

CITY COUNCIL AGENDA PACKET

MONDAY, August 16th, 1999

- 7:00 P.M. CITY COUNCIL
MEETING

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

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

A G E N D A

KEIZER CITY COUNCIL
Monday, August 16, 1999
7:00 p.m.

Robert L. Simon Council Chambers
Keizer City Hall, Keizer, Oregon 97303

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC TESTIMONY

This time is provided for citizens to address the Council on matters not scheduled for public hearing or listed on the agenda.

4. COMMITTEE REPORTS

- a. Council of Governments Presentation – Executive Director Dave Galati
- b. Volunteer Coordinating Committee Appointments – Positions #2 and #3

5. 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 which are not on tonight's agenda.

- a. New Business
- b. Old Business

6. ADMINISTRATIVE ACTION

- a. ORDER - Amendment to Subdivision/PUD/Variance Case No. 96-04 (Wittenberg)

7. **CONSENT CALENDAR**

- a. **RESOLUTION** – Initiate The Highlands North Street Lighting District
- b. **RESOLUTION** – Certifying Delinquent Sewer Accounts
- c. **RESOLUTION** – Certification of Street Lighting Districts Assessments
- d. Approval of August 2, 1999 Regular Session Minutes
- e. Approval of August 9, 1999 Work Session Minutes

8. **WRITTEN COMMUNICATIONS**

To inform the Council of significant written communications and petitions.

9. **AGENDA INPUT**

August 18, 1999 (Wednesday) – Work Session

- 5:30 p.m. City Council/Keizer Urban Renewal Board/Planning Commission
- Prudential Real Estate Presentation – Chemawa Activity Center

August 25, 1999 (Wednesday) – Work Session

- 5:30 p.m. City Council/Keizer Urban Renewal Board/Planning Commission
- Urban Renewal Strategic Plan

September 7, 1999 (Tuesday)

- 7:00 p.m. City Council Meeting
- Sanitary Sewer Reimbursement Agreement – The Highlands
 - Harmony Drive Appeal
 - Executive Session ORS 192.660(1)(d) – Labor Negotiations

September 20, 1999

- 7:00 p.m. City Council Meeting

10. **ADJOURN**

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



August 16, 1999

AGENDA ITEM 4a

COUNCIL OF GOVERNMENTS PRESENTATION

COUNCIL MEETING: August 16, 1999

AGENDA ITEM NUMBER: 4a

TO: MAYOR NEWTON AND CITY COUNCILOR MEMBERS

THROUGH: WALLY G. MULL
CITY MANAGER

FROM: TRACY L. DAVIS, CMC
CITY RECORDER

SUBJECT: COUNCIL OF GOVERNMENTS PRESENTATION

ISSUE:

Dave Galati, Executive Director of the Council of Governments has requested time on tonight's agenda to give a brief presentation on the activities of the Council of Governments.



August 16, 1999

AGENDA ITEM 4b

VOLUNTEER COORDINATING COMMITTEE APPOINTMENTS

CITY COUNCIL MEETING: August 16, 1999

AGENDA ITEM NUMBER: 4b

TO: MAYOR NEWTON AND CITY COUNCIL MEMBERS

**THROUGH: WALLY G. MULL
CITY MANAGER**

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

SUBJECT: VOLUNTEER COORDINATING COMMITTEE APPOINTMENTS

BACKGROUND:

In July of 1991 the City Council, by motion created a Volunteer Coordinating Committee to handle volunteer recruitment, work coordination and recognition of City volunteers. In 1993, the City Council further defined the charge of this committee to make recommendations for volunteer appointments to commissions, committees or task forces. These recommendations are then forwarded to the Mayor and/or City Council. The Committee consists of seven members, each who are appointed by individual members of the City Council.

ISSUE:

Wayne Thackery serves as Councilor Christopher's (position #2) appointment and Norm Cobb serves as Councilor Keller's (position #3) appointment on the Volunteer Coordinating Committee. Each of their terms will expire on August 31, 1999. Both gentlemen have been contacted by their respective Councilor and have expressed their desire to be reappointed to an additional three-year term on the Committee.

RECOMMENDATION:

It is hereby recommended the Council accept the recommendations of Councilors Christopher and Keller and reappoint Wayne Thackery and Norm Cobb to an additional three-year term on the Volunteer Coordinating Committee.



August 16, 1999

AGENDA ITEM 6a

**ORDER – AMENDMENT TO SUBDIVISION/PUD/VARIANCE
CASE NO. 96-04 (WITTENBERG)**

CITY COUNCIL MEETING: August 16, 1999

AGENDA ITEM NUMBER: _____

TO: MAYOR NEWTON AND COUNCIL MEMBERS
THROUGH: WALLY MULL, CITY MANAGER
FROM: E. SHANNON JOHNSON, CITY ATTORNEY
SUBJECT: *WITTENBERG SUBDIVISION/PUD AMENDMENT*

At its last meeting, the Council directed staff to prepare an Order granting the subdivision/PUD amendment subject to certain conditions. Such proposed Order is attached for your review.

Staff will present information regarding the parking and sound wall at the meeting.

RECOMMENDATION:

Adopt the enclosed Order.

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

ESJ/tmh
enclosure

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 ORDER

3 IN THE MATTER OF THE APPLICATION OF PAUL
4 WITTENBERG/TEAM MANAGEMENT CO. FOR AMENDMENT
5 AND REPLAT OF SUBDIVISION/PLANNED UNIT DEVELOPMENT
6 (SUBDIVISION/PUD AMENDMENT CASE NO. 99-44)

7 The City of Keizer ordains as follows:

8 Section 1. THE APPLICATION. This matter came before the Keizer City
9 Council upon the application of Paul Wittenberg and Team Management Co. to amend
10 and replat the Subdivision/Planned Unit Development in the vicinity of River Road
11 North and Claggett Street. Specifically, the applicants wish to consolidate certain lots
12 designed for residential uses and replace them with a parking lot for a
13 banquet/conference facility. Such property would be consolidated into one lot with the
14 Wittenberg Hotel.

15 Section 2. JURISDICTION. The land in question in this Order is within the city
16 limits of the City of Keizer. The City Council is the governing body for the City of
17 Keizer. As the governing body, the City Council has the authority to make final land use
18 decisions concerning land within the city limits of the City of Keizer.

19 Section 3. PUBLIC HEARING. A public hearing was held on this matter before
20 the Keizer City Council on August 2, 1999. The following persons either appeared at
21 the City Council hearing or provided written testimony on the application:

- 1) Amy Drought, Senior Planner
- 2) Ken Sherman, Jr., Attorney for Applicants
- 3) Pete Melin, Consultant for Applicants

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.

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

Section 11. EFFECTIVE DATE. This Order shall take effect immediately upon its passage.

EXHIBIT "A"

Evidence

Official notice has been taken of the entire Community Development file in this matter, including the application and staff report.

Mayor Newton opened the public hearing on August 2, 1999.

Shannon Johnson, City Attorney, reviewed the applicable criteria and requested a waiving of the reading of the criteria. With no objections being heard, Mr. Johnson noted that any testimony and evidence must be directed towards the criteria. He requested any objections regarding defect of notice, jurisdiction of the Council, conflict of interest, bias or any evidence presented that this be presented before the close of the record. Mr. Johnson requested that if any member of the Council had any bias or ex-parte contacts, they should disclose them at this time.

In response to Mr. Johnson, Councilor Campbell announced his employer represents the Oregon Lodging Association, however he was unsure if the Wittenberg Inn was a member of that organization.

Amy Drought, Senior Planner reviewed her staff report noting in 1996 the applicant received approval for a 19-lot subdivision, 11 of which had been platted as duplex lots and identified as a Planned Unit Development. Ms. Drought noted that the applicant has now requested to re-plat the existing duplex lots in order to consolidate these with the lot that currently containing the hotel. The applicant is proposing to build a parking lot where the duplex lots are currently located to accommodate the banquet facility expansion of the hotel. This consolidated lot would then become part of the Planned Unit Development.

Ms. Drought pointed out staff felt the applicant had met the required approval criteria for the proposed subdivision/PUD amendment. Ms. Drought announced some amendments to her staff report; on Page 12 the reference to sidewalk improvements should read, "Improvements will only be required along the Claggett Creek Street frontage", as required by the Public Works Department comments. Also on Page 16, the height of the proposed banquet facility would be approximately 20-feet and one story. Page 17-Staff was not requiring the reference to the Home- Owners Association as the area would not be a residential development.

Ms. Drought recommended the City Council open, conduct and close the public hearing and direct staff to develop an order approving the proposed Subdivision/PUD Amendment with the conditions listed in the staff report. Ms. Drought highlighted a few of the listed conditions. These conditions include the requirement of a minimum of a site obscuring fence be placed

EXHIBIT "A"

Page 1 of 5

along the property line. She noted Council may wish to discuss this matter further as the Code would allow the Council to request the placement of a wall if they felt it necessary. Ms. Drought noted that a line of trees run along the east property line and believed these could be incorporated into the design. Ms. Drought noted a correction on page three of the staff report, item 13 should read: "prior to final occupancy approval for the banquet facility".

Ms. Drought indicated the Development Code does not address the number of parking spaces required for banquet facilities. However, based upon other high end uses, staff is recommending a minimum of 204 spaces. She noted the developer is proposing 242 spaces and feels this is adequate.

Responding to questions, Ms. Drought clarified the 242 parking spaces were the combination of one parking space per hotel room and the banquet facility. She pointed out there were no requirements in the code pertaining to employee parking being separated or specifically marked. The banquet facility would seat approximately 400 people but could exceed that number depending upon the event and type of room set up.

In response to the parking issue along Claggett Street, City Manager Mull interjected if this road is designated no parking on both sides it would only push the parking farther into the residential areas.

Presenting testimony were:

Ken Sherman, Jr., Attorney for Applicant, 687 Court Street, Salem, OR. Mr. Sherman introduced Pete Melin designer for Wittenberg Inn and noted they would work together to answer questions on this matter.

Mr. Sherman praised Mr. Wittenberg's accomplishments in building the hotel and his wish to build a conference center. He explained the change of the PUD approval to build a banquet facility and the need to supply adequate parking. Mr. Sherman reiterated Ms. Drought's explanation regarding how they calculated the number of parking spaces needed for the facility. Mr. Sherman felt the proposed 242 spaces would be ample to supply adequate parking to the majority of the events that would be held at the banquet facility. In addition, Mr. Sherman noted there may be additional parking spaces available at night which are adjacent to the hotel in day-use facilities.

Mr. Sherman understood the concern from the neighborhood in requesting the buffer between their homes and the facility. He pointed out some of the alternatives that could be used to act as a buffer. However, Mr. Sherman believed his client wanted to propose a solution that would be both beneficial and satisfying to each party. He suggested a treated eight-foot high

EXHIBIT "A"

Page 2 of 5

solid wood fence that would allow the trees to remain and not damage any root growth. He believed this would provide an adequate buffer and also allow the placement of the fence around the trees; approximately one foot onto their property if needed.

Responding to questions, Mr. Sherman noted the property had been surveyed and he felt that the trees were very close or were on the property line. Mr. Sherman noted a boundary tree under Oregon law was considered to be the property of both property owners. He noted under their proposal the neighbors would own the trees and the maintenance for the fence would be taken care of by the applicant.

Councilor McGee voiced his concern with the flow of traffic through the neighborhood. He suggested directional signs or striping be placed to urge traffic to exit towards River Road.

Pete Melin, Melin and Associates Consultants, 265 Commercial Street SE, Salem. Mr. Melin responded to questions from the Council pertaining to the traffic leaving the facility and making a right hand turn into the residential area opposed to using the light at River Road. Mr. Melin indicated that this had been discussed and he would follow up with the applicant to review the possibility of directional signs being placed for people who were unfamiliar with the area.

Mr. Melin indicated that the curb in front of the fence would be pulled back 4-5 feet to keep cars from pulling right up to the fence. Mr. Melin explained the proposed fence would be eight-foot high, heavy pressure treated wood that would keep the light and sound from moving through into the residential area. The fence would be placed between the trees and the parking lot. Mr. Melin noted that the lights from the parking lot were designed as directional and believed the lighting from the parking lot would not flow into the neighborhood.

Councilor Christopher expressed her concern with the proposed parking. She felt that what was being proposed was not adequate and believed there was a parking problem currently.

In response to the number of proposed parking spaces and events which will result in a high number of cars, Mr. Sherman believed the proposed spaces will be adequate. He noted most people will travel together and the hotel will not be fully occupied at all times. Mr. Sherman indicated a 70% vacancy factor is considered good in the hotel industry, but was unsure what the Wittenberg's vacancy rate was. He stated that no building constructs it's parking lots to meet the worst case scenario.

Responding to the concerns of parking, Mr. Melin indicated he would be willing to work with the Planning Department to devise a way to include additional spaces if some of the landscaping requirements could be reduced or waived. He noted the employee parking would

EXHIBIT "A"

Page 3 of 5

be marked. Mr. Melin's believed an additional ten parking spaces could be constructed with landscaping reductions.

Ms. Drought pointed out the new Development Code requires more landscaping inside the parking area.

Council President Whalen noted during construction some of the parking spaces have been temporarily blocked and has caused additional parking on the street or adjoining lots.

Mary Blankenship, 694 Claggett NE, Keizer. Ms. Blankenship shared that she had lived in the area for 23 years and was speaking for herself and members of her neighborhood, who many were in the audience. She supplied a statement signed by neighborhood members who could not attend the meeting.

Ms. Blankenship expressed her appreciation of the staff, Council and the applicant for their review of the issue. She noted that they were not in opposition of the proposal, but requested reasonable accommodations were made to ensure the livability of their neighborhood.

Ms. Blankenship requested that the Council research the use of a pressure treated wood fence for a barrier opposed to masonry fencing and the issue of the directional lighting. She also urged the Council to review the Wittenberg parking complex as a collective parking issue and not simply at the conference center and hotel as existing with their parking needs in isolation.

Ms. Blankenship expressed her contentment with the idea that the walnut trees would not be removed. She went on to explain that the concrete wall placed along the storage facility had not harmed the existing trees and was eager to work with staff and the applicant to review the possibility for that.

Ms. Blankenship asked for the Council's assistance in reducing the amount of traffic through their neighborhood that includes large trucks and commercial vehicles.

In response to questions from Councilor Moir, Ms. Blankenship explained if it would come down to the concrete barrier or saving the trees she would save the trees as long as the fence was high enough to do some good. She noted the situation by the mini storage in which she did not feel the concrete wall was detrimental to the walnut trees.

Councilor Moir strongly suggested that the neighborhood association go to the Traffic Safety Commission for information on the Neighborhood Traffic Management Plan.

EXHIBIT "A"

Page 4 of 5

There was continued discussion between Council and Ms. Blankenship regarding masonry wall vs. a wooden wall. Ms. Blankenship continued to urge the Council and staff to study alternatives, that are experienced or researched based which would offer the best possible compromise between the noise dampening qualities, preservation of the trees and the applicants construction requirements.

In rebuttal, Mr. Sherman stressed to the Council and the audience that they are trying to balance a proposal that would work well for both sides. He reiterated that the wooden wall would be solid wood and not pressed wood, how they would be able to work the wooden fence around the root structure of the existing trees, and how it would be more aesthetically pleasing.

After reviewing the site plan, Mr. Melin noted with elimination of a few of the landscaping islands and making some of the spaces compact, they could possibly add 20 parking stalls and still meet the code, subject to staffs review.

In response to Ms. Blankenship's suggestions of restricting parking on Claggett Street and 7th Avenue, Mr. Sherman indicated they would not have a problem with parking being restricted on 7th, but were not interested in restrictive parking being placed on Claggett Street.

Mayor Newton suggested studies done by ODOT along the I-5 corridor pertaining to wooden barriers should be obtained to review their information.

Responding to questions regarding exterior colors, Ms. Drought noted under the new code a color wheel is in place and the banquet facility would need to comply.

Councilor Moir suggested painting parking spaces on Claggett Street and requested staff report back on this issue.

Mayor Newton closed the public hearing.

EXHIBIT "B"

Criteria and Standards

The criteria and standards relevant to this application are found in the Keizer Development Code (KDC). The following criteria are applicable:

1. KDC 3.108.04 (Subdivision/PUD Review Criteria).
2. KDC 3.105 (Variance).

No other specific criteria or standards were identified at the hearing.

EXHIBIT "C"

Facts

FACTS: GENERAL

1. The applicants are Paul Wittenberg/Team Management Co.
2. The subject property is located on the east side of River Road north of the intersection of River Road and Chemawa Road and south of the intersection of Claggett Street and River Road. The subject property is addressed as 5188 Wittenberg Lane and is identified as T6SR3W section 35CD, Tax Lots 9500, 9600, 9700, 9800, 9900, 10000, 10100, 10200, 10300, 10400, 10500 and 10600.
3. The total size of the subject property is approximately 3.65 acres.
4. Portions of the parcel are developed with portions undeveloped and vacant. The parcel has frontage along River Road. River Road is designated a Major Arterial. Public sewer and water are available to serve the subject property.
5. The subject property is designated Commercial on the Keizer Comprehensive Plan Land Use Map and is zoned CM (COMMERCIAL MIXED), the remainder of the property is zoned MU (MIXED USE). The purpose of the Commercial Comprehensive Plan designation is to provide land for commercial development. The purpose of the MU (MIXED USE) Zone is to provide land for a mix of commercial and multi-family residential development in a single building or development.
6. Property to the north is designated Medium to High Density Residential on the Comprehensive Land Use Map and is zoned RM (MEDIUM DENSITY RESIDENTIAL) and is developed with the Keizer Retirement Center. The properties to the west and south is designated Commercial on the Comprehensive Plan Land Use Map and zoned CM (COMMERCIAL RETAIL) and are developed with a range of commercial uses.

The properties to the east is designated Low Density Residential and are zoned RS (SINGLE FAMILY RESIDENTIAL). The properties located to the east are predominantly developed with single family homes on subdivision lots or large parcels.
7. In 1996, the Applicant received approval for a 19 lot subdivision. 11 of these lots are platted as duplex lots and identified as a Planned Unit Development. The Applicant is now requesting to re-plat the existing duplex lots in order to consolidate these with the lot currently

EXHIBIT "C"

Page 1 of 18

built with the hotel. The Applicant is proposing to build a parking lot where the duplex lots are currently located. This parking lot would accommodate the new banquet facility expansion of the hotel. The Applicant is requesting that the new lot containing the hotel, banquet facility and parking lot become part of the same Planned Unit Development.

8. The City Public Works Department and City Engineer provided comments regarding public facility improvements. These comments are incorporated into this decision as if fully set forth.

9. The Keizer Fire District stated that all streets and turnarounds must meet the established City Street Standards. These comments are incorporated into this decision as if fully set forth.

FACTS: SUBDIVISION

10. Section 2.311.09 *Modification of an Approved PUD* states that a new public hearing shall be required if any one of the following changes is proposed to an approved planned unit develop site plan. A. Increase or decrease of 10% or more in the number of dwelling units. B. Increase or decrease of 10% or more in the area devoted to open space or recreational space.

FINDINGS: The applicant is proposing to decrease the number of lots by more than 10%. Therefore, a new public hearing is required.

11. The Review Criteria for a Planned Unit Development is listed in Section 3.108.04 of the Keizer Development Code. The criteria and findings are listed below:

- a. The proposal shall comply with the applicable development standards in Section 2.405 and Section 2.3 as appropriate, including provisions for streets and utilities.

Section 2.405 contains development standards for manufactured home parks and are therefore, not applicable in this situation. Section 2.3 of the Development Code contains the policies and standards, which guide all development approvals within the City of Keizer. Listed below are only the applicable development standards contained in Section 2.3, which are pertinent to this land use approval.

- b. Section 2.310.03 Application of Public Facility Standards.

FINDINGS: As specified in the Public Facilities Improvement Requirements Table, the applicant will be required to provide the following public facilities: Fire Hydrant, Street Improvement, Water Hook-up, Sewer Hook-up, Storm Drain and Street Lights.

SECTION 2.302 - STREET STANDARDS

12. General Requirement. The location, width, and grade of streets shall be considered in their relation to existing and planned streets, to topographical conditions, to public convenience and safety, and to the proposed use of the land to be served by the streets.

FINDINGS: There are no new streets proposed, or any changes proposed to the existing street configuration.

13. Continuation of Street. Development proposal shall provide for the continuation of, and connection to, existing streets where necessary to promote appropriate traffic circulation in the vicinity of the development.

FINDINGS: There are no proposed changes to the existing street configuration.

14. Alignment. All streets other than minor streets or cul-de-sacs, as far as practical, shall be in alignment with existing streets by continuation of the existing centerlines. The staggering of street alignments resulting in "T" intersections shall, wherever practical, leave a minimum distance of 200 feet between the center lines of streets having approximately the same direction and otherwise shall not be less than 100 feet.

FINDINGS: There are no new streets proposed, or any changes proposed to the existing street configuration.

15. Future extension of streets. When it appears possible to continue a street, bicycle path and/or pedestrian accessway into a future subdivision, adjacent acreage or area attractors such as schools and shopping centers, streets, bicycle paths and/or pedestrian accessway facilities shall be platted and built to a boundary of the subdivision. The street may be platted without a turnaround unless the Public Works Department finds a turnaround is necessary for reasons of traffic safety. Any street extension exceeding 150 feet in length shall be provided with an approved turnaround as set forth in Section 902.2.2.4 "Dead Ends" off the Uniform Fire code, 1994 edition.

FINDINGS: There are no new streets proposed, or any changes proposed to the existing street configuration.

16. Intersection angles. Streets shall be laid out to intersect at angles as near to right angles as practical, except where topography requires lesser angles. Intersections of less than 60 degrees shall require special intersection designs. Streets shall have at least 50 feet of tangent

adjacent to intersections unless topography requires lesser distances. Intersections that are not at right angles shall have minimum corner radii of 15 feet. Major arterial intersections shall have curb radii of not less than 35 feet. Other street intersections shall have curb radii of not less than 20 feet.

FINDINGS: The proposed P.U.D. Amendment does not propose any changes to the existing street configuration.

17. Existing Streets. Whenever existing public streets adjacent to or within a tract are of a width less than the street design standards, additional right-of-way shall be provided at the time of subdivision, partitioning, or development.

FINDINGS: The existing public streets adjacent to and within the proposed development are of sufficient width to meet the street design standards. Therefore, no additional right-of-way is required.

18. Half-Streets. Half-streets may be approved where essential to the reasonable development of an area and when the City finds it to be practical to require the dedication of the other half when the adjoining property is developed. When a $\frac{3}{4}$ width street can reasonably be developed, as determined by the Department of Public Works, a half street will be constructed with an additional 10 feet of pavement on the opposite side of the street from full improvement.

FINDINGS: The proposed P.U.D. Amendment does not propose any changes to the existing street configuration.

19. Cul-de-sacs. The maximum length shall be 800 feet.

FINDINGS: There are no cul-de-sacs proposed for the development.

20. Street Names. Street names and numbers shall conform to the established standards and procedures in the City.

FINDINGS: Street names are already assigned to the existing streets.

21. Grades and Curves. Grades shall not exceed 7 percent on arterials, 10 percent on collector streets or 15 percent on any other street. Street grades of 15 percent shall not exceed 200 feet in length. To provide for adequate drainage, all streets shall have a minimum slope of .5 percent. On arterials there shall be a tangent of not less than 100 feet between reversed curves.

FINDINGS: No new streets are proposed.

22. Frontage Streets. If a development abuts or contains an existing or proposed arterial or collector street, the City may allow frontage streets, or may require reverse frontage lots with suitable depth, screen planting contained in a non-access reservation along the rear or side property line, or such other treatment as may be necessary for adequate protection of residential properties, to afford separation of through and local traffic, and to preserve the capacity and safety of the collector or arterial street.

FINDINGS: No frontage streets are proposed.

23. Alleys. Alleys shall be provided in commercial and industrial zones unless other permanent provisions for access to off-street parking and loading facilities are provided. The corners of alley intersections shall have radii of not less than 10 feet.

FINDINGS: No alleys are required as other access is provided.

24. Street Landscaping. Where required as part of the right-of-way design, planting strips shall conform with the following standards.

FINDINGS: In this application, planting strips are not required.

25. 2.302.04 - General Right-of-Way and Improvement Widths. The following standards are general criteria for public streets in the City of Keizer. These standards shall be the minimum requirements for all streets, except where modifications are permitted under Subsection 2.202.05.

FINDINGS: No new streets are proposed, or any changes to the existing street configuration. Therefore, this standard does not apply.

26. 2.302.05 - Modification of Right-of-Way and Improvement Width.

FINDINGS: No modifications of existing right of ways, or improvement widths are proposed.

27. 2.302.06 - Construction Specifications. Construction specifications for all public streets shall comply with the standards of the most recently adopted public works street standards of the City of Keizer.

FINDINGS: No new streets are proposed, or changes to the existing street configuration. Therefore, this standard is inapplicable.

28. 2.302.07 - Private Streets.

FINDINGS: No private streets are proposed.

29. 2.302 - Private Access Easements.

FINDINGS: No private access easements are proposed.

30. Section 2.303 - Off-Street Parking and Loading.

FINDINGS: Pursuant to Section 2.303.06 *Off-Street Automobile Parking Requirements*, the applicant is required to provide offstreet parking. The particular use proposed (banquet/conference center) is not specifically listed in the Keizer Development Code. However, KDC 2.303.03C states that if the use is not specifically listed, the parking requirements will be determined by the Administrator based on the requirements of comparable uses and expectations of parking and loading needs. A real potential exists for significant numbers of vehicles at the facility. The hotel has 84 rooms and the banquet/conference facility can hold 400 people or more. Though the hotel may not commonly be full and single occupant vehicles may not be prevalent, there still could be parking problems in certain circumstances. Therefore, the Administrator and City Council find that the parking requirements for the hotel, together with the banquet/conference facility is 301 parking spaces. This is a condition of the building permit review process, and no final approval or occupancy will be granted until the Applicant has fulfilled this requirement. The proposed parking lot shall be setback ten (10) feet from the east property line to reduce the visual impacts on adjacent residential properties. Landscaping and buffering along the east property line will be required.

31. Section 2.306 - Storm Drainage. No construction of any facilities in a development included in Subsection 2.306.02 shall be permitted until a storm drainage and erosion control plan for the project is prepared by a professional engineer, and approved by the City. These provisions shall also apply to any cut or fill on a property, which may impact the velocity, volume, or quality of surface water on adjacent property, or may impact any permanent natural body of water.

///

FINDINGS: Prior to any development of the proposed subdivision, the applicant shall submit a storm drainage and erosion control plan for the project. No development will be allowed until the plan is reviewed and approved by the City. As indicated in the comments submitted by the Public Works Department, 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 any proposed future new driveways and other hard surfaces as set forth in the City Engineer's report.

32. Section 2.307 - Utility Lines and Facilities.

FINDINGS: It is a development requirement that the applicant meet the standards set forth in this section relating to water, sanitary sewer, private utilities, street lights and easements.

33. Section 2.310 - Development Standards for Land Divisions.

Minimum lot area. Minimum lot area shall conform to the requirements of the zoning district in which the parcel is located.

FINDINGS: The subject property is located in both the CM and MU zoning districts. According to Section 2.110.05 *Dimensional Standards*, the CM zone does not have a minimum lot size, average width, or average depth requirement for commercial uses. According to Section 2.107.05 *Dimensional Standards*, the MU zone does not have a minimum lot size, average width, or average depth requirement for commercial uses.

34. Lot Line Adjustment. The approval or denial of a lot line adjustment is based on compliance with decision criteria found in Section 3.106 of the Keizer Development Code.

FINDINGS: The proposal does not include a lot line adjustment application.

35. Lot width and depth The depth of a lot or parcel shall not be more than 3 times the width of the parcel.

FINDINGS: The depth of the proposed lot will not be more than 3 times the width of the parcel.

36. Access. All lots and parcels created after the effective date of this Order shall provide a minimum frontage, on an existing or proposed public street, equal to the minimum lot width required by the underlying zone.

FINDINGS: There is no minimum lot width requirement for the MU and CM zones.

37. Flag Lots. Flag lots shall only be permitted if it is the only reasonable method by which the rear portion of a lot being unusually deep or having an unusual configuration may be access.

FINDINGS: There are no flag lots proposed with this application.

2.310.04 ADDITIONAL DESIGN STANDARDS FOR SUBDIVISIONS.

38. Standards for Blocks.

a. General: The length, width, and shape of blocks shall be designed with regard to providing adequate building sites for the use contemplated; consideration of needs for convenient access, circulation, control, and safety of street traffic; and recognition of limitations and opportunities of topography.

b. Sizes: Blocks should not exceed 600 feet in length between street lines, except blocks adjacent to arterial streets, or unless the previous adjacent development pattern or topographical conditions justify a variation. The recommended minimum distance between intersections on arterial streets is 1,800 feet.

FINDINGS: The applicant does not propose any change to the existing block configuration.

39. Traffic Circulation. The proposed subdivision shall be laid out to provide safe and convenient vehicle, bicycles and pedestrian access to nearby residential areas, transit stops, neighborhood activity centers such as schools and parks, commercial areas, and industrial areas; and to provide safe and convenient traffic circulation. At a minimum, "nearby" is interpreted to mean uses within 1.4 mile which can be reasonably expected to be used by pedestrians, and uses within 1 mile of the subdivision boundary which can reasonably be expected to be accessed by bicyclists.

FINDINGS: As stated above, the applicant is not proposing any changes to the existing street or block configuration. As part of this application however, the applicant will be installing sidewalks on the street frontages of the subject property. The applicant will also be required to provide a crosswalk and install street lights. This will promote safe and convenient vehicle and pedestrian access throughout the proposed development, as well as the surrounding area.

40. Connectivity. To achieve the objective in Finding 39, above, the Director may require the following:

a. Stub Streets: Where the potential exists for additional residential development on adjacent property.

b. Pedestrian/Bicycle Accessways: Public accessways to provide a safe and efficient connection from a residential area to nearby residential areas, transit stops, neighborhood activity centers, including schools, parks, shopping centers, other community services and other commercial and industrial areas when such connections are not available by streets and when a pedestrian must go at least one quarter of a mile out of his or her way to make that connection using the street system.

FINDINGS: As stated above, as part of this application, the applicant will be installing sidewalks on the street frontages of the subject property. The applicant will also be required to provide a crosswalk and install street lights. This will promote safe and convenient vehicle and pedestrian access throughout the proposed development, as well as the surrounding area. Stub streets are not necessary because there is no potential for adjacent residential development.

2.310.06 - IMPROVEMENT REQUIREMENTS - SUBDIVISIONS.

41. Frontage Improvements. Street improvements to full City Standards shall be required for all public streets on which a proposed subdivision fronts in accordance with Section 2.303 of this Code. Such improvements shall be designed to match with existing improved surfaces for a reasonable distance beyond the frontage of the property. Additional frontage improvements shall include: Sidewalks, curbing, storm sewer, sanitary sewer, water lines, other public utilities as necessary, and such other improvements as the City shall determine to be reasonably necessary to serve the development or the immediate neighborhood.

FINDINGS: As noted in the Public Works Department's conditions of approval, the applicant will be required to install sidewalks within the PUD, as well as along the existing street frontages of the subject property. These shall be installed according to the City's standards.

42. Project Streets. All public or private streets within the subdivision shall be constructed as required by the provisions of Section 2.302.

FINDINGS: As stated above, there are no public or private streets proposed as part of this application.

43. Monuments. Upon completion of street improvements, centerline monuments shall be established and protected in monument boxes at every street intersection and all points of curvature and points of tangency of street center lines.

FINDINGS: This is a development requirement and is a condition of subdivision approval.

44. Bench Marks Elevation bench marks shall be set at intervals established by the City Engineer. The bench marks shall consist of a brass cap set in a curb or other immovable structure.

FINDINGS: This is a development requirement and is a condition of subdivision approval.

45. Surface Drainage and Storm Sewer System. Drainage facilities shall be provided within the subdivision and to connect the subdivision drainage to drainage-ways or to storm sewers outside the subdivision. Design of drainage within the subdivision shall take into account the capacity and grade necessary to maintain unrestricted flow from areas draining through the subdivision and to allow extension of the system to serve such areas. Drainage shall be designed to avoid impacts on adjacent property.

FINDINGS: The developer's engineer shall submit an overall storm drainage plan that will provide service to this development prior to submitting public or private street plans for approval or issuance of any permits for construction of the proposed development.

46. Sanitary Sewers. Sanitary sewer shall be installed to serve the subdivision and to connect the subdivision to existing mains both on and off the property being subdivided.

FINDINGS: Connecting to existing sewers that serve the general area will be the responsibility of the developer of the property. Appropriate easements will be required for any public sewer mains located within the subject property if located outside platted right of ways.

47. Water System. Water lines and valves and Fire District approved fire hydrants serving the subdivision and connecting the subdivision to the City mains shall be installed and operating prior to start of combustible construction.

FINDINGS: Final development plans shall be reviewed by the Keizer Fire Department with regard to access and adequate location of fire hydrants prior to any issuance of building permits by the City of Keizer.

48. Sidewalks. Sidewalks shall be installed along both sides of each public street and in any pedestrian ways within the subdivision.

FINDINGS: Sidewalks shall be installed along Claggett Street on the north portion of the subject property.

49. Street Lights. The installation of street lights is required at locations and of a type required by City standards.

FINDINGS: The City Council has adopted a street lighting district for Wittenberg Lane. Street lights shall be completed in accordance with Keizer Ordinance 98-399 along Wittenberg Lane from Claggett Street to Chemawa Road prior to any occupancy permits for the subject property.

50. Street Signs. The installation of street name signs and traffic control signs is required at locations determined to be appropriate by the City and shall be of a type required by City standards. Each street sign shall display the one hundred block range. Street signs shall be installed prior to obtaining building permits.

FINDINGS: Street signs are already installed.

51. Public Works Requirements. All facility improvements shall conform to the requirements and specifications of the Keizer Department of Public Works.

FINDINGS: This is a condition of subdivision approval and is specified in the Public Works Conditions of Approval as attached.

52. Curb Cuts. Curb cuts and driveway installations, excluding common drives, are not required of the subdivider, but if installed, shall be according to the City standards.

FINDINGS: All curb cuts and driveway installations shall be constructed according to City standards.

53. Street Trees. Street tree planting is mandatory where a planting strip is part of the street design. Plantings shall conform to Section 2.303.03 (M).

FINDINGS: A planting strip is not proposed as part of this street design. Therefore, street tree planting is not mandatory.

54. Grading and Fills. All grading which results in fills in excess of 3 feet located within the identified building envelope on a subdivision lot or parcel must be engineered.

FINDINGS: This is a development requirement and is a condition of final approval of the PUD.

55. Each lot shall satisfy dimensional standards and density standard of the applicable zoning district, unless a variance from these standards is approved.

FINDINGS: Section 2.107.05 *Dimensional Standards* lists the minimum lot dimensions and density requirements for the MU zone. For a commercial use, there are no minimum lot size, width or depth standards. The proposal is for a commercial use so there are no density requirements.

56. Adequate public facilities shall be available to serve the existing and newly created parcels.

FINDINGS: Public sewer and water are available to serve the subject property.

FACTS: PLANNED UNIT DEVELOPMENT

The Applicant is also required to fulfill the standards listed in Section 2.311 Planned Unit Development Design Standards.

57. Section 2.311.02 Site Standards.

Area. Planned residential, commercial, or industrial developments may be established on parcels land which are of sufficient size to be planned and developed in a manner that is consistent with the purpose and objectives of this title.

FINDINGS: The Applicant proposes to build a parking lot in conjunction with an existing hotel and proposed banquet facility. The applicant submitted a site plan as part of the development review process, which shows that the proposed use can be accommodated on the subject property.

58. Zones. A planned unit development may be located in any zoning district except the Public (P) zone.

FINDINGS: The proposed PUD will be located in a CM and MU zone.

59. 2.311.03 Development Standards

Common Open space. A minimum of 20% of the gross area shall be devoted to common open space, with at least ½ of the common open space must be contiguous. The common open space shall comply with the provisions in Section 2.311.05.

FINDINGS: The applicant does not indicate a common open space within the given application. Section 2.311.05(B) states that the common open space shall be appropriate for the location, size, and character of planned unit development. Specifically, the Keizer Development Code identifies the following factors to consider for open space within a planned unit development: size, density, expected residential population or work force, topography, and the number and type of structures provided.

The intent and purpose of the open space is for residential uses and a multitude of commercial uses to have a common open area for recreational or amenity use. However, the applicant proposes to create a planned unit development with one parcel and the uses limited to a hotel and banquet facilities. Due to the type of proposed development and the proposed elimination of residential units within the planned unit development, the proposed development does not necessitate the requirement for open space. In addition, however, the applicant is required to provide landscaping as described in Section 2.309 Site and Landscaping Design, unless a variance is granted.

60. Lot Area. The minimum lot area, width, frontage, and yard requirements otherwise applying to individual buildings in the zone in which a planned unit development is proposed do not apply within a planned unit development.

FINDINGS: As stated earlier, there are no minimum lot area or width requirements in the MU and CM zone.

61. Accessibility. All lots or buildings shall be able to access open space or recreation areas from within the planned unit development. Access may be by roadway or pedestrian/bicycle accessway.

FINDINGS: As discussed above, the proposed development does not indicate any open space. As part of this application however, the applicant will be installing sidewalks on the street frontages of the subject property. The applicant will also be required to provide a crosswalk and install street lights. This will promote safe and convenient vehicle and pedestrian access throughout the proposed development, as well as the surrounding area.

62. Structure Setback Provisions. Yard setbacks for lots on the perimeter of the project shall be the same as that required for the subject zoning district.

FINDINGS: The addition to the existing structure maintains the required 10-foot setback from the property line adjacent to the street. In addition, the applicant has stated the intent to construct a parking lot over the area originally platted for duplexes. Therefore, the proposed parking lot would be adjacent to existing single-family dwelling units. According to Section 2.309.05 Screening and Buffering, requires commercial and industrial uses to screen and buffer the boundaries adjacent to residential uses. Screening methods "may be accomplished by the use of sight-obscuring plant materials, earth berms, walls, fences, building parapets, building placement or other design techniques." Section 2.309.05(C) states the following:

"Buffering shall be used to mitigate adverse visual impacts, dust, noise or pollution, and to provide for compatibility between dissimilar adjoining uses. Where buffering is determined to be necessary, one of the following buffering alternatives shall be employed; ... (4) Other methods which produce an adequate buffer considering the nature of the impacts to be mitigated; as approved by the City."

Due to the proximity of the proposed parking lot to the existing single family dwellings, the applicant should provide a eight (8) foot solid wood fence or wall adjacent residential properties.

Therefore, with the required fence, the proposed parking lot should be set back a minimum ten feet from the east property line.

63. Attached Dwellings. Buildings sharing common walls are permitted within a PUD.

FINDINGS: The applicant does not propose to create separated buildings with common walls. The use of the hotel and banquet hall will be maintained as one structure.

64. Height. The maximum building height shall in no event exceed those building heights prescribed in the zone in which the PUD is proposed, except that a greater height may be approved if surrounding open space within the PUD, building setbacks, and other design features are used to avoid adverse impact of the greater height.

FINDINGS: Within the CM and MU zone, the maximum building height allowed is 50'. The proposed height of the banquet facility is twenty feet.

65. Street Dedication.

FINDINGS: There are no public streets or changes to the existing street configuration proposed.

66. Private Streets.

FINDINGS: There are no private streets proposed.

67. Parking. Parking will be required in accordance with the provisions of Section 2.303; however, if no parking is to be allowed on-street, the overall parking requirements for the PUD will be increased 50 percent.

FINDINGS: Pursuant to Section 2.303 *Off-Street Automobile Parking Requirements*, the applicant is required to provide adequate parking. (See Finding No. 30.)

68. Walkways. Sidewalks will not be required adjacent to private streets; however, the overall plan for the PUD shall include an acceptable pedestrian circulation system.

FINDINGS: As part of this application however, the applicant will be installing sidewalks on the street frontages of the subject property. The applicant will also be required to provide a crosswalk and install street lights. This will promote safe and convenient vehicle and pedestrian access throughout the proposed development, as well as the surrounding area.

69. Utilities. Development of the property shall comply with utility and storm drainage provisions in Section 2.3

FINDINGS: The applicant will be required to comply with the utility and storm drainage provisions specified in Section 2.3.

70. Home Owners Association. A home owners association shall be required and is subject to the provisions in Section 2.311.07.

FINDINGS: The Applicant will not be required to meet the homeowners association standards as outlined in Section 2.311.07. This is unnecessary as there is no residential use.

71. 2.311.04 Residential Density

FINDINGS: There is no residential development proposed within the PUD.

72. 2.311.05 Common Open Space

Open Space. Common open space may include open area, recreational space, school access routes, bicycle trails, natural or landscaped buffer areas, and buildings associated with recreational or community purposes of the planned development.

FINDINGS: The applicant proposes landscaping throughout the PUD, as well as along the property line adjacent to the residential uses.

73. 2.311.06 Park and Recreational Facilities.

FINDINGS: The applicant does not propose any residential development which would trigger the payment of park system development charges.

74. 2.311.07 Owners Association Required.

A non-profit incorporated owners association, or an alternative acceptable to the City Attorney, shall be required for improving, operating, and maintaining common facilities, including open spaces, streets, drives, service and parking areas, and recreation areas.

FINDINGS: No Owners Association is required as this is not a residential development.

75. 2.311.08 Allowable Open Space Uses in PUD.

FINDINGS: 2.311.08 F states, other accessory structures or uses which the City determines is designed to serve primarily the occupants of the PUD, and is compatible with the design of the PUD.

FACTS: VARIANCE

The applicant is requesting a Major Variance to Keizer Development Code *Section 2.303.11 Parking and loading Area Development F. Landscaping* which states "a tree shall be planted for every eight lineal parking spaces not located adjacent to a building." In order to increase the number of on-site parking spaces, the applicant proposes to omit the required trees for the center parking areas as shown on Exhibit "E-1".

The decision criteria for a variance are contained in Section 3.105 of the Keizer Development Code. The criteria and related findings are listed below:

76. The degree of variance from the standard is the minimum necessary to permit development of the property for uses allowed in the applicable zone.

FINDINGS: The proposed parking lot is an allowed use within the Mixed Use (MU) zone. To accommodate the proposed banquet/conference facility, the applicant is required to provide a total of 301 parking spaces on site. In order to maximize the number of parking spaces on the subject property, the applicant is requesting to eliminate the required planting of a tree per every 8 lineal parking spaces. The request is the minimum required for development of the proposed use in this zone.

77. There has not been a previous land use action approved on the basis that variances would not be allowed.

FINDINGS: There are no prior land use actions that prohibit the granting of the variance.

78. The variance will not be unreasonably detrimental to property or improvements in the neighborhood of the subject property.

FINDINGS: The reduction in the number of trees planted within the proposed parking lot will not be unreasonably detrimental to property or improvements in the neighborhood of the subject property. The applicant will provide landscaping around the perimeter of the parking lot, as well as provide an eight foot solid wood fence along the boundary of the east property line. The proposed landscaping as well as the sight obscuring fence will provide a buffer between the parking lot and the adjacent residential properties. In addition, the applicant is proposing landscaped islands within the parking lot at various

locations. These provisions will ensure that the parking lot looks aesthetically pleasing, as well as provides an appropriate buffer between the commercial land use and the adjacent residential properties.

79. The variance will not significantly affect the health or safety of persons working or residing in the vicinity.

FINDINGS: The reduction of the required trees planted in the parking lot will not significantly affect the health or safety of persons working or residing in the vicinity. Approval of the variance will reduce the number of trees planted in the proposed parking lot. This will not result in any impacts to anyone working or residing in the vicinity.

80. The variance will be consistent with the intent and purpose of the provision being varied.

FINDINGS: The purpose and intent of requiring trees to be planted within the parking lot is to provide an "aesthetic" break in parking lot asphalt, as well as reduce the amount of impervious surface in parking lots. In this situation, the applicant is still proposing landscaped islands at various locations throughout the parking lot. The applicant is also proposing landscaping around the parking lot perimeter, as well as along the east property line of the subject property. All of these provisions ensure that the purpose and intent of the standard being varied is still being met.

EXHIBIT "D"

Justification

The applicants have the burden of proving the particular application meets the applicable criteria and standards. In this case, the applicants are requesting an amendment of the Subdivision/Planned Unit Development and a replat of the development to provide for a parking lot and a new banquet/conference facility to be placed where lots had previously been designed for residential development. This property would be combined into a single lot within the existing hotel.

As developed at the hearing, the main concern was regarding the adverse effects of the development, particularly the vehicles parking in the parking lot, upon the neighboring residences to the east. Two main issues were discussed at the hearing. First, that light and noise emanating from the parking lot and conference facility would adversely affect the residential properties. Second, that inadequate number of parking spaces would lead to increased parking and traffic through the residential neighborhood. As the hearing developed, the application was amended to allow for a variance to the landscaping requirements for the parking lot. This was done to allow for an increase in the number of parking spaces.

The main concerns are mitigated by the conditions placed in the approval. First, a substantial 8-foot solid board fence is required along the eastern boundary of the parking lot. Such fence will substantially mitigate adverse light and noise impacts emanating from the parking lot. Second, an increase in the required number of parking spaces, along with adequate signage to indicate traffic movement and parking availability will serve to substantially reduce the possibility of non-residential parking in the neighborhood.

As properly conditioned, the application meets the applicable criteria and will provide a welcome addition to the City's banquet and conference facilities with minimal impact on the neighboring properties.

EXHIBIT "E"

Action

The City of Keizer hereby GRANTS the requested Subdivision/PUD amendment and replat, and also GRANTS the application as amended with regard to the Variance for parking lot landscaping, subject to the following conditions:

Prior to the occupancy of the new banquet/conference facility:

1. The new main parking lot for the hotel/banquet facility shall be completed and approved by the Public Works Director. Such lot shall provide no less than 264 parking stalls and shall be constructed in substantial compliance with the approved site plan attached as Exhibit "E-1" and by this reference incorporated herein. (See also Condition 21.)
2. In order to minimize light and noise on adjacent residential properties, a 8-foot high solid wood fence shall be constructed along or adjacent to the entire east boundary of the main parking lot. Such fence shall be constructed pursuant to the plans attached as Exhibit "E-2". The fence shall be maintained (or replaced if necessary) in an attractive and effective condition at all times in perpetuity. The applicant or successor shall take no action to harm the trees on the east boundary of the subject property.
3. All parking lot lights shall be located and directed so as to avoid glare onto the neighboring residences.
4. Adequate signage shall be provided at the entrances to the main parking lot and within such parking lot to direct motorists to the overflow parking lot. In addition, adequate signage shall be placed at the exit from the main parking lot to Claggett Street to indicate to motorists that they should turn left (west) onto Claggett and not into the residential neighborhood to the east. The signage shall be approved in writing by the Public Works Director.
5. 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. It is recommended the conference participants 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.
6. The applicant shall submit an engineering site plan to the Keizer Department of Public Works for its review. The site plan shall include information concerning storm water

EXHIBIT "E"

Page 1 of 4

detention, street improvements, easements, sewer, water and other engineering information as necessary to show compliance with Public Works development standards. Such site plan shall be approved by the Public Works Director.

7. The applicant must have a Flood Plain Development Permit approval.
8. The setback for the proposed parking lot on the subject property shall be a minimum 10 feet from the east property line.
9. Street lights shall be installed in accordance with Keizer Ordinance 98-399 along Wittenberg Lane from Claggett Street to Chemawa Road.
10. The applicant shall submit a detailed site plan to the Keizer Community Development Department for review and approval. The detailed plan shall include the following provisions:
 - a. The plan shall substantially conform to the proposed request.
 - b. Include all engineering elements as required by Public Works and City Engineer. (See July 21, 1999 Exhibit "C" - Public Works comments.)

The improvements shall be constructed pursuant to the approved site plan.

11. Improvement work shall not commence until plans have been checked for adequacy and approved by the City. Plans shall be prepared in accordance with requirements of the City.
12. Improvement work shall not commence until the City has been notified in advance; and, if work has been discontinued for any reason, it shall not be resumed until the City has been notified.
13. 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.

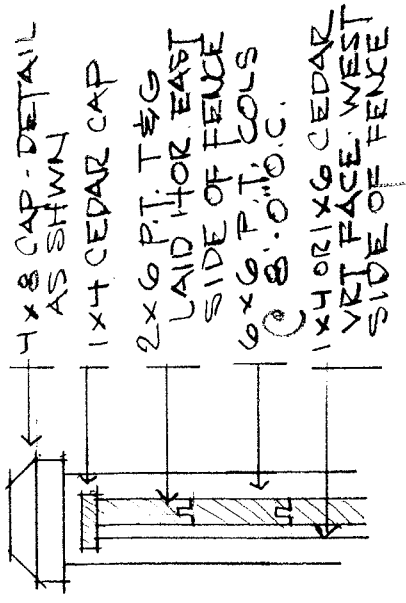
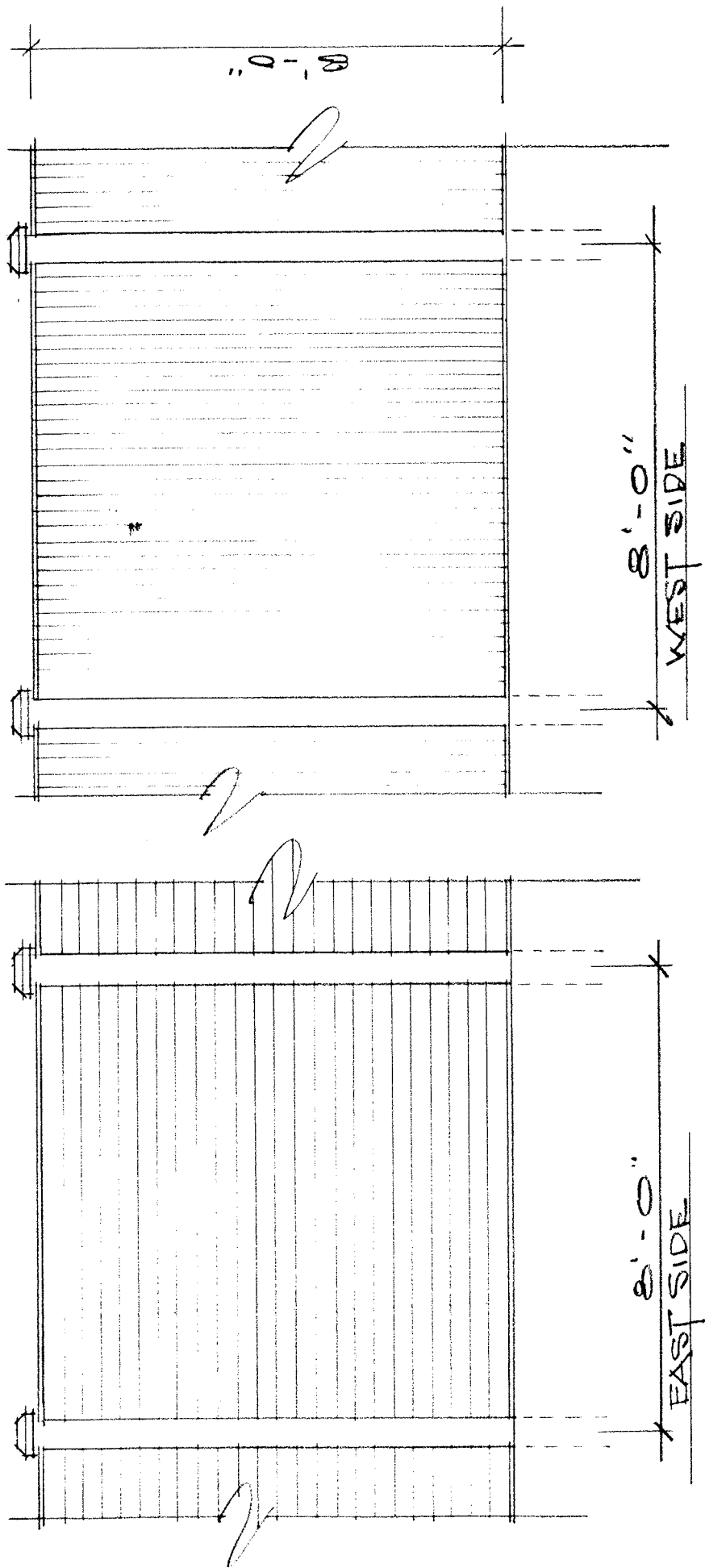
14. All underground utilities, sanitary sewers, and storm drains installed in streets by the developer shall be constructed prior to the surfacing of the parking lot. Stubs for service connections for underground utilities and sanitary sewers shall be placed at a length eliminating the necessity for disturbing the street improvements when service connections are made.
15. Upon completion of the public improvements and prior to final acceptance of the improvements by the City, the developer shall provide certified as-built drawings of all public utility improvements to the City. As-built conditions and information shall be reflected on one set of Mylar base as-built drawings. The as-built drawings shall be submitted to the City Engineer by the Developer's engineer. The final report must be recorded.
16. All improvements required under this Section shall be completed to the City standards or assured through a performance bond or other instrument acceptable to the City Attorney, prior to the approval of the final replat of the subdivision.
17. Compliance with the conditions of approval shall be the sole responsibility of the applicant.

The Keizer Development Code establishes specific development and processing requirements. These requirements are mandatory and in many cases cannot be modified even through the variance of adjustment process. These requirements are included for the benefit of the applicant:

18. Completion, submittal and recording of the final subdivision plat shall comply with the requirements contained in the Keizer Development Code.
19. Unless otherwise required by this decision, development of the individual lots shall comply with the applicable requirements of the Keizer Development Code and building requirements of the Marion County Building Inspection Division.
20. The applicant shall be responsible for all costs associated with public facility improvements, including applicable system development charges for sewer, water, parks and other facilities and shall comply with established City rules and regulations in effect at the time of the final approval of the Subdivision replat.

No later than December 1, 1999 Applicant shall comply with the following condition:

21. Additional permanent and paved overflow/employee parking shall be provided on Lot 16 and 17 (old Hydrotube parcel) and shall provide no less than 37 parking stalls. This overflow parking lot shall be connected by a hard surfaced walking path to a designated crosswalk crossing Wittenberg Lane to the hotel. The overflow parking lot and walking path shall be constructed in substantial compliance with a site plan to be approved by the Public Works Director and shall conform to all development regulations.

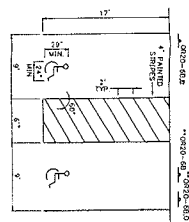
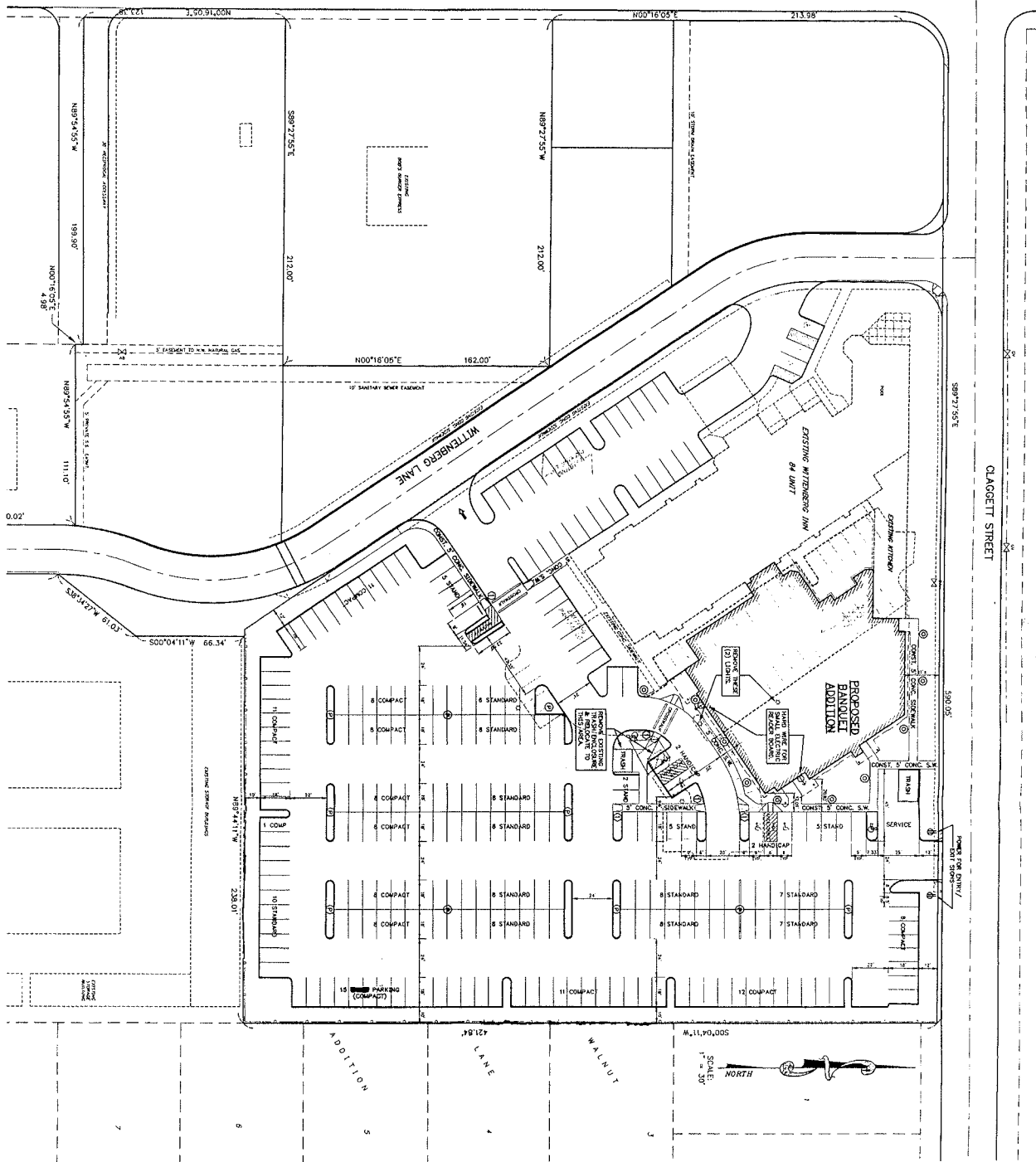


PROPOSED FENCE
= SOUND WALL

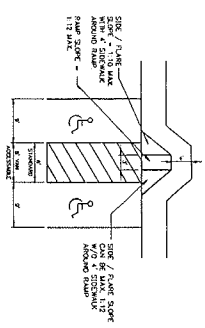
FOR:

WITTENBERG BANQUET ADIT.
EAST PROPERTY LINE





MINIMUM STATE STANDARD
DOUBLE-DISABLED PERSON
PARKING SPACE



HANDICAP RAMP ACCESS

- 264 TOTAL PARKING STALLS
- 103 STANDARD STALLS
- 117 COMPACT STALLS
- 4 HANDICAP STALLS
- 40 EXISTING STALLS

- 84 HOTEL
- 15 STAFF
- 165 BANQUET

- POST LITE MAX. 5' IN HEIGHT
- POST LITE MAX. 14' IN HEIGHT
- FLOOD LITE MOUNTED ON BUILDING
- HANDICAP 1:12 SLOPE ON SIDEWALK AND RAMP

IF THIS STAMP IS NOT
REPRODUCED IN THE
DRAWING, IT IS NOT
AUTHORIZED BY
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SERVICES

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August 16, 1999

AGENDA ITEM 7a

**RESOLUTION – INITIATING THE HIGHLANDS NORTH STREET
LIGHTING DISTRICT**

COUNCIL MEETING: August 16, 1999

AGENDA ITEM NUMBER: _____

TO: MAYOR NEWTON AND CITY COUNCIL

THROUGH: WALLY G. MULL
CITY MANAGER

FROM: TRACY L. DAVIS, CMC
CITY RECORDER



SUBJECT: INITIATING THE HIGHLANDS NORTH STREET LIGHTING LOCAL
IMPROVEMENT DISTRICT

ISSUE:

Shall the City Council initiate The Highlands North Street Lighting Local Improvement District?

DISCUSSION:

A petition was filed on August 9, 1999 by the developer of The Highlands North 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 The Highlands North Street Lighting Local Improvement District and direct the City Engineer to prepare a survey of the area.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2
3 Resolution R99-_____

4
5 **DECLARING THE CITY'S INTENT TO INITIATE A STREET LIGHTING**
6 **LOCAL IMPROVEMENT DISTRICT (THE HIGHLANDS NORTH) AND**
7 **DIRECTING THE CITY ENGINEER TO MAKE A SURVEY AND FILE A**
8 **WRITTEN REPORT WITH THE CITY RECORDER**
9

10 WHEREAS, the City Council of the City of Keizer has received a petition from
11 the developer to initiate a street lighting district in The Highlands North area in the City
12 of Keizer, Oregon; and

13 WHEREAS, pursuant to City of Keizer Ordinance 94-278, the necessary
14 signatures of land owner comprising two-thirds of the property to be included within The
15 Highlands North Street Lighting District have requested the formation of the district;

16 NOW, THEREFORE,

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

- 18 1. The City Council declares its intent to initiate The Highlands North Street
19 Lighting Local Improvement District;
- 20 2. The map attached hereto, marked Exhibit "A", and by this reference
21 incorporated herein sets forth the proposed boundaries of the district;
- 22 3. The City Engineer is hereby directed to make a survey of the District;
- 23 4. The City Engineer shall file a written report with the City Recorder to be
24 considered by the City Council on September 20, 1999.

25 PASSED this ____ day of _____, 1999.

26 SIGNED this ____ day of _____, 1999.

27
28 _____
29 Mayor

30
31 _____
32 City Recorder

PETITION TO FORM LOCAL IMPROVEMENT DISTRICT FOR STREET LIGHTING

To the City Council for the City of Keizer:

The undersigned being the owner or contract purchaser of the described property hereinafter set opposite my or its name, hereby petition the Keizer City Council to form a STREET LIGHTING LOCAL IMPROVEMENT DISTRICT for:

Highland North Subdivision

within the City of Keizer.

The legal description of the proposed district is:

Highland North Subdivision

PLEASE ATTACH A MAP OF THE AREA

This petition to form this district is in conformity with the charter, ordinances and regulations of the City of Keizer.

PETITION SUBMITTED BY:

NAME: Chimento Group Inc.

ADDRESS: 14709 SW Rask Terrace Tigard OR 97224

PHONE NUMBER: 503 781-5741

DATE	DEED HOLDER/CONTRACT BUYER	SIGNATURE	ADDRESS OF PROPERTY (IF VACANT - LOT NUMBER/SECTION)
8/9/99	Chimento Group, Inc.	Charles W. Chimento	St. Charles St. NE

08/09/99



August 16, 1999

AGENDA ITEM 7b

**RESOLUTION – CERTIFICATION OF DELINQUENT SEWER
ACCOUNTS**

CITY COUNCIL MEETING: August 16, 1999

AGENDA ITEM NUMBER: _____

TO: MAYOR NEWTON AND CITY COUNCIL MEMBERS

THROUGH: WALLY MULL
CITY MANAGER

FROM: SUSAN GAHLSDORF, CPA
FINANCE DIRECTOR



SUBJECT: CERTIFICATION OF DELINQUENT SEWER ACCOUNTS

ISSUE:

The City of Keizer collects sewer fees for the City of Salem from residents of Keizer. The attached list, marked as exhibit "A" represents an itemized list of delinquent accounts from June 16, 1998 through March 31, 1999. Each resident has been notified by certified letter and given a sufficient amount of time to remit payment for their account. ORS 454.225 authorizes the City to certify the delinquent amounts to the County Assessor to be assessed against the premises serviced. The statute also allows City to collect penalty, interest or costs associated with the delinquencies. A 10% delinquent amount has been added as a penalty and a \$10.00 administration costs has been added to the delinquent amount.

RECOMMENDATION:

It is recommended the City Council adopt the attached Resolution which certifies the delinquent sewer accounts to the County Assessor for collection.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R99-_____

3 CERTIFICATION OF DELINQUENT SEWER ACCOUNTS

4
5 WHEREAS, the City of Keizer is responsible for the collection of sewer fees
6 for the City of Salem from the residents of Keizer; NOW THEREFORE,

7 BE IT RESOLVED that the attached Exhibit "A" is an itemized list of
8 delinquent sewer charges through and including March 31, 1999 that the City has
9 been unable to collect through the usual collection procedures; and

10 BE IT FURTHER RESOLVED that ten percent (10%) of the delinquent amount
11 has been added as a penalty and that a \$10.00 administration cost has also been
12 added to the delinquent amount; and

13 BE IT FURTHER RESOLVED that the amounts certified on Exhibit "A" shall
14 be added to the appropriate tax accounts as indicated pursuant to ORS 454.225.

15 PASSED this _____ day of _____, 1999.

16 SIGNED this _____ day of _____, 1999.

17
18
19 _____
20 Mayor

21
22 _____
23 City Recorder
24
25

EXHIBIT "A"
DELINQUENT SEWER ACCOUNTS

TAX ID#	OWNER NAME	SERVICE ADDRESS	ASSESSMENT
R20126	Bryant, Patrick	7495 Wheatland Rd N	301.19
R19727	Bunn, David/Verlene	945 Marks Dr. N.	394.29
R76816	Contreres, Carl	1310 Alder Dr NE	88.19
R19675	Lenz, Darrin	8025 Wheatland Road N	300.10
R45937	Cowley, James	4915 Rickman Rd NE	88.18
R19690	Pillsbury, R. Christopher	7535 Wheatland Rd N	252.74
R20360	Taylor, Betty	5890 River Rd N	157.15
R65499	Toquero, Domingo G.	4005 Gary NE	109.92
R57272	Hudnall, Gale	761 Chemawa Rd N	238.86
R45742	Murphy, Edward	1256 Jays Dr N	301.19
R25374	Terhell, Michael	4935 Delight St N	301.19
TOTALS			<u><u>2,533.00</u></u>



August 16, 1999

AGENDA ITEM 7C

**RESOLUTION – CERTIFICATION OF STREET LIGHTING
DISTRICTS**

CITY COUNCIL MEETING: August 16, 1999

AGENDA ITEM NUMBER: _____

TO: MAYOR NEWTON AND CITY COUNCIL MEMBERS

THROUGH: WALLY G. MULL
CITY MANAGER

FROM: SUSAN GAHLSDORF, CPA
FINANCE DIRECTOR



SUBJECT: RESOLUTION - CERTIFICATION OF LIGHTING DISTRICT ACCOUNTS

ISSUE:

Each year the City of Keizer certifies to the Marion County Tax Assessor the cost of installation, operation and maintenance of street lights. These street lights benefit the properties within their respective street lighting districts. Also, in the initial year of the district, the costs of the engineering report are included.

The City of Keizer pays the cost of operation and maintenance of the street lights throughout the year. At the end of the fiscal year, the amount paid by the City is totaled up, an administration charge is added, and the amounts are spread out among the affected properties. While the majority of the districts are calculated on a "per lot" basis, some are calculated on a "front footage" basis. Those computed on the latter method are the Hicks-Jones Lighting District, the Greenwood Drive Lighting District and a portion of the Shady Lane Lighting District. The amounts assessed to each of the properties are attached to the Resolution as Exhibit "A".

RECOMMENDATION:

It is recommended the Council approve the attached Resolution certifying the lighting district accounts to the Marion County Assessor.

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

2 Resolution R99-_____

3 CERTIFICATION OF LIGHTING DISTRICT ACCOUNTS

4
5 BE IT RESOLVED by the City Council of the City of Keizer that Keizer has
6 determined and computed the amount of money necessary to be raised by
7 assessment to cover funds spent to operate and maintain certain street lighting
8 facilities within Keizer, including administrative costs in the amount of \$291,741.52;
9 and

10 BE IT FURTHER RESOLVED that Keizer certifies Exhibit "A" attached hereto,
11 is a true and correct list of the properties within the various lighting assessment
12 district in Keizer giving the proper assessment and apportionment of costs and
13 expenses to be assessed against the respective properties for operation and
14 maintenance of street lighting facilities for the year; and

15 BE IT FURTHER RESOLVED that Exhibit "A" attached hereto, is certified to
16 the County Assessor to be added to the appropriate tax accounts for the respective
17 properties indicated.

18 PASSED this _____ day of _____, 1999.

19 SIGNED this _____ day of _____, 1999.

20 _____
21 Mayor

22 _____
23 City Recorder
24

EXHIBIT "A"
CERTIFICATION OF LIGHTING DISTRICT ACCOUNTS

LIGHTING DISTRICTS 1998/99				
	DISTRICT NAME	# OF LOTS	TOTAL PER DISTRICT	1999 PER LOT
008	MARDELL	207	5,981.72	28.90
012	WILARK PARK ST LTG	190	10,472.54	55.12
014	MAI LIN	291	8,851.60	30.42
015	APPLEBLOSSOM	89	2,482.56	27.89
017	RIVERCREST	327	9,989.04	30.55
018	IVY WAY	120	3,182.64	26.52
019	ARNOLD WAY	40	717.60	17.94
022	NORTHVIEW	86	3,252.88	37.82
023	MCNARY HGHTS	88	4,673.41	53.11
024	CEDAR PARK ST LGHT	19	1,035.41	54.50
025	MENLO	27	941.52	34.87
026	SHADY LANE	FF	2,319.92	SEE ATTACHED
028	NORTHWOOD PARK #1	49	2,902.23	59.23
034	GREENWOOD	FF	1,177.20	SEE ATTACHED
041	WILARK PARK #6	18	758.25	42.13
042	WILARK PARK ANN #7	16	746.25	46.64
043	NORTHWOOD PARK #2	43	2,273.63	52.88
044	MAI-LIN DISTRICT #2	22	654.89	29.77
045	MCLEOD PARK	36	1,516.49	42.12
046	LANCER PARK	36	1,717.05	47.70
047	HILLIGOSS	14	492.96	35.21
048	CARLHAVEN ADDITION	28	614.56	21.95
049	WINDSOR ESTATES	23	1,162.01	50.52
050	WHITAKER PARK	78	3,783.39	48.51
079	ANDREW PARK	15	748.19	49.88
080	GLYNBROOK	41	1,864.32	45.47
081	LAWNDALE SUB	34	1,845.50	54.28
082	NORTHWOOD PARK #4	98	6,447.25	65.79
083	PALMA CIEA #5	22	720.48	32.75
084	WILARK PARK ANN #5	18	974.99	54.17
086	HICKS JONES	FF	6,240.72	SEE ATTACHED
087	CARLHAVEN ADD #2	29	713.10	24.59
094	WILL MANOR 4	23	1,020.72	44.38
095	WHEATLAND LN	7	383.35	54.76
096	NORTHTREE ESTATES	100	6,159.01	61.59
097	CHEMAWA PARK	18	1,302.69	72.37
108	MCLEOD PARK #2	28	1,452.29	51.87
120	CHEMAWA EST #1	30	1,697.25	56.58
122	SIX SUBDIVISION	23	600.75	26.12
126	MCLEOD ESTATES	74	3,695.25	49.94
128	CHEHALIS SUB	16	463.65	28.98
129	DENNIS LANE N	44	1,453.92	33.04
130	CRESTWOOD VILLAGE	12	505.50	42.13
131	CHEMAWA EST #2	34	1,938.00	57.00
132	CHARLOTTE	45	1,299.84	28.89
141	PALMA CIEA	447	14,114.40	31.58
142	RIVERVIEW N	29	855.60	29.50
143	MEADOWBROOK	9	352.44	39.16
144	JUNIPER	20	665.28	33.26
146	TERRACE GLEN	16	778.68	48.67
147	WEDGEWOOD ESTATE	32	875.79	27.37

EXHIBIT "A"
CERTIFICATION OF LIGHTING DISTRICT ACCOUNTS

LIGHTING DISTRICTS 1998/99				
		TOTAL		
	DISTRICT NAME	# OF	PER	1999
		LOTS	DISTRICT	PER LOT
148	JULIE ESTATES	20	1,420.49	71.02
150	KEPHART	40	1,640.05	41.00
159	JOHNISEE ADDN	13	353.10	27.16
161	WALENWOOD SUB	9	191.56	21.28
162	WARNER PARK	10	197.56	19.76
163	SPRINGTIME PK SUB	15	740.25	49.35
164	STONEHEDGE ESTATE	100	5,569.05	55.69
165	RIVERVIEW N #2	28	860.40	30.73
181	TIMBERVIEW SUB	142	6,270.75	44.16
182	VISTAVIEW ESTATE #2	60	2,010.59	33.51
183	NORTHRIDGE PARK	32	916.74	28.65
184	JUNIPER #2 SUBDIV	21	969.72	46.18
185	KEIZER HEIGHTS	65	3,013.48	46.36
191	CLARK ST NE	29	555.75	19.16
192	FRIENDSHIP ADDITION	12	314.70	26.23
193	TEN AT MCNARY	15	1,047.37	69.82
194	BUCHOLZ ADDITION	21	465.16	22.15
195	PARKLAWN ADDITION	6	262.09	43.68
205	GLYNBROOK II N	43	2,365.56	55.01
206	FOUR WINDS ADDN N	123	4,146.00	33.71
207	FERNBROOK	39	1,206.72	30.94
208	EDEN ESTATES	42	2,154.12	51.29
209	COUNTRY CLUB EST	29	1,023.46	35.29
212	LAWNDALE I SUB PH-2	39	1,690.20	43.34
213	STONEHEDGE EST II	89	3,742.80	42.05
215	GARY ST	37	815.04	22.03
216	ARNOLD ST #2	23	615.60	26.77
217	FOUR WINDS III	20	374.16	18.71
218	GREENWAY	19	592.08	31.16
219	NOON AVE	32	909.12	28.41
220	STONEHEDGE EST III	32	1,395.30	43.60
221	STONEHEDGE EST 4&5	32	1,587.56	49.61
227	WILLOW LAKE EST	44	2,068.96	47.02
228	THE MEADOWS PH-1	56	3,476.69	64.78
231	FOURWINDS II	16	454.56	28.41
232	WHITAKER HGTS	34	1,139.14	33.50
234	THE MEADOWS PH-3	35	2,172.93	64.78
235	THE MEADOWS PH-2	37	2,297.10	64.78
236	THE MEADOWS PH-4	39	2,421.27	64.78
237	ORCHARD CREST	54	1,873.42	34.69
238	STONEHEDGE EST #6	31	1,589.85	51.29
239	SPRINGMEADOW EST	1	2,944.99	2,944.99
241	WILLOW LAKE 2&3	96	4,185.90	43.60
246	CHERRYLAWN CT NE	8	372.24	46.53
247	ORCHARD CREST PH-3	35	1,412.32	40.35
248	MAX CT	10	537.44	53.74
249	THE MEADOWS PH-5	42	2,607.52	64.78
250	ORCHARD CREST PH-2	53	1,787.49	33.73
251	RIVERCREST PH-1&2	44	1,578.72	35.88
253	THE MEADOWS PH-6	31	1,924.60	64.78
254	THE MEADOWS PH-7	32	1,986.68	64.78

EXHIBIT "A"
CERTIFICATION OF LIGHTING DISTRICT ACCOUNTS

LIGHTING DISTRICTS 1998/99				
		TOTAL		
		# OF	PER	1999
	DISTRICT NAME	LOTS	DISTRICT	PER LOT
255	TIMBERVIEW PH-3	28	1,772.40	63.30
256	APPLETREE PH-1,2,3	46	3,083.71	67.04
257	BRIARWOOD	1	2,086.21	2,086.21
258	HIDDEN CRK EST PH-1	41	3,454.80	84.26
259	CATERWOOD ESTATES	51	2,512.05	49.26
260	PARKMEADOW APTS	1	1,008.76	1,008.76
261	NORTHRUP/NORTHSHIRE	12	478.75	39.90
262	COUNTRY GLEN EST	190	9,964.21	52.44
263	FIRCON	29	1,376.32	47.46
264	HIDDEN CRK EST PH-2	16	898.20	56.14
265	CLEARLAKE SUBDIV	49	2,901.16	59.21
266	SPRINGRIDGE EST	32	1,796.40	56.14
267	THE RIDGE	22	1,335.30	60.70
268	NORTHSIDE ESTATES	43	1,994.68	46.39
269	HOMESTEAD/CLEARVIEW	10	299.04	29.90
270	HONEYSUCKLE	26	1,112.16	42.78
272	LARSON PARK SUBDIV	12	473.10	39.43
273	BAILEY ESTATES	10	461.10	46.11
274	STICKLES ADDITION	9	254.56	28.28
275	CEDAR BLUFF SUBDIV	27	1,766.40	65.42
276	ABT KOUFAX LN	24	1,547.85	64.49
277	HIDDEN CREEK PH-3	33	799.66	24.23
278	HOLLY LN/ALDER DR NE	9	293.04	32.56
282	3RD AVE N	57	1,537.20	26.97
283	HIDDEN CREEK PH-4	15	1,092.76	72.85
284	JACOBE ESTATES SUB	10	862.20	86.22
285	PRAIRIE EST	94	7,613.68	81.00
286	TECUMSEH ESTATES	21	1,128.76	53.75
287	TEPPER E SUB	28	1,423.41	50.84
288	WESTMORE	24	980.64	40.86
292	PINEHURST ESTATES	57	3,561.76	62.49
293	LEEWOOD MEADOWS	55	2,335.50	42.46
294	BROWER PLACE	34	1,693.90	49.82
295	HIGHLANDS ESTATES	60	763.39	12.72
296	JACOBE ESTATES PH2	18	903.39	50.19
297	BAHNSEN WOODS EST	60	2,369.50	39.49
298	FOREST RIDGE EST	55	2,689.43	48.90
299	WHEATLAND TERRACE	15	1,097.92	73.19
300	WATERFORD	49	2,901.16	59.21
TOTAL			291,741.52	

1998-99
M/C CODE TAX ACCT FRONT FOOT ASSESSMENT

86 HICKS-JONES LIGHTING DISTRICT

53711000	100.00	\$34.05
53717000	110.00	\$37.46
53722000	73.67	\$25.09
53726000	162.57	\$55.36
53734000	105.00	\$35.76
53736000	20.00	\$6.81
53739000	385.00	\$131.11
53746000	33.01	\$11.24
53747000	33.91	\$11.55
53752000	225.00	\$76.62
53758000	115.00	\$39.16
53764000	105.00	\$35.76
70315000	84.11	\$28.64
70315030	80.00	\$27.24
71064001	94.33	\$32.12
71064041	103.14	\$35.12
71670010	93.22	\$31.75
71670040	83.86	\$28.56
71670050	85.00	\$28.95
71670060	85.00	\$28.95
71670070	85.00	\$28.95
71670080	85.00	\$28.95
71670090	85.00	\$28.95
71670100	85.00	\$28.95
71670120	85.00	\$28.95
71680000	80.00	\$27.24
71680010	80.00	\$27.24
71680020	115.00	\$39.16
71680030	115.00	\$39.16
71680040	80.00	\$27.24
71680050	80.00	\$27.24
71680060	79.86	\$27.20
71680061	107.18	\$36.50
71680070	65.00	\$22.14
71680080	80.00	\$27.24
71680090	80.00	\$27.24
71680100	103.04	\$35.09
71680110	115.00	\$39.16
71680120	80.00	\$27.24
71680130	80.00	\$27.24
71680140	80.00	\$27.24
71680150	80.00	\$27.24
71680160	115.00	\$39.16
71700000	66.70	\$22.71
71700010	70.00	\$23.84
71700020	83.96	\$28.59
71700030	48.68	\$16.58
71700040	40.85	\$13.91
71700050	40.00	\$13.62
71700060	42.12	\$14.34
71700070	87.00	\$29.63
71700080	72.78	\$24.79
71990020	70.00	\$23.84
71990030	77.00	\$26.22
71990090	70.00	\$23.84
75090000	116.90	\$39.81

4,974.72 Salem Electric
2ll Lots @ 6.00

1,266.00

6240.72 Sub-Total

0.340547115 Assesment 6240.72/18325.57
Rate

1998-99 M/C CODE TAX ACCT	FRONT FOOT	ASSESSMENT
75090010	80.00	\$27.24
75090020	80.00	\$27.24
75090030	70.00	\$23.84
75090040	41.62	\$14.17
75090050	66.10	\$22.51
75090060	85.00	\$28.95
75090070	85.00	\$28.95
75090080	98.32	\$33.48
75090090	80.00	\$27.24
75090100	85.00	\$28.95
75090110	80.00	\$27.24
75090120	90.00	\$30.65
75090130	107.72	\$36.68
80120000	59.98	\$20.43
80120008	83.50	\$28.44
80120010	99.98	\$34.05
80120020	194.90	\$66.37
80120030	104.00	\$35.42
80120220	150.00	\$51.08
80130000	50.71	\$17.27
80130720	70.00	\$23.84
80130910	70.00	\$23.84
80130920	70.00	\$23.84
80130930	60.00	\$20.43
81756001	100.00	\$34.05
81756361	100.00	\$34.05
81756371	62.50	\$21.28
81756381	62.50	\$21.28
81756391	62.50	\$21.28
81756401	62.50	\$21.28
81756411	107.00	\$36.44
81756461	107.40	\$36.57
82256000	68.00	\$23.16
82256010	68.00	\$23.16
82256020	68.00	\$23.16
82256030	68.00	\$23.16
82256048	138.13	\$47.04
82256051	75.72	\$25.79
82256060	75.72	\$25.79
82256066	75.72	\$25.79
82256075	75.72	\$25.79
82256120	90.00	\$30.65
82256130	103.60	\$35.28
82256140	96.80	\$32.96
82256150	96.80	\$32.96
82257370	129.07	\$43.95
82257380	61.07	\$20.80
82257390	68.00	\$23.16
82257400	129.07	\$43.95
		\$0.00
82257420	63.86	\$21.75
82257430	63.86	\$21.75
82257440	196.18	\$66.81
82257450	61.18	\$20.83
82257460	35.84	\$12.21
82257468	18.82	\$6.41
82257470	144.99	\$49.38
82257650	430.00	\$146.44

M/C CODE	1998-99 TAX ACCT	FRONT FOOT	ASSESSMENT
	82257730	108.81	\$37.05
	82257740	90.50	\$30.82
	82257750	101.55	\$34.58
	82257760	75.50	\$25.71
	82257770	85.00	\$28.95
	82257780	85.00	\$28.95
	82257790	100.00	\$34.05
	82257807	64.73	\$22.04
	82257810	70.00	\$23.84
	82257820	150.95	\$51.41
	82257830	194.74	\$66.32
	82257850	110.09	\$37.49
	82257860	84.61	\$28.81
	82257900	79.00	\$26.90
	82257920	79.65	\$27.12
	82257930	100.00	\$34.05
	82257941	70.00	\$23.84
	82257950	96.21	\$32.76
	82257960	101.00	\$34.40
	82257970	65.00	\$22.14
	82257990	78.00	\$26.56
	82258000	144.33	\$49.15
	82258010	35.00	\$11.92
	82258020	81.00	\$27.58
	82258030	105.00	\$35.76
	82258040	130.00	\$44.27
	82258050	75.00	\$25.54
	82258060	75.00	\$25.54
	82258090	80.00	\$27.24
	82258100	114.00	\$38.82
	82258110	97.00	\$33.03
	82258130	96.50	\$32.86
	82258150	193.60	\$65.93
	82258160	87.60	\$29.83
	82258170	6.00	\$2.04
	82258180	100.00	\$34.05
	82258190	95.00	\$32.35
	82258200	82.71	\$28.17
	82258210	30.00	\$10.22
	82258220	87.89	\$29.93
	82258230	87.89	\$29.93
	82258240	76.05	\$25.90
	82258250	76.00	\$25.88
	82258260	82.00	\$27.92
	82258270	76.00	\$25.88
	82258280	87.20	\$29.70
	82258300	70.00	\$23.84
	82258310	67.81	\$23.09
	82258320	67.81	\$23.09
	82258330	50.00	\$17.03
	82258340	50.00	\$17.03
	82258350	50.00	\$17.03
	82258360	50.00	\$17.03
	82258370	65.78	\$22.40
	82258380	70.00	\$23.84
	82258420	91.19	\$31.05
	82258430	109.00	\$37.12
	82258440	80.20	\$27.31

1998-99		
M/C CODE	TAX ACCT	ASSESSMENT
	82258450	60.00 \$20.43
	82258460	126.70 \$43.15
	82258470	75.00 \$25.54
	82258480	72.00 \$24.52
	82258490	73.50 \$25.03
	82258540	20.00 \$6.81
	82258550	70.00 \$23.84
	82258560	80.00 \$27.24
	82258580	115.00 \$39.16
	82258590	83.79 \$28.53
	82258600	82.00 \$27.92
	82258610	100.00 \$34.05
	82258630	162.33 \$55.28
	82258650	21.00 \$7.15
	82258660	62.02 \$21.12
	82258662	17.72 \$6.03
	82258663	70.26 \$23.93
	82258673	70.00 \$23.84
	82258680	75.00 \$25.54
	82258690	14.00 \$4.77
	82258700	116.00 \$39.50
	82258705	51.00 \$17.37
	82258710	65.00 \$22.14
	82258720	67.62 \$23.03
	82258730	50.00 \$17.03
	82258740	78.00 \$26.56
	82258750	66.00 \$22.48
	82258758	66.00 \$22.48
	82258760	20.00 \$6.81
	82258770	62.00 \$21.11
	82258780	100.00 \$34.05
	82258790	62.00 \$21.11
	82258800	101.54 \$34.58
	82258810	75.57 \$25.74
	82258820	75.00 \$25.54
	82258830	106.55 \$36.29
	82258840	75.00 \$25.54
	82258850	81.41 \$27.72
	82258870	74.93 \$25.52
	82258890	73.75 \$25.12
	82258900	63.71 \$21.70
		\$0.00
	18,325.57	6,240.72

34 GREENWOOD DRIVE LIGHTING DISTRICT

53137000	100.61	\$31.29
53138000	101.00	\$31.41
53139000	101.00	\$31.41
53142000	122.32	\$38.04
53143000	122.00	\$37.94
53146000	100.00	\$31.10
53242000	100.00	\$31.10
53243000	100.00	\$31.10
53244000	100.00	\$31.10
53245000	100.00	\$31.10
53249000	100.00	\$31.10
53251000	100.00	\$31.10

973.20	Salem Electric
	34 Lots @ 6.00
<u>204.00</u>	
1,177.20	Sub-Total
0.310988416	Assesment1177.20/3785.35
	Rate

1998-99			
M/C CODE	TAX ACCT	FRONT FOOT	ASSESSMENT
	53252000	100.00	\$31.10
	53253000	100.00	\$31.10
	53254000	100.00	\$31.10
	73290001	110.00	\$34.21
	73290010	100.00	\$31.10
	73290020	100.00	\$31.10
	73290030	100.00	\$31.10
	73290040	200.00	\$62.20
	73290050	100.00	\$31.10
	73290060	100.00	\$31.10
	73290070	100.00	\$31.10
	73290080	100.00	\$31.10
	73290090	120.00	\$37.32
	73290100	165.42	\$51.44
	73290110	104.00	\$32.34
	73290120	104.00	\$32.34
	73290130	104.00	\$32.34
	73290140	104.00	\$32.34
	73290160	104.00	\$32.34
	73290170	105.00	\$32.65
	73290180	104.00	\$32.34
	73290190	104.00	\$32.34
	73290200	110.00	\$34.21
			\$0.00
		3,785.35	\$1,177.20

26 SHADY LANE LIGHTING DISTRICT

53684000	21.44
53831000	21.44
53832000	21.44
75080000	21.44
75080020	21.44
75080030	21.44
75080040	21.44
75080050	21.44
75080060	21.44
75080070	21.44
75080080	21.44
75080090	21.44
75080100	21.44
75080110	21.44
75080120	21.44
75080130	21.44
75080140	21.44
75080150	21.44
75080160	21.44
75080200	21.44
75080210	21.44
75080220	21.44
75080230	21.44
75080240	21.44
75080251	21.44
75080270	21.44
75080280	21.44
75080290	21.44
75080300	21.44
75080310	21.44

38%	<u>1,665.92</u>	Salem Electric
	\$ 633.05	1665.92 x 38%
	<u>246.00</u>	41 Lots x 6.00
	879.05	Sub-Total
	21.44	873.05 / 41

1998-99	M/C CODE	TAX ACCT	FRONT FOOT	ASSESSMENT
	75080320			21.44
	75080330			21.44
	75080340			21.44
	75080350			21.44
	75080370			21.44
	75080380			21.44
	75080390			21.44
	75080400			21.44
	75080410			21.44
	75080420			21.44
	75080430			21.44
	80120170		163.02	\$42.41
	80120180		76.98	\$20.03
	80120190		80.00	\$20.81
	80120200		80.00	\$20.81
	80120480		50.00	\$13.01
	80120500		100.00	\$26.01
	80120510		100.00	\$26.01
	80120520		100.00	\$26.01
	82256160		75.00	\$19.51
	82256170		30.00	\$7.80
	82256180		50.00	\$13.01
	82256190		50.00	\$13.01
	82256200		74.00	\$19.25
	82256210		60.00	\$15.61
	82256220		15.00	\$3.90
	82256230		75.00	\$19.51
	82256241		75.00	\$19.51
	82256250		75.00	\$19.51
	82256260		75.00	\$19.51
	82256270		75.00	\$19.51
	82256275		75.00	\$19.51
	82256280		75.00	\$19.51
	82257100		136.92	\$35.62
	82257110		73.09	\$19.01
	82257120		60.00	\$15.61
	82257130		67.00	\$17.43
	82257140		63.00	\$16.39
	82257150		68.14	\$17.73
	82257160		60.00	\$15.61
	82257170		64.53	\$16.79
	82257180		64.53	\$16.79
	82257190		64.53	\$16.79
	82257200		64.53	\$16.79
	82257210		64.53	\$16.79
	82257220		193.60	\$50.36
	82257230		20.00	\$5.20
	82257236		76.80	\$19.98
	82257240		20.00	\$5.20
	82257250		76.80	\$19.98
	82257260		96.80	\$25.18
	82257270		96.30	\$25.05
	82257280		60.00	\$15.61
	82257290		210.63	\$54.79
	82257300		54.75	\$14.24
	82257320		64.30	\$16.73
	82257330		120.00	\$31.22
	82257350		89.00	\$23.15

62%	1,665.92	Salem Electric
	<u>-633.05</u>	633.05 from above
	1,032.87	
	<u>408.00</u>	68 Lots x 6.00
	1440.87	Sub-Total
0.260140716	Assesment	1440.87/5538.81
	Rate	

1998-99			
M/C CODE	TAX ACCT	FRONT FOOT	ASSESSMENT
	82257360	100.00	\$26.01
	82257480	116.67	\$30.35
	82257490	100.00	\$26.01
	82257500	100.00	\$26.01
	82257510	118.00	\$30.70
	82257520	64.69	\$16.83
	82257530	64.46	\$16.77
	82257540	64.54	\$16.79
	82257550	193.60	\$50.36
	82257560	96.80	\$25.18
	82257570	96.80	\$25.18
	82257580	96.80	\$25.18
	82257590	96.80	\$25.18
	82257600	125.00	\$32.52
	82257630	100.87	\$26.24
	82257660	67.00	\$17.43
	82257670	67.00	\$17.43
	82257680	67.00	\$17.43
	82257690	67.00	\$17.43
	82257710	77.00	\$20.04
		5,538.81	\$2,319.92



August 16, 1999

AGENDA ITEM 7d

**APPROVAL OF THE AUGUST 2, 1999 REGULAR SESSION
MINUTES**

MINUTES
KEIZER CITY COUNCIL
Monday, August 2, 1999
Keizer City Hall
Robert L. Simon Council Chambers
Keizer, Oregon

CALL TO ORDER

Mayor Newton called the regular meeting to order at 7:02p.m. Roll Call was taken as follows:

Present:

Bob Newton, Mayor
Craig Campbell, Councilor
Lore Christopher, Councilor (departed at 9:20 p.m.)
Jim Keller, Councilor
Jerry McGee, Councilor
Jacque Moir, Councilor
Garry Whalen, Council President

Staff:

Wally Mull, City Manager
Susan Gahlsdorf, Finance Director
Dianne Hunt, Personnel Officer
Marc Adams, Chief of Police
Amy Drought, Senior Planner
Bill Peterson, City Engineer
Shannon Johnson, City Attorney
Tracy Davis, City Recorder

PUBLIC TESTIMONY

No Public testimony was brought before the Council.

**COMMITTEE
REPORTS**

**a. Swearing In of Keizer
Police Officer-Jeremie
B. Fletcher**

Chief Marc Adams introduced Officer Jeremie B. Fletcher.

Shannon Johnson, City Attorney issued the oath of office to Officer Fletcher.

OTHER BUSINESS

a. New Business

Councilor Moir reported the Claggett Creek Watershed Council held their first annual meeting and held election of their board. Gary Miller was elected President, Tom Pessell as Vice-President and Jeanne Frohm as Secretary/Treasurer. The group is working on a grant

through GWEB (Governors Watershed Enhancement Board) to develop a detailed map of wetlands and potential mitigation areas within their boundaries. The next meeting of the Watershed Council will be held on August 24, 1999.

Councilor Moir announced the Emergency Management Meeting has been postponed until September 23, 1999.

Chief Adams reminded everyone that National Night out is Tuesday, August 3, 1999.

b. Old Business

Councilor Keller requested that City Manager Mull inquire regarding information he received from the Keizer Heritage Foundation titled "Planning Items for Discussion". Councilor Keller felt there were a number of items brought up in the document that appeared to have a cost that had not been identified from their resources. He expressed his concern with the mention of a reduced rent for one of the tenants and requested that Mr. Mull discuss this at the weekly meeting with the Foundation to locate how they would replace the revenue from the rent reduction. Council Keller supplied the document to Mr. Mull and requested a follow-up.

Mayor Newton shared he attended the Oregon Mayor Association Conference meeting in Burns, Oregon. Mayor Newton noted he would have a detailed report to share with the Council at the next Council meeting.

➤ Update on Noxious Weed Complaint - Jack Richards

Wally Mull, City Manager reported there has been some mowing in the area of Mr. Richard's home. However, he noted the City's ordinance did not have the provision for noxious weeds in the AI or EFU zones. Mr. Mull noted that this ordinance was currently being reviewed and the issue would be addressed in the revision.

PUBLIC HEARINGS

a. Amendment to Subdivision/PUD/Vari- ance Case No. 96-04 (Wittenberg)

Mayor Newton opened the public hearing.

Shannon Johnson, City Attorney, reviewed the applicable criteria and requested a waiving of the reading of the criteria. With no objections being heard, Mr. Johnson noted that any testimony and evidence must be directed towards the decision. He requested any objections regarding defect of notice, jurisdiction of the Council, conflict of interest, bias or any evidence presented that this be presented before the close of the record. Mr. Johnson requested that if any member of the Council had any bias or ex-parte contacts, they should disclose them at this time.

In response to Mr. Johnson, Councilor Campbell announced his employer represents the Oregon Lodging Association, however he was unsure if the Wittenberg Inn was a member of that organization.

Amy Drought, Senior Planner reviewed her staff report noting in 1996 the applicant received approval for a 19-lot subdivision, 11 of which had been platted as duplex lots and identified as a Planned Unit Development. Ms. Drought noted that the applicant has now requested to re-plat the existing duplex lots in order to consolidate these with the lot that currently containing the hotel. The applicant is proposing to build a parking lot where the duplex lots are currently located to accommodate the banquet facility expansion of the hotel. This consolidated lot would then become part of the Planned Unit Development.

Ms. Drought pointed out staff felt the applicant had met the required approval criteria for the proposed subdivision/PUD amendment. Ms. Drought announced some amendments to her staff report; on Page 12 the reference to sidewalk improvements should read, "Improvements will only be required along the Claggett Creek Street frontage", as required by the Public Works Department comments. Also on Page 16, the height of the proposed banquet facility would be approximately 20-feet and one story. Page 17-Staff was not requiring the reference to the Home- Owners Association as the area would not be a residential development.

Ms. Drought recommended the City Council open, conduct and close the public hearing and direct staff to develop an order approving the proposed Subdivision/PUD Amendment with the conditions listed in the staff report. Ms. Drought highlighted a few of the listed conditions. These conditions include the requirement of a minimum of a site obscuring fence be placed along the property line. She noted Council may wish to discuss this matter further as the Code would allow the Council to request the placement of a wall if they felt it necessary. Ms. Drought noted that a line of trees run along the east property line and believed these could be incorporated into the design. Ms. Drought noted a correction on page three of the staff report, item 13 should read: "prior to final occupancy approval for the banquet facility".

Ms. Drought indicated the development code does not address the number of parking spaces required for banquet facilities. However, based upon other high end uses, staff is recommending a minimum of 204 spaces. She noted the developer is proposing 242 spaces and feels this is adequate.

Responding to questions, Ms. Drought clarified the 242 parking spaces were the combination of one parking space per hotel room and the banquet facility. She pointed out there were no requirements in the code pertaining to employee parking being separated or specifically marked. The banquet facility would seat approximately 400 people but could exceed that number depending upon the event and type of room set up.

In response to the parking issue along Claggett Street, City Manager Mull interjected if this road is designated no parking on both sides it would only push the parking farther into the residential areas.

Presenting testimony were:

Ken Sherman, Jr.-Attorney for Applicant, 687 Court Street, Salem, OR- Mr. Sherman introduced Pete Melin designer for Wittenberg Inn and noted they would work together to answer questions on this matter.

Mr. Sherman praised Mr. Wittenberg's accomplishments in building the hotel and his wish to build a conference center. He explained the change of the PUD approval to build a banquet facility and the need to supply adequate parking. Mr. Sherman reiterated Ms. Drought's explanation regarding how they calculated the number of parking spaces needed for the facility. Mr. Sherman felt the proposed 242 spaces would be ample to supply adequate parking to the majority of the events that would be held at the banquet facility. In addition, Mr. Sherman noted there may be additional parking spaces available at night which are adjacent to the hotel in day-use facilities.

Mr. Sherman understood the concern from the neighborhood in requesting the buffer between their homes and the facility. He pointed out some of the alternatives that could be used to act as a buffer. However, Mr. Sherman believed his client wanted to propose a solution that would be both beneficial and satisfying to each party. He suggested a treated eight-foot high solid wood fence that would allow the trees to remain and not damage any root growth. He believed this would provide an adequate buffer and also allow the placement of the fence around the trees; approximately one foot onto their property if needed.

Responding to questions, Mr. Sherman noted the property had been surveyed and he felt that the trees were very close or were on the property line. Mr. Sherman noted a boundary tree under Oregon law was considered to be the property of both property owners. He noted under their proposal the neighbors would own the trees and the maintenance for the fence would be taken care of by the applicant.

Councilor McGee voiced his concern with the flow of traffic through the neighborhood. He suggested directional signs or striping be placed to urge traffic to exit towards River Road.

Pete Melin, Melin and Associates Consultants-265 Commercial Street SE, Salem- Mr. Melin responded to questions from the Council pertaining to the traffic leaving the facility and making a right hand turn into the residential area opposed to using the light at River Road. Mr. Melin indicated that this had been discussed and he

would follow up with the applicant to review the possibility of directional signs being placed for people who were unfamiliar with the area.

Mr. Melin indicated that the curb in front of the fence would be pulled back 4-5 feet to keep cars from pulling right up to the fence. Mr. Melin explained the proposed fence would be eight-foot high, heavy pressure treated wood that would keep the light and sound from moving through into the residential area. The fence would be placed between the trees and the parking lot. Mr. Melin noted that the lights from the parking lot were designed as directional and believed the lighting from the parking lot would not flow into the neighborhood.

Councilor Christopher expressed her concern with the proposed parking. She felt that what was being proposed was not adequate and believed there was a parking problem currently.

In response to the number of proposed parking spaces and events which will result in a high number of cars, Mr. Sherman believed the proposed spaces will be adequate. He noted most people will travel together and the hotel will not be fully occupied at all times. Mr. Sherman indicated a 70% vacancy factor is considered good in the hotel industry, but was unsure what the Wittenberg's vacancy rate was. He stated that no building constructs its parking lots to meet the worst case scenario.

Responding to the concerns of parking, Mr. Melin indicated he would be willing to work with the Planning Department to devise a way to include additional spaces if some of the landscaping requirements could be reduced or waived. He noted the employee parking would be marked. Mr. Melin's believed an additional ten parking spaces could be constructed with landscaping reductions.

Ms. Drought pointed out the new development code requires more landscaping inside the parking area.

Council President Whalen noted during construction some of the parking spaces have been temporarily blocked and has caused additional parking on the street or adjoining lots.

Mary Blankenship, 694 Claggett NE, Keizer- Ms.

Blankenship shared that she had lived in the area for 23 years and was speaking for herself and members of her neighborhood, who many were in the audience. She supplied a statement signed by neighborhood members who could not attend the meeting.

Ms. Blankenship expressed her appreciation of the staff, Council and the applicant for their review of the issue. She noted that they were not in opposition of the proposal, but requested reasonable accommodations were made to ensure the livability of their neighborhood.

Ms. Blankenship requested that the Council research the use of a pressure treated wood fence for a barrier opposed to masonry fencing and the issue of the directional lighting. She also urged the Council to review the Wittenberg parking complex as a collective parking issue and not simply at the conference center and hotel as existing with their parking needs in isolation.

Ms. Blankenship expressed her contentment with the idea that the walnut trees would not be removed. She went on to explain that the concrete wall placed along the storage facility had not harmed the existing trees and was eager to work with staff and the applicant to review the possibility for that.

Ms. Blankenship asked for the Council's assistance in reducing the amount of traffic through their neighborhood that includes large trucks and commercial vehicles.

In response to questions from Councilor Moir, Ms. Blankenship explained if it would come down to the concrete barrier or saving the trees she would save the trees as long as the fence was high enough to do some good. She noted the situation by the mini storage in which she did not feel the concrete wall was detrimental to the walnut trees.

Councilor Moir strongly suggested that the neighborhood association go to the Traffic Safety Commission for information on the Neighborhood Traffic Management Plan.

There was continued discussion between Council and Ms. Blankenship regarding masonry wall vs. a wooden wall. Ms. Blankenship continued to urge the Council and staff to study alternatives, that are experienced or researched based which would offer the best possible compromise between the noise dampening qualities, preservation of the trees and the applicants construction requirements.

In rebuttal, Mr. Sherman stressed to the Council and the audience that they are trying to balance a proposal that would work well for both sides. He reiterated that the wooden wall would be solid wood and not pressed wood, how they would be able to work the wooden fence around the root structure of the existing trees, and how it would be more aesthetically pleasing.

After reviewing the site plan, Mr. Melin noted with elimination of a few of the landscaping islands and making some of the spaces compact, they could possibly add 20 parking stalls and still meet the code, subject to staffs review.

In response to Ms. Blankenship's suggestions of restricting parking on Claggett Street and 7th Avenue, Mr. Sherman indicated they would not have a problem with parking being restricted on 7th, but were not interested in restrictive parking being placed on Claggett Street.

Mayor Newton suggested studies done by ODOT along the I-5 corridor pertaining to wooden barriers should be obtained to review their information.

Responding to questions regarding exterior colors, Ms. Drought noted under the new code a color wheel is in place and the banquet facility would need to comply.

Councilor Moir suggested painting parking spaces on Claggett Street and requested staff report back on this issue.

Mayor Newton closed the public hearing.

Councilor McGee suggested staff work with the engineer firm to determine if modification of standards could justify 20 additional parking places.

Councilor Keller expressed his concern with the possibility of landscaping being reduced.

Councilor McGee added a parameter to his recommendation and suggested surrendering up to 50% of the current landscaping to obtain an additional 20 parking spaces.

Councilor Campbell requested staff research the recommendation to eliminate parking along 7th Avenue and Claggett Street up to 7th Avenue. He requested that staff come back with an order to address these issues.

In reviewing the requests for additional information, Councilor McGee confirmed the significant points; an eight-foot mason wall vs. pressure treated wood, employee designated parking (15 spaces), and the review of directional signage, striping and directional aspect of the parking lot lighting. In addition, he requested staff to study parking to see if feasible to increase parking by 20 spaces.

Councilor Moir encouraged the Claggett Creek Neighborhood Association to consult the Traffic Safety Committee to assist in traffic management in this area.

Councilor Campbell moved to direct staff to bring back an Order for Subdivision/PUD Amendment Case No. 99-44 with the conditions as recommended and discussed by the Council Councilor McGee seconded the motion.

The motion passed unanimously as follows:

AYES: Christopher, Campbell, Keller, McGee, Moir, Newton, Whalen (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

ADMINISTRATIVE ACTION

a. ORDER- Appeal of Hearings Officer Decision – Case No 99-17 (Viesko Quality Concrete Haul Road)

Shannon Johnson, City Attorney reported at the last meeting Council directed staff to prepare an Order granting the conditional use permit to allow the construction of the haul road for Viesko Quality Concrete. Mr. Johnson distributed exhibits showing the construction and location of the sound wall. In regards to condition number five, the applicant has requested a change in language to read.... "primarily all trucks". He indicated any vehicle bringing in or taking out product would be required to use the new haul road.

Councilor Keller inquired if once Tax Lot 100 was developed and it would become a dedicated right-of-way would the Erickson's receive reimbursement for this road.

Mr. Johnson indicated this would be difficult, as most reimbursements are based on SDC's and the City of Keizer had not developed Transportation SDC's.

There was discussion among the Council whether reimbursement to the Erickson's was acceptable once Tax Lot 100 was developed. No final decision was made.

Council President Whalen moved adoption of an Order in the Matter of the Application of Viesko Quality Concrete, Inc. for Conditional Use Permit to Establish a Haul Road in the EFU Zone West of the West End of Lockhaven Drive (Conditional use Case No. 99-17). Councilor Moir seconded the Motion.

The motion passed unanimously as follows:

AYES: Christopher, Campbell, Keller, McGee, Moir, Newton, Whalen (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

b. ORDINANCE- Prohibiting Truancy

Chief Adams reported in August, 1995 the City Council adopted a Truancy Ordinance 95-335. After a two-year cycle the ordinance was renewed with Ordinance 97-371. Chief Adams noted that since the Ordinance included a sunset clause the Truancy Ordinance was before the Council for renewal.

Chief Adams noted that there were no changes to the Ordinance and he reviewed the ordinance and it's history with the Council.

Chief Adams indicated that the Keizer Police Department recommended approval of the Ordinance with the only exception that the sunset clause be removed.

Councilor Keller moved a bill for an Ordinance Prohibiting Truancy-Repealing 97-371. Council President Whalen seconded the motion.

The motion passed unanimously as follows:

AYES: Christopher, Campbell, Keller, McGee, Moir, Newton, Whalen (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

c. ORDINANCE- Specifying Hours of Curfew for Minors

Chief Adams reported the original ordinance was adopted in August 1995 and was renewed in August, 1997 and because of the sunset clause was up for renewal.

Chief Adams noted there were no changes in the Ordinance and he reviewed the content of the Ordinance. Chief Adams recommended the Council approve the Ordinance with the only change of the removal of the sunset clause.

Councilor Campbell moved a bill for an Ordinance Specifying Hours of Curfew for Minors- Repealing Ordinance 97-372. Councilor Christopher seconded the Motion.

Mayor Newton suggested this issue be addressed in the next issue of COP Talk for the preparation of the school year.

The motion passed unanimously as follows:

AYES: Christopher, Campbell, Keller, McGee, Moir, Newton, Whalen (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

d. RESOLUTION- Authorize City Manager to Award Bid for Cummings Lane Improvements

Wally Mull, City Manager reported on July 14, 1999 five bids were received and opened for improvements to Cummings Lane and Chemawa Road. Based upon action at the July 19, 1999 Council Meeting, staff reviewed and satisfied concerns voiced by all parties. This would include the bike paths on the south side of Cummins Lane two to three feet and one- foot being placed on the north side which would allow four- foot bike lanes on each side of the street and 11- ½ foot travel lanes. Mr. Mull believed all parties were satisfied with the improvements and recommended Council adopt the Resolution.

Council President Whalen moved a Resolution Authorizing the City Manager to Enter into and Agreement with Houck Construction for Cummings Lane and Chemawa Road Street Improvements. Councilor Moir seconded the Motion.

Councilor McGee voiced his encouragement by the work that had been done by staff and the neighborhood association in working on the details of these improvements.

The motion passed unanimously as follows:

AYES: Christopher, Campbell, Keller, McGee, Moir, Newton, Whalen (7)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: None (0)

Councilor Christopher left the meeting at 9:20 p.m.

CONSENT CALENDAR

- a. RESOLUTION –Initiate The Vineyards Street Lighting District
- b. RESOLUTION- Authorizing City Manager to Award Bid for Cherry Avenue Improvements
- c. RESOLUTION-Authorizing City Manager to Sign Agreement for Wheatland Link Storm Drain Reimbursement.
- d. Approval of July 19, 1999 Regular Session Minutes

Councilor Keller moved for approval of the Consent Calendar.

Council President Whalen, Councilor Campbell and Councilor McGee noted they would abstain from voting on the approval of the minutes "item d" due to their absence at the meeting.

The motion passed unanimously as follows:

AYES: Campbell, Keller, McGee, Moir, Newton, and Whalen (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Christopher (1)

WRITTEN COMMUNICATIONS

Mayor Newton announced he had received a letter from Marion County regarding an increase in permit fees. This information would be distributed to all necessary parties.

AGENDA INPUT

August 9, 1999

5:30 p.m. City Council Work Session

- Annual City of Keizer Parks Tour

August 16, 1999

7:00 p.m. City Council Meeting

- Certification of Street Lighting District Assessments
- Certification of Delinquent Sewer Accounts
- Wittenberg Order

August 18, 1999 (Wednesday)- Work Session

5:30 p.m. City Council/Keizer Urban Renewal
Board/Planning Commission

- Prudential Real Estate Presentation –Chemawa
Activity Center

August 25, 1999 (Wednesday)-Work Session

5:30 p.m. City Council/Keizer Urban Renewal
Board/Planning Commission

- Urban Renewal Strategic Plan

September 7, 1999 (Tuesday)

7:00 p.m. City Council Meeting

Mayor Newton announced the agenda input items

ADJOURNMENT

The meeting was adjourned at 9:25 p.m.

Bob Newton – Mayor

Tracy L. Davis, CMC – City Recorder

COUNCIL MEMBERS:

Council President - Garry Whalen

Councilor #4 - Jacque Moir

Councilor #2 - Lore Christopher

Councilor #5 - Craig Campbell

Councilor #3 – Jim Keller

Councilor #6 – Jerry McGee

Minutes approved:

Keizer City Council Regular Session Minutes

Monday, August 2, 1999

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August 16, 1999

AGENDA ITEM 7e

**APPROVAL OF THE AUGUST 9, 1999 WORK SESSION
MINUTES**

MINUTES
KEIZER CITY COUNCIL
Work Session
Monday, August 9, 1999
Robert L. Simon Council Chambers
Keizer City Hall, Keizer, Oregon

CALL TO ORDER

Mayor Newton called the work session to order at 5:30 p.m. Roll call was taken as follows:

Present:

Bob Newton, Mayor
Craig Campbell, Councilor
Lore Christopher, Councilor
Jim Keller, Councilor
Jerry McGee, Councilor
Jacque Moir, Councilor
Garry Whalen, Council President

Parks Advisory Board:

Amy Ellison, Chair
Gary Steiner
Jim Taylor

Staff:

Wally Mull, City Manager
H. Marc Adams, Chief of Police
Rob Kissler, Director of Public Works
Bill Lawyer, Public Works Superintendent
Terry Witham, Parks Director
Tracy L. Davis, City Recorder

**ADMINISTRATIVE
ACTION**

Mayor Newton announced the Council would depart City Hall for the annual Parks tour.

ANNUAL PARKS TOUR

The Council departed in vans from City Hall at 6:32 p.m. with the first stop at Claggett Creek Park for a barbecue dinner sponsored by the Parks Advisory Board.

The Council, Parks Advisory Board, and Staff then left as a caravan and toured the following parks:

- Northview Park
- Mike Wittam Park
- Willark Park
- Country Glen Park
- Fernwood Park
- Pleasantview Park

ADJOURNMENT

The tour concluded at Keizer City Hall and was adjourned at 7:54 p.m.

Tracy L. Davis, CMC
City Recorder

APPROVED:

Bob Newton-Mayor

COUNCIL MEMBERS:

Council President - Garry Whalen

Councilor #4 - Jacque Moir

Councilor #2 – Lore Christopher

Councilor #5 – Craig Campbell

Councilor #3- Jim Keller

Councilor #6 - Jerry McGee

Minutes approved:

EXHIBIT "E"

Action

The City of Keizer ORDERS as follows:

The application for the conditional use permit to establish and operate a "haul road" is hereby GRANTED, subject to the following conditions:

1. Prior to construction of the haul road, the applicant shall construct a sound wall along the south side of the proposed road. The design and construction of such sound wall shall comply with the design set forth in Exhibit "E-1" attached and by this reference incorporated herein.
2. The applicant shall construct the proposed haul road in compliance with the requirements set forth in Exhibit "E-2" attached and by this reference incorporated herein. Such improvements shall include intersection design at Windsor Island Road and Lockhaven Drive that provide appropriate sight distances and adequate centerline continuances as set forth in Exhibit "E-2". The City recognizes to make the intersection improvements, applicant will need to purchase a small portion of property from the property owner of Tax Lot 100. If applicant cannot, after a good faith effort, reach agreement for purchase of such property, the City of Keizer shall commence condemnation actions to acquire such property. Applicant shall pay any and all costs of such condemnation.
3. The proposed haul road may be developed as a private road with a gate as indicated in Exhibit "E-2" until such time as any portion of the property to the north (Tax Lot 100) experiences development. At such time, the gate shall be removed and the haul road shall be dedicated as a public right-of-way for only that section of such haul road extending the length of the property to the north (Tax Lot 100). As used herein "development" shall have the meaning set forth in the Keizer Development Code.
4. The applicant shall submit a site grading plan to the Public Works Director indicating where fill will be proposed and showing that storm water shall not be impeded by the proposed development. The site grading plan shall be submitted and approved by the Public Works Director prior to any grading operations on the site within the city limits.
5. Once the haul road has been constructed, all trucks making commercial or retail delivery of Viesko Quality Concrete products (including any successor company) shall use such haul road to access Windsor Island Road and Lockhaven Drive.

6. The applicant shall comply with all Keizer Fire District and Marion County Fire District #1 requirements.

4979COK.002

1) Cost of City to Construct our own library?

TO: CITY COUNCIL and CITY MANAGER

FROM: BOB NEWTON, Mayor

SUBJECT: STATUS OF LIBRARY DISTRICT PROCESS

1. The library district working committee continues to meet every two weeks to work out details of the proposal. The next meeting is Wed, Aug 18, 99 at the Salem Central Library Board Room.
2. In order to place a non-binding referendum on the November 99 ballot, the council needs to make a couple of decisions.
 - a. Should the council make the decision without consulting the voters (which is entirely within the purview of their duties and responsibilities). (In other words, the council decides to proceed with placing the issue before the voters, or, decides that it will not go before the voters for consideration).
3. The non-binding referendum would be worded substantially like this: "Should the City Council allow the proposed library district formation measures: ((1) Forming the District (2) Election of 5 Member Board of Directors and (3) Establishing the Budget).be considered by Keizer votes on the ballot in the year 2000."
4. FACT BEARING ON THE ISSUE.
 - a. The latest figures show the Assessed Value of the property in the proposed district to be about \$8.5 billion. The next update by the consultant will be available on Tuesday afternoon, August 17. The current information would suggest properties be taxed at .58 cents per thousand.
 - b. Funds would permit the construction of a Keizer branch in year 2 or 3 of operation, in east Salem in year 4 or 5 and in SE Salem or Turner in year 6 or 7.
 - c. The decision as to whether to present the issue to the voters in May or November has not yet been resolved.
 - d. Whether Salem will under levy their city taxes by an equivalent amount is not yet decided. Understandably, the staff would prefer to tax the entire amount; the council is

Perhaps because they know we won't like the answers

undecided. Marion County Commissioners are very concerned, of course, with all money measures.

- e. About a year ago the Nelson Group did a survey of regarding whether Keizer voters should be given the opportunity to vote on a library. The majority favored voting on the issue.
- f. The name of the district has not yet been recommended. Further, the district boundaries in Marion and Polk Counties continue to change based on recommendations of various interested people.
- g. Cost of the election will be about \$13,000. ($\$0.75 \times 17,331$ voters). The deadline for filing is 60 days prior to the election date.

My recommendation is that we place it before Keizer voters on the November 99 ballot. We are trying to build a trust and confidence with Keizer voters. We have the opportunity here to ask them, collectively, their feelings on this and I believe we should do so.



BOB NEWTON

Mayor

August 16, 1999

BASIC FACT SHEET
Mid-Willamette Valley Council of Governments

7/1/99

1. HISTORICAL SUMMARY:

- 1957 - formation of Mid-Willamette Valley Planning Council
- 1959 - reorganization as Mid-Willamette Valley Intergovernmental Cooperation Council
- 1967 - merger to form Mid-Willamette Valley Council of Governments

2. MWVCOG MEMBERSHIP: 44 jurisdictions (refer to listing)

- 3 counties (Marion, Polk, Yamhill)
- 31 cities
- 9 special districts
- Grand Ronde Confederated Tribes

3. REGIONAL POPULATION: 414,300

4. REGION SIZE: 2,629 square miles

5. TOTAL BOARD COMPOSITION: 21 voting members

6. ORGANIZATIONAL PHILOSOPHY:

- Regional intergovernmental collaboration
- Voluntary association (not another layer of government)
- Neutral forum (equality of members)
- Broad focus (not a single interest or program)
- Nonpartisan (focus on issues, not party platform)
- Ownership (dependent upon local participation)

7. MAJOR PURPOSES:

- Joint identification of regional problems and opportunities
- Operation of regional programs
- Monetary savings through pooling of resources
- Local services delivery

8. COG STAFFING LEVEL: 33 (refer to organizational chart)

9. COG BUDGET (expenditures):

- Total expenditures (incl. pass-thru funds) -- \$4,617,618
- Total pass-through funds (lottery) -- \$1,805,000
- Total operating expenditures -- \$2,137,618
- Loans (funds available) -- \$ 675,000

10. COG BUDGET (operating revenue sources):

- Federal (grants) - 5.7%
- State (grants) - 40.1%
- Local contracts - 27.3%
- COG dues - 6.1%
- EDD dues - 1.4%
- Other * - 19.4%

* Includes interest income (e.g., checking accounts), revenue from loan program (e.g., loan servicing fees), equipment rental to all COG programs, etc.

Note: State funding includes both grants and lottery funds; we usually get more lottery funding than grants

11. MEMBER GOVERNMENT SERVICES SUMMARY (hand-out)

MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

MEMBER GOVERNMENT SERVICES

1. COMMUNITY DEVELOPMENT SERVICES

- Public works project grant preparation and administration
- Housing rehabilitation project grant preparation and administration
- Regional development program coordination and technical support:

Regional Strategies Program
Nonprofit Resource Center
Rural Investment Fund

- Small business development:

Loan packaging for business start-up and expansion
Administration of community loan funds

- Community land use planning:

Zoning review
Development application review
Periodic review (comprehensive plans)
Water and sewer rate studies
SDC (system development charge) analysis
ADA surveys

- Regional planning:

Grand Ronde Regional Problem Solving
Willamette River Recreation Master Plan
Timber Initiative (economic displacement)

2. TRANSPORTATION PLANNING SERVICES

- SKATS (Salem-Keizer Area Transportation Study)

Regional Transportation System Plan
Transportation Improvement Program

- Local transportation system plan preparation
- Traffic corridor planning
- Transportation demand modeling
- Air quality modeling
- Salem Passenger Rail Intermodal Facility Study
- Willamette River Crossing Capacity Major Investment Study
- Bridgehead Engineering Study
- MWACT (Mid-Willamette Valley Area Comm on Transportation)

3. NATURAL RESOURCES PLANNING SERVICES

- Wetlands management
- Groundwater protection (wellhead; drinking water)
- Flood hazard mitigation; floodplain management

4. RESEARCH, ANALYSIS, AND INFORMATION SERVICES

- GIS (Geographic Information System) mapping assistance
- Street-naming process coordination (Salem-Keizer; rural Marion County)

5. LOCAL GOVERNMENT CAPACITY-BUILDING SERVICES

- Strategic planning
- Small-group facilitation (team-building; goal-setting)

ADVANTAGES OF COG MEMBERSHIP

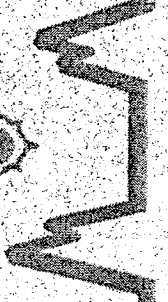
- Voluntary ownership of support staff by collective local units of government creates powerful incentive for consistent productivity and optimal efficiency
- Continuous staff support based on contractual relationships primarily regulated by State law
- Organizational credibility supported by over 40 years of service delivery
- Flexibility in service delivery (broad array of both local and regional services)
- Collective voice in global economy; enhanced economic and political clout
- Forum for local interaction of elected officials representing regional association of local governments joined on the basis of economic, social, and/or geographic considerations
- Regional collaboration on multi-jurisdictional (“boundary-spillover”) issues based on mutual interdependency produces more realistic planning; purely local approaches to such issues are ineffective
- Economies of scale; regional sharing of highly-trained support staff by local units of government unable to afford such expertise with local resources; conservation of limited financial resources by spreading costs
- COG personnel are bonded and insured for fiduciary responsibilities
- Regional harmony enhances access to State and Federal funding; competitive edge
- Synergy in regional problem-solving produces innovative solutions that could never be developed in isolation; “whole is greater than sum of parts”

Annual Report

January, 1998 - January, 1999

Mid-Willamette
Valley Council
of Governments

Mid-Willamette Valley
Council of Governments
105 High Street S.E.
Salem, Oregon 97301-3667
(503) 588-6177



*The Regional Vision...
Progress Through Collaboration*

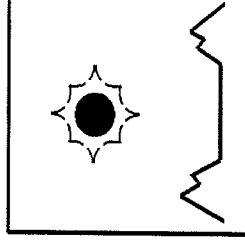
Mid-Willamette Valley Council of Governments

1998: A Year of Progress

THE REGIONAL VISION ... PROGRESS THROUGH COLLABORATION

The Mid-Willamette Valley Council of Governments continued during 1998 to pursue its mission on behalf of local governments in Marion, Polk and Yamhill counties.

During the past year, local governments have been subjected to increased pressure to maximize the utilization of already limited resources. Vision and creativity have assumed ever greater importance as guiding principles in preserving the quality of life in our region. The Council of Governments has played a role in this effort by building regional capacity and providing a broad array of shared services to its communities.



MESSAGE FROM THE CHAIR

TO THE MEMBER GOVERNMENTS OF THE MID-WILLAMETTE VALLEY:

Serving as Chair for the Mid-Willamette Valley Council of Governments Board of Directors during calendar year 1998 was a distinct honor. My pride in being an officer and serving with each of you cannot be overstated. This Council is the official voice for cooperation among cities and counties in our Region -- no other public body has this unique role. Once again, this Council has been at the forefront in addressing governmental concerns that cross our city and county boundaries.

The Mid-Willamette Valley Council of Governments continued to administer a host of traditional service programs during 1998. These programs generally focused on community and economic development, growth management, transportation planning, natural resources preservation, information technology, and elected official training and development.

The 1998 Annual Report, submitted herewith, provides a summary of our regional work program for the past year.

Thank you all again for every kindness you have shown me and for allowing me to serve as your Board Chair.

Twila Hill, Mayor
City of Willamina
Chair, 1998 Board of Directors

From Our Executive Director

As the Executive Director for Mid-Willamette Valley Council of Governments, I am pleased to report an outstanding year of accomplishments on behalf of the COG Board of Directors, elected officials, and all citizens within Marion, Polk and Yamhill counties.

The Council of Governments continued to focus its activities during 1998 in support of four major objectives:

- Expanded interaction and improved dialogue between local units of government
- Provision of services tailored to individual needs of member governments
- Coordination of regional planning initiatives
- Convenership (enhancing regional awareness of major issues through seminars and workshops)

On the regional level, we hosted both a Growth Management Summit and Infrastructure Development Conference, both designed as primers for local elected officials. We initiated a Legislative Outreach Program and hosted our first delegate breakfast to share our concerns regarding the critical need for expanded transportation and infrastructure development funding. We spearheaded a public-private partnership with ESRI (Environmental Systems Research Institute) to acquire almost \$250,000 in equipment and training support for an integrated computer mapping data network for local governments in our region. We also created a MWVCOG web page and continued providing staff support for the activities of the Mid-Willamette Area Commission on Transportation. In response to widespread

concerns regarding the frequency of training for local elected officials, we also planned and conducted the first in a series of annual public officials training workshops designed to teach basic principles of local governance. The workshop attracted over 60 newly elected local council members from around the region and included presentations on council-staff relations, public budgeting, and ethics. Finally, our continued emphasis on small business development services resulted in the approval of 25 loans totaling almost \$6 million, leveraging over \$11 million in private investment and creating almost 500 new jobs throughout the region.

At the local level, we began providing housing rehabilitation administrative services for the cities in our region. We provided staff support for the Willamette River Crossing and Bridgehead Engineering Study task forces to explore ways to reduce congestion on the Center and Marion Street bridges. We worked closely with several communities in wetlands identification and planning efforts. We continued to assist our member governments with their local land use, infrastructure and facility planning and development projects. We also began providing small-group facilitation services to enhance the effectiveness of local elected councils.

The work of the COG is exciting, diverse, and vital to the quality of life for our citizens. As you read this Annual Report, I hope you will share our commitment to encourage even more collaboration among the local governments in our region.

David A. Galati
Executive Director

1998 COG OWNERSHIP

Marion County	City of Dundee	City of Mt. Angel
Polk County	City of Falls City	City of Newberg
Yamhill County	City of Gervais	City of Salem
City of Amity	City of Hubbard	City of Scotts Mills
City of Aumsville	City of Idanha	City of Sheridan
City of Aurora	City of Independence	City of Silverton
City of Carlton	City of Jefferson	City of St. Paul
City of Dallas	City of Keizer	City of Sublimity
City of Dayton	City of Lafayette	City of Turner
City of Detroit	City of McMinnville	City of Willamina
City of Donald	City of Monmouth	City of Yamhill
Chemeketa Community College	Marion County Fire District No. 1	Salem Area Mass Transit District
Salem/Keizer School District	Willamette Education Service District	Yamhill Education Service District
Yamhill Soil & Water Conservation District	Sheridan Fire District	The Confederated Tribes of the Grand Ronde Community

1998 BOARD OF DIRECTORS

Chair: Mayor Twila Hill, Willamina,
representing Small Cities of
Yamhill County

Vice Chair: Commissioner Randall Franke,
Marion County

Commissioner Ron Dodge, Polk County
Commissioner Rob Johnstone, Yamhill County

Mayor Mike Swaim, Salem
Mayor Gwen VanDenBosch, Dallas
Mayor Marc Nelson, Monmouth
Councilor Charles Cox, Newberg
Mayor Steve Littrell, Turner, representing Small Cities of
Marion County

Mayor Tom Ritchey, Independence, representing Falls City
and Independence

Mr. Ken Knutson, Yamhill & Willamette ESD Boards
Mr. Stan Christensen, Yamhill Soil & Water Conservation
District Board

Mr. Randy Brown, Marion County Fire District No. 1 Board
Ms. Marcia Kelley, Salem Area Mass Transit District Board
Ms. Bonnie Heitsch, Salem/Keizer School District Board
Mr. Tom Marks, Chemeketa Community College Board

Mr. Mark Mercier, Tribal Councilmember, The Confederated
Tribes of the Grand Ronde Community in Oregon

REGIONAL PLANNING

Reorganization of Regional Board

The three county boards of commissioners proposed in August, 1998, that the role of the Economic Development District Board be expanded and its name be changed to Mid-Willamette Valley Community Development Partnership. The intent of this proposal is to provide a regional framework for better coordination of a range of development activities and policies in areas such as economic development, housing, natural resources management, land use planning, public infrastructure, transportation, environmental preservation and other similar activities.

One specific objective for this Board is to consolidate regional planning initiatives such as the Regional Economic Development Plan, the regional transportation priorities developed by the Mid-Willamette Area Commission on Transportation, the federal timber initiative, the Oregon Lottery-funded Regional Strategy Program, and other regional development plans. A second objective is to broaden the context in which regional development priorities are developed. Third, the Board is expected to better facilitate communication with state and federal development agencies. Finally, this newly charged Board will also assume responsibility for managing the regional development grant funds that are allocated through the Oregon Lottery.

In the Fall of 1998, a survey was mailed to about 200 community leaders throughout the region regarding the new roles of this Board. After reviewing the survey results, the Board agreed to proceed with the new name and to authorize an application for \$15,000 in planning funds from the Oregon

Project	Sponsor	Amount
Phase II of a micro-electronics education initiative in Yamhill County high schools including work stations and curriculum development at Newberg High School, equipment purchase and curriculum development for a fiber optics program, equipment purchase and coordination with a Chemeketa Community College/Cisco Systems training center in Yamhill County, and other supporting activities.	Yamhill ESD	\$95,000
Continuation of an OSU Extension Forester to provide technical assistance and training to small wood lot owners throughout Marion, Polk and Yamhill Counties.	OSU Extension (Yamhill County)	\$35,000
Assistance to the Oregon Garden with improvements to a building on the site for use as a meeting facility and indoor activities center.	Oregon Garden Foundation	\$51,074
Agricultural supervisor training program.	Chemeketa Community College	\$5,000

RURAL INVESTMENT FUND

On January 27, 1999, the Regional Strategy Board awarded 19 grants to rural communities for development projects in three categories: *Public Infrastructure Improvements*, *Growth Management Strategies*, and *Social Services Projects*. These

ADMINISTRATIVE FINANCES

The Mid-Willamette Valley Council of Governments is a public agency and its stewardship responsibilities are considered a public trust. Consequently, the financial resources that each year are entrusted to the COG organization are treated with utmost care. Budgetary control and fiscal management systems are continually being monitored and refined, and independent audits have historically substantiated the confidence and trust of the member governments comprising the Council of Governments. Additionally, the COG is firmly committed to the optimal use of its available human and non-financial resources in promoting staff excellence.

Over the past year, MWVCOG was responsible for the efficient management of a budget in excess of \$5.8 million and for enhancing the productivity of 30 professional staff employees.

Revenues and expenditures for the past fiscal year are graphically represented on the following page:

totaling almost \$250,000 to implement 15 GISs at local agencies within Marion, Yamhill and Polk counties.

Staff continued to lead the Willamette Valley GIS Users Group (WVGISUG), a group for ArcView and Arc/INFO GIS users all over the Willamette Valley. Membership of the group continued to grow during the past year, and now includes more than 80 members. For information see the WVGISUG website at <http://www.teleport.com/~orurisa/wgisug/master.html>.

LOCAL COUNCIL FACILITATION SERVICES

During 1998, MWVCOG staff inaugurated several new services designed to improve communication among local elected council members and their staffs, enhance the productivity of council meetings, and promote strategic planning by local councils. These services include team-building, goal-setting, and meeting ground rules preparation.

MWVCOG staff facilitated a goal-setting session with the Willamina City Council, a meeting ground rules development workshop with the Dayton City Council, and two team-building retreats with both the Dayton City Council and the Jefferson City Council.

These activities constitute a new category of services available to members of the Council of Governments.

lottery funds are not tied to economic development or to key industries but to strategic needs of rural communities.

The projects awarded grants (totaling \$527,737) are summarized below:

Project	Sponsor	Amount
Sanitiam Middle School technology network. (a computer lab and other related activities).	Sanitiam Canyon School District	\$5,140
Rural public transit planning in Marion and Polk Counties (GIS demographic modeling)	Salem Area Transit District	\$20,000
Family Services referral center in Stayton (improvements to building and counseling curriculum development)	Mid-Willamette Valley Community Action Agency	\$15,000
Polk County Professional-Technical Education Center (renovation of a building for use as a workforce training facility)	Willamette Education Service District	\$50,000
Falls City Community Newsletter	City of Falls City	\$2,000
Case manager to help farmworkers and other immigrants with naturalization	Yamhill Community Action Program	\$15,000
Yamhill County public transit needs assessment and feasibility study	Yamhill Community Action Program	\$44,000
Grand Ronde community library improvements	Yamhill Community Action Program	\$2,000
Detroit/Idanha regional sewer committee staff support	City of Idanha	\$3,000

Project	Sponsor	Amount
City of Hubbard wastewater facility improvements (comply with orders from DEQ to address inadequacies at the sewage treatment plant)	City of Hubbard	\$30,000
St. Paul sewer system master plan	City of St. Paul	\$35,000
Aumsville sewage effluent irrigation system (develop the capacity to dispose of treated sewage effluent through irrigation on a 10-acre site)	City of Aumsville	\$41,000
Scotts Mills development code rewrite	City of Scotts Mills	\$7,000
Sheridan Enterprise Zone wellands evaluation and management project	City of Sheridan	\$25,000
Regionally connected geographic information system for Carlton, McMinnville, Independence, Silverton, Stayton, Gervais, Hubbard, Sheridan, Jefferson, Sublimity, Mt. Angel and Aumsville; Yamhill and Marion Soil and Water Conservation Districts; all three county assessors' offices (project pays for software and training for local staff)	Mid-Willamette Valley COG	\$61,597
Downtown revitalization planning for the cities of Amity, Aurora, Detroit and Monmouth	Mid-Willamette Valley COG	\$55,000
Bethel Heights road improvements in Polk County	Polk County	\$80,000
Monmouth-Independence YMCA aquatic center traffic study (analyze traffic impacts of a site for potential donation)	M-I YMCA	\$10,000

physical resources, existing zoning and comprehensive plans, functional classification of roads and many others.

We have assisted in producing maps for the Willamette River Recreation Master Plan, the Little Pudding Watershed and other projects in analyzing the natural resources of our region. We have also worked to more efficiently produce reports of the building permit activity that goes on in the Salem-Keizer Urban Growth Boundary and the counties. Look for this report on the COG website soon.

Staff utilized the GIS to analyze land use and zoning at the parcel level and develop 20-year population forecasts for the cities of Salem and Keizer, and for the SKATS area. These projections are in a GIS format and are typically updated every few years. Look for these on the COG website soon.

COG Technical Services staff continues to function as the region's representative to the Oregon State Data Center (OSDC) at Portland State University. The OSDC is the Census Bureau's appointed agency responsible for maintaining and disseminating census data. This year's OSDC affiliate activities included participating in several of the Census Bureau's programs related to preparing for the Year 2000 Census. Among others, these Census programs included the Statistical Areas Program and Census Designated Places (CDP's). Staff continues to provide census expertise in COG projects, provide census data to the public and field Census Bureau program questions. Look for Census data on the COG's website: <http://www.open.org/cog>.

Staff have also been actively pursuing and coordinating the development of GISs at local agencies throughout the region. Technical Services staff successfully obtained several grants

and other issues related to water quality and water quantity management.

Periodic Review (Comprehensive Plan Revision)

The cities of Gervais, St. Paul and Sublimity utilized MWVCOG staff to update the Natural Resource Element of their respective Comprehensive Plans in accordance with Oregon's Land Use Planning Goals. The review process included an analysis of each community's physical setting, and an inventory of natural and cultural resources (such as wetlands and groundwater), natural hazards (such as flooding, seismic activity, and unstable soils), and other data characterizing local air, land, and water quality. Existing goals and policies were amended or expanded as necessary to appropriately address community needs.

RESEARCH, ANALYSIS AND INFORMATION SERVICES

The MWVCOG Technical Services Department continued to expand this past year. The MWVCOG has been establishing itself as a regional resource for GIS services (geographic information systems), data analysis, mapping and census services. The elements that form the foundation of these services are the Arc/INFO GIS platform, extensive staff experience in data analysis, mapping and technology, and the vast regional data sets housed or accessed by the Technical Services Department.

Projects have included analyses and maps for Transportation System Plans and Periodic Reviews. Analysis for these projects included land use determination by area, areas impacted by natural limitations and the potential effects of land use changes. We have also produced maps showing cultural resources,

SMALL BUSINESS FINANCE

The past year brought continued growth to the small business finance program that was started in 1988. In addition to making loans directly through the regional Revolving Loan Fund capitalized by local governments and the federal Economic Development Administration, the COG has also entered into arrangements with the US Small Business Administration, the US Department of Agriculture, the State of Oregon and the seven county Cascades West Financial Services, to provide area small businesses with access to all of the major public sector finance programs. We also continue to provide assistance to the Cities of Newberg, Yamhill, and Independence and Yamhill County with their local loan programs.

A summary of the year's loan activity is provided below:

(Loan Activity from January, 1998 to January, 1999)

Type of Borrower	Location	Program	Amount	Private Invest.	Jobs
City Government	Sublimity	RLF	\$300,000	\$796,884	
Design Engineering Firm	Salem	SBA 504	\$358,000	\$447,500	11
High Tech Manufacturer	Salem	SBA 504	\$327,000	\$400,000	19
Wholesale Distributor	Woodburn	SBA 504	\$260,000	\$447,500	8
Hotel	Dallas	SBA 504	\$549,500	\$982,500	10
Restaurant	Newberg	SBA 504	\$500,000	\$750,000	20
Non-Profit	McMinnville	Rural Loan	\$16,000	\$16,000	1
Gas Station	Aumsville	Rural Loan	\$110,000	\$155,000	6
Restaurant	Dundee	Rural Loan	\$70,000	\$106,320	3

Type of Borrower	Location	Program	Amount	Private Invest.	Jobs
Car Dealership	Molalla	Rural Loan	\$150,000	\$285,000	6
Specialty Machinery	Newberg	Newberg RLF	\$69,000	\$137,946	4
Law Firm	Newberg	Newberg RLF	\$200,000	\$250,000	2
Laser Manufacturer	Newberg	Newberg RLF	\$150,000	\$187,500	2
Construction Contractor	Monmouth	Rural Loan	\$67,200	\$84,000	15
High Tech Manufacturer	Salem	SBA 504	\$327,000	\$400,000	19
Automotive Repair	Salem	SBA 504	\$162,000	\$317,400	5
Heavy Equipment Fabrication & Mfg	Salem	SBA 504	\$634,000	\$767,543	38
Retail Facility	Keizer	SBA 504	\$278,000	\$334,000	8
Restaurant	Newberg	SBA 504	\$247,500	\$412,500	8
Optometry Clinic	Salem	SBA 504	\$210,445	\$263,057	7
Cable Contractor	Salem	SBA 504	\$250,000	\$312,500	8
Retirement Facility	Woodburn	SBA 504	\$210,000	\$350,000	6
High Tech Mfg.	Newberg	Newberg RLF	\$150,000	\$187,500	10
Industrial Park	Estacada	Rural Loan	\$150,000	\$2,727,275	250
Professional Services	Newberg	Newberg RLF	\$200,000	\$460,000	2
TOTALS:					
Public Sector loans packaged and approved in this period:			\$5,945,645		
Private Financing leveraged in these loans:				\$11,577,925	
New full time jobs created by the borrowers:					468

MWVCOG staff prepared or are preparing transportation plans for the following areas:

Hubbard	Lafayette
Independence	Sheridan
Keizer	Polk County
Willamina - Grand Ronde	Salem-Bend Corridor Strategy
	Turner

NATURAL RESOURCES PLANNING SERVICES

MWVCOG is committed to enhancing the livability of the Region through the protection and preservation of its natural resources. Staff contributions during 1998 focused specifically on wetlands management. Staff also provided technical assistance to several communities subject to periodic review by updating the Natural Resource Element of their Comprehensive Plans to comply with state land use planning goals.

Wetlands Management

MWVCOG is beginning the preparation of Local Wetland Inventories for Turner and the Sheridan Enterprise Zone. The inventory provides a more complete database pertaining to the kind, size, location, function, and value of area wetlands. The work program for the inventory project also involves the preparation of wetland maps and summary sheets to assist communities in various aspects of wetlands planning, including wetlands mitigation banking, stormwater management, parks and open space development, fish and wildlife habitat preservation, riparian corridor planning, groundwater protection,

study as part of Phase 2 of the Willamette River Crossing Capacity Study.

Willamette River Crossing Capacity Study

SKATS completed Phase 1 of the study, focusing on transportation capacity and mobility problems across the Willamette River. This phase of the study evaluated the potential need, benefits, costs, and impacts associated with a wide range of potential transportation capacity alternatives across the river. Consistent with the recommendations of a 34-member Citizen Task Force that oversaw the study, the SKATS Policy Committee recommended:

- further study of the Tryon/Pine and Kuebler Corridors as potential new bridge corridors;
- further study of aggressive increases in the potential use of non-automobile modes for river crossing travel;
- further evaluation of other types of capacity improvements such as a new ramp from the Marion Street bridge into West Salem; and
- further definition of the need and design of a "beltline" concept.

Local (Non-SKATS) Transportation Planning Services

Outside the Salem-Keizer area, MWVCOG staff were heavily involved in the preparation of State-mandated community transportation system plans and ODOT-sponsored Corridor Planning activities. Oregon's Transportation Planning Rule guides regional and local transportation planning and establishes specific requirements for local transportation system plans on the basis of population, level of local need, and geographic location.

Programs Used:

Rural Loan: the regional Intermediary Relending Program from which loans can be made in cities of less than 25,000 population

SBA 504: the US Small Business Administration debenture program which can participate up to 40% in eligible projects that have first been reviewed by the 7-county Cascades West Financial Services Board. We originate and service these loans under contract with Cascades West Financial Services.

Newberg RLF: The City of Newberg has a revolving loan fund for small business for which we provide professional staff support.

Local Government Infrastructure Projects

Housing Rehabilitation Program Services

Among the most cost effective and popular housing programs available to small cities is the Community Development Block Grant (CDBG) housing rehabilitation program. A city or county is awarded a grant from which they make smaller grants or loans to individual low-to-moderate income homeowners for home improvements and repairs. A city's existing stock of affordable housing is preserved in a manner that is normally much less expensive than the construction of new publicly-assisted housing units. These housing programs require a significant amount of specialized management, however, and can present a problem to many cities who do not have enough such activity to warrant hiring additional city staff.

In response to an initial request from the City of Silverton, we began providing housing rehabilitation program management services to the cities of Silverton and Mt. Angel in the Fall of 1998 and will be able to provide this service to others in the future. The

COG can prepare applications for new CDBG grants, provide specialized housing program management and also provide on experienced housing rehabilitation specialist on an hourly basis to older programs that are “revolving” or recapturing loans that were awarded in older programs.

Water & Sewer Conference

An informational briefing on local government infrastructure issues and resources was held in October at the conference facility at Roth's in West Salem. A panel focusing on new regulatory issues included representatives from the Oregon Department of Fish and Wildlife, the Department of Environmental Quality and the City of Salem, which shared some of its experiences complying with new storm water treatment rules. Another panel made up of financing agencies such as the Oregon Economic Development Department and the US Department of Agriculture, Rural Utilities Service, discussed federal and state financing and a third panel focused on systems development charges, bonds and other local solutions. The luncheon speaker was David Barenberg, from the League of Oregon Cities, who discussed the infrastructure strategy of the LOC at this year's session of the Oregon Legislature. The event was well attended and everyone was provided with reference materials.

Local Project Assistance

Listed below are summaries of local government infrastructure projects receiving assistance from COG staff in the past year:

Regional Transportation System Plan

SKATS is responsible for adopting and maintaining the RTPS for the Salem-Keizer urban area, a twenty-year blueprint for addressing long-range transportation needs. The SKATS Plan represents the first RTPS adopted by an Oregon Metropolitan Planning Organization that fully complies with federal intermodal Surface Transportation Efficiency Act (ISTEA) and federal and State air quality conformity requirements.

Air Quality Conformity

SKATS produces and adopts the Air Quality Conformity Determinations for the RTPS and TIP for the Salem-Keizer area to ensure compliance with air quality conformity requirements. Implementation of the improvements recommended in both planning documents will reduce vehicle emissions below 1990 levels.

Travel Demand Model Development

SKATS staff began implementing a new travel demand model for the Salem-Keizer area. This tool enhances regional transportation data accuracy, assists in the determination of compliance with State land use regulations, and provides the necessary technical sophistication for improved air quality conformity determinations and comparisons.

Willamette River Bridges

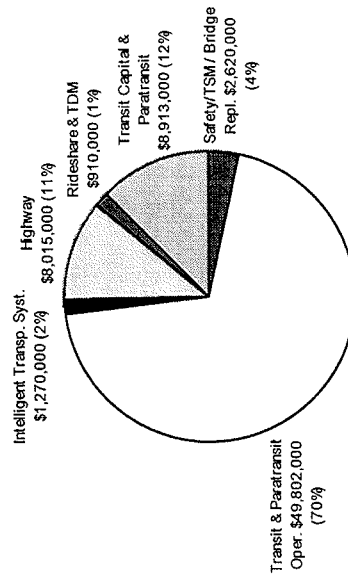
Bridgehead Engineering Study (BHES)

Using a consultant, SKATS staff completed an engineering study of potential low-cost, low-impact improvements to the Marion and Center Street bridgeheads in Salem that could be implemented to maximize the useful life of the existing spans. Consistent with the recommendations of the study Citizen Advisory Committee, the SKATS Policy Committee adopted several improvements for near-term implementation or further

Transportation Improvement Program

The SKATS FY 00-03 Transportation Improvement Program, scheduled for adoption in April 1999, establishes multi-modal priorities and a funding schedule for the Salem-Keizer area over the next four years. The TIP designates approximately \$100 million in public investment for highway improvements, expanded ride-sharing, park-and-ride lot development, safety enhancements, bicycle lane construction, and expanded public transit services. Almost 70% of the funds are earmarked for regional public transit and paratransit system improvements. The remaining funds are targeted for highway system improvements, regional transportation planning activities, and as a reserve for future project allocation.

SKATS FY 00-03 Program Expenditure by Mode*



*Projects using federal or state funds; includes local funding participation in those projects which may be reduced by Measure 50 impacts.

Total FY 00-03 Program: \$71,530,000

Government	Project	Development Programs Used	Current Status
Amity	sewer master plan/18i study	CDBG - \$119,610	COMPLETED
	sewer project engineering	CDBG - \$219,000	Application completed
	water system improvements	SDWRLF - \$1.6 million	Application completed
Aumsville	sewer master plan	CDBG - \$38,200	95% complete
Aurora	systems development charge study	Rural Investment Fund - \$12,500	90% complete
Carlton	water system master plan	CDBG - \$30,000	COMPLETED
	water improvements engineering/construct ion	SDWRLF - \$1,825,625 CDBG - \$720,000	Application submitted Application in preparation
Dayton	water improvements	CDBG - \$243,000 RD - \$2.4 million	Stalled by litigation
Detroit	regional sewer system	CDBG & USFS - \$100,000	Feasibility study done, environmental review underway
Falls City	sewer facility plan	CDBG - \$65,900	Application prepared
	water system improvements project	CDBG - \$443,510 RD - \$2 million grant RD - \$1.2 million loan	Under Construction - 65% complete
Gates	water improvements	CDBG - \$600,000	Under construction - 75% complete

Government	Project	Development Programs Used	Current Status
Gervais	sewer system master plan	CDBG - \$44,000	Completed; approved by DEQ in December
Idanha	regional sewer system	CDBG & USFS - \$100,000	Feasibility study done
Jefferson	water reservoir	RD - \$1,186,000	COMPLETED
	community center plan	CDBG - \$10,000	Final Draft
Lafayette	sewer master plan	CDBG - \$37,500	COMPLETED DEQ has approved plan
	Community Resource Center Feasibility Study	CDBG - \$10,000	COMPLETED
	water system improvements	RD - \$2.4 million	Stalled by litigation
Marion County	Liberty House child assessment center facility	CDBG - \$598,000	Under construction - 75% complete
Mt. Angel	water line extension	CDBG - \$150,000	COMPLETED
	city hall ADA improvements	CDBG - \$223,000	Plans being revised
Newberg	library ADA improvements	CDBG - \$51,000	Out to bid
Polk County	Polk Adolescent Day Treatment Center	CDBG - \$593,550	Under construction - 80% complete
Scotts Mills	water system master plan	CDBG - \$33,000	Application submitted
Sheridan	sewer facility plan	CDBG - \$107,800	Application submitted
	sewage treatment plant study	EDA - \$26,500	Engineer contract executed
Sublinity	storm drainage plan	EDA - \$10,000	Engineer contract executed

Government	Project	Development Programs Used	Current Status
Williamina	water system improvements	CDBG - \$568,353 RD - \$971,700	Construction - 50% complete
	sewer improvements	CDBG - \$82,700 SDWRLF - \$550,000	Design completed
City of Yamhill	water improvements	CDBG - \$30,000	Application in preparation Phase 1 design done

TRANSPORTATION PLANNING SERVICES

As the designated Metropolitan Planning Organization for the Salem-Keizer area (SKATS) and as a provider of local transportation planning services throughout Marion, Polk and Yamhill counties, MWVCOG plays a critical role in promoting and supporting comprehensive, multi-jurisdictional transportation planning. COG staff support during 1998 was directed toward several major regional planning studies, support for local Transportation System Plan preparation, air quality conformity, travel demand model development, and a Jobs Access study.

SKATS (Salem-Keizer Area Transportation Study)

The activities of the SKATS MPO (Metropolitan Planning Organization) are governed by the SKATS Policy Committee, comprised of elected officials from Marion and Polk counties, the cities of Salem and Keizer, the Salem Area Mass Transit District, and School District 24J. MWVCOG provides technical and administrative staff support to conduct SKATS activities.