



***Festival Advisory Board - Regular Meeting Agenda
Monday, January 22, 2018 - 6:00
Keizer City Hall***

- 1. Call to Order**
- 2. Election of Chair and Vice Chair**
- 3. Approval of Minutes**
- 4. Appearance of Interested Citizens**
- 5. New/Old Business**
 - *Election of Chair and Vice Chair*
 - *Adoption of a Policy for Placement of Informational Signs at the Focal Point*
 - *Establish K-FAB Mission Statement*
 - *Talking Points for Visiting Neighborhood Associations*
 - *Set Goals for 2018*
- 6. Chamber Report**
- 7. Other Business**
- 8. Adjourn**

Next meeting: April 23, 2018

Americans with Disabilities Act (ADA) Notice

The City of Keizer is committed to providing equal access to all public meetings and information per the requirements of the ADA and Oregon Revised Statutes (ORS). The Keizer Civic Center is wheelchair accessible; if you require any service that furthers inclusivity to participate, please contact the Office of the City Recorder at least 48 hours prior to the meeting by email at davist@keizer.org or phone at 503-390-3700 or 503-856-3412.



**Festivals Advisory Board
Meeting Minutes
Monday, October 23, 2017 at 6:00 p.m.
Keizer Civic Center**

CALL TO ORDER ~ Chair Marlene Parsons called the meeting to order at 6:00 p.m.

Present:

Marlene Parsons, Councilor, Chair
Sherrie Gottfried
Laura Reid, Councilor
Donna Bradley, Parks Board
Carlos Soto, Chamber Representative
Jeremy Turner, Citizen at Large

Absent:

Bob Shackelford, Citizen at Large, Vice
Chair

Staff Attending:

Debbie Lockhart, Deputy City Recorder

APPROVAL OF MINUTES: Donna Bradley moved for approval of the July 2017 Minutes. Sherrie Gottfried seconded. Motion passed as follows: Parsons, Gottfried, Reid, Turner and Bradley in favor with Soto abstaining and Shackelford absent.

APPEARANCE OF INTERESTED CITIZENS - None

NEW/OLD BUSINESS

- **2017 Total Eclipse Debriefing:** Chair Parsons commended Keizer citizens for making the visitors feel welcome noting that many countries and states were represented. She thanked Tom Thiele and his wife and sons for donating their quads during the event, David Loudon and Allen Barker for their efforts in staking the camping area, and Sherrie Gottfried for her start-up efforts. She reported that a neighbor built showers and charged \$10 with half of the proceeds going to the Boys and Girls Club.

Donna Bradley reported that the Parks Foundation grossed \$45,000 and netted \$31,000. The money will be kept in the Foundation to fund matching grants that will be available on the Foundation website: www.keizerparksfoundation.org. She thanked all the hardworking volunteers including City staff.

- **Holiday Event Planning:** Carlos Soto reviewed Chamber events noting that details are on the Chamber website. He noted that this year runners in the Jingle Dash will have lighted necklaces to identify themselves and race participants. Lyndon Zaitz provided details about the Heritage Christmas event. Members discussed and edited the event list.

- ***Determine Frequency of Meetings:*** Members agreed by consensus to meet quarterly starting January 2018.

OTHER BUSINESS: Discussion took place regarding being part of events that come to the area, increasing landscaping requirements for businesses to improve the look of River Road and entice new businesses into the area, advertising special events on area business signs, and placing a reader board at the focal point.

ADJOURNMENT: Meeting adjourned at 6:47 p.m.

Next Meeting: January 22, 2018

Minutes approved: _____

KEIZER CITY ATTORNEY
M E M O R A N D U M

TO: FESTIVALS ADVISORY BOARD

FROM: E. SHANNON JOHNSON
CITY ATTORNEY

SUBJECT: **ADOPTING POLICIES FOR PLACEMENT OF INFORMATIONAL
SIGNS AT THE FOCAL POINT**

DATE: JANUARY 16, 2018

On August 5, 2013, the Urban Renewal Agency of the City of Keizer adopted Resolution UR2013-160 (Adopting Policies for Placement of Informational Signs at the Focal Point) (copy attached). The Focal Point is the property at the southwest corner of River Rd. and Chemawa Rd. with the fountains. This Resolution was adopted by the Urban Renewal Agency because the Focal Point was the property of the Agency. The Agency has now been terminated and the Focal Point property has been deeded to the City.

At the October 16, 2017 City Council meeting, staff asked the City Council if they wanted to adopt a City of Keizer Resolution similar to UR2013-160 since the Urban Renewal Agency has been terminated. Council directed that the Festivals Advisory Board look at this matter and make recommendations regarding signage at the Focal Point.

By way background, the informational sign at this site is usually used for concerts or other Keizer Rapids Park amphitheater events. KRA, LLC (Clint Holland's group) manages such events. As can be seen on Exhibit A to the resolution, this group has priority for placement of informational signs at the Focal Point.

This system has worked well, and staff does not see any reason to change it.

Staff recommends that the Board pass a motion to recommend that the City Council adopt a Resolution similar to UR2013-160.

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

ESJ/tmh

1 URBAN RENEWAL AGENCY, CITY OF KEIZER, STATE OF OREGON

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3 Resolution UR2013- 160

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5
6 ADOPTING POLICIES FOR PLACEMENT OF
7 INFORMATIONAL SIGNS AT THE FOCAL POINT
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10 WHEREAS, the sign code sets forth regulations with regard to the size,
11 placement, type of sign, and duration of temporary sign placement within the City of
12 Keizer;

13 WHEREAS, individuals and groups make requests to place temporary
14 informational signs at the Focal Point located at the corner of River Road and Chemawa
15 Road;

16 WHEREAS, the Focal Point is owned by the Urban Renewal Agency;

17 WHEREAS, permanent footings have been installed at the Focal Point to support
18 a sign structure that can be installed and removed;

19 WHEREAS, the permanent footings have been deemed to comply with the
20 requirement of a permanent structure so that temporary signs may be attached;

21 WHEREAS, the Urban Renewal Agency desires to adopt a policy that allows
22 standards and guidance for the allowance of placement of temporary informational signs
23 at the Focal Point;

24 NOW, THEREFORE,
25

1 BE IT RESOLVED by the Urban Renewal Agency of the City of Keizer adopts
2 the policy relating to the placement of temporary informational signs at the Focal Point
3 as attached in Exhibit "A" and by this reference incorporated herein.

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5 PASSED this 5th day of August, 2013.

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7 SIGNED this 5th day of August, 2013.

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11 Agency Chair

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13
14 City Recorder

EXHIBIT "A"

The following applies for requests for placement of temporary signs at the Focal Point located at Chemawa Road and River Road:

1. The information should be for public event purposes and not commercial purposes.
2. Signs must be limited in duration to comply with the ordinance requirement of no more than 120 total days of display per calendar year.
3. Signs must comply with all requirements of the Keizer Development Code, including, but not limited to sign material, type and size.
4. City-partnered programming events with KRA, LLC (or successor entity) will be allowed up to sixty (60) days per calendar year for the City-partnered events.
5. The remaining sixty (60) days per calendar year shall be granted in periods of usage not to exceed one week per event, with the Community Development Director determining when the sign may be placed and when the sign must be removed.
6. Placement of signs for other than City-partnered/KRA, LLC events shall be on a first come, first served basis. City-partnered/KRA, LLC events have preference when considering placement. KRA, LLC shall provide the times of sign placement by June 1 each year.
7. Sign permission may be granted, denied, or conditioned by the Community Development Director (Director) of the City of Keizer or his designee as follows:
 - a. A letter of request and documentation showing a public purpose is provided to Director. Such letter of request and documentation must be received by the Director no less than twenty-one (21) days prior to the date of the event.
 - b. The Director shall grant, deny, or condition the request within five (5) days after the date of receipt of the request/documentation.
 - c. If the request is denied, the requester may send a letter to the City Recorder requesting that the matter be set before the Urban Renewal Agency of the City of Keizer. Such letter must be physically received by the City Recorder within five (5) days after the denial was issued. The City Recorder shall schedule a meeting of the Urban Renewal Agency of the City of Keizer on the same day as the next City Council meeting and place the request for reconsideration of the denial before the Board. The decision of the Urban Renewal Agency of the City of Keizer will be final. The decision concerns allowance for sign use on Agency-owned property and as such is not a land use decision.