commercial Land within Keizer of 43.4 to 36.6 acres. The City of Salem's comments references a recent land use case involving the Keizer Station Plan. The Keizer Station Plan was adopted in January of 2003 and is currently in appeal through LUBA. The rezoning of property in the Keizer Station Plan would reduce this deficit by 27.37 acres if the adopted plan is upheld by LUBA. This would still result in a deficit of between 16.03 to 9.23 acres. While this estimate is an inventory of Commercial Office, Mixed Use, Commercial Mixed Use, Commercial Retail, and Commercial General zones, it indicates that Keizer has less than a five year supply of commercial land including CG (Commercial General).

This proposal satisfies this criterion.

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The supply of vacant land in the existing zone is adequate, assuming the zone change is granted, to accommodate the projected rate of development of uses allowed in the zone during the next five years. KDC 3.110.04(F)(2).

FINDINGS: The property is currently zoned Urban Transition (UT). Section 2.118.01 of the Keizer Development Code states that the purpose of the UT zone, *"is intended to retain and protect for future urban use properties which are undeveloped or underdeveloped and do not have available urban facilities such as sanitary sewer, water, drainage, and streets."* Whereas the subject properties have available services of sanity sewer, water, drainage and streets, the UT zone no longer serves its purpose in the given location. In addition, as residential subdivisions within the UT zone are recorded, subject properties are automatically changed from UT to RS (Single Family Residential) with the intention of reducing the UT zone to a zero level in the future. Therefore, the supply of vacant UT zoned land is unnecessary as new development is established with the extension of public facilities.

The proposal satisfies this criterion.

The proposed zone, if it allows uses more intensive than other zones appropriate for the land use designation, will not allow uses that would destabilize the land use pattern of the area or significantly adversely affect adjacent properties. KDC 3.110.04(F)(3).

FINDINGS: The proposed zone will allow uses more intensive than other zones appropriate for the land use designation. The use of an Overlay zone and buffering area will help to minimize any adverse affects upon adjacent properties.

Ths proposal satisfies this criterion.

FINDINGS: LIMITED USE OVERLAY ZONE

15. The limited use overlay zone criteria are found in Section 2.124 of the Development Code. The specific criteria and the related findings are noted below.

A. The Limited Use Overlay zone is applied at the time the underlying zone is being changed. It shall not be necessary to mention in the hearing notice of a rezoning application that this overlay zone may be applied. The order or ordinance adopting the overlay zone shall include findings to the following:

1. No zone has a list of permitted uses where all uses would be appropriate. KDC 2.124.03(A)(1).

FINDINGS: The subject parcel is located within a small node of non-residential land uses at the northern end of Wheatland Road in the City. Residential uses surround the subject parcel. As a result, any land use on the subject parcel must be compatible with residential use. There are no zones other than residential where all of the permitted land uses would be fully compatible with adjacent residential land uses. Of all of the zones, the permitted uses in the CO zone would be the most compatible (if developed at a small scale) with adjacent residential use; however, the subject parcel is quite large (over 4 acres), so that the permitted uses might be developed larger than would be compatible. The CO zone also allows some uses that would not be compatible, such as commercial testing laboratories. The other commercial zones allow very intensive uses such as vehicle sales and secondary repair (CR zone), or motion pictures (CM zone).

2. The proposed zone is the best suited to accomplish the desired uses. KDC 2.124.03(A)(2).

FINDINGS: The CG zone is the only commercial zone that both the proposed self-storage facility and the proposed fire station are allowed.

3. It is necessary to limit the uses permitted in the proposed zone. KDC 2.124.03(A)(3).

FINDINGS: Because the subject parcel is located adjacent to residential uses, it is necessary to limit the uses on the subject parcel to minimal traffic-generating uses (for noise and safety concerns) and uses that could be developed at a small scale.

4. The maximum number of acceptable uses in the zone have been identified and will be permitted. KDC 2.124.03(A)(4).

FINDINGS: Several of the permitted uses in the CG zone shall be restricted on the subject parcel—with the remaining uses to be allowed in the LUO.

EXHIBIT "D"

Justification

The applicant has the burden of proving that the application meets relevant standards and criteria to be applied in the particular case.

In this case, the applicant is requesting a comprehensive plan map change and a zone change to locate a fire sub station and to locate self storage warehousing facilities on the subject property located in the 7900 and 8000 block of Wheatland Rd. N., Keizer, Oregon.

Of particular concern in this case is the potential adverse impacts that the commercial general uses may cause to adjoining residential uses. The operation of the Fire District's sub station and the self storage units may themselves cause some adverse impacts. In addition, other allowed uses in the Commercial General zone may produce even more undesirable impacts.

To mitigate the impacts of the proposed uses, significant buffering and screening will imposed as a condition of approval. Such buffering and screening includes site obscuring fencing, evergreen hedges and trees.

In order to prevent other more intense uses normally allowed in the Commercial General zone, a Limited Use Overlay zone will be imposed on the subject property. Such Limited Use Overlay zone will prohibit automobile-intensive uses and more intensive commercial general uses that would be inappropriate for the subject property.

The applicant has demonstrated that when the conditions set forth in Exhibit "E" are imposed and complied with the proposal meets the applicable criteria set forth in the Keizer Development Code Sections KDC 3.109.04, KDC 3.110.04 and KDC 2.124.03. As conditioned, the application should be granted.

EXHIBIT "E"

Action

The City of Keizer hereby GRANTS the requested comprehensive plan map change to Commercial (C) and also hereby GRANTS the requested zone change to Commercial General (CG), subject to the following conditions:

1. A Limited Use Overlay Zone, in accordance with KDC 2.124, shall be applied to allow only the uses listed in KDC 2.112.02, subsections A, D, E (except SIC 16), F, G.1, I.1–3, I.5–9, J.1–3, J.6 (except SIC 7841), J.7, and K. (May 1998, rev. 01/02). No drive-through windows or car service associated with eating and drinking places shall be allowed.

2. Additional screening and buffering shall be provided from any adjacent UT or residential zones or uses in the form of a 6-foot sight obscuring fence with the placement of a dense evergreen hedge that will grow to form a continuous hedge at least five feet in height within one year of planting. A buffer area of 15 feet is required from any adjacent residential zones or uses. The buffer area shall contain the evergreen hedge described above and at least one tree every 30 feet (measured from trunk) that meets the size requirements outlined in Section 2.309.06 of the Keizer Development Code. The balance of the area shall be covered in lawn, evergreen shrubs or evergreen ground cover. Plants should be distributed not less than one per each 100 square feet of buffer area. All buffering must be in place within six (6) months of issuance of Certificate of Occupancy.

3. The applicant shall take part in a conference with the applicable public facility providers for the purpose of coordinating facility improvements. This conference shall occur prior to submitting engineering drawings. The conference participants shall include the Keizer Department of Public Works, Keizer City Engineer, Keizer Fire District, City of Salem Department of Public Works (sewer), and private utility providers.

4. Improvements shall be constructed under the inspection and to the satisfaction of the City Engineer and the Director of Public Works. The City may require changes in typical sections and details in the public interest, if unusual conditions arise during construction to warrant the change.

5. No building permits shall be issued on the subject property until adequate guarantees are in place for street improvements, storm drainage improvements, water system improvements and reimbursements to prior developers are in place.

6. The following public facilities shall be in place or acceptable guarantees that the facilities will be in place prior to any development on the subject property:

SANITARY SEWERS:

The subject property is located outside the original Keizer Sewer District. Therefore a sanitary sewer trunk line acreage charge will be required prior to any development of the subject property. The current charge is $7,460.00 per acre. The actual charge will be the rate in place at the time of development of the property.

A. City of Salem approval for local sewer permits will need to be issued prior to construction. Prior to submitting plans to the City of Salem for approval, the developer's engineer shall submit plans to the City of Keizer for review and determination of compliance with the City's Master Sewer Plan for the area.

B. Connecting to existing sewers that serve the general area will be the responsibility of the developer of the property.

C. Appropriate easements will be required for any public sewer mains located within the subject property if located outside platted right of ways.

D. It will be the responsibility of the developer's engineer to locate any existing wells (including on adjacent property) in the vicinity of the proposed new sanitary sewer lines for the subject property. Any conflicts between existing wells and proposed sanitary sewers shall be removed by the developer prior to issuance of building permits.

WATER SYSTEM:

E. A master water system plan showing proposed routes of public water mains, fire hydrants and individual services shall be prepared prior to submission of construction plans for the development. Appropriate easements for all public water mains and fire hydrants will be required if construction is to be outside of public right of ways. Any system development charges for water system improvements will be those in place at the time of individual service connections. The developer will be required to construct a water main along the frontage of the subject property from the end of the existing main to the northerly end of the subject property. The application indicates that development of the subject property may be completed in phases I and II. If appropriate requests are made, the Department of Public Works will consider phasing of the water main improvements to coincide with development of the subject property.

F. Final development plans shall be reviewed by the Marion County Fire District No. 1 with regard to access and adequate location of fire hydrants prior to any issuance of building permits by the City of Keizer. The Fire District may turn this responsibility over to the Keizer Fire District.

G. Any existing wells on the subject property are to be abandoned in accordance with the rules of the Oregon State Water Resources Department.

H. Location of all meters to be approved by Keizer Water Department.

STREET AND DRAINAGE IMPROVEMENTS:

I. The developer's engineer shall submit an overall storm drainage plan that will provide service to this development consistent with the City of Keizer's storm drainage policies prior to submitting street plans for approval or issuance of any permits for construction of the proposed development.

J. Storm water detention will be required for this site. All storm water and roof drains to be connected to an approved system designed to provide adequate drainage for the proposed new driveways and other hard surfaces. The subject property is located within an area of the Master Storm Drain System for this area of Keizer constructed by a prior developer. The acreage fee established for the drainage district shall be paid to the City of Keizer for reimbursing the prior developer before any development occurs on the subject property.

K. A grading and drainage plan shall be developed for the subject property. Details shall include adequate conveyance of storm water from adjacent property across the subject property.

L. Street improvements along the frontage of Wheatland Road will be required to provide a ¾ width street improvement for a future street width of 36 feet. The ¾ width improvement shall be a minimum of 28 feet in width. The west ½ of the Wheatland Road section shall be 18 feet in width and meet the typical street improvement standards of the Department of Public Works. A five (5) foot sidewalk shall be required along the frontage of the subject property. The improvement shall include street improvements with appropriate signing, barricades if necessary, and overlays if necessary to control drainage and provide a smooth transition to the new construction. Street right of way shall be dedicated to provide for 34 feet of right of way from the centerline of Wheatland to the westerly right of way.

The application indicates that development of the subject property may be completed in phases I and II. If appropriate requests are made, the Department of Public Works will consider phasing of the Wheatland Road improvements to coincide with development of the subject property.

OTHER

M. The applicant shall be required to install street lights along the frontage of Wheatland Road. The City of Keizer will take over responsibility of operation and maintenance of the required street lights after installation is complete.

N. Construction permits are required by the Department of Public Works prior to any public facility construction. Contact the City Engineer's office at 390-7402 for the necessary permit information that is required.

O. A Pre-design meeting with the City of Keizer Department of Public Works will be required prior to the Developer's Engineer submitting plans to either the City of Keizer or the City of Salem for review.

P. Street opening permits are required for any work within the City Right of Way that is not covered by a Construction Permit.

Q. It appears that portions of the subject property are located outside of the Keizer City limits. No development in the Marion County portion of the subject property shall take place without prior approval of Marion County.

7. The Marion County Fire District #1 submitted the following for conditions of approval:

A. Approved Fire Hydrant and water supply requirements per Oregon Uniform Fire Code.

B. Address requirements for residential and commercial use per Oregon Uniform Fire Code.

C. Fire apparatus access roads on private property per Oregon Uniform Fire Code.

City of Keizer, Oregon

AGENDA ITEM 8b

October 6, 2003

RESOLUTION – CHANGE OF TITLE FROM POLICE CHIEF TO DEPUTY CHIEF

CITY COUNCIL MEETING: October 6, 2003

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THRU: CHRIS EPPLEY, CITY MANAGER

FROM: DIANNE HUNT, HUMAN RESOURCES DIRECTOR

SUBJECT: CHANGING THE TITLE OF POLICE CAPTAIN TO DEPUTY CHIEF

BACKGROUND

The City of Keizer Salary Survey 2003 conducted by HR Answers, Inc., recommended changing the title of Police Captain to Deputy Chief.

At the September 15, 2003 Council meeting, the Personnel Policy Committee recommended upholding the salary survey consultant's recommendation. In the staff report, staff wrote, "...due to recent departmental reorganization staff recommends putting this on hold at this time." Council approved the Personnel Policy Committee recommendation, and directed staff to return with a Resolution. Attached is that Resolution.

On October 01, 2003, the Personnel Policy Committee met and discussed this issue. It is their recommendation to support the Police Department reorganization and, therefore, recommend a "do not pass" for the attached Resolution.

Attached for your review is the job description for Captain.

FISCAL IMPACT

There is no fiscal impact to change the title.

RECOMMENDATION

Staff recommends Council retain the title of Police Captain and vote a "do not pass" on the attached Resolution.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON
RESOLUTION NO. R2003 - _____

CHANGING THE CLASSIFICATION TITLE OF POLICE CAPTAIN TO DEPUTY CHIEF and REPEALING RESOLUTION NO. R2001-1240

WHEREAS, the City Council of the City of Keizer desires to change the classification title of Police Captain to Deputy Chief; and

WHEREAS, the City desires to eliminate the classification of Police Captain; and

WHEREAS, The City desires to repeal Resolution R2001-1240.

NOW, THEREFORE, THE CITY OF KEIZER HEREBY RESOLVES that the classification of Police Captain is hereby change to Deputy Chief. This is a FLSA (Fair Labor Standards Act) exempt position. This classification reports to the Chief of Police in the Police Department. Classification of Sergeant will report to Deputy Chief.

BE IT FURTHER RESOLVED that the classification of Police Captain is hereby eliminated.

BE IT FURTHER RESOLVED that Resolution R2001-1240 is hereby repealed in its entirety.

PASSED this _____ day of _____, 2003.

SIGNED this _____ day of _____, 2003.

_____
Mayor

_____
City Recorder

JOB DESCRIPTION

Police Captain or Deputy Chief

This job description is not an implied contract and may be modified or revoked without notice

Classification: Police Captain
Working Title: Patrol Support Division Commander
Department: Police
Position: Full Time
FLSA: Exempt
Eligible for Overtime: No

Effective Date: October 01,2003
Supervisor: Chief of Police
Supervision: Patrol Support Division Police Sergeants, Police Officers, Records Unit, Volunteers

JOB SUMMARY

Under the general direction of the Chief of Police, this position plans, organizes and manages a law enforcement division of the Police Department. Assists the Police Chief in department administration and operations. This position is responsible for the day to day operational mission of the Patrol Support Division: identifies needs, develops statistics and writes reports; provides resource information to Chief of Police related to the Patrol Support Division and other community safety related needs; direct supervisor for Sergeants and Support Services Supervisor. Division includes Investigations Unit, Records Unit and Community Services Unit.

WORKING CONDITIONS

The work environment/physical demands described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work conditions may vary by shift. While this position will work primarily day shifts 8-5 M-F the job holder will experience call outs at various hours around the clock, seven days a week. Tasks are primarily performed inside while working in an office environment. Some tasks may be performed while outside working from a police patrol vehicle in varying and extreme weather conditions. This is a non-uniformed position.

Mental alertness is important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses' or situations changing dramatically within a few seconds, taxing the maximum of human endurance. Therefore, incumbents must remain physically and mentally fit to enable them to handle, with minimum force and backup, recurrent contacts and involvement with dangerous and potentially dangerous people, animals and equipment.

SAFETY

Maintains a safe work environment by complying with City safety policies and rules and for continually practicing safety and health while performing their duties.

DUTIES, RESPONSIBILITIES, AND ESSENTIAL FUNCTIONS

The following examples of duties and responsibilities do not encompass all job requirements

	Duties
	Major duties involve working under the general direction of the Chief of Police as a Senior Level Management position (Division Commander), integrating administration programs, operations and activities of the Keizer Police Department through subordinate supervisors and other personnel. This position performs highly responsible and complex staff assistance to the Chief of Police Plans, directs, coordinates and evaluates the various activities of the Police Department in its effort to accomplish the department's mission and goals. Is responsible for the day to day operational mission of the Patrol Division. Briefs the Chief of Police daily on the ongoing status of Patrol Division operations. Develops, implements and monitors Department programs and activities and assist in formulating the goals, objectives, policies and priorities for enforcement activities and operations using a Community Policing philosophy. Supervises assigned personnel and recommends personnel actions such as recruitment, selections, dismissal, promotions, transfers and assignments. Appraises the performance of assigned staff and approves the appraisals of line staff. Prescribes disciplinary action when warranted. Assist in development and implementation of the Department's budget, monitors program expenditures and recommends adjustments as required. Manages the Department's Internal Affairs Investigations. Prepares varied and complex administrative reports, contracts and surveys as assigned. Confers with citizens concerning law enforcement issues and suggestions. Responds to various requests, complaints and initiates appropriate action toward a resolution. Practices the Principles of Quality Leadership. Establishes and maintains quality working relationships with other law enforcement jurisdictions. Social agencies and members of the community to promote and foster a positive public service image of the City. Represents the department on various committees, task force and organizations. Plans, develops and implements training objectives and coordinates all training programs for Department staff. Maintains current training standards and promotes professional staff development. Attends conferences and meetings relative to job responsibilities. Performs the duties of the Chief of Police in the Chief's absence and other related duties as required.

MINIMUM QUALIFICATIONS

Training and Experience

Must be a United States Citizen

DPSST Advanced/Supervision Certification and be eligible for a Management Certificate within one year.

Bachelor's degree in criminal justice administration, police science or related field, or is able to obtain the degree within two years of appointment.

Minimum of ten (10) years of Law Enforcement experience.

Knowledge of:

Practices, principles and procedures of police administration, criminal investigation.

Safety regulations and procedures and practices in law enforcement.

City, state, and federal laws and regulations pertaining to police service.

Fiscal management including budget preparation, expenditure control and record keeping.

Management and supervisory principles, practices and methods.

Ability to:

Plan, organize and oversee assigned work programs including monitoring work schedules and evaluating the work of subordinates.

Develop division or section goals and objectives.

Analyze and evaluate operations and develop and implement corrective action to resolve problems.

Establish and maintain effective working relationships with managers, supervisors, and employees.

Communicate effectively, both orally and in writing, regarding complex or sensitive issues.

Operate assigned firearms and equipment skillfully, safely, and in conformance with applicable laws and regulations.

Perform effectively in emergency and stressful situations

Approval:

Department Director:_____

City Manager: _____

Human Resources Director:_____

Employee:_____ **Date:**_____

JOB DESCRIPTION

Police Captain or Deputy Chief

This job description is not an implied contract and may be modified or revoked without notice

Classification: Police Captain
Working Title: Patrol Division Commander
Department: Police
Position: Full Time
FLSA: Exempt
Eligible for Overtime: No

Effective Date: October 01,2003
Supervisor: Chief of Police
Supervision: Patrol Division
Police Sergeants, Police Officers,
Police Reserves, Police Cadets

JOB SUMMARY

Under the general direction of the Chief of Police, this position plans, organizes and manages a law enforcement division of the Police Department. Assists the Police Chief in department administration and operations. This position is responsible for the day to day operational mission of the Patrol Division: identifies needs, develops statistics and writes reports; provides resource information to Chief of Police related to the Patrol Division and other community safety related needs; direct supervisor for Sergeants. Division includes Patrol Division.

WORKING CONDITIONS

The work environment/physical demands described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work conditions may vary by shift. While this position will work primarily day shifts 8-5 M-F the job holder will experience call outs at various hours around the clock, seven days a week. Tasks are primarily performed inside while working in an office environment. Some tasks may be performed while outside working from a police patrol vehicle in varying and extreme weather conditions. This is a non-uniformed position.

Mental alertness is important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses' or situations changing dramatically within a few seconds, taxing the maximum of human endurance. Therefore, incumbents must remain physically and mentally fit to enable them to handle, with minimum force and backup, recurrent contacts and involvement with dangerous and potentially dangerous people, animals and equipment.

SAFETY

Maintains a safe work environment by complying with City safety policies and rules and for continually practicing safety and health while performing their duties.

DUTIES, RESPONSIBILITIES, AND ESSENTIAL FUNCTIONS

The following examples of duties and responsibilities do not encompass all job requirements

	Duties
	Major duties involve working under the general direction of the Chief of Police as a Senior Level Management position (Division Commander), integrating administration programs, operations and activities of the Keizer Police Department through subordinate supervisors and other personnel. This position performs highly responsible and complex staff assistance to the Chief of Police. Plans, directs, coordinates and evaluates the various activities of the Police Department in its effort to accomplish the department's mission and goals. Is responsible for the day to day operational mission of the Patrol Division. Briefs the Chief of Police daily on the ongoing status of Patrol Division operations. Develops, implements and monitors Department programs and activities and assist in formulating the goals, objectives, policies and priorities for enforcement activities and operations using a Community Policing philosophy. Supervises assigned personnel and recommends personnel actions such as recruitment, selections, dismissal, promotions, transfers and assignments. Appraises the performance of assigned staff and approves the appraisals of line staff. Prescribes disciplinary action when warranted. Assist in development and implementation of the Department's budget, monitors program expenditures and recommends adjustments as required. Prepares varied and complex administrative reports, contracts and surveys as assigned. Confers with citizens concerning law enforcement issues and suggestions. Responds to various requests, complaints and initiates appropriate action toward a resolution. Practices the Principles of Quality Leadership. Establishes and maintains quality working relationships with other law enforcement jurisdictions. Social agencies and members of the community to promote and foster a positive public service image of the City. Represents the department on various committees, task force and organizations. Plans, develops and implements training objectives and coordinates all training programs for Department staff. Maintains current training standards and promotes professional staff development. Attends conferences and meetings relative to job responsibilities. Performs the duties of the Chief of Police in the Chief's absence, Captain Patrol Support Division's absence and other related duties as required.

MINIMUM QUALIFICATIONS

Training and Experience

Must be a United States Citizen

DPSST Advanced/Supervision Certification and be eligible for a Management Certificate within one year.

Bachelor's degree in criminal justice administration, police science or related field, or is able to obtain the degree within two years of appointment.

Minimum of ten (10) years of Law Enforcement experience.

Knowledge of:

Practices, principles and procedures of police administration, criminal investigation.

Safety regulations and procedures and practices in law enforcement.

City, state, and federal laws and regulations pertaining to police service.

Fiscal management including budget preparation, expenditure control and record keeping.

Management and supervisory principles, practices and methods.

Ability to:

Plan, organize and oversee assigned work programs including monitoring work schedules and evaluating the work of subordinates.

Develop division or section goals and objectives.

Analyze and evaluate operations and develop and implement corrective action to resolve problems.

Establish and maintain effective working relationships with managers, supervisors, and employees.

Communicate effectively, both orally and in writing, regarding complex or sensitive issues.

Operate assigned firearms and equipment skillfully, safely, and in conformance with applicable laws and regulations.

Perform effectively in emergency and stressful situations

Approval:

Department Director:_____

City Manager: _____

Human Resources Director:_____

Employee:_____ **Date:**_____

City of Keizer, Oregon

AGENDA ITEM 8c

October 6, 2003

RESOLUTION – CHANGE OF FEE FOR PROPERTY LIEN SEARCHES

COUNCIL MEETING: October 6, 2003

AGENDA ITEM NUMBER:_____

TO: **MAYOR CHRISTOPHER AND COUNCIL MEMBERS**

THROUGH: **CHRIS EPPLEY**
CITY MANAGER

FROM: **SUSAN GAHLSDORF, CPA**
FINANCE DIRECTOR

SUBJECT: **PROPERTY LIEN SEARCH FEES PAID BY TITLE COMPANIES**

BACKGROUND:

As provided by ORS 93.643 the City of Keizer shall give constructive notice of its interest in real property either through recording the interest with the county where the property is located or in an electronic medium that is accessible on-line during regular business hours. Pursuant to Resolution R94-763, the City has charged title companies $5.00 to provide information on each property lien interest requested by the title company.

Recently, the City upgraded its Utility Billing software and is now capable of providing this information on the World Wide Web through a third party contractual arrangement with Net Assets, Inc. Net Assets charges $8.00 per hit to its Property Lien web site. The City pays this charge plus incurs additional costs and time associated with maintaining the appropriate documents and database systems associated with providing public records for each property lien search request.

FISCAL IMPACT:

During FY 2003, staff searched approximately 1,600 property lien requests which generated $8,000 in revenue to the General Fund. Given the same number of lien requests, an increase from $5.00 to $20.00 per search will increase revenues in the General Fund by $11,000 annually.

Lien Search Fee	$ 20.00
Less:	
Previous charge	(5.00)
Net Assets, Inc. fee	(8.00)
Net increase per search	$ 7.00

ISSUE:

An increase in the lien search fee is needed to offset the $8.00 charge to Net Assets, Inc. and to cover the cost of time and materials related to maintaining the appropriate documents and database systems associated with providing public records for each property lien search request.

Based on information staff was able to obtain, below is a listing of what various surrounding cities charge for this service:

Salem	$20.00
Albany	$25.00
Independence	$25.00
Lebanon	$25.00
Silverton	$35.00
Dallas	$35.00

RECOMMENDATION:

As a "housekeeping" measure, staff recommends Council include the lien search fee in the resolution which establishes fees for various administrative services (R03-1404). Staff recommends council repeal Resolution R94-763, Establishing Fees for Property Lien Searches, in its entirety (see attached). Furthermore, staff recommends Council amend R03-1404 to include a charge of $20.00 per electronic lien search, if it so chooses.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R94-763

ESTABLISHING FEES FOR PROPERTY LIEN SEARCHES

WHEREAS, the City of Keizer is called upon from time to time to search public records for evidence of liens on property; and

WHEREAS, the City may establish fees reasonably calculated to reimburse it for its actual cost in providing such services; NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer, that $5.00 per request shall be charged to persons requesting lien searches.

PASSED this 15th **day of** August **, 1994.**

SIGNED this 15th **day of** August **, 1994.**

Dan Kohl

Mayor

Tracy L. Davis

City Recorder

FMAGIC

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R03- _____

ESTABLISHING FEES FOR CERTAIN ADMINISTRATIVE SERVICES;

AMENDING R03-1404 & REPEALING R94-763

WHEREAS, the City of Keizer is called upon from time to time to provide an opportunity to inspect, compile and/or copy certain public records;

WHEREAS, the City is called upon from time to time to provide information and/or copies of certain public records; and

WHEREAS, ORS 93.643 provides that the City shall give constructive notice of its interest in real property either through recording the interest with the county where the property is located or in an electronic medium that is accessible on-line during regular business hours; and

BE IT RESOLVED by the City Council of the City of Keizer, that resolution R03-1404 is hereby amended by the addition of the following charge:

Electronic Lien Search Request	$20.00

BE IT FURTHER RESOLVED that Resolution 94-763 is hereby repealed in its entirety.

PASSED this _____ day of _____, 2003.

SIGNED this _____ day of _____, 2003.

_____
Mayor

_____
City Recorder

City of Keizer, Oregon

October 6, 2003

AGENDA ITEM 8d

SUPPLEMENTAL BUDGET

COUNCIL MEETING: **October 6, 2003**

AGENDA ITEM NUMBER:_____

TO: **MAYOR CHRISTOPHER AND CITY COUNCILORS**

THROUGH: **CHRIS EPPLEY**
CITY MANAGER

FROM: **SUSAN GAHLSDORF, CPA**
FINANCE DIRECTOR

SUBJECT: **SUPPLEMENTAL BUDGET**

ISSUE:

On September 26, 2003, the City of Keizer published a notice that the City Council would consider adoption of a Resolution for a supplemental budget for the 2003-2004 fiscal year. The supplemental budget is not necessary at this time and therefore no council action is needed.

City of Keizer, Oregon

AGENDA ITEM 9a

October 6, 2003

RESOLUTION – INITIATING FULTZ ESTATES STREET LIGHTING DISTRICT

COUNCIL MEETING: October 6, 2003

AGENDA ITEM NUMBER:_____

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

THROUGH: **CHRIS EPPLEY**
CITY MANAGER

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

SUBJECT: **INITIATING FULTZ ESTATES PHASE II STREET LIGHTING LOCAL IMPROVEMENT DISTRICT**

ISSUE:

Shall the City Council initiate Fultz Estates Phase II Street Lighting Local Improvement District?

DISCUSSION:

A petition was filed on August 1, 2003 by the developer of Fultz Estates Phase II subdivision to form a local improvement district for street lights in this area of Keizer. The petition contained the required signatures of the property owner as outlined by City of Keizer Ordinance 94-278.

RECOMMENDATION:

It is recommended that the City Council approve the Resolution initiating Fultz Estates Phase II Street Lighting Local Improvement District and direct the City Engineer to prepare a survey of the area.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2003-_____

DECLARING THE CITY'S INTENT TO INITIATE A STREET LIGHTING LOCAL IMPROVEMENT DISTRICT (FULTZ ESTATES PHASE II) AND DIRECTING THE CITY ENGINEER TO MAKE A SURVEY AND FILE A WRITTEN REPORT WITH THE CITY RECORDER

WHEREAS, the City Council of the City of Keizer has received a petition from the developer to initiate a street lighting district in Fultz Estates in the City of Keizer, Oregon; and

WHEREAS, pursuant to City of Keizer Ordinance 94-278, the necessary signatures of land owner comprising two-thirds of the property to be included within Fultz Estates Phase II Street Lighting District have requested the formation of the district; NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that:

1. The City Council declares its intent to initiate Fultz Estates Phase II Street Lighting Local Improvement District;

2. The map attached hereto, marked Exhibit "A", and by this reference incorporated herein sets forth the proposed boundaries of the district;

3. The City Engineer is hereby directed to make a survey of the District;

4. The City Engineer shall file a written report with the City Recorder to be considered by the City Council on October 20, 2003.

PASSED this ____ day of _____, 2003.

SIGNED this ____ day of _____, 2003.

_____
Mayor

_____
City Recorder

City of Keizer, Oregon

October 6, 2003

AGENDA ITEM 9b

RESOLUTION – CREATING CLASSIFICATION FOR PERMIT SPECIALIST

CITY COUNCIL MEETING: October 06, 2003

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THRU: CHRIS EPPLEY, CITY MANAGER

FROM: DIANNE HUNT, HUMAN RESOURCES DIRECTOR

SUBJECT: RESOLUTION CREATING CLASSIFICATION OF PERMIT SPECIALIST

BACKGROUND

The goal of this position is to have a daily presence in City Hall for assisting customers and the Planning Department on Public Works issues. Some of the Permit Specialist's responsibilities:

- First line contact for all public works related questions and complaints (street lights, potholes, sidewalk repairs, trees in the ROW, drainage concerns);
- Assist customers with developmental questions, (utility locations, water meter costs, SDC fees, as-built information sanitary and storm sewer connections); and
- Provide assistance to the Planning Department with developmental related issues.
- Coordinate locating requests in emergencies of water and storm utilities.
- Review and approve building permits and driveway/sidewalk permits (as it relates to public easements).

This classification was discussed during the 2003-04 budget process. The Budget Committee recommended and Council approved the appropriations to fund this position. Once funding is appropriated, City policy requires City Council to approve the creation of a new classification.

In September, 2003, HR Answers, Inc. completed a market analysis on the Public Works Permits Specialist classification. The market analysis data is attached as Exhibit 'A'. Based upon their findings, it is recommended that the Public Works Permit Specialist be assigned to Range 15, the range with a Step 10 rate closest to the market median.

The Personnel Policy Committee met October 01, 2003, discussed the creation of this classification, reviewed the job description and reviewed the salary range as recommended by HR Answers, Inc. This classification is FLSA (Fair Labor Standards Act) non-exempt and is assigned to the Public Works Department. The job description is attached for your review.

FISCAL IMPACT

The market analysis, conducted by HR Answers, Inc., recommends Salary Range 15: $2,451 - $3,198 (effective July 01, 2003). Funds for this position were identified through the budget process adopted by the Budget Committee and approved by City Council.

RECOMMENDATION

The Personnel Policy Committee recommends Council approve the attached Resolution 2003-____ Creating the Classification of Public Works Permit Specialist and accept the recommendation of HR Answers, placing this classification at Range 15 of the City's Salary Matrix.

If you have any questions regarding this issue, please do not hesitate to contact Dianne Hunt, Human Resources Director at 503.390.3700, ext. 110 or huntd@keizer.org.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON
RESOLUTION NO. R2003 - _____

CREATING THE CLASSIFICATION OF
PUBLIC WORKS PERMIT SPECIALIST

WHEREAS, the City Council of the City of Keizer desires to create a new classification called Public Works Permit Specialist.

NOW, THEREFORE, THE CITY OF KEIZER HEREBY RESOLVES that the classification of Public Works Permit Specialist is hereby created. This is a FLSA (Fair Labor Standards Act) non-exempt position. This position will be under the Public Works Department and is responsible for a variety of Public Works' technical duties.

PASSED this _____ day of _____, 2003.

SIGNED this _____ day of _____, 2003.

_____
Mayor

_____
City Recorder

JOB DESCRIPTION

Public Works Permits Specialist

The job description does not constitute an employment agreement between the City and employee and is subject to change.

Class Title:	Public Works Permits Specialist	**Effective Date:**	**TBA**
Working Title:	Public Works Permits Specialist	**Supervisor:**	Public Works Superintendent
Department:	Public Works	**Supervision:**	None

Position: Full Time **FLSA:** Non-exempt **Eligible for Overtime:** Yes

JOB SUMMARY

Under the general direction of the Public Works Superintendent, this is a technical, moderately complex, position. Work involves responsibility for technical use of skills in a variety of activities, including the issuance of various permits (for sewer, water and streets); giving information and maps on the availability of water, sewer, and storm drains. Work responsibilities include the maintenance of records, completing mathematical computations and reading various maps. Work involves coordinating projects with other departments. Work involves frequent contacts with the public. Work is performed under general supervision with opportunity to use independent judgment as experience is gained.

WORKING CONDITIONS

The duties of this position are performed mainly indoors, with occasional work performed outdoors in all types of weather conditions. The employee is required to sit, talk, hear, reach, have use of hands to handle and operate mechanical tools and equipment related to the following essential job functions. Occasional contact with customers in conflict situations.

SAFETY

Maintains a safe work environment by complying with City safety policies and rules and for continually practicing safety and health while performing their duties.

DUTIES, RESPONSIBILITIES, AND ESSENTIAL FUNCTIONS

The following examples of duties and responsibilities do not encompass all job requirements

%	Duties
	• Receives Public Work telephone calls and responds appropriately.
	• Assists Public Works Superintendent with day-to-day operations and special projects as assigned.
	• Checks building permit plans for sewer and water availability, deferred assessment and construction over existing utility lines and easements.
	• Receives and issues water, sewer, water construction, driveway and utility work in right-of-way permits involving fee assessments, location of utilities.
	• Provides information to the general public and contractors regarding sewer, water and storm drain line availability and location.
	• Provides needs assessment of walk-in clients and routes them to appropriate City staff.
	• Prepares cost estimate sheets for large water tap projects. Notifies the contractor or customer of the cost and files until issued.
	• Enters permit information in computer system and maintains records and files on water, sewer and storm drain for public information.
	• Other duties as assigned.

MINIMUM QUALIFICATIONS

Experience and Training

High school diploma or equivalent plus two years experience in a public works customer service setting related to engineering, mapping, inspections and general questions; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the duties.

Knowledge of

1. Engineering maps and records
2. Mathematics and survey techniques, instruments and tools
3. Modern office procedures and equipment
4. Construction and inspection methods, materials, and testing techniques

Abilities

1. Considerable ability to maintain effective working relations with other employees, contractors and the general public.
2. Considerable ability to prepare clear and concise written reports and to verbally deliver technical information to a lay audience.
3. Ability to read and interpret maps and plans.
4. Ability to follow oral and written instructions.
5. Ability to utilize a variety of modern office procedures and equipment.

Skill in

1. Use of a personal computer.
2. Geographic Information System (GIS) application desired.
3. Bi-lingual skills desired.

APPROVALS:

Department Director: _____

Human Resources Director: _____

City Manager: _____

Employee: _____

CITY OF KEISER
WAGE SURVEY
Dollars Per Hour
PUBLIC WORKS PERMITS SPECIALIST

HR Answers, Inc. Updated 9-9-03

Survey Respondent	Range Minimum	Midpoint	Maximum	Comments
Albany	$11.81	$15.05	$18.28	
Lake Oswego	*$15.70*	*$18.85*	$20.00	higher level
Marion County	$12.57	$14.76	$16.95	
McMinnville	$11.73	*$14.09*	$16.44	
Milwaukie	$15.62	$17.78	$19.93	
Newberg	*$11.69*	$14.14	$16.65	lower level
Oregon City	$14.37	$16.36	$18.33	
Salem	$13.51	$14.93	*$16.35*	
State of Oregon				no match
Tigard	$11.97	$16.61	*$21.24*	
Tualatin				no match
Woodburn	$13.90	$15.41	$16.92	
Average (all figures)	**$13.29**	**$15.80**	**$18.11**	
Monthly:	**$2,304**	**$2,739**	**$3,139**	
Average - Adjusted (excludes highest & lowest figures)	**$13.18**	**$15.62**	**$18.06**	
Monthly:	**$2,285**	**$2,707**	**$3,130**	
Median	**$13.04**	**$15.23**	**$17.62**	
Monthly:	**$2,260**	**$2,640**	**$3,054**	

Recommendation:
Keizer - Range 15: $2,451 - $3,198

Prepared by HR Answers 10/1/2003

City of Keizer, Oregon

AGENDA ITEM 9c

October 6, 2003

RESOLUTION – CREATING CLASSIFICATION FOR INFORMATION SYSTEM TECHNICIAN

CITY COUNCIL MEETING: October 06, 2003

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THRU: CHRIS EPPLEY, CITY MANAGER

FROM: DIANNE HUNT, HUMAN RESOURCES DIRECTOR

SUBJECT: RESOLUTION CREATING CLASSIFICATION OF INFORMATION SYSTEMS TECHNICIAN

BACKGROUND

The City of Keizer Human Resources Director has been acting in the capacity of Information Systems Manager since 1997. Services have been contracted out to an outside computer support firm who is scheduled bi-weekly. Initially, the City had one server, three staff had E-mail access through Open.org, no Internet access and less than twelve staff had functioning computers. Since that time, the technology needs have substantially increased. The City now has three servers, every staff has E-mail and Internet access, and satellite technology is on the horizon. Through the Keizer Internal Structure Analysis, it was determined that to maintain an on-going productive work environment, the City needed a full-time on-site staff member who had knowledge and experience with fiber optics, mobile data terminals, Local Area Network, various hardware and software applications as well as the ability to integrate the City's technology with outside agencies' technology (Motor Vehicle Division, LEDS, Marion County, 911 Communication Center)

This classification was discussed during the 2003-04 budget process. The Budget Committee recommended and Council approved the appropriations to fund this position. Once funding is appropriated, City policy requires City Council to approve the creation of a new classification.

The Information Systems Technician classification was included in the City of Keizer Salary Survey 2003. The market analysis data is attached as Exhibit 'A'. The Executive Summary states:

> "Regarding the Appropriate Range Assignment for Information Systems Technician: The market median for Information systems Technician is $22.17 at the range maximum. Accordingly, HR Answers recommends that the Information Systems Technician be assigned to Range 19, the range with a Step 10 rate closest to the market median."

The Personnel Policy Committee met October 01, 2003, discussed the creation of this classification, reviewed the job description and reviewed the salary range as recommended by HR Answers, Inc. This classification is FLSA (Fair Labor Standards Act) non-exempt and is assigned to the Human Resources Department. The job description is attached for your review.

FISCAL IMPACT

The market analysis, conducted by HR Answers, Inc., recommends Salary Range 19: $2,979 - $3,887 (effective July 01, 2003). Funds for this position were identified through the budget process adopted by the Budget Committee and approved by City Council.

RECOMMENDATION

The Personnel Policy Committee recommends Council approve the attached Resolution 2003-____ Creating the Classification of Information Systems Technician and accept the recommendation of HR Answers, placing this classification at Range 19 of the City's Salary Matrix.

If you have any questions regarding this issue, please do not hesitate to contact Dianne Hunt, Human Resources Director at 503.390.3700, ext. 110 or huntd@keizer.org.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON
RESOLUTION NO. R2003 - _____

CREATING THE CLASSIFICATION OF INFORMATION SYSTEMS TECHNICIAN

WHEREAS, the City Council of the City of Keizer desires to create a new classification called Information Systems Technician;

NOW, THEREFORE, THE CITY OF KEIZER HEREBY RESOLVES that the classification of Information Systems Technician is hereby created. This position is a FLSA (Fair Labor Standards Act) non-exempt position. This position will be under the Human Resources Department and is responsible for the City's information systems

PASSED this _____ day of _____, 2003.

SIGNED this _____ day of _____, 2003.

_____
Mayor

_____
City Recorder

JOB DESCRIPTION

Information Systems Technician

The job description does not constitute an employment agreement between the City and employee and is subject to change.

Class Title: Information Systems Technician
Working Title: Information Systems Technician
Department: Human Resources
Position: ( ) Part Time ( ) Temporary **FLSA:** Non-exempt **Eligible for Overtime:** Yes

Effective Date: January 1, 2003
Supervisor: H.R. Director
Supervision: None

JOB SUMMARY

Provide technical support for the City's computer hardware and software for personal computers, workstations, networks, telecommunications and other related equipment, and perform other related duties.

WORKING CONDITIONS

Work is primarily performed in an office setting and may require bending, stooping and lifting up to 35 pounds. This position provides data automation and telephone support to all employees, located at three separate facilities throughout the City. Requires frequent and prolonged use of a personal computer, telephone, and other office equipment. Contact with staff and vendors. This position reports to the Human Resources Director.

SAFETY

Maintains a safe work environment by complying with City safety policies and rules and for continually practicing safety and health while performing their duties.

DUTIES, RESPONSIBILITIES, AND ESSENTIAL FUNCTIONS

The following examples of duties and responsibilities do not encompass all job requirements

%	Duties
80%	**Computer Support** • Coordinatess the City's information systems program, using Local Area Network and Wide Area Network; assists and supports the City's Network Provider. • Provides user technical support for City departments daily operational needs, including service and preventive maintenance of hardware and software applications and network administration, including maintaining Backup System; • Assembles, installs, configures, upgrades, and operates new computers and peripheral equipment; • Installation and operational verification of new software. Current software: State of Oregon DMV; Marion County Assessors Office; MC Data Center; Mid Valley Communication Center (911); RAIN, LEDS, Photo Imaging, Pavement Management, Cross Connection Program, Springbrook Utility Billing & Finance; Geographic Information Systems; MS Word, Excel, Access, & Outlook; E-mail: Internet and more; • Coordinate maintenance of Mobile Data Terminals.
20%	**Telecommunications** • Coordinates phone services with City vendor, including new phones and repairs; • Troubleshoots problems that occur inside the building – system errors, hunt groups, etc. • Assists with EVAK telephone training; • Assists with RFP process, purchases, distributes and maintains inventory of City land phones, cell phones and pagers; • Assists with the City's cable media service to ensure coverage of Council meetings, and any other program scheduling.
	Other duties as assigned

DESIRED QUALIFICATIONS

Education and Training

The ideal candidate will have an equivalent to Associate's degree in information technology, computer science or related field, plus two years experience working with personal computers. Two years of general tele-communications experience desired. Or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the described duties.

Knowledge, Ability, and Skill

- Knowledge of hardware and software systems on client server platforms.
- Knowledge of and training in personal computer operating systems, including Windows 9x, Windows 2000 and XP;
- Ability to take direction and work cooperatively with administration, council and staff.
- Ability to implement new features, programs and systems;
- Ability to read, understand, effectively communicate, and apply information in computer technical manuals;
- Ability to communicate, orally and in writing, clearly and concisely with use of good grammar, spelling and punctuation;
- Skill in identifying and repairing both hardware and software system problems;
- Strong interpersonal and customer service skills and able to develop and maintain effective working relationships with other employees, computer users, service representatives, vendors and members of the general public.
- Sufficient manual dexterity to disassemble electronic equipment, safely connect cables and electrical wires, and handle small parts such as screws, connectors, and electronic subassemblies; and
- Sufficient physical strength to life computers or monitors weighing up to 35 pounds.

APPROVALS:

Human Resources Director: _____

City Manager: _____

Employee: _____

Exhibit A
City of Keizer
2003 Salary and Benefit Survey

Classification: Info. Systems. Tech.

COMPARABLE ORGANIZATION	MATCHING JOB TITLE	RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM	PENSION COMPONENT	PAID TIME OFF COMPONENT	INSURANCE COMPONENT	TOTAL COMPENSATION
Albany	I/S Technician	$14.48	$16.50	$18.51	$4.70	$2.70	$5.74	$31.65
Lake Oswego	No Match							
Marion County	No Match							
McMinnville	Info. Systems Analyst	$19.18	$21.50	$23.82	$6.50	$3.06	$4.47	$37.85
Milwaukie	No Match							
Newberg.	No Match							
Oregon City	No Match							
Salem	No Match							
State of Oregon	Info. Systems Spec. 4	$17.60	$20.98	$24.35	$5.63	$3.28	$3.70	$36.96
Tigard	Micro-Computer Tech.	$19.32	$19.92	$20.52	$3.62	$2.92	$4.71	$31.77
Tualatin	No Match							
Woodburn	No Match							
MARKET MEAN		$17.65	$19.72	$21.80	$5.11	$2.99	$4.66	$34.56
KEIZER	Info. Systems Tech.	$17.04	$19.64	$22.24	$4.10	$3.59	$3.77	$33.70
DOLLAR DIFF.		-$0.61	-$0.08	$0.44	-$1.01	$0.60	-$0.89	-$0.86
PERCENT DIFF.		-3.6%	-0.4%	2.0%	-24.7%	16.7%	-23.5%	-2.5%
MARKET MEDIAN		$18.39	$20.45	$22.17	$5.17	$2.99	$4.59	$34.92
KEIZER	Info. Systems Tech.	$17.04	$19.64	$22.24	$4.10	$3.59	$3.77	$33.70
DOLLAR DIFF.		-$1.35	-$0.81	$0.07	-$1.07	$0.60	-$0.82	-$1.22
PERCENT DIFF.		-7.9%	-4.1%	0.3%	-26.0%	16.7%	-21.8%	-3.6%

6. Examination of Table 1 indicates that the City lags the market by 20.8% when comparing the insurance and pension component. Accordingly, adjustments to total compensation could be made by increasing the City's contribution to the insurance and pension element of total compensation.

7. **Regarding the Appropriate Range Assignment for Information Systems Technician**: The market median for Information Systems Technician is $22.17 at the range maximum. Accordingly, HR Answers recommends that the Information Systems Technician be assigned to Range 19, the range with a Step 10 rate closest to the market median.

*****

HR Answers, Inc. sincerely appreciates the opportunity to complete this project on behalf of the City of Keizer. The staff at HR Answers, Inc. has exercised diligent effort in verifying and reporting the data provided in this report. We trust that the information presented as a result of this study will facilitate the City's decision making process in regards to its total compensation program.

Sincerely,

Mike Brock, MPA, CCP, SPHR
Senior Consultant
HR Answers, Inc.

City of Keizer, Oregon

October 6, 2003

AGENDA ITEM 9d

SALARY SURVEY 2003

CITY COUNCIL MEETING: October 06, 2003

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THRU: CHRIS EPPLEY, CITY MANAGER

FROM: DIANNE HUNT, HUMAN RESOURCES DIRECTOR

SUBJECT: SALARY SURVEY 2003

BACKGROUND

At the September 15, 2003 Council meeting, staff presented the City of Keizer Salary Survey 2003 to Council with three recommendations made by the Personnel Policy Committee. Council approved two of the three recommendations. The third recommendation relates to the Fiscal Impact:

FISCAL IMPACT

Total annual FY 03-04 impact for the above-recommended changes is approximately $9,000. Funds will be made available through salary savings or contingency funds through the supplemental budget process.

To maintain appropriate accountability, this issue was brought before the Personnel Policy Committee at their October 01, 2003 meeting. The Committee discussed this issue and directed staff to bring it back to Council for their approval.

The September 15, 2003 staff report is attached for your review.

RECOMMENDATION

The Personnel Policy Committee recommends Council approve the fiscal impact of the City of Keizer Salary Survey 2003 as stated above.

If you have any questions regarding this issue, please do not hesitate to contact Dianne Hunt, Human Resources Director at 503.390.3700, ext. 110 or huntd@keizer.org.

CITY COUNCIL MEETING: September 15, 2003

AGENDA ITEM NUMBER: _____

TO: MAYOR CHRISTOPHER AND CITY COUNCIL MEMBERS

THRU: CHRIS EPPLEY, CITY MANAGER

FROM: DIANNE HUNT, HUMAN RESOURCES DIRECTOR

SUBJECT: SALARY SURVEY 2003

BACKGROUND:

The City's Compensation Policy states that salary surveys for all classifications will be performed on a schedule of no less than every three years. Staff initiated the process and at the November 2, 2002 council meeting, Council approved the Request for Proposal process and directed staff to proceed. At the January 21, 2002 council meeting, Council adopted a Resolution authorizing the City Manager to enter into an agreement with H.R. Northwest to conduct a compensation survey. H.R. Northwest has subsequently changed its name to H.R. Answers.

HR Answers completed the City of Keizer 2003 Salary and Benefit Survey, which is attached for your review.

Staff presented the completed survey to City Council at the July 7, 2003 meeting. The survey was tabled pending Personnel Policy Committee review. The PPC met to review the Salary and Benefit Survey on August 20 and September 3, 2003.

The Personnel Police Committee recommends the following:

- City Recorder (+7.1% above market). According to Mr. Brock's comments in the Executive Summary, this classification is 4.38% above market when considering the Risk Management duties. Staff recommends no change in the City Recorder classification due to the level of responsibilities, including the risk management component. Staff further recommends that this classification be reviewed during the KISA process and the duties monitored during the next three years.

- Code Enforcement/Zoning Technician (-5.8% below market). Staff recommends adjusting the Code Enforcement classification from Range 16 to Range 17.

- Associate Planner (–5.8% below market). Staff recommends adjusting this classification from Range 20 to Range 21.

The Code Enforcement/Zoning Technician and Associate Planner recommendations are based upon the Community Development Department's recent change in emphasis to economic development and transportation issues, in addition to current and long-range planning, which affect the duties of both classifications.

- Municipal Utility Worker I (-5.9% below market). Staff recommends this classification be put on hold at this time. The city is currently in negotiations with the International Laborer's Local 320 bargaining union and salary is subject to bargaining laws.

- Municipal Utility Worker III (+6.4% above market). There is uncertainty regarding the survey data and the Department Head has requested a re-evaluation of this classification. Based upon this request and the consultant's comments in the survey regarding Public Works positions, staff recommends this classification be put on hold at the current Range 20, until it is re-evaluated. The market analysis is to be completed within 60 days.

- Police Captain (-9.3% below market).
  1. Staff concurs with the survey's recommendation to change the title of Police Captain to Deputy Chief. However, due to recent departmental reorganization staff recommends putting this on hold at this time.
  2. Staff also concurs with the survey's recommendation to adjust the classification from Range 28 to Range 29. It is also recommended this classification be re-evaluated within 60 days based upon a revised job description.

- Administrative Assistant (+9.7% above market). Staff recommends this classification be adjusted from Range 17 to Range 16.

- Support Specialist Supervisor (+7.2% above market). There is ambiguity regarding the survey data and the Department Head has requested a re-evaluation of this classification. Staff recommends this classification be put on hold at the current Range 21, unit it is re-evaluated. The market analysis is to be completed within 60 days.

- Property & Evidence (+5.8%); Support Specialist II (+9.3%); Support Specialist I (+10.8%) The City is currently in negotiations with the Keizer Police Association bargaining unit. These three Police Department classifications are bargaining unit positions where salary is subject to bargaining laws. Staff recommends these classifications be put on hold pending the outcome of labor negotiations.

FISCAL IMPACT

Total annual FY 03-04 impact for the above-recommended changes is approximately $9,000. Funds will be made available through salary savings or contingency funds through the supplemental budget process.

RECOMMENDATION

The Personnel Policy Committee recommends the following:

1. Council accept into record the City of Keizer 2003 Salary and Benefit Survey;

2. Council direct staff to implement the following classification changes effective July 1, 2003:

   - City Recorder – No change.
   - Code Enforcment/Zoning Technician – Adjust from Range 16 to Range 17
   - Associate Planner – Adjust from Range 20 to Range 21
   - Municipal Utility Worker I – No change at this time. Hold pending outcome of labor negotiations
   - Municipal Utility Worker III – No change at this time. Hold pending re-evaluation to be completed within 60 days.
   - Police Captain – Adjust from Range 28 to Range 29.
     Re-evaluation new job description within 60 days.
   - Administrative Assistant – Adjust from Range 17 to Range 16.
   - Support Specialist Supervisor – No change at this time. Hold pending re-evaluation to be completed within 60 days.
   - Property & Evidence, Support Specialist II and Support Specialist I – No change at this time. Hold pending outcome of labor negotiations.

3. Council approve the fiscal impact as stated above.

City of Keizer, Oregon

AGENDA ITEM 9e

October 6, 2003

RESOLUTION – AUTHORIZING MAYOR TO ENTER PROFESSIONAL SERVICES CONTRACT WITH SPENCER AND KUPPER FOR MASTER PLANNING SERVICES FOR RIVER ROAD COORIDOR

CITY COUNCIL MEETING:_____

AGENDA ITEM NUMBER: _____

TO: MAYOR AND CITY COUNCIL

FROM: CHRISTOPHER C. EPPLEY
CITY MANAGER

SUBJECT: PROFESSIONAL SERVICES CONTRACT FOR RIVER ROAD MASTER PLANNING PROJECT.

BACKGROUND

Last year, the City of Keizer was awarded a planning grant through the Mid-Willamette Valley Council of Governments (COG) in the amount of $75,000. This grant is intended to fund a master planning process for the River Road commercial corridor and address the following topics:

- **Evaluate current conditions of the North River Road commercial and mixed-use corridor area.**

- **Identify opportunities to improve the functionality of the roadway for vehicles, pedestrians, transit and cycling and work with the task force to develop recommendations for specific improvement projects, including concept designs, landscaping improvements, etc.**

- **Identify opportunities to support existing business and recruit new business to the area through marketing and branding. Work with task force to develop recommendations to the City Council and the Urban Renewal Agency and Chamber of Commerce.**

- **Work with staff to develop comprehensive plan and ordinance language to support the implementation of the recommendations and present the work product to both the Planning Commission and the City Council.**

- **Explore potential funding strategies for identified options.**

The City then requested proposals from firms to provide consulting services to the City in exploring these options. A review and selection committee was appointed consisting of the Mayor, two Councilors and the City Manager. This committee reviewed the submittals, conducted interviews of finalists and recommended Spencer & Kupper as the successful candidate. That recommendation was presented to Council and approved by vote. A copy of a

professional services contract has been provided to you for your review. This contract has been review by staff and is acceptable.

RECOMMENDATION

Staff recommends that the Council authorize the Mayor to enter into the provided professional services contract with Spencer & Kupper to conduct a master planning process for the River Road corridor.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2003-_____

AUTHORIZING THE MAYOR TO ENTER INTO PROFESSIONAL SERVICES CONTRACT WITH SPENCER AND KUPPER FOR MASTER PLANNING SERVICES FOR RIVER ROAD CORRIDOR

WHEREAS, the City of Keizer was awarded a planning grant through the Mid-Willamette Valley Council of Governments in the amount of $75,000;

WHEREAS, this grant is intended to fund a master planning process for the River Road commercial corridor;

WHEREAS, a request for proposals was completed, responding firms were interviewed, and a recommendation made to contract with Spencer and Kupper for master planning services. NOW, THEREFORE

BE IT RESOLVED by the City Council of the City of Keizer that the Mayor is hereby authorized to execute an agreement, which by this reference made a part hereof and attached as exhibit "A", with Spencer and Kupper for Master Planning Services for River Road Corridor.

PASSED this _____ day of _____, 2003.

SIGNED this _____ day of _____, 2003.

_____
Mayor

_____
City Recorder

PROFESSIONAL SERVICES CONTRACT

THIS AGREEMENT is entered into by and between the CITY OF KEIZER, Oregon, a political subdivision of the State of Oregon, hereinafter called "City" and SPENCER & KUPPER, hereinafter called "Contractor".

WHEREAS, City has a need for the type of professional services, knowledge, skills and experience possessed by Contractor.

NOW THEREFORE, in consideration of compensation not to exceed a total of seventy-five thousand dollars ($75,000.00) for River Road Corridor planning services, and all expenses, Contractor, acting in the capacity of Consultant, agrees to provide to the City services described in the attached Scope of Service, Exhibit A.

In performing the above services, it is understood and agreed that:

1. **Scope of Work.** Contractor shall coordinate work according to the Scope of Services (attached), with reports to the Keizer City Council as may be necessary. Contractor and City agree to consult in a reasonable manner so as to ensure effective and efficient provision of services and minimize expense.

2. **Personal Service.** City has selected Contractor based on his reputation and specialized expertise. Contractor shall not assign work under this Contract unless first approved by City.

3. **Term.** The term of this Contract shall be for a term of fifteen months (15) months, commencing September 15, ~~2001~~ 2003 C.K.

4. **Independent Contractor.** The performance of this Contract is at Contractor's sole risk. The service or services to be rendered under this Contract are those of an independent contractor who is not an officer, employee or agent of the City as those terms are used in ORS 30.265. Contractor is solely liable for any workers' compensation coverage, Social Security, unemployment insurance or retirement payments; and/or federal or state taxes due as a result of payments under this Contract. Any subcontractor hired by Contractor shall be similarly responsible.

5. **Benefits.** Contractor will not be eligible for any federal Social Security, state Workers' Compensation, unemployment insurance or Public Employees Retirement System benefits from this Contract.

6. **Employment.** Contractor is not currently employed by City and will not be under the direct control of City.

7. **Conflicts.** Contractor shall avoid representation of other clients with interests which are or can be reasonably expected to be, adverse or potentially adverse to the City and shall give the City priority in representation should any actual or potential conflict of interest arise.

8. **Workers Compensation Coverage.** Contractor and all of Contractor's employees working under this Contract are subject employees under the Oregon Workers' Compensation law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all of their

subject workers. Spencer & Kupper is a firm consisting of two principals only. There are no full or part-time employees, and no Workers Comp is carried.

9. **Reporting of Payments.** City will report the total amount of all payments to Contractor, including any expenses, in accordance with federal Internal Revenue Service regulations.

10. **City of Keizer Ordinances.** The applicable provisions of the City of Keizer Ordinances setting forth standard provisions for public contracts are hereby incorporated by reference as if fully set forth herein.

11. **Indemnification.** Each party agrees to indemnify, defend and hold the other harmless, including each party's councilors, agents, officers and employees, against all damages, losses and expenses including, but not limited to attorney fees, and to defend all claims, proceedings, lawsuits and judgments arising out of or resulting from any "torts" as that term is defined in ORS 30.260(8).

12. **Insurance Required.** Contractor shall provide all professional liability insurance called for by the City. Insurance coverage required under this Contract shall be obtained from insurance companies authorized to do business in the State of Oregon.

A. Contractor shall maintain Commercial General Liability Insurance with minimum limits of $500,000 per occurrence/$1,000,000 aggregate.

B. Contractor shall maintain automobile liability insurance of not less than the following limits:

- $500,000 combined single limit; or

- Split limits of $250,000 per person, $500,000 per occurrence and $100,000 property damage.

Insurance shall provide coverage for any motor vehicle driven during the course of providing services under this Agreement.

13. **Changes in Insurance.** Contractor shall not cancel, materially change, or fail to renew insurance coverage. Contractor shall notify City of any material reduction or exhaustion of aggregate limits. Should any policy be cancelled before final payment by City to Contractor and should Contractor fail to immediately procure other insurance as specified, City reserves the right to procure such insurance and to deduct the cost thereof from any sum due Contractor under this Contract. Any insurance bearing any adequacy of performance shall be maintained after completion of the contract for the full guaranteed period, and should the Contractor fail to immediately procure such insurance as specified, City reserves the right to procure such insurance and to charge the cost thereof to Contractor.

14. **Responsibility for Payment of Damages.** Nothing contained in these insurance requirements is to be construed as limiting the extent of Contractor's responsibility for payment of damages resulting from Contractor's operation under this Contract.

15. **Compliance with Applicable Laws.** By execution of this Contract, Contractor hereby certifies, under penalty of perjury, that to the best of Contractor's

knowledge, Contractor is not in violation of any tax laws described in ORS 305.380(4).

16. **Non-Discrimination.** Contractor agrees that no person shall, on the grounds of race, color, creed, national origin, sex, marital status, or age, suffer discrimination in the performance of this agreement when employed by Contractor. Contractor agrees to comply with Title VI of the Civil Rights Act of 1964; with Section V of the Rehabilitation Act of 1973; and with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Additionally, each party shall comply with the Americans with Disabilities Act of 1990 (Pub. L. No. 101-336), ORS 659.425, and all regulations and administrative rules established pursuant to those laws.

17. **Litigation.** In the event of litigation involving the terms and conditions of this Contract, neither party shall be entitled to recover reasonable attorney fees, costs and/or expenses from the losing party, including all such fees, costs and/or expenses on any appeal.

18. **Licenses and Permits.** Contractor shall have in place all licenses and permits necessary to perform this Contract.

19. **Amendment.** Any modification or amendments to this Contract must be in writing and must be signed by both parties.

20. **Termination.** This Contract is terminable upon written notice by either party.

DATED this ____ day of _____, 2003.

CITY:	CONTRACTOR:
CITY OF KEIZER	SPENCER & KUPPER.
Title: _____	Title: _____
Date: _____	Date: _____

EXHIBIT A
PROPOSED SCOPE OF SERVICES – RIVER ROAD CORRIDOR PLANNING

PHASE 1.0 – WHERE ARE WE NOW? - RIVER ROAD TODAY

This phase will focus on developing a solid baseline understanding of the North River Road Corridor through site reconnaissance, review of existing information, and community involvement.

Task 1.1 Kick-Off Meeting and Tour

The Spencer & Kupper Team would like to kick-off the North River Road Corridor Visioning Process with a 1-2 hour meeting with the City Team to discuss the project generally, glean information from City departments, discuss staff expectations, and collect existing documents and studies. Participants should include city manager, department heads and representatives from planning, economic development, redevelopment, public works, finance, parks and recreation, police department, among others. To supplement this kick-off discussion, key City Team members will also provide the Project Team with a guided tour of the North River Road Corridor, including its commercial centers and surrounding neighborhood connections.

Task 1.2 Analyze Existing Information and Inventory of Current Conditions

The Spencer & Kupper Team will collect and review existing documents, inventories, plans, studies, etc. relevant to the Corridor, including, but not limited to:

- Available inventories of existing businesses, commercial buildable lands, available parking, points of access onto River Road
- Past Transportation Planning Studies
- KURB CIPS
- Past Economic Development Plans & Studies
- Survey of Business Needs

In addition to the above, the City will provide the Spencer & Kupper Team with other pertinent documents at the local, regional, and state level, as well as any available digital maps and electronic data. The Spencer & Kupper Team will prepare a memorandum with an analysis and summary of the current conditions of the North River Road Corridor.

Task 1.3Citizen Involvement , Part I

This marks the official community-wide kick-off of the North River Road Corridor Visioning Process. From the process standpoint, efforts to engage the community in the process must be sincere, transparent, inclusive, and broad-ranging to accommodate the various ways in which people feel comfortable participating. The following activities will be included in Part I of the Citizen Involvement program:

Task 1.3.1 Prepare Promotional Materials

Community outreach and awareness are important to meaningful community involvement in the planning and visioning process. To this end, the Spencer & Kupper Team will prepare:

- Educational Brochure – a general information pamphlet that introduces the project, identifies the need for the project, and outlines ways to get involved
- Promotional Flyer – an attention-grabbing flyer and poster to promote the Citizen Workshop
- Comment Form – a short comment form to allow community members to submit written feedback and comments throughout the process

Task 1.3.2 Citizen Workshop on Physical Identity and Image of the Corridor

The Spencer & Kupper Team will organize and facilitate a fun and interactive community workshop focused on identity and image of the Corridor. The workshop will include:

- Introduction to the Corridor Visioning process
- Education on existing conditions and community trends (demographics, land use-transportation linkages, compact housing and density, growth, etc.)
- Meaning of "identity" and "image"
- Exercises to understand assets, treasures, and values that contribute to the corridor image as identified by the community
- Exercise to understand corridor issues and challenges as identified by the community
- Exercises to begin to uncover visions and ideas for the future of the corridor (emphasizing the importance of integrated land use and transportation planning and development)

Task 1.3.3 Stakeholder Workshop on Market, Image, and Economic Development Issues

The Spencer & Kupper Team will also organize and facilitate an economic development forum with corridor stakeholders (e.g. business and property owners) to identify and discuss specific economic development issues in the Corridor. This workshop will include gathering the stakehoder's assessment of Strengths, Weaknesses, Opportunities, and Threats for the River Road Corridor.

Phase 1 Major Deliverables:

At the conclusion of this phase, the Spencer & Kupper Team will provide the City of Keizer the following:

- Analysis of Current Conditions in Memorandum Format
- Informational Brochure (one digital and one hard copy)
- Promotional Flyer (one digital and one hard copy)
- Comment Form (one digital and one hard copy)
- Citizen Workshop on Identity and Image
- Stakeholder Workshop on Economic Development Issues

Phase 1 Assumptions:

For this phase, the City of Keizer will provide to the Spencer & Kupper Team the following:

- Inventory of Existing Businesses Types
- Survey of Business Needs
- Commercial Buildable Lands Inventory
- Inventory of Available Parking
- Inventory of Points of Access onto River Road
- Pertinent Past Transportation Planning Studies
- Pertinent Past Economic Development Studies
- Pertinent Past Reports, Studies and Plans on Urban Design, Streetscape, etc.
- KURB CIPS
- Meeting place, act as source for meeting notice, and any mass mailings desired.

PHASE 2.0 –WHERE DO WE WANT TO GO? – RIVER ROAD ENVISIONED

During this phase, the Spencer & Kupper Team will, along with the community of Keizer, develop a vision for the future of the North River Road Corridor.

Task 2.1Identification of Transportation Opportunities
The Spencer & Kupper Team recognizes the City of Keizer's participation in the early Salem Futures visioning effort, the importance of this project to the City's upcoming comprehensive plan update, the potential contribution of the North River Road project to reducing reliance upon the automobile, and the role of this project in the regional Integrated Land Use and Transportation Plan. Based on on-site observations of the North River Road corridor, as well as review of existing traffic data and transportation studies, the Spencer & Kupper Team will identify planning-level improvements for addressing transportation deficiencies (i.e. traffic flow and operations), bicycle and pedestrian safety, access management, and impacts associated with regenerating North River Road into a more inviting, pedestrian-friendly corridor. Parking insights will also be identified and shared during this task. Linkages between transportation, parking, and land use will be assessed throughout the project.

Task 2.2Identification of Economic Development Opportunities, and Problems
The consulting team will use information gathered in tasks 1.3.2 and 1.3.3, and the teams' collective expertise to analyze strengths and weaknesses of the River Road corridor from a design, marketing, and

economic standpoint. The consulting teams SWOT assessment will be documented in a memo or brief report.

Task 2.3 Identification of Urban Design Opportunities
A foundational component for enhancing the North River Road corridor will be derived through a clear understanding of urban design opportunities and constraints. Drawing from the baseline information provided by the City, the Spencer & Kupper Team will prepare an annotated urban design opportunities and constraints map, and accompanying documentation as appropriate, that convey a single view of all the specific physical conditions and attributes within and adjacent to the North River Road corridor. An understanding of the urban design opportunities will be developed by taking pictures, making map notes, citing unusual circumstances, noting access issues, pedestrian challenges, land use issues, development opportunities, etc.

Task 2.4Citizen Involvement, Part II

During this phase of the project, the community will be invited to help develop and evaluate specific design recommendations. The following activities will be included:

Task 2.4.1 Design Charrette

A community design charrette will be hosted by the City and facilitated by the Spencer & Kupper Team that engages a wide array of community members in a highly interactive and solutions-oriented day (ideally a Saturday). The design charrette may begin with a tour of the project area to allow all participants the opportunity to pay particular note to unique features of North River Road, including land use; streetscape and public space opportunities; pedestrian, bicycle, and traffic calming opportunities; aesthetics; and other features. Upon concluding the walk, a three-to-four hour interactive community design charrette will be held to develop present initial findings and observations, conduct a TownScan™ Community Image Survey (a presentation of approximately 130 - 150 slides (Power Point) shown to the audience to elicit their preferences on a variety of different design situations relevant to issues and concerns within the North River Road corridor), and engage the participants in hands-on designing of the North River Road corridor. At the end of the day, each design team will report back to the larger group and a composite direction will be establish in the presence of all participants. Outstanding issues will be noted.

Task 2.4.2 Town Hall

After fully synthesizing and illustrating the recommended land use, urban design, transportation, and streetscape concepts, the Spencer & Kupper Team will bring a draft North River Road Corridor Framework Vision Plan (including an array of recommendations) to the community in a town hall format for confirmation to make sure the vision is accurately depicted and to continue to achieve consensus.

Phase 2 Major Deliverables:
At the conclusion of this phase, the Spencer & Kupper Team will provide the City of Keizer the following:

- Analysis and Recommendations of Transportation Opportunities in Memorandum Format
- Analysis and Recommendations of Urban Design Opportunities in Memorandum Format
- Analysis and Recommendations of Economic Strengths and Opportunities (SWOT Analysis) in Memorandum Format
- Design Charrette to Incorporate Recommendations
- Town Hall Meeting to Introduce Design & Recommendations

Phase 2 Assumptions:
For this phase, the City of Keizer will provide to the Spencer & Kupper Team the following:

- Meeting place suitable for presentation of materials, and roundtable discussion.
- Act as distribution source for meeting notices
- If City has a passenger van, make it available for the tour, if necessary.

PHASE 3.0 – HOW DO WE GET THERE?- REMAKING RIVER ROAD

The focus of Phase 3 will be to develop implementation steps and strategies and identify potential resources in and outside of the community that can be used to implement the vision for the North River Road Corridor.

Task 3.1 Develop Marketing Strategy

The role of the Oregon Downtown Development Association in this project is to manage the image, branding and business support component to help develop and ensure positive market positioning, business development and customer loyalty for the River Road commercial corridor.

ODDA will undertake this component of the project within a framework that encompasses external and internal processes. The external process will include a public workshop to gather information and insight as to what kind of representational image local stakeholders 'see' as a positive, unique and defining identity for the River Road corridor. ODDA will lead the discussion in this forum to:

1) Identify and list the components that are important in defining who, and what, the corridor is;
2) Pose a series of questions to help articulate and define the corridor's image, audience and the message to be delivered (in both visual and text forms);
3) Provide examples of other community's image development products; and
4) From the information gathered, winnow and further define three 'candidate' images for the corridor.

ODDA will then internally develop three image concepts (logos and taglines) and return them to the stakeholder group for comment, review and final selection of the one concept that best depicts the selected River Road corridor image. Sample logos, in a visually engaging, simple and memorable way, will communicate the River Road message. The proposed taglines will do the same and support the logo in that they too, must be memorable, simple and tell the 'story' in a short period of time.

The next step in the process will be to develop a marketing strategy and associated 'branding' that will raise awareness, improve visibility (sales and corridor success), and reshape perceptions. An overall goal of this effort will be to better support business retention, expansion and recruitment efforts to create a more economically vibrant, functional and successful commercial area. The development of the marketing strategy begins externally with the 'customer' or intended audience while the branding begins 'at home' or internally. The 'brand' will ultimately develop for the River Road corridor through marketing consistency. The two efforts are integrally part of each other and both serve important functions.

The culmination of the image development, marketing and branding efforts will result in a final visual product (logo and tagline); marketing strategies on how to best reach the target audience to support business development and customer loyalty; and define the best ways to consistently use these tools to create a positive, memorable 'brand' for a commercial area that has not been considered as a distinct district in the past. The products that are developed out of this portion of the project will holistically integrate with the other project components into a well-integrated planning and development tool.

Task 3.2Develop Urban Design Framework Plan

Based on the input developed to date, the Spencer & Kupper Team will revised the draft North River Road Corridor Framework Vision Plan into a one-sided vision poster, 24" x 36" and in full color (see original examples enclosed with the proposal). The poster may depict (as mutually determined by the City and the Spencer & Kupper Team): proposed infill opportunities, proposed master streetscape concept, proposed public spaces, proposed parking areas, proposed access management improvements, proposed pedestrian and bicycle safety improvements, proposed land uses or land use theme districts, and a vision statement. If the City desires a two-sided poster, an optional scope can be developed that would illustrate and describe: streetscape furniture, design and development standards, regional proposed bicycle, transit, and pedestrian circulation system and linkages, hand-rendered "before and after" images of the North River Road corridor, and renderings of other important design details.

Task 3.3Review of Comprehensive Plan and Zoning Ordinances

Implementation of the North River Road Corridor Vision will require that marketing and design strategies be meshed with Keizer's Comprehensive Plan, Zoning Ordinances, and existing economic development policies. To ensure that, the consulting team will:

- Review Current Economic Development Policies, identify conflicts and opportunities
- Review Comprehensive Plan and Zoning Ordinances, identify conflicts and opportunities

Task 3.4Develop Implementation Strategies

Implementation of the North River Road Corridor Vision Plan consists of several written and visual components. Our team will provide the following products, documents and reports on implementing ideas and concepts developed in the study effort:

- An urban design-based vision poster showing the design concept to be implemented. The poster will be supplemented by:
  - A User's Guide to the North River Road Corridor Vision Plan that will explain the plan, in layperson's terms, and will outline its the various components and the manner in which it should be used.
  - Process Documentation and Background. The plan background will be documented and the community-based process by which the vision was developed will also be described.
  - Additional Vision Details. Additionally, the narrative support report will be written to further explain the poster by providing those details unable to be adequately expressed on the poster.
- A report on a marketing and branding strategy, and steps needed to put it into action.
- A report on recommended changes to the Comprehensive Plan and zoning ordinances to assist in implementing the North River Road Corridor Vision.
- A report on financial, organizational, and administrative tools needed to implement the North River Road Corridor Vision.

Task 3.5Citizen Involvement, Part III

Task 3.5.1 Community Open House

At the conclusion of the project, the Spencer & Kupper Team will collaborate with the City to organize and facilitate one community-wide "drop-in" open house to allow the public to review and comment on the final products for the North River Road project and build additional consensus. The open house will include a PowerPoint presentation, graphic display boards, maps and other visuals. Opportunities for constructive and interactive feedback will be provided. Spencer & Kupper Team members will be available for questions and comments.

Task 3.5.2 Planning Commission Hearing

Spencer & Kupper Team will present the final North River Road Corridor Vision Plan and related products to the City of Keizer Planning Commission for formal comment and recommendation.

Task 3.5.3 City Council Hearing

Spencer & Kupper Team will present the final North River Road Corridor Vision Plan and related products to the City of Keizer City Council for comment and formal approval.

Phase 3 Major Deliverables:

At the conclusion of this phase, the Spencer & Kupper Team will provide the City of Keizer the following:

- Marketing strategy for recruitment and retention of businesses
- Develop market image and branding for Keizer.
- Recommended financial and other "tools" for allowing/encouraging economic development
- Proposed Comprehensive Plan Changes
- Proposed Ordinance Changes
- Recommended Projects in Memorandum Format
- Urban Design Framework Plan Vision Poster (One-Sided)
- Planning Commission Hearing on Implementation Measures
- City Council Hearing on Plan and Implementation Measures

Phase 3 Assumptions:

For this phase, the City of Keizer will provide to the Spencer & Kupper Team the following:

- Provide adequate meeting site for the Open House
- Act as distribution source for notice of Open House, Planning Commission, and Council meetings
- Provide necessary copies of reports for Planning Commission and City Council
- Ensure Consulting Team members receive advance copies of agendas and staff notes.

The City of Keizer, Oregon

Scott Studios
13375 Stemmons, Suite 400, Dallas, TX 75234
FAX: (972) 620-8811 (800) SCOTT-77

SS~Video XT Automation System

9/24/2003

Note: unless noted otherwise below, all computers are Industrial Pentium 4, 2.4gHz or faster in 19", 4RU rack case, 80gig Sytem/Data drive , CD copy of Scott Studios software, keyboard, mouse, and Gigabit Ethernet.

Qty	Items Included	
	SS ~ Video Decoder	
1	SS Video Decoder Workstation. 2 output system. Includes 15" Flat Panel LCD Touchscreen, 8 channel GPI input, and 1 RS-232\422 serial control port for external device control in a Industrial Passive Backplane case.	Included
1	250GB drive for storage, no RAID	Included
1	Additional output(s).	Included
1	Marshall V-R43P 3-way, 2RU NTSC LCD monitor	Included
	SS ~ Video MPEG-2 Encoder	
1	SS Video MPEG-2 Encoder Workstation. Includes 4:2:0 Encoder with Hardware preview, 1 RS-232\422 serial control port for external device control in Industrial Passive Backplane case, including non-destructive soft editing.	Included
1	250GB drive, plus 80GB default drive, for full redundancy plus production	Included
1	Internal DVD recorder, Easy CD Pro Platinum for archival of digital media	Included
	Additional and Optional Equipment/ Software	
1	Rack enclosure, plexi-door, cooling fans, prewired and assembled, 83 1/8x32 1/2x24 1/4	Included
1	Longview KVM combo Companion for remote desktop control of system Does not include cables, monitor or keyboard.	Included
1	Scott Video XT-Webstreamer, Mk-11, 1RU, P4 workstation	Included
1	Scott Studios DSS Merge Traffic Interface	Included
1	First year of telephone technical support	Included
1	Shipping	Included

* Quote valid for 30 Days
* All prices in US Dollars.
* Bitrate may vary depending on drive type and number of channels used.
* Note: Prior to on-site visit, station agrees to have purchased all required automation output programs such as Traffic/Billing or scheduling software, and further, will submit sample logs to Scott Studios for review, if requested.
* Buyer MUST provide and complete all installation of Audio/Video, LAN wiring and the mounting of equipment PRIOR to the arrival of the Scott Training Technician on site.
* ALL receiver/demod equipment required for satellite feeds must be provided for, wired, configured and tested by station personnel prior to arrival of Scott Training Technician.

5	Days of initial on-site setup and training by a Scott field technician, all travel and lodging, local transportation charges included.	
	Grand Total	55,983.90

Terms: An irrevocable purchase order from The City of Keizer, Oregon.
Payment due in full nlt June 30, 2004. Interest at 8% APR from date of delivery until June 30, 2004
Interest at highest legal rate thereafter.

1 YEAR LIMITED WARRANTY: Until 1 year after delivery, Seller's total liability is hereby limited to 1 year of Dallas shop labor to repair or replace any defective items, FOB Dallas. Warranty replacement parts will be sent to buyer upon receipt of defective part(s) at Scott Studios, or upon notification of failure of warranted part(s), providing a valid credit card number is on file at Scott Studios. Under NO circumstances will buyer be compensated for delays, unrealized savings, unexpected expenses, loss of prospective profits, data loss or consequential damages. Buyer agrees to inspect all items delivered and accept suitability or notify seller within 14 days. Buyer agrees it will not modify delivered items and that any modifications will void this Warranty. This warranty EXCLUDES repairs or replacements for damage by fire, theft, storms, flood, lightning, variation in electrical power and misuse. Buyer agrees that support and certain software functions may be suspended without notice until seller is paid in full.

Accepted for Buyer: _____ Date: _____

Title: _____

Accepted for Scott Studios Corp. : _____ Date: _____

Dave Scott, President

The Willamette Concord

(Keizer Proclamation)

Whereas the Willamette River is: the life-blood of the Eden at the End of the Oregon Trail; Oregon's largest river; and one of but 14 nationally designated American Heritage Rivers-and therefore a local, regional and statewide treasure;

Whereas the Cities of Independence, Salem, and Keizer have important historic links with each other and the Willamette River;

Whereas Independence, Salem, and Keizer have long been, and continue to be, committed to the stewardship of the Willamette and its tributaries;

Whereas Independence, Salem, and Keizer have rapidly growing populations that both need and deserve the opportunity to experience our Willamette River in both developed and natural settings...

Whereas Independence, Salem, and Keizer are adjacent communities that pride themselves on long-range, big-picture thinking expressed through efficient government...

Whereas the City of Keizer is the Willamette Rivers' newest river city and yet has special historical ties to the Willamette River that included river boat landings and possibly even the Wallace House which was the oldest European settlement in the Willamette valley, and that Keizer has the potential to better connect to the Willamette River and to act as the gateway to the Keizer Rapids and Willamette Mission State Park (site of Jason Lee's settlement, the second earliest settlement in Oregon) and the Wheatland Ferry; and,

Whereas the City of Keizer recognizes even further potential connections to the Willamette are enhanced when Keizer works in a coordinated manner with its neighboring Willamette River cities of Salem and Independence, to achieve the common goal of maximizing the various potentials of the Willamette River for all residents of the Mid Willamette Valley.

Now therefore be it resolved:

The City of Keizer, in concert with its neighboring communities, agrees the following goals should guide inter-community collaboration with regard to the Willamette River:

_ Identify and improve recreation opportunities on and along the river consistent with private property rights;

_ Increase river-related commerce and tourism

_ Increase public awareness of the Willamette River as a central part of Mid-Valley life

_ Seek to leverage local funding by identifying and pursuing additional funding opportunities at state, regional, and federal levels to secure the benefits of a healthy Willamette for mid-Valley residents

Be it further resolved that:

Given the past, present and future importance of the Willamette River to the City of Keizer, the City agrees to work collaboratively with the Cities of Salem and Independence to:

Undertake a joint examination of existing and potential future land-based connections to the Willamette River and environment, that may include: biking,

hiking, and walking trails and routes; inter-city connection and coordination opportunities; the incorporation of existing or future bridges or public rights of way to accommodate non-motorized connections along and across the River; and an inventory of existing public parcels and access points with an assessment of how they meet recreational needs.

Support the designation of the Willamette River as a high priority candidate for future water trail development in state and federal recreation planning.

Explore the development of a comprehensive, tri-City framework for meeting current and future recreational needs relating to the River and to river-related commerce, that may include: evaluating cities' parks and recreation master plans for consistency and mutual benefit, as well as identifying common funding needs and approaches.

Encourage citizens to celebrate June 7, 2003 as Willamette River Day and to encourage the participation of citizens in similar future events that increase their familiarity with and enjoyment of the River.

Dated this _____ day of October, 2003.

Lore Christopher
Mayor of the City of Keizer

Written Communications

FAX COVER SHEET

DATE: 10-2-03

TO: Lore Christopher

FAX # 503-393-9437

FROM: Jenée Orso
Christian Center
Academy

MESSAGE: We have parents who live in the Keizer area and requested that we contact your Office with this request for our School. Thank you!

Total # of Pages: 3
(Including Cover Sheet)

BOOK IT!
P.O. Box 2905
Wichita, KS 67201

1-800-426-6548
Fax: 316-685-0977

www.bookitprogram.com

September 8, 2003

Dear BOOK IT! Coordinator,

While every day is an important reading day, the BOOK IT!℠ Program is making National Young Readers Day even more special for students throughout the U.S. For almost 20 years we've partnered with elementary schools across the country to help motivate students to read. This year on National Young Readers Day—a day we created with the Library of Congress' Center for the Book in 1989—we want students to truly appreciate the importance of reading to their future.

How are schools celebrating National Young Readers Day?
On Tuesday, November 11, 2003, you and your students can join thousands of schools across the country in celebrating National Young Readers Day in a unique way. It's simple. There's nothing to buy and very little planning, but there is a lot in it for you and your students:

- **Know any celebrities?** Invite area "celebrities" (including firefighters, police, parents, city council members, etc.—any former young reader is a celebrity to us) to read to your classrooms on Tuesday, November 11, National Young Readers Day.
- **How will these celebrities impact your students? The celebrities will read their favorite** children's short story or book to classes and explain how reading is essential in their everyday "adult" lives (shopping at the grocery store, reading a map/road signs, specific job requirements). The celebrities will not only entertain students with a story from a book, but also a story about the importance of reading in the "real world."
- **How much time is involved?** You decide, but since we know you have a lot to fit into any school day, one celebrity per classroom for about 20-30 minutes is suggested. You decide how many classrooms or grades will participate. The more the better! We suggest designating a time in the morning for celebrity readers.

You could win $6,600 for your school's library
Not only will participating in National Young Readers Day be fun, positive and memorable for your students, but you could earn money for your school's library. It's easy. Just sign up at least 10 celebrity readers for November 11, fill out the entry form and send it in to be entered in the drawing. All entries must be received by Monday, October 13, 2003. The entry form is attached and complete details are available at www.bookitprogram.com.

Pizza Hut is committed to youth literacy. The $6,600 prize represents a $1 donation from every Pizza Hut in the country to build the winning school library.

Everyone should celebrate National Young Readers Day
To make sure parents and young readers across the country understand the importance of this day, we are embarking on a media relations campaign to publicize National Young Readers Day. We will encourage the media to cover this important day and your participation will make a powerful statement.

Please join BOOK IT! and thousands of schools across the country in celebrating National Young Readers Day in a special way.

Sincerely,

Leslie Tubbs

Leslie Tubbs
Director, BOOK IT!

Oregon
Theodore R. Kulongoski, Governor

OREGON DEPARTMENT OF AVIATION
3040 25th Street, SE
Salem, OR 97302-1125
Phone: (503) 378-4880
Toll Free: (800) 874-0102
Charles.H.Riordan@state.or.us

Written Communication

September 30, 2003

Ms. Lore Christopher, Mayor
PO Box 21000
Keizer, OR 97307

Dear Mayor Christopher:

With the passage of the Oregon Tourism Bill, Governor Kulongoski is actively promoting Oregon as one of the most special places on earth, and he intends to position the State of Oregon to "own the summer". The Oregon Tourism Bill provides us with the resources to tell the world about the mild weather and endless recreational opportunities that would sell any traveler in the world on a summer vacation in Oregon. The Governor is very excited to put these dollars to work, to move forward in marketing Oregon nationally and internationally, and to tell the story that we all know very well: things are different - and great - here in Oregon.

We are following the Governor's lead in promoting Oregon as one of the most special places on earth. The Oregon Department of Aviation is requesting your participation with a new program we are beginning this year titled "Aviation Tourism in Oregon".

The goal of our "Aviation Tourism in Oregon" program is to thoroughly seek out, document and promote the recreational opportunities that are available in Oregon to people who own and operate general aviation airplanes. Once the recreational opportunities are documented, they will be packaged and promoted using various media formats such as: published magazines, digital video disks, internet web sites, public television broadcasts and public radio broadcasts.

We are asking you to help us with this exciting program. We would like for you to provide a copy of this letter to the leaders of your community who have a first hand knowledge of the tourist and recreational activities that are available in or near your community, and ask them to send a letter or an e-mail describing the activities. We would like for them to describe to us the type and the kind of vacation a family or group of people could have if they flew their privately owned airplane into an Oregon airport near your community. It is important that they include details about lodging, restaurants, packaged deals and the availability of hired guides, as well as the availability of ground transportation from the airport to the described tourist and recreational activities.

The Oregon Department of Aviation would like to thank you in advance for your help and for your participation with our "Aviation Tourism in Oregon" program. If you have any questions or need additional information concerning this request, please feel free to contact me.

Sincerely,

Charles H. Riordan
Senior Aviation Planner
charles.h.riordan@state.or.us

Income distributed under other business 1%

City of Keizer

Leadership YOUTH

Cultivating and nurturing the hidden leadership qualities that exist in all youth within the Salem-Keizer communities.

Instilling hope, inspiring vision, and opening doors of opportunity and commitment—that is the essence of Leadership Youth. With gang activity and the disturbing trend of increased disconnection of our youth from nuclear family relationships, community leaders and leadership organizations must step forward to act now. We must build bridges between our youth and their community.

Leadership Youth is designed to achieve progress toward that goal. Twenty-five youth from Salem-Keizer area high schools, participate in a program that recognizes their leadership potential and expects them to commit to a positive leadership role within their schools and their community.

The focus of the program is "our diamonds in the rough". These youth can make a positive difference in our community if we first make a positive step towards them.

PROGRAM DESCRIPTION

Patterned after Leadership Salem, in the first year youth will receive a comprehensive overview of the Salem-Keizer area—its realities, opportunities and challenges; meet face to face with recognized community leaders and decision makers; and receive an introduction to community resources by way of tours, panels and speakers. Each of the nine one-day sessions focuses on a different theme: leadership; community history and culture; natural resources; business and commerce; education; human resources; legal systems; government; and a community project.

During the second year, youth serve on a community board while being paired with a community mentor from that board. The formal mentor relationship helps the student become accustomed to the rules, norms and expectations of a community leader. As a result, the student will gain insight to community issues, needs and challenges.

The knowledge and experience that youth gain will impact their lives and enable them to grow and become involved in helping to shape a positive future for the Salem-Keizer area.

"BUILDING BRIDGES BETWEEN YOUTH & COMMUNITY"

COORDINATING ORGANIZATIONS

Salem Area Chamber of Commerce
Keizer Chamber of Commerce

PROGRAM SPONSORS/PARTNERS

Salem Area Chamber of Commerce - Executive Leadership Council
Izzy's Pizza - Salem
Supra Products
Mid-Willamette Education Consortium - Enterprise Youth Council
Blanchet Catholic School

COMMUNITY ORGANIZATIONS ON BOARD

Salem Area Chamber of Commerce
Keizer Chamber of Commerce
City of Keizer-City Council
City of Salem-Youth Advisory Commission
Enterprise Youth Council-Willamette Education Consortium
Family Building Blocks
Garten Services
Keizer Iris Festival 2004 Council
Marion County Alcohol & Drug Planning
Marion County Health Advisory
Marion County Solid Waste Mgmt. Advisory
Marion County Sheriff's Department
Oregon Symphony
Salem Convention & Visitor Association
Salem Electric
Salem Leadership Foundation
Today's Choices – Tomorrow's Community
United Way of the Mid-Willamette Valley

Program Schedule

You're On Our Team!
In The Beginning...
Respect Your Resources!
What's Your Verdict?
Services Above Self
It's All Politics...Or Is It?
Education in Action
Community Project
Community Board Service – Second Year

For more information, please contact:
Lori Hilfiker, Director Education/Leadership Education Development
Salem Area Chamber of Commerce
1110 Commercial St. NE, Salem, OR 97301
(503) 581-1466, ext. 316 lori@salemchamber.org, www.salemchamber.org

REV 8/03

Leadership YOUTH

Board Roles & Responsibilities

Purpose: The formal mentor relationship is meant to help the student become accustomed to the rules, norms and expectations of community leaders. As a result the student will gain insights to community issues, needs and challenges.

Leadership Youth Participant:

- Attend mandatory Board Kick-off in September and Board Mid-Year evaluation-social event in January.
- Attend board orientation session as requested by Board.
- Attend all scheduled Board meetings (September-May) - demonstrate dependability.
- Read all Board materials prior to attending board meeting.
- Exhibit professional and respectful behavior.
- Maintain a high level of confidentiality.
- Go to meetings prepared and actively participate.

Board Mentor:

- Attend Leadership Youth Board Kick-off/Training in September-October. (Mentor Materials provided)
- Attend board meetings with assigned youth and provide a board packet/agenda prior to the meeting.
- Refer to Mentor Checklist for additional ideas and resources.
- Maintain strong qualities of respect for youth, a capacity to be an active listener, and a willingness to assume the mentor responsibility.
- Brief and debrief the youth about meeting agenda items, protocol, appropriate dress (and other group norms), public policy, decision making, and available resources and related matters.
- Regularly solicit input from youth during the discussion of issues before the board.
- Assist youth in reaching their full educational and personal potential-encouraging community leadership and educational goals, e.g., grades, attendance, etc.
- If you are unable to attend a board meeting, notify the student of your replacement.
- Notify Program Director of students non-attendance and seek assistance from Program Director when needed.
- Attend Board Evaluation-Social event as scheduled in January. Your input is valuable to the progression and continuation of the program.

Community Board:

- Foster a positive atmosphere of acceptance, encouragement and respect for youth.
- Provide a safe environment in which the youth can make mistakes without losing credibility.
- Establish clear ground rules that all parties agree to honor.
- Treat youth as a full partner-with respect and with access to all aspects of the process, including information, decisions, projects, research, and voting rights where applicable.
- Refer to Mentor Checklist for additional ideas and resources.

Board Liaison (Chamber Representative)

- Introduce self to assigned youth and board mentor (September). .make sure things are on track.
- Support the mentor/youth through use of resources (Mentor Checklist, Board Orientation, etc.)
- Keep communication open (phone or e-mail) with your assigned Board and Youth.
- Attend one board meeting with the youth as a guest.
- Look for ways to further engage the youth in hands-on activities.

Leadership Youth-Program Director:

- Provide support to youth, board mentor and boar liaison as needed.
- Act as a liaison between Community Board/Mentor, youth and school.

Contact Information: Lori Hilfiker, Program Director, 581-1466 x 316, Cell 910-1642, lori@salemchamber.org 4/03

2003-2004 Boards

Sepetember 2003

TITLE	MEETING INFORMATION (date,time, location)	MISSION/PURPOSE	BOARD CONTACT (phone, address, e-mail)	BOARD MENTOR (phone, e-mail)	NOTES	YOUTH Refer to Class Roster for details...
City of Keizer- City Council	Council meets the first and third Mondays of the month @ 7:00 pm in the Keizer City Council Chamber.	Keep city government costs and services to a minimum by proving city services to the community in a coordinated, efficient and least cost fashion.	Mayor Lore Christopher 503.393.3707 930 Chemawa Road NE Keizer OR 97303	Will rotate with City Councilors	*New Board	Crisel Perez 463-5171 wk 463-8643
Enterprise Youth Council Willamette Education Consortium, Chemeketa Community College	Traditionally the 3rd Thursday of each month. 2-5 p.m. The location rotates	In the Enterprise Youth Opportunity System, youth are life-long learners who use their skills and opportunities for sustained personal success. Members of the Enterprise Youth Council shape policy that helps the Youth Opportunity System accomplish this goal.	Larry Cheyne Mid-Willamette Education Consortium, Chemeketa Community College (503) 589-7746 lcheyne@chemeketa.edu	Teresa Cox Mid-Willamette Valley Community Action Agency 2475 Center St. NE, 97301 coxt@mwvcaa.org (503) 585-6232	* New Board The Council will undergo a major change with a strategic planning retreat on February 20th. Youth are encouraged to participate in this event and let adults know what is important to young people.	Sasia Culbertson 463-7185 David Jackson 371-4138
Family Building Blocks	1st Monday of Month @ noon till 1:30pm, County Court House, Commissioners Conference Room	A community-based program dedicated to the prevention of child abuse and neglect. It provides early intervention and family preservation services at no cost to low income Marion and Polk County families who are at high risk of abusing and/or neglecting their children.	Sue Miller, Exec. Director Family Building Blocks 2425 Lancaster Dr. NE Salem, OR 97305 (503)566-2132 smiller@familybuilding blocks.org	Brent Neilsen Neilsen Manufacturing 3501 Portland Rd. NE Salem, Or 97303 (503) 585-0040 brentn@neilsenmfg.com	No meeting in July or August. Summer Tour & volunteer opportunities	Christy Forster 391-6567

TITLE	MEETING INFORMATION (date,time, location)	MISSION/PURPOSE	BOARD CONTACT (phone, address, e-mail)	BOARD MENTOR (phone, e-mail)	NOTES	YOUTH Refer to Class Roster for details...
Garten Services, Inc.	Last Wed. of month (see notes) Light dinner at 5:00 PM Meeting at 5:30-7:30 PM Garten's Main office: 3334 Industrial Way NE	Our mission is to support people with disabilities in their effort to contribute to the community through employment, career and retirement options. To that end, Garten operates several unique commercial enterprises which include Recycling, Shredding Services, Mail Services, Building Maintenance, Packaging and Senior Services. We've been making a difference in our community for 30 years.	Emil Graziani 3334 Industrial Way NE PO Box 17485 Salem, OR 97305 503-581-4472 ext.3111 egrazian@garten.org	Nicole Godby 1378 Ptarmigan Ct NW Salem, OR 97304 Home: 503-378-1146 ngodby1@attbi.com	Begin in Summer-volunteer opportunities Nov. & Dec. meetings: Meet the first week in Dec. January meeting: The Board conducts a two-day annual retreat usually the first Friday and Saturday.	Michelle Thompson 371-0322
Keizer Iris Festival 2004 Council	1st Wednesday of Month @ 11:45 at Prime Time Pizza, 5025 River Rd N, Keizer	Promote a citywide celebration of the unique spirit and feeling of Keizer.	Robyn Barney Keizer Chamber of Commerce 980 Chemawa Rd. NE, Keizer, OR 97303 503-393-9111 robin@keizerchamber.com	Markey Humberstad Vital Life Nutrition 3842 River Rd N #121 Keizer, OR 97303 503-390-5005 m.humberstad@att.net		Flora Yong 393-2617
Keizer Chamber of Commerce	2nd Wednesday of Month 7:30AM 980 Chemawa Rd. NE Keizer, OR 97303	A working partnership of business, government and community volunteers, who coordinate their efforts under effective leadership for the purpose of advancement and development of the community and area.	Christine Jones Keizer Chamber of Commerce 980 Chemawa Rd. NE Keizer, OR 97303 503-393-9111 christine@keizerchamber.com	Chris Eppley City Of Keizer Manager 930 Chemawa Dr NE Keizer, OR 97303 503-390-3700 eppleyc@keizer.org Kelly Walther, 390-7402 Petersen Engineering Consultants 4300 Cherry Ave NE Keizer, 97303 Kellyi@open.org		Malik Parker-Hill 363-3010

TITLE	MEETING INFORMATION (date,time, location)	MISSION/PURPOSE	BOARD CONTACT (phone, address, e-mail)	BOARD MENTOR (phone, e-mail)	NOTES	YOUTH Refer to Class Roster for details...
Marion County- Alcohol and Drug Planning Committee	2nd Thursday of Month 7:30-9:30 AM River Grove office 2111 Front St. Suite 3-209	To advise the county health advisory board in all matters relating to the problem of alcoholism/alcohol and drug abuse.	Mike Sedlock 2111 Front St. Suite 3-209 Salem, OR 97301 (503) 361-2797 msedlock@co.marion.or.us	Donna Kraemer 2111 Front St., Suite 3-209 503-585-4977 dkraemer@marion.or.us Jennifer Robin 2111 Front St., Suite 2-101 Salem, Or 97303 (503) 361-2785 jlrobin@co.marion.or.us		No youth this year.
Marion County- Health Advisory Board	3rd Tuesday each month 5:30-7:30 PM Dinner Red Lion Inn – 3301 Market St	To advise the Board of Commissioners and Health Department of all issues relating to the public and mental health services offered by Marion County.	Mary Beth Bell 2111 Front St. Suite 3-209 Salem, OR 97301 (503) 503-566-2994 mbbell@co.marion.or.us	Ailleen Collins Cell: (503) 391-6109 Collins4@quik.com		Nataliya Tsikhotska 763-8929
Marion County- Tobacco Prevention Coalition	4th Wednesday of the month 8:00-9:30 AM River Grove Office 2111 Front St. Suite 3-209	To advise the Health Advisory Board and the Board of Commissioners on the problems of tobacco use including education, treatment, prevention, law enforcement, and criminal justice and law reform.	Mike Sedlock 2111 Front St. Suite 3-209 Salem, OR 97301 (503) 361-2797 msedlock@co.marion.or.us	TBA		No youth this year

TITLE	MEETING INFORMATION (date,time, location)	MISSION/PURPOSE	BOARD CONTACT (phone, address, e-mail)	BOARD MENTOR (phone, e-mail)	NOTES	YOUTH Refer to Class Roster for details...
Marion County Sheriff's Office	3rd Wednesday of Month @ 6pm located at the Marion County Corrections Facility @ 4000 Aumsville Hwy, in the Admin. Conference RM. Meals are provided at the meeting.	The mission for every member of the Marion County Sheriffs Office is to consistently seek and find ways to positively promote, preserve and deliver security, safety and quality services to members of our community.	Sheriff Raul Ramirez Marion County Courthouse 100 High St. NE Salem, OR 97301 503-588-7971 pager: 370-2163 rramirez@co.marion.or.us Joy Eastwood, 503-588-5116 jeastwood@co.marion.or.us	Sheriff Mike Wilkerson 588-8536 mwilkerson@co.marion.or.us Mailing address: PO Box 14500 Salem OR 97309	Willing to take two students	Kristine Jung 363-4280 Grae Newman 364-0301
Marion County Solid Waste Management Advisory Council	**4th Tuesday** of each month form 6:30 p.m. until 9:30 p.m. in Marion County's Courthouse Square Building located at 555 Court St NE.	To provide ongoing development, review and recommendations to the Marion County Board of Commissioners for an integrated waste management system which is financially feasible, and protects the public health and environment of Marion County, (waste reduction, environmental, public, facility operations, education/involvement program and system enhancement)	Jeff Bickford Senior Environmental Engineer Marion County Public Works - Environmental Services jbickford@co.marion.or.us 503-588-5169, x5992 Jim Sears 555 Court St NE Salem OR 97309 503-588-5056 jsears@co.marion.or.us	TBA	By-laws indicate the student should be between 16 and 21 years of age. Want youth to begin in summer	Lyssa Goward 585-6407
Oregon Symphony	**Third Monday of the month @ 7:00 p.m. to 9 p.m. at the Association Center – 707 13th Street SE, Salem.**	The OSAS presents and promotes musical programs and experiences, primarily in association with the Oregon Symphony, that enrich and educate members of the Mid-Willamette Valley community.	Nancy J. Stockdale Executive Director Oregon Symphony 707 13th Street SE, Suite 275 Salem, OR 97301 503-364-0149 osasoffice@aol.com	Gretchen Flesher Moon Willamette University 1555 Corina Drive SE, Salem, 97302 Work 503-370-6276 Fax 503-370-6944 E-mail: moon@willamette.edu	*New board Many board committees and youth events to participate in as well as the board if youth so chooses. Concerts, too! Include in May/June new board orientation.	Ruey Lin 393-8474
Oregon Watersheds	1st Monday, 7:00 pm at the First Methodist Church (Church & State)		Pat Smith 35403 Francis St. Lyons, OR 97358 503-897-2606 rls99@open.org	Same		No youth this year

TITLE	MEETING INFORMATION (date,time, location)	MISSION/PURPOSE	BOARD CONTACT (phone, address, e-mail)	BOARD MENTOR (phone, e-mail)	NOTES	YOUTH Refer to Class Roster for details...
Salem Convention & Visitors Association	4th Monday of Month @ 4:00pm. Located at the SCVA Board Room- Mission Mill	The Salem Convention & Visitors Association (SCVA) is a nonprofit corporation that promotes the city of Salem for tourism and convention business.	Bill Dorney (503) 581-4325 1313 Mill Street SE Salem, OR 97301 dorney@scva.org	Nancy J. Stockdale Executive Director Oregon Symphony 707 13th Street SE, Suite 275 Salem, OR 97301 503-364-0149 osasoffice@aol.com		Emir Pineda 304-9261
Salem Electric	4th Tuesday of Month @ 7pm in the Salem Electric's Office 633 Seventh St. NW (Annual Membership Meeting in May)	Salem Electric is a nonprofit electric cooperative serving parts of Keizer & Salem, Oregon, providing friendly, efficient service and maintaining open communication with our members. At Salem Electric we are a cooperative "member-owned" organization. Our customers are also our members.	Terry Kelly, 503-362-3601 Salem Electric 503-362-3601 633 7th St. NW Salem, OR 97304 kelly@salemelectric.com	Alicia Bonesteele362-3601 PO Box Salem, OR 97304 se@salemelectric.com	Include student in informal lunch/dinner and tour.	Rachel Knotts 362-2078
Salem Leadership Foundation	3rd Thursday of Month from 3:30pm to 5:30pm Location rotates around the city (churches and areas of need)	To encourage, strengthen and develop leadership for the spiritual and social renewal of the city.	Sam Skillern PO Box 7384 Salem, OR 97303 (503) 315-8924 SalemLFsam@aol.com Julie Young 315-8924 Salemlfjulie@aol.com	SAME		Ricahrd Luster 393-8984
Salem Area Chamber of Commerce	3rd Wednesday of the month 7am - 8:30am @ Salem Chamber	To serve as your business and community advocate and work to keep Salem a great place where business can prosper and families can work, live and play.	Lori Hilfiker (503) 581-1466 Salem Area Chamber of Commerce 1110 Commercial St. NE Salem, OR 97301-1020 lori@salemchamber.org	Ken Lund 364-3366 G.I. Joes 275 Lancaster Dr. Salem, OR 97301 klund@gijoes.com Janet Clark SUMCO 1351 Tandem Ave NE, Salem, 97303 503-361-3500 janet.clark@sumcousa.com	Two youth	Dan Croak 588-8049 Sadie Ogan 585-6807

TITLE	MEETING INFORMATION (date,time, location)	MISSION/PURPOSE	BOARD CONTACT (phone, address, e-mail)	BOARD MENTOR (phone, e-mail)	NOTES	YOUTH Refer to Class Roster for details...
Salem Youth Advisory Commission City of Salem	First and third Thursdays of the month at 6:00-8:00 p.m. at Salem City Hall, 555 Liberty St. SE.	a) make recommendations and advise City Council concerning solutions to specific problems involving the youth activities of the community; b) encourage the initiation of programs of general interest to youth; c) enlist the cooperation of all segments of the community in being more responsive to the youth community; and d) make and issue reports respecting its studies, research, expaminations and other activities, and make annual reports to the City Council atshuch times as may be required by the Council.	Jan Calvin, 503-588-6261, City of Salem 555 Liberty St. SE #300, Salem, OR 97301, jcalvin@mail.open.org	Will rotate among existing members.	*New Board The Salem Youth Advisory Commission is comprised predominantly of youth, although adults also serve. Typically, no meetings in July or August.	Lindsay Ferrell 371-4841 Franky Martin 503-585-1194
Today's Choices Tomorrows Community	3rd Thursday, 7:00am-8:30am Willamette ESD 2611 Pringle Rd. S. Salem, OR 97302	Seeking A Vision for the Future: The partners and supporters of Today's Choices: Tomorrow's Community have a dream of what Marion & Polk counties can be as we move toward the 21st century. We believe that it is our role to nurture the Shared Vision for the Future and support individuals and organizations who endorse and take action to make that vision a reality.	Julie Morgan (503) 362-9313 PO Box 2307 Salem OR 97308 tc2@open.org	TBA	Youth need to drive - no bus access at meeting place	Taylor Hermes 390-0462
United Way of the Mid-Willamette Valley	3rd or 4th Thursday of every other Month from 3:00pm - 5:00pm Located at United Way	Purpose is to enhance our community's capacity to care for one another. We strive to maintain the highest standards of excellence and accountability as we help build communities where people are actively committed to helping change the lives of those less fortunate.	Claudette Vincent 455 Bliler NE Salem, OR 97303 503-363-1651, Fax 581-2730 claudette.vincent@unitedway.org	Dennis Curtis, General Manager Salem Center 401 Center St. NE, #172 Salem, Or 97301 399-9676 scgm@callatg.com Diane McLaran Salem Association of Realtors 385 Taylor St. NE Salem, OR 97303 (503) 540-0081 diane@salemrealtors.com		Mariea Bert 588-5555 Agelina Perez 388-1419

Important Chamber & Volunteer Contact Information:

Important Chamber & Volunteer Contact Information:

- Lori Hilfiker, Director Education/Leadership Development, Salem Area Chamber of Commerce, 581-1466x316 lori@salemchamber.org
- Cori Killion, Salem Area Chamber of Commerce, 581-1466x300, cori@salemchamber.org
- Scott Sadler, Volunteer Chair, Clean Sweep Cleaning Services, 503-851-3067
- Christine Jones, Executive Director, Keizer Chamber of Commerce, 393-9111, christine@keizerchamber.com
- Kelly Walther, Volunteer, Keizer Chamber, Peterson Engineering, 503-551-1920

Leadership Youth
Class of 2002-2004

Mariea L. Bert
South Salem.
5209 Jones Rd SE
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mlb_angel17@yahoo.com

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DANphoto35mm@yahoo.com

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McNary
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volcomchicka@hotmail.com

Lindsay Ferrell
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Christy Forster
Blanchet School Representative
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503 391-6567 Fax

Lyssa Goward
Sprague
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Taylor Hermes
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Richard Luster
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Grae Newman
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503 364-0301 Fax

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Emir Pineda
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Michelle Thompson
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Salem, OR 97304
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shell-one@comcast.com

Nataliya I. Tsikhotska
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Salem, OR 97301
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ukrainka2003@inbox.ru

Flora Yong
McNary
693 Faymar Dr NE
Keizer, OR 97303
503 393-2617 Fax
sal8012@aol.com

Mentor BIOGRAPHY

Name: _____ **Date:** _____

Phone: _____ **E-mail:** _____

Employer: _____

Best way/time to contact me: _____

1. What are your passions, hobbies or interests? _____

2. Where are you currently employed/responsibilities? _____

3. Share about your family, pets, etc... _____

4. What would you say has been the most memorable experience you have encountered during your Board service? _____

5. What are three things that are unique about you? _____

Please complete and provide a copy for your Leadership Youth Mentee.

MENTOR CHECKLIST

1. **Prior Steps Before Meeting with Youth:**
   - Attend Mentor Training provided by Salem Area Chamber of Commerce
   - Meet with youth assigned to your Board at scheduled time and obtain Leadership Youth Board Information Packet
   - Contact youth prior to your first Board meeting in order to begin developing relationship and answer questions concerning location, time, Board agenda/packet received, etc…

2. **Provide Board Orientation to youth. (On evaluations, youth marked this as "most" important)**

   Mark and cover those that are applicable to your Board:

   Board Responsibilities
   - Board Procedures
   - Mission & Goals
   - Bylaws
   - Organizational History
   - Decision-making Options
   - Confidentiality
   - Finances
   - Group Communication
   - Robert's Rules of Order
   - Consensus Building
   - Other (list)

     _____
     _____
     _____

   Suggested Resource
   - Board Manual/Notebook
   - Annual Report
   - Board Member List
   - Budget
   - Bylaws
   - Robert's Rules of Order
   - Staff List
   - Organizational Fact Sheet
   - Other (list)

     _____
     _____
     _____

3. **Building a Better Mentor Relationship:**
   - Meet with your youth outside board meeting to have a treat (coffee, lunch, dessert) at a place where you can just talk. (In evaluations, youth rated this as ***very*** important)
   - Listen to young people express their own concern and perspectives about community issues. Example question: *"What do you feel is the most pressing challenge facing this community?"*
   - Follow up on topics covered in the meetings by using open-ended questions like, "Tell me what you thought of the discussion about...".

- Ask open-ended questions about your youth when you first meet. Some examples: "What school subjects are you taking? Which do you like? Dislike? What do you do for fun? Do you like movies/TV? What are some of your favorites? Any thoughts about what you would like to do after you graduate?"

- Use strategies which keep the conversation going. Some examples: Ask follow up questions like, "What do you like about that?" Show your interest with, "That's interesting; tell me more about that!" Be willing to share information about yourself, "I enjoy that too, last year we..."

4. **Ways to Involve Youth:**
   - List Youth on the Agenda
   - Youth input reflected in minutes
   - Engage youth in the problem-solving process
   - Involve Youth in hands-on sub-committee work
   - Expose youth to the wider world of ideas by:
     – Looking for service or learning opportunities in the community or with your organization outside of the board setting.
     – Linking youth with adults who have pertinent knowledge of skills (i.e. a youth on a health board might benefit from shadowing a health inspector making his or her inspections).
     – Turning a service project activity into an opportunity to connect with adults by inviting youth to participate with you.
     – Assisting in making the connection between board issues and the youth's school, community, etc.
   - Write an article for your organization's newsletter, the Salem Area Chamber-Business News, or a community newsletter or paper about your youth and his or her participation with your board.

5. **General Tips for Mentors:**
   - Be prepared to value the involvement of youth on your Board.
   - Maintain strong qualities of respect for youth, a capacity to be an active listener, and a willingness to assume the mentor responsibility.
   - Paraphrase what your youth says in your own words to show interest and to encourage your youth to keep talking and to clarify your understanding.
   - Ask open-ended questions instead of questions which can be answered with yes or no. For example: "What do you like best about school? Tell me about your game last night. What are you plans for the summer?"
   - Enhance the youth's self-esteem through supportive, nonjudgmental discussions.
   - Encourage success in school.
   - Expect all young people to act responsibly.
   - Ask youth what you can do to support them.

- Be an advocate for youth by affirming them in conversations and keeping their needs in mind in everything that you do.
- It is okay for the youth or mentor not to talk about some things.

6. Other Resource Materials: (Direct requests to LY Program Director)

- Assets Action Chart
- Building a Better Me (provided to youth in LY program)
- Building Better Friendships
- Building Blocks of Parenting
- Grading Grown-ups - *Take Action for Stronger Relationships*
- Grading Grown-ups - *American Adults Report on Their Real Relationships with Kids*
- 62 Things You Can Do For Youth
- Tips for Mentors
- What is Healthy Communities Healthy Youth?

7. At What Point Do You Seek Assistance?

- Non Attendance
- Not engaging in process
- Abuse or neglect

PUBLIC TESTIMONY

IF YOU ARE INTERESTED IN ADDRESSING THE COUNCIL ON AN ISSUE NOT LISTED ON THE AGENDA OR AN ITEM ON THE AGENDA NOT SCHEDULED FOR A PUBLIC HEARING, PLEASE FILL OUT THE INFORMATION BELOW AND GIVE TO THE CITY RECORDER OR STAFF GREETER PRIOR TO THE START OF THE MEETING. THE MAYOR WILL RECOGNIZE YOU AND ASK FOR YOUR TESTIMONY AT EITHER THE PUBLIC TESTIMONY SECTION OF THE MEETING OR THE APPROPRIATE AGENDA ITEM.

EACH PERSON'S COMMENTS WILL BE LIMITED TO FIVE MINUTES.

Urban Renewal

Name: Terry McGee

Address: 1030 Ridgepoint St. N.E

Kelzet

Subject or Agenda Item Number: D.P.A.

Your Comments:

Proponent _____ Opponent _____ General ✓

Date 10/6/03

PUBLIC NOTICE
SUPPLEMENTAL BUDGET NOTICE

City of Keizer, Oregon

The City Council of the City of Keizer will consider adoption of a Resolution for a supplemental budget for the 2003-2004 Fiscal year. This Resolution will be considered at the City Council meeting on Monday, October 6, 2003 at 7:00 p.m. The supplemental budget is being considered to make adjustments to the General Fund – Police Materials and Services and Police Revenue. The adjustment will increase both funds by $4950. The supplemental budget is necessary due to the unanticipated receipt of this revenue. The meeting will be held at Keizer City Hall, 930 Chemawa Road, Keizer Oregon.

The location of the meeting is accessible to the disabled. Please contact City Hall if special arrangements are necessary. Questions regarding this matter may be directed to Susan Gahlsdorf, Finance Director at (503) 390-3700, extension 106.

Dated this 19th day of September, 2003.

Tracy L. Davis, CMC
City Recorder

Publish September 26, 2003 edition of Keizertimes

PUBLIC NOTICE

SUPPLEMENTAL BUDGET NOTICE

The City Council of the City of Keizer will consider adoption of a Resolution for a supplemental budget for the 2003-2004 Fiscal year. The supplemental budget is being considered to make adjustments to the General Fund – Police Materials and Services and Police Revenue. The adjustment will increase both funds by $4950. The supplemental budget is necessary due to the unanticipated receipt of this revenue. The meeting will be held at Keizer City Hall, 930 Chemawa Road, Keizer Oregon.

The location of the meeting is accessible to the disabled. Please contact City Hall if special arrangements are necessary. Questions regarding this matter may be directed to Susan Gahlsdorf, Finance Director at (503) 390-3700, extension 106.

Dated this 19th day of September, 2003.

Tracy L. Davis, CMC
City Recorder

Publish September 26, 2003 edition of Keizertimes

City of Keizer, Oregon

PUBLIC HEARING SIGN UP SHEET

PUBLIC HEARING RE: TEXT CODE AMENDMENT TO THE AI (AGRICULTURAL INDUSTRIAL) ZONE OF THE KEIZER DEVEL CODE

DATE: October 6, 2003 TIME: 7:00 p.m. AGENDA ITEM # 5a

BEFORE THE: KEIZER CITY COUNCIL PLACE: ROBERT L. SIMON COUNCIL CHAMBERS

(PLEASE PRINT)

NAME	ADDRESS	GENERAL	PROPONENT	OPPONENT
Ken Sherman Jr	PO Box 2247 Salem, OR 97308		✓	
John Blake	5655 Windsor Island Rd N		—	